



Memo

Date: February 15, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Immaculate Heart of Mary Catholic School, conveniently located off I-85 in DeKalb County, is hiring for its new Pre-K class for the 2021-2022 school year. We need a full-time **teacher** and a **classroom assistant**. The teaching position requires a Bachelor of Science in Early Childhood Education degree or related field and a minimum of one-year experience in Early Childhood Development. Responsibilities include, but are not limited to core instruction and following best practices. Candidate should be proficient in preschool educational methods. The **classroom assistant** will conduct small group supervision, supervise movement of students from place to place and assist lead teacher as needed, among other duties. Interested candidates should send cover letter and resume to Laura Cichanski, Principal, at lcichanski@ihmschool.org. Immaculate Heart of Mary Catholic School is located at 2855 Briarcliff Road, NE, Atlanta, GA 30329.

St. Thomas More Catholic School in Decatur, serving PK-8th, seeks teachers for the 2021-2022 school year. Needs include full-time **elementary teachers**, a **technology teacher** and a part-time **classroom assistant**. Must have a bachelor's degree or higher and teacher certification. St. Thomas More Catholic School is a drug-free workplace and offers a competitive salary and full benefits package. Please submit cover letter and resume to kkissell@stmga.org.

Holy Spirit Preparatory School is a Catholic, independent PreK-12 school in north Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful in future studies and their unique vocation. We are seeking a highly qualified, enthusiastic, motivated individual to join us as a **preschool assistant** for the 2020-21 school year. This position is part-time: 5-

days per week. Please click here to apply
<https://holyspiritprep.bamboohr.com/jobs/>.

Holy Spirit Preparatory School is looking for an **early learning care director** to start our newly formed Holy Spirit Prep Early Learning Center program. We will serve children from ages 6 weeks to 4 years old. The director will contribute to their Catholic formation, consistent with the Catholic Church's teachings and Holy Spirit Preparatory's vision and mission statements. Candidates should be Catholic and in good standing with the Catholic church. Bachelor's degree from an accredited college or university in early childhood education or related field preferred. Candidate must have three to five years of management work experience in a licensed childcare facility. Please click here to apply
<https://holyspiritprep.bamboohr.com/jobs/?source=other>.

Blessed Trinity Catholic High School invites experienced, dynamic and collaborative educators to apply for a position as a **Spanish teacher** for the 2021-22 school year. A bachelor's degree in Spanish and certification in Georgia are required. Preference is given to those with a master's degree and to those qualified to teach AP Spanish Language and Culture. A requirement of the position is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, résumé and three current references to Mrs. Nancy-Jane DiPrima, Assistant to Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google Doc, or PDF to resumes@btcatholic.org.

Catholic Charities Atlanta is seeking a self-motivated, outgoing and professional **community engagement specialist** to join our team. The Community Engagement Specialist works closely with the Mission Advancement team to execute fundraising activities including the successful design and implementation of the Leadership Class Program. The candidate is responsible for the successful recruitment of candidates for the Catholic Charities Leadership Class and assisting with the cultivation activities for alumni from the program. The specialist will help coordinate volunteer activities and mentor engagement. This position will track progress and provide reports in line with preset metrics to demonstrate results. The specialist will work with the Leadership Class Steering Committee and appropriate board sponsor to ensure the program is a success. The Mission Advancement team hosts other fundraising events and the specialist will be required to assist as needed. This is a full-time position with occasional weekend and evening hours required. The right candidate must be detail oriented and a good decision maker who works well under pressure. Other qualifications include: self-motivation with excellent organizational and time-management skills; proficiency in Excel, Word, Outlook and PowerPoint; ability to work independently and as a member of a team. Must be Catholic, knowledge of fundraising a plus. Please submit resume and cover letter detailing your interest in working for Catholic Charities Atlanta to

ccaemployment@ccatlanta.org. Qualifying candidates will be selected and contacted for interviews.

Our Lady of the Assumption Catholic School, an establishment serving PK-8 located in Brookhaven, seeks **teachers** for the 2021-2022 school year. Specific needs include full-time middle school **language arts** teacher, middle school **science** teacher and **elementary** teachers. A bachelor's degree or higher and teacher certification required. OLA is a drug-free workplace and offers a competitive salary and full benefits package. Cover letter and resume may be submitted via email to lcordell@olaschool.org. **No phone calls please.**

Blessed Trinity Catholic High School is seeking a **theology teacher** for the 2021-2022 school year. Candidates should have experience in teaching high school. Master's degree in Theology, catechetics or related degree is required. Teaching theology involves both communicating the Catholic faith in a vibrant way and providing an authentic witness as a disciple of Jesus Christ. Involvement in other ministries which have helped to shape the spiritual life of young people is a plus. An expectation of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three current references to: Mrs. Nancy-Jane DiPrima, Assistant to the Principal, 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.

The Legionaries of Christ (LOC) has an immediate opening for a **Mass program coordinator/direct mail development officer**. This position is responsible for aligning and managing the programs in conjunction with the mission Regnum Christi. The self-directed individual will be responsible for the design, implementation and execution of the Mass program and managing, developing and responding to concerns and requests of active and potential direct mail donors. Some of the responsibilities include, but are not limited to, annually revise and update Mass program strategy and annual plan for direct mail donors. Submit Mass program budget for approval to be included in direct mail annual plan. Ensure the design of the program is maximized to meet or exceed the annual plan and strategy. Gather donor input and other information for use by management to determine donor attitude and dispositions toward the LOC and its mission. Periodically make benefactor visits. Follow up with benefactors by handling direct marketing donor concerns and inquires as they relate to direct mailings, sweepstakes, Mass program and Mass program website content. Serve as an independent contractor management. To apply and for a complete job description, visit: <https://recruiting.paylocity.com/recruiting/jobs/All/5df70240-e846-453d-b87a-fc476b0bfad7/The-Legion-of-Christ-Incorporated>

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