



Memo

Date: March 27, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Joseph Catholic School, a PK4 to eight School of Excellence located in Marietta, is seeking a highly qualified and certified (or eligible for certification) **Pre-K- eighth physical education teacher** for the 2023-2024 school year. This full-time position offers a competitive salary, an attractive benefits package, incentives and tuition expenses for children attending any archdiocesan school. St. Joseph Catholic School is a faith-driven community committed to the development of our children in a strong partnership with our parents. This position would also oversee our CMLA athletics program and have the opportunity to grow our Physical Education and Sports program. Excellence is our standard; service is our purpose and collaboration is our way. St. Joseph offers a drug-free environment and fully complies with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

Immaculate Heart of Mary School (IHM), conveniently located off I-85 in Atlanta, is seeking a **library media specialist** beginning July 1, 2023. The mission of the library media program is to promote literacy and create a centralized environment of learning, utilizing media and technology resources. The library media specialist collaborates with faculty in the development of student literacy through the administration of the library media program; provides instruction to students in library and literacy skills; and oversees the selection, organization, utilization and maintenance of library and information

technology resources. The library media specialist also facilitates a summer reading program for our students. Candidates should preferably hold a media specialists degree and have experience in a school library setting. Interested candidates should forward a resume and cover letter to Laura Cichanski, principal, Immaculate Heart of Mary School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or lcichanski@ihmschool.org. IHM offers a very competitive salary and benefits package as well as a faith-based, family oriented working environment. IHM is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

Queen of Angels Catholic School (QA), a K-eighth twice-recognized National Blue-Ribbon School of Excellence located in Roswell, is accepting applications for **K-fifth grade teachers** for the 2023-2024 school year. Teachers must have a minimum of a bachelor's degree in education and be certified. QA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Principal Dr. Jamie Arthur at jarthur@qaschool.org. **No phone calls, please.**

St. Lawrence Catholic Church, in Lawrenceville, has an immediate opening for a full-time **facility cleaning & maintenance assistant** with benefits. This position is responsible for the day-to-day cleaning, as well as assisting the facilities operation and maintenance of the church buildings; completing activities assigned by the director and facilities manager including, but not limited to, general cleaning, room set ups, light maintenance and repairs of the buildings and grounds; ad assisting with any other maintenance staff & volunteers in the overall effort to maintain the church facilities and grounds. Hours: Monday – Tuesday 10 a.m. - 4 p.m., Wednesday 12 p.m. – 8 p.m., Saturday 10 a.m. – 8 p.m., Sunday 10 a.m. – 8 p.m. Please email resume, references and salary requirements to blake@saintlaw.org. **No phone calls, please.**

Consolidated Catholic Administrative Services, an established Catholic nonprofit administrative services organization based in Roswell, is seeking an energetic, flexible and proficient full-time **gift processor**. The gift processor is responsible for processing gifts including sorting, data entry, bank deposits and gift research. Other duties include handling requests from fundraising office administrators, processing high-end gifts and adjustments and exceptions. Discretion and prudence are critical attributes of this role—confidential information is to remain so, during and after employment. Additional responsibilities include check scanning and remote electronic deposits; communicating with fundraising office administrators and accounting, responding to inquiries, solving problems, gift adjustments, gift amendments, gift refunds; handling matching gifts, exceptions, pledges, recurring gifts, soft credits, event registration fees, credit card and ACH gifts (EFT), adding, updating and terminating, electronic transmissions reporting; gift acknowledgements; Canadian tax receipts; maintaining an archive of transaction documents, cancelled checks, pledge cards, Canadian tax receipts,

EFT authorizations; and other tasks and projects as directed by supervisor. To apply and for a complete job description, interested qualified individuals should click [here](#). Cover letter and resume are required.

Immaculate Heart of Mary School (IHM), conveniently located near I-85 in northeast Atlanta, is seeking the following teaching positions starting with the 2023-2024 school year: **Music teacher**. This position instructs all students in grades PK-eighth, heads the music ministry during weekly school Masses and oversees the school choir. A degree in music and/or education required.

Technology teacher. This position instructs all students in grades PK-eighth using a wide range of technologies. Instruction may include typing skills, Google Suite for Education, beginner coding, robotics, podcasting, video editing, beginner Python and game design, beginner HTML and web design, 3D printing and other applications. A bachelor's degree in education and a working knowledge of technological applications required. Interested candidates should send resume to Laura Cichanski, principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email lcichanski@ihmschool.org. IHM offers a very competitive salary and benefits package as well as a faith-based, family oriented working environment. IHM is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

St. John Vianney, in Lithia Springs, has an immediate opening for a part-time **facilities & maintenance specialist**, including benefits. This position will report to the office manager and is responsible for the day-to-day cleaning; assisting the facilities operation and maintenance of church buildings; completing activities assigned by office manager, including, but not limited to, general cleaning, room set ups, light maintenance and repairs of the building and grounds. In addition, this person will assist staff and volunteers in the overall effort to maintain the church facilities and grounds. To receive a full job description, please send a cover letter and resume to Esmeralda Valle at evalle@sjvpar.net. **No phone calls, please.**

St. Joseph Catholic Parish School (SJS), in Athens, is seeking a part-time **art teacher** for the 2023-2024 school year. SJS is a family-oriented community and a wonderful place to work! St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Certification preferred. Please send resume, references and letter of interest to Dr. Theresa Bangert, principal, via email - theresa.bangert@sjsathens.org.

St. Joseph Catholic Parish School (SJS), in Athens, is seeking a part-time **school counselor** for the 2023-2024 school year. SJS is a family-oriented community and a wonderful place to work! St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Dr. Theresa Bangert, principal, via email - theresa.bangert@sjsathens.org.

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