



Memo

Date: March 8, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. John Neumann Regional Catholic School, located in Gwinnett County, has openings for the 2021-2022 school year for full-time **teachers** in first and fourth grade. We are seeking energetic and engaging teachers that are good communicators and work well with others. We are a faith filled, family oriented community. We offer a full range of benefits. Previous teaching experience preferred, but not required. Bachelor's degree and educational certification required. St. John Neumann Regional Catholic School is a drug-free workplace. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom at jbroom@sjnracs.org.

St. James Catholic Church in McDonough, is looking for a part-time **business manager**. Applicant needs to have a bachelor's degree in business administration/related field or equivalent experience preferred. Some experience in human resources, facilities management or financial administration preferred. The position calls for sound interpersonal communication and organizational skills and an ability to relate effectively with others. The Business Manager is expected to share a personal commitment to the vision and mission of the Catholic church and the parish of St. James. Please, send resume to bstonecipher@stjamesapostle.com.
No phone calls please.

Saint Jude the Apostle Catholic Church seeks a part-time **administrative assistant** for the Religious Education Department, 25-hours a week. This position works closely with the Director of Religious Education and the RE staff, assisting with program registrations, sacramental records, volunteer tracking and parish recordkeeping; along with general department administrative support that includes preparing for retreats, missions,

sacraments and events. Candidates must be proficient in Microsoft Office and able to learn parish database software. The position requires the ability to multi-task and manage details. A bilingual Spanish speaker is preferred. Qualified applicants will possess a minimum of a two-year associate's degree, 3-5 years' experience in a similar professional office setting and knowledge of the Roman Catholic faith. Interested candidates can submit a cover letter and resume to Director of Operations, Colleen Tyner, at ctyner@judeatl.com or fax to (770) 415-3567.

St. John the Evangelist School, a 3-time National Blue Ribbon School of Excellence, has an immediate opening for a **technologist**. Job responsibilities include providing IT support and guidance for the use of technology in the school, collaborating with colleagues, delivering technology lessons to students in PK-8th grade and managing the school's 1:1 device program. Qualified candidates possess an understanding of how all the hardware, software, policies and procedures fit together in the school's technology implementation to help teachers, staff, administrators and students use technology more effectively. Candidates interested in working in a Christ-centered and family-like environment may submit resume and cover letter to bboisis@sjecs.net.

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