



Memo

Date: April 15, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Blessed Trinity Catholic High School is seeking qualified **teachers** for the 2024-2025 school year in the following subjects: **English, Latin, photography & design, science and social studies**. A bachelor's degree in the subject area is required with current Georgia Educator certification. Experience teaching in the subject area is also preferred. Coaching or club moderating experience and interest is preferred. Blessed Trinity Athletics has open **coaching** opportunities for the 2024-2025 school year in the following sports: basketball, cheerleading, lacrosse, softball and volleyball. Coaches must qualify and be hired for open teaching positions. All coaching inquiries can be sent to Ricky Turner, athletic director. Please visit www.btcatholic.org/about/employment-opportunities for more information.

Blessed Trinity Catholic High School is hiring the following full-time positions: **Director of facilities, director of enrollment management, assistant director of advancement, athletic trainer and part-time administrative assistant**. For more information, please visit www.btcatholic.org/about/employment-opportunities.

PRESCHOOL TEACHERS needed. **SAINT JUDE THE APOSTLE PRESCHOOL**, Sandy Springs, seeks part-time **lead teachers** for the 2024-25 school year. Our preschool provides a warm, loving environment for children ages 18 mos. though five (5) yrs. Candidates should possess creativity, a positive and nurturing attitude and enjoy assisting children in their developmental growth. Previous preschool, childcare or teaching experience preferred, along with some classroom management and lesson planning skills. A degree or certificate in early education preferred but not required. To apply or for more information, please contact Director Molly Dean at mdean@judeatl.com or 678-252-5981.

St. Pius X Catholic High School, a Catholic college-preparatory school, is in search of a full-time **director of guitar**. This full-time teaching position includes leading the school's highly achieving multi-leveled guitar program, managing and collaborating on performances within the Fine Arts Department and greater school community and other duties as assigned. Qualified candidates must have a bachelor's or comparable degree in music education, be a certified educator (or in pursuit of certification) and have experience with students in a school setting. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school and strong community-oriented environment, please apply via email with a cover letter and a detailed resume to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org and Mr. Ian LaBreck, Fine Arts Department chair, at ilabreck@spx.org. **No phone calls, please.**

Holy Family Catholic Church in Marietta is hiring a part-time **audiovisual technician** for an immediate opening. This position is responsible for streaming and simulcasting the Sunday Masses and special events. Successful candidates will have knowledge of the Catholic Mass, experience in audio/visual production and troubleshooting. Other qualifications include excellent communication and time management skills. Knowledge of the Resi platform, ProPresenter, Switcher, PTZ camera and the Smart Life app is preferred. Cover letter and resume should be directed to Kathleen Daigle at kdaigle@holymfamilycc.org with "Audiovisual Technician" in the subject line.

The Georgia Tech Catholic Center, a campus ministry serving the community of Georgia Institute of Technology, seeks a mission-centered, dynamic, innovative **development coordinator** who is strong in belief and practice of the Catholic faith. This role reports to the chaplain for financial (budgetary, development and future) needs. While developing and maintaining relationships with donors as well as prospective donors, the Development Coordinator identifies, cultivates and solicits for capital campaigns, alumni giving, grant proposals, endowment contributions and annual gifts. This full-time position is an exciting opportunity to plan and organize events and interact through social media platforms by using strong communication and organizational skills. Significant experience with non-profit fundraising and use of CMS (Content Management System) software is required. For consideration, please send a resume to lmachado@gtcatholic.org.

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