



Memo

Date: February 22, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Thomas More Catholic School (STM), a PK4-8 school located in Decatur, seeks an **assistant principal** for the 2021-22 school year. The Assistant Principal reports directly to the Principal and assists in the general operation and leadership of the school. The successful candidate will be an experienced educator with the following qualities: practicing Catholic in good standing, current master's degree in educational administration or related field or certified in educational leadership, or eligible for certification, and at least five years of experience as a teacher. Previous experience as an educational administrator a plus. Annual compensation will be commensurate with experience. STM is a drug-free workplace and offers a competitive salary and full benefits package. Please submit cover letter and resume to kkissell@stmga.org. STM has been recognized as a Blue Ribbon School (2016) and an AJC Top Workplace (2020).

St. Thomas More Catholic School (STM), a PK4-8 school located in Decatur, seeks a **curriculum coordinator** for the 2021-22 school year. The Curriculum Coordinator reports directly to the Principal and works with teachers to communicate and monitor the academic expectations as set out by the archdiocesan curriculum guides. The successful candidate will be an experienced educator with the following qualities: practicing Catholic in good standing, current master's degree in curriculum and instruction or related field, and at least five years of experience as a teacher. Annual compensation will be commensurate with experience. STM is a drug-free workplace and offers a competitive salary and full benefits package. Please submit cover letter and resume to kkissell@stmga.org. STM has been recognized as a Blue Ribbon School (2016) and an AJC Top Workplace (2020).

St. Thomas More Catholic School (STM), a PK4-8 school located in Decatur, seeks a full-time **technology teacher** for the 2021-2022 school year. The candidate must have a bachelor's degree or higher and teacher certification. STM is a drug-free workplace and offers a competitive salary and full benefits package. Please submit cover letter and resume to kkissell@stmga.org. STM has been recognized as a Blue Ribbon School (2016) and an AJC Top Workplace (2020).

St. Catherine of Siena in Kennesaw is seeking a full-time **director of adult faith formation and evangelization**. This position is responsible for overseeing RCIA as well as other programs related to adult faith formation and evangelization in the parish. Qualified candidate will be a practicing Catholic with a minimum of a bachelor's degree in theology, pastoral ministry, catechesis or equivalent. A master's degree in one of these areas is preferred. Interested candidates may submit a cover letter with salary expectation and resume to Rev. Neil Dhabliwala at frneil@stcatherinercc.org.

Holy Redeemer Catholic School in Johns Creek is accepting applications for a full-time **director of student enrollment** for the 2021-2022 school year. Holy Redeemer serves students in grades K-8. The Director of Student Enrollment is responsible for marketing of the school and its mission as well as for all aspects of the students' admissions process. Applicants should possess excellent written and oral communication skills and a minimum of a bachelor's degree in communications or a related field. Experience in a school setting is preferred. Holy Redeemer offers a 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 lschell@hrcatholicsschool.org.

Catholic Charities Atlanta is seeking a qualified individual to work full-time as our **legal orientation program manager** in our Immigration Legal Services program. Fluency in Spanish is required. Must have the ability to work in a fast-paced and collaborative environment. Must have experience in immigration law, and a willingness and ability to obtain full accreditation with the Executive Office for Immigration Review within one year of hiring. This position travels to three detention centers in south Georgia to provide detainees with Know Your Rights presentations as well as other educational programs (currently being presented remotely). The work is challenging, as is the detention environment. As manager, the candidate will be the lead service provider for one of the three detention centers. Additionally, the candidate will manage a team of seven and be responsible for all grant record keeping and reporting. Specific Responsibilities: Supervise Legal Orientation Program (LOP) staff. Drive to remote immigration detention centers, including Stewart Detention Center in Lumpkin, GA, Irwin County Detention Center in Ocilla, GA, and Folkston ICE Processing Center in Folkston, GA, among others. This travel may include overnight stays on weeknights, approximately 2-3 nights a week. Manage stakeholder relations with leadership at all LOP facilities. Manage day-to-day operation of LOP at all funded detention centers. Manage relations with

program funders, including the Vera Institute of Justice and the Executive Office for Immigration Review. Travel and conduct LOP presentations and follow-up with detainees. Prepare, organize and transport LOP material for the week. Manage the LOP automation software development, implementation, user experience and improvement. Keep LOP staff updated on software. Attend and participate in all required LOP conferences, trainings and site visits. Train new staff in the LOP model. Ensure all LOP materials are current and up to date. Prepare and submit all LOP reports and LOP grant related materials. Interested candidates should submit a cover letter, resume and writing sample to ccaemployment@ccatlanta.org.

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