



Memo

Date: December 9, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Catholic Charities Atlanta is seeking a detailed oriented individual to work full-time as our **LOPC (Legal Orientation Program for Custodians) coordinator** in our Immigration Legal Services program. Fluency in Spanish is required. Must have the ability to work in a fast-paced and collaborative environment. Must have experience in immigration law and a willingness and ability to be eligible for accreditation or obtain full accreditation with the Executive Office for Immigration Review within one year of hiring. The right candidate will have a bachelor's degree in relevant field (or equivalent years of direct work experience); experience with multicultural populations; understanding of accreditation standards; and be bilingual in Spanish and English. Interested candidates, please submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to ccaemployment@catholiccharitiesatlanta.org.

Catholic Charities Atlanta is seeking a self-starter with strong organizational and communication skills, to join our team as our new **grant writing manager**. This full-time position on our Performance and Quality Improvement Team will lead the agency's grant writing process. Working closely with finance and program staff, the Grant Writing Manager will reach across departments for organized and timely submission of grant applications. Some responsibilities include tracking grant applications, managing the agency's grant calendar and maintaining current documentation in the Grant Resource Center. The right candidate will have an undergraduate degree (or equivalent work experience) in relevant field; be highly organized, detail-oriented and flexible; have proven experience with grant writing and reporting; excellent written and oral communication skills; ability to communicate with external stakeholders, such as funders and grant makers; mastery of Excel, PowerPoint

and Word; ability to work independently across the organization. Social service experience preferred. Interested candidates should send resume and cover letter to ccaemployment@catholiccharitiesatlanta.org.

St. Michael the Archangel has a job opening for an hourly part-time weekend **custodial** person. On Saturday, the hours are 12 until 4:30 p.m. Job duties include cleaning of food pantry and light cleaning of the church bathrooms and facilities. When there is a wedding or quinceañera, duties would include light cleaning after celebrations. On Sunday, the hours are 8:30 a.m. until 1:30 p.m. This entails cleaning and stocking bathrooms during Masses. We will also consider hiring two people, one for Saturday and one for Sunday. Please send resume to Greg Phillips, facility manager, at gphillips@saintmichaelcc.org. **No phone calls please.**

Blessed Trinity Catholic High School is seeking a **Spanish teacher** to hire immediately for the remainder of the 2021-22 school year. Candidates must have prior high school teaching experience. Bachelor's degree in Spanish or a related field and certification in Georgia is preferred but not required. Preference is given to those with a master's degree. The Secondary Grade Spanish Teacher is responsible for delivering a rigorous curriculum along with a student-centered instructional model. This individual will be able to embrace the school mission and form community/family partnerships. Also, this candidate is expected to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Flexibility in adapting to changes, proficient knowledge of computers, attending required professional meetings, displaying a positive attitude and promoting a team atmosphere are some of the broad responsibilities and qualifications pertinent to this position. Interested and qualified candidates should send a cover letter, resume and three professional references to Mrs. Nancy-Jane DiPrima, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attached to an email as a Word document, Google doc, or PDF to resumes@btcatholic.org.

The Catholic Center at the University of West Georgia (UWG) is seeking a new **director of campus ministry**. Applicants must be practicing Catholics, with a zeal for mission, evangelization and making disciples. The campus ministry at UWG is in an exciting phase of growth with the opportunity to be involved in ministry that makes an impact on the next generation of leaders in church and society. A detailed job description can be found [here](#). Please send a cover letter, resume and two references to pastor@olphcc.org.

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