



# Memo

**Date:** February 7, 2022  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**Our Lady of Perpetual Home** has an immediate opening for a full-time **receptionist/administrative assistant**. Responsibilities include, but are not limited to: answering and routing all incoming calls; receiving visitors, including deliveries; maintaining office supplies; assisting visitors; maintaining records, in accordance with established records retention schedule/requirements. Qualified candidates will possess the following: strong computer skills to include a strong working knowledge of Microsoft Office Applications (Word, Access and Excel); must have excellent interpersonal skills; must be able to prioritize and have strong organizational skills; ability to maintain confidentiality is a must; must be up to date on vaccinations, including COVID-19. Our Lady of Perpetual Home has been operating in Atlanta since 1939, a small skilled nursing facility that provides palliative care and is operated by the Dominican Sisters of Hawthorne and their staff. Interested candidates are encouraged to apply by submitting a cover letter and resume to the attention of Sister Anne Marie, administrator, at [sisterannemarie@gmail.com](mailto:sisterannemarie@gmail.com). Please note the following in the subject line – Secretary/Receptionist. You may also fax your resume to (404) 588-9568.

**Our Lady of Perpetual Home** has an immediate opening for a full-time (40 hours per week) **Certified Nursing Assistant (CNA)**. The CNA will be responsible for (but not limited to) assisting residents in performing activities of daily living with care and respect. Qualified candidates must have an active Georgia CNA license with no restrictions; must maintain active certification and licensure through continuing education courses in accordance with state requirements; must have the ability to work flexible shifts; must show proof of up-to-date vaccinations, including COVID-19. Our Lady of Perpetual Home has been operating in Atlanta since 1939, a small skilled nursing facility that provides palliative care and is operated by the Dominican Sisters of Hawthorne and their staff. Interested candidates are encouraged to apply by submitting a

cover letter and resume to the attention of Sister Anne Marie, administrator, at [sisterannemarie@gmail.com](mailto:sisterannemarie@gmail.com). Please note the following in the subject line - Certified Nursing Assistant. You may also fax your resume to (404) 588-9568.

**Our Lady of Perpetual Home** has an immediate opening for a full-time (40 hours per week) **cook/kitchen staffer**. The Cook will be responsible for (but not limited to) preparing meals as directed by the Dietician and Kitchen Manager; storing and labeling food; ensure cleanliness of the kitchen area, including kitchen appliances. Qualified candidates must have excellent communications skills; prior cooking experience, preferably in a similar work environment; must be able to work a rotating/flexible schedule; must show proof of up-to-date vaccinations, including COVID-19. Our Lady of Perpetual Home has been operating in Atlanta since 1939, a small skilled nursing facility that provides palliative care and is operated by the Dominican Sisters of Hawthorne and their staff. Interested candidates are encouraged to apply by submitting a cover letter and resume to the attention of Sister Anne Marie, administrator, at [sisterannemarie@gmail.com](mailto:sisterannemarie@gmail.com). Please note the following in the subject line- Cook. You may also fax your resume to (404) 588-9568.

**Christ Our Hope Catholic Church** has an opening for a part-time **facilities maintenance technician**. The responsibilities of the position include, but are not limited to, general repairs and projects throughout the campus as well as performing routine day-to-day building maintenance tasks. Experience in building maintenance is preferred. Interested persons should submit a cover letter and resume with salary requirements to the Office Manager Dana Willis at [parish@christourhopeatl.org](mailto:parish@christourhopeatl.org). **No phone calls, please.**

**Holy Family Catholic Church** in Marietta, has an immediate need for a part-time **communications specialist** (remote and in-person workdays available) with experience in Microsoft Publisher, web site maintenance, Constant Contact and social media. Prefer candidate with graphic design background and experience in audio-visual production and troubleshooting. Successful candidates will have a knowledge and understanding of the Catholic faith and traditions. Must be a team player with excellent customer service skills. Prefer three-five years of experience. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holyfamilycc.org](mailto:kdaigle@holyfamilycc.org).

**Blessed Trinity Catholic High School** is seeking to fill a full-time **social studies teaching** position for the 2022-2023 school year. Candidates must have prior high school teaching experience, a bachelor's degree in the social sciences and Georgia teaching certification. Preference is given to those with a master's degree. Candidates with Advanced Placement certification and experience teaching Advanced Placement courses, particularly AP United States History or AP World History, is a plus. A requirement of the job is to contribute to the school community in extracurricular activities, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current professional references to Mrs. Nancy-Jane DiPrima, administrative assistant to Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc, or PDF [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**St. Philip Benizi Catholic Church** is hiring a full-time (40 hours - benefits included) **bilingual catechetical coordinator**. This position assists the Director of Faith Formation in the development and implementation of religious education and sacramental preparation of children from preschool to middle school and their families. The position would address the faith formation of both English and Spanish speaking members of the community. Qualifications include: Practicing Roman Catholic; training and experience in pastoral ministry, education, theology or related field; fluency in speaking, reading and writing in English and Spanish; knowledge of the needs, traditions and cultures of multicultural families; ability to maintain confidentiality; proficiency with information technology including MS Office 365 (Word, Excel, PowerPoint, Publisher); commitment to the mission of the parish, including recognizing and honoring diversity within the parish community; strong ability to organize, prioritize and multi-task to plan large and small events; interpersonal and critical thinking skills, self-motivated and able to work flexible hours, including some evenings and weekends; valid driver's license. Please send a resume and cover letter to Darleine Arce at [darce@stphilipbenizi.org](mailto:darce@stphilipbenizi.org).

**St. John Neumann Regional Catholic School**, located in Lilburn, is seeking an experienced **elementary school principal** (grades Pre-K through 8) effective July 1. St. John Neumann Catholic School serves approximately 310 students in Lilburn and other surrounding areas. The Principal, who is a practicing Catholic in good standing, reports directly to the Superintendent of Schools. Qualifications include the following: strong mission-focused leadership and commitment to Catholic identity; exceptional knowledge of curriculum; familiarity with church documents on Catholic school education; operates collaboratively in a team environment; at least three years teaching experience; MA in educational leadership/curriculum & instruction preferred; holds or qualifies for GA administrator's certification. St. John Neumann Regional Catholic School offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates are to submit a letter of interest, statement of educational philosophy and three references to [curbanski@archatl.com](mailto:curbanski@archatl.com) or in writing to Connie Urbanski, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **This position will remain open until filled.**

**St. Thomas More Catholic School (STM)**, a Pre-K to 8th grade National Blue-Ribbon School of Excellence in Decatur, is accepting applications for **teacher positions** for the 2022-2023 school year. Applicants should possess a minimum of a bachelor's degree in education and a valid teaching certificate. STM offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Selected as an AJC Top Workplace in 2020. Please send a cover letter and resume to Kim Kissell at [kkissell@stmga.org](mailto:kkissell@stmga.org).

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