



Memo

Date: November 15, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Saint Matthew Catholic Church located in Winder has immediate opening for a part-time (28 hours per week) **facilities manager**. The Facilities Manager is responsible for general maintenance of the buildings and grounds of the church and the rectory, including supervision of maintenance staff, contractors and volunteers. This manager ensures that the operating and mechanical systems of the church/office, social hall, education building and rectory are adequately maintained and operating properly. These systems include, but are not limited to, fire and security, heating and air, electrical, internet and telephone, lighting and plumbing. Interested parties should submit cover letter and resume to the Business Manager at Saint Matthew Catholic Church, 25 Wilkins Road, Winder, Ga 30680 or email to busmgr@saintmatthewcc.org.

St. John Neumann Regional Catholic School, a Pre-K – eight grade school in Lilburn, is accepting applications for a **fourth grade teacher** to begin immediately. Applicants should possess a bachelor's degree in education and a valid teaching certificate. St. John Neumann offers a drug-free, family friendly, loving environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to jbroom@sjnracs.org.

Queen of Angels Catholic School in Roswell is looking for additional **staff** for the **after-school program**. The program serves students in Kindergarten through eighth grade. The program runs Monday - Friday from 3-6 p.m. Schedules are flexible. Candidates should be at least 21 years old and must complete VIRTUS training, drug screening and a background check. Please contact EDP Director, Danielle Kroger at dkroger@qaschool.net.

Regnum Christi/Legion of Christ is accepting applications from qualified individuals for the position of **development coordinator** for Sacred Heart Apostolic School. Position will be located in Chicago, IL or Atlanta, GA. Development-Build awareness, teamwork with Legionaries, Regnum Christi Consecrated Women and lay RC members to achieve effective fundraising consistent with evangelizing mission of the RC and the Catholic Church , help set realistic annual goals and implement annual plan for SHAS fundraising, strengthen relationships with current and future donors of SHAS through supporting/coordinating fundraising efforts/activities of SHAS Legionary priests and brothers and working with national fundraising team to support efforts to obtain gifts for SHAS, pre-planning for multiple campaigns and events, collaborate with SHAS Director of Advancement to coordinate fundraising/promotion efforts for SHAS. Events-Travel to SHAS periodically for meetings and events, six to eight times per year, attend SHAS event planning meetings, help organize fundraising events, organize and supervise event volunteers, attend two National Development meetings annually, Development training. Administration duties. Paid time-off, retirement savings benefits, working with great people in achieving the Catholic Church's modern evangelizing mission! For complete job description and to apply click [here](#).

Saint Jude the Apostle Catholic Church, Sandy Springs, seeks a part-time weekend **day porter** (Saturday and Sunday) 16-18 hours a week. This position works with the facilities team and performs varied duties, including setting up tables and chairs for parish events and meetings, maintaining public spaces and restroom tidiness, restocking supplies, light cleaning and trash removal. This position requires a cheerful, friendly disposition and willingness to be of service to our parishioners. Candidates must be able to be on their feet for extended periods, lift and stack objects up to 50lbs, and carry, push or move tables, chairs and AV equipment. Position has excellent pay and pleasant work environment. To apply, contact Mike Higgins, director of facilities and maintenance, at MHiggins@judeatl.com or 770-394-3896 ext. 532.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of November/December. Thank you