



Memo

Date: March 29, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Cristo Rey Atlanta Jesuit High School, in Atlanta, is accepting resumes for **school counselor, learning specialist, school nurse/health instructor and English instructor** SY 2021/2022. Resumes can be sent to hr@crstoreyatlanta.org with the position you are applying for in the title. The job descriptions can be found on our website at <https://crstoreyatlanta.org/Join-Our-Team/Join-Our-Faculty>.

St. Clement, in Calhoun, is seeking a part-time (15 hours weekly) **communications coordinator**. The ideal candidate should have proven ability to learn and support technology-based systems and solutions; have strong computer skills, including advanced working knowledge of Microsoft Office software and products, specially Microsoft Publisher and Visio; must be able to read and write in English and Spanish. This position will be responsible for creating, operating and maintaining up-to-date content for all media used by the parish. Interested candidates should send resumes to mdupton@stclements.org. **No phone calls please.**

St. Pius X Catholic High School seeks a full-time **guitar teacher** for the 2021-2022 school year. Applicant qualifications include: bachelor's degree in music education or comparable; certified educator (or in pursuit of certification); experience with students in a school setting. Please send or email resume and cover letter to: Mrs. Marsha Free at mfree@spx.org. **No phone calls, please.**

Our Lady of Mercy Catholic High School is accepting applications for a full-time **social studies/head basketball coach** position and for a **school counselor** for the 2021-22 school year. Candidates should have a bachelor's

degree. State certification is preferred. OLM offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter and resume to Ms. JoAnn McPherson, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach a PDF and send to jam@mercyatholic.org.

St. George Catholic Church in Newnan is seeking a part-time **communication specialist**. This position is responsible for maintaining the parish bulletin, email distributions, website, social media and video presentations, including monitors, Mass streaming and YouTube. Bilingual preferred but not necessary. Interested applicants please send resume to Fr. Randy Mattox at frrandy@stgeorgewnan.org. **No phone calls please.**

St. Joseph Catholic Parish School (SJS) in Athens, is seeking a part-time **middle school band director** for the 2021-2022 school year. SJS is a family-oriented community and a wonderful place to work! Applicants must hold current certification or be eligible for certification. 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 Theresa Napoli, principal, via email at theresa.napoli@sjathens.org.

The University of Notre Dame is now accepting applications for **Residence Hall rectors**. Much of a Notre Dame student's adult formation takes place in the Residence Hall community with the guiding presence and leadership of rectors. The hall is a pivotal environment for a student's intellectual, social, physical and spiritual maturation and rectors serve a critical role in helping the university achieve its mission to form young women and men well, educating their minds and hearts to be a force for good in the world—a tradition born out of the charism of the Congregation of Holy Cross, the founding order of the University of Notre Dame. The current rector cohort includes priests of the Congregation of Holy Cross, women from other religious orders and single laywomen and men of various age groups, backgrounds, education and ethnicities. All are welcome to apply, and those with at least 3-5 years of experience are highly encouraged. The rector position is a live-in, full-time, 10-month position in the undergraduate halls. The position offers full-time benefits, including a retirement plan, a furnished apartment and a meal plan. Please visit <https://rector.nd.edu/> to learn more about the role and click here to apply <https://jobs.nd.edu/postings/20438>. Master's degree in theology, student affairs, counseling, education or related field required.

St. Catherine of Siena Catholic School, serving K-8 located in Kennesaw, seeks an **elementary classroom teacher**, a **media specialist** and a **paraprofessional** for the 2021-2022 school year. Teacher applicants must have a bachelor's degree and teacher certification. SCS offers a drug-free workplace,

a competitive salary and benefits package. Please send resume, references and a letter of interest to Kelly Wood, principal, via email to kwood@scsiena.org.

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