



# Memo

**Date:** May 30, 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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**St. Benedict Preschool** is seeking a part-time **Pre-K teacher** for the 2022-2023 school year. Teachers will work from 8:45 a.m. - 1:30 p.m. Qualified candidates must have a positive and nurturing attitude and enjoy working with children in a Catholic environment. Experience working with children and a degree or certificate in education is preferred for a Pre-K lead position. Those who have a preschool child to enroll will receive free tuition. To apply, please email your resume to Sandra Foltz, director, at [sfoltz@stbenedict.net](mailto:sfoltz@stbenedict.net).

**Queen of Angels Catholic School**, a K-eighth grade National Blue-Ribbon School of Excellence in Roswell, is accepting applications for a **middle school (grades sixth-eighth) English/Language Arts teacher** for the 2022-2023 school year. Applicants should possess a minimum of a bachelor's degree in education and a valid teaching certificate. Queen of Angels offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Dr. Jamie Arthur at [jarthur@qaschool.org](mailto:jarthur@qaschool.org). **No phone calls, please.**

**St. Peter Chanel Catholic Church** in Roswell, has an immediate opening for a **first reconciliation & Eucharist coordinator**, this position is a team member who is continually building and forming a healthy group of volunteers who are empowered to joyfully and lovingly accompany parents who are ready for their child to prepare for and receive first reconciliation and first Eucharist. You are serving a team of volunteers who are in turn serving parents. This team of volunteers will walk alongside parents to assist with their preparation for their child to receive the Body, Blood, Soul and Divinity of our Lord, Jesus Christ in the Eucharist. This first Eucharist coordinator will be a high-performing member of our discipleship team. For a complete job description, please [click here](#). If you

discern that God is calling you to carry out ministry in this environment, we ask that you submit your resume and cover letter to [ddahm@stpeterchanel.org](mailto:ddahm@stpeterchanel.org).

**St. Peter Chanel Catholic Church** in Roswell, has an immediate opening for an **early family life coordinator**. This person leads and supports a team of volunteers who in turn serve parents. Trained and empowered by the parish, the early family life coordinator will continually build and form a healthy team of volunteers, equipped by the parish, who are empowered to joyfully and lovingly accompany parents who are building their domestic church and preparing for their children to be baptized. Additionally, you will build our nursery staff and volunteer team to support various events for parents. The early family life coordinator will be a high-performing member of our discipleship team. For a complete job description, please [click here](#). If you discern that God is calling you to carry out ministry in this environment, we ask that you submit your resume and cover letter to [ddahm@stpeterchanel.org](mailto:ddahm@stpeterchanel.org).

**Blessed Trinity Catholic High School** is seeking a full-time **director of choral music** for the 2022-2023 school year. Candidates must have prior high school teaching experience, a bachelor's degree in music or music education and Georgia teaching certification. A requirement of the job is to contribute to the school community in extracurricular activities, including sponsoring clubs or other responsibilities. The candidate must have a working (mechanical and structural) knowledge of standard music courses, songwriting, piano and guitar instruction, musical theater as well as directing a choral program. The candidate must possess a fundamental knowledge of music performance technology, audio recording equipment and sound reinforcement equipment. Interested and qualified candidates should send a cover letter, resume and three current professional references to Cathy Lancaster, principal, at [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**Blessed Trinity Catholic High School** is looking for two part-time **campus security officers** to provide a security presence in support of Blessed Trinity and St. Peter Chanel Catholic Church. The officers will report all security concerns to the Blessed Trinity administration and/or St. Peter Chanel staff. The two part-time shifts available include a morning shift from 7:30 a.m. to 11:30 a.m. and an afternoon shift from 11:30 a.m. to 3:30 p.m. during school days, August through May. Previous law enforcement experience is preferred. Interested and qualified candidates should send a cover letter, resume and three professional references to Cathy Lancaster, principal, at [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**St. Brendan the Navigator** is seeking a full-time **facilities director** to ensure facility infrastructure is maintained at the highest level while providing a safe and comfortable environment for staff, members and the public. The director will supervise our maintenance team; lead building and grounds upkeep; manage contractors; follow budgetary controls; ensure compliance with applicable fire, safety and building regulatory codes; support on-campus programming and special events. The facilities director may also troubleshoot and respond to after-hour issues as needed regarding security and operational aspects of the facilities such as HVAC issues, fire alarm malfunctions, electrical outages, water leaks,

etc. Ideal candidates demonstrate problem-solving, decision-making and communication skills and are able to manage multiple projects and assignments in a fast-paced environment. HVAC certification and knowledge of plumbing, electrical and mechanical systems are preferred but not required. A three-year minimum of facilities experience and working knowledge of Microsoft Office is also preferred. Proficiency with the Spanish language is helpful but not required. Applicants should send cover letter and resume to Dennis Mallon, business manager, at [dmallon@stbrendansatl.com](mailto:dmallon@stbrendansatl.com).

**St. Brendan the Navigator** is seeking a part-time **maintenance team member**. This person is primarily responsible for general maintenance assistance for church buildings as well as incidental cleaning as directed. Specific responsibilities include: ensuring buildings are maintained in a clean, safe and orderly manner; assisting with room set-ups and tear downs as required; monitoring room schedules; opening and closing buildings properly. This part-time, hourly position averages 20-24 hours per week. Daytime, night and weekend positions available. To apply, contact Dennis Mallon, business manager, at [dmallon@stbrendansatl.com](mailto:dmallon@stbrendansatl.com).

**Immaculate Heart of Mary School (IHM)**, conveniently located near I-85 in northeast Atlanta, is seeking an **art teacher** starting with the 2022-2023 school year. This position instructs all students in grades PK-eighth. A degree in art and/or education required. IHM school offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send resume to Laura Cichanski, principal, Immaculate Heart of Mary School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org).

**Blessed Trinity Catholic High School** is seeking a part-time **administrative assistant** in their Advancement Office. This position works directly with the Director of Advancement to further the mission of the school through the annual fund, capital campaigns and other fundraising. Primary responsibilities include database management and reporting. Previous experience in Raisers' Edge is a plus. Qualified and interested candidates must be detail oriented and possess strong organizational, communication and technology skills, especially with Google applications, Canva and Microsoft Office. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**St. Brendan the Navigator** seeks a part-time **parish secretary** with excellent organizational, time management and communication skills. Duties include schedule management, liturgical support, facility reservations, phone system updates, event planning and pastoral ministry liaison. The parish secretary interprets and executes responsibilities with limited supervision and strict confidentiality. Qualified candidate prioritizes multiple assignments, has three

years of related work experience and is proficient in Microsoft Office. Submit resume to Dennis Mallon, [dmallon@stbrendansatl.com](mailto:dmallon@stbrendansatl.com).

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