



Memo

Date: June 13, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Queen of Angels Catholic School, a K-eighth National Blue-Ribbon School of Excellence in Roswell, is accepting applications for a **teacher in grades three-five** 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@gaschool.org. **No phone calls, please.**

The Office of Finance of the Archdiocese of Atlanta has an immediate opening for a full-time **administrative assistant**. The administrative assistant is responsible for providing administrative and related office services for the CFO, controller and other members of it. Qualified candidates possess the following: a high school diploma or GED; two years of work-related experience; strong computer skills with a working knowledge of Microsoft Office Software (Word, Excel and Outlook). Cover letter (with salary requirements) and resume may be forwarded to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

St. John Neumann Regional Catholic School, in Lilburn, accepting applications for a full-time **Kindergarten teaching position** for the 2022-2023 school year. St. John Neumann serves students in grades Pre- K-eighth. Applicants should possess teaching certification and a minimum of a bachelor's degree in education. Experience preferred but not required. St. John Neumann offers a joyful family like, drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to jbroom@sjnracs.org.

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