

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 3, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Jude the Apostle Preschool in Sandy Springs, seeks part-time **lead and assistant teachers** for the 2021-22 school year. Our preschool provides a warm, loving environment for children ages 16 mos. to five yrs. Candidates should possess creativity, a positive, nurturing attitude, love children and enjoy participating in their development. Previous preschool or teaching experience preferred, along with classroom management and lesson planning skills. A degree or certificate in education preferred. To apply or for more information, please contact our Director, Angela Rahn, at arahn@judeatl.com or (678) 252-5981.

St. Jude the Apostle Catholic Church, Sandy Springs, seeks a full-time **administrative assistant** to the pastor and director of operations. The Administrative Assistant is responsible for supporting the Pastor in varied administrative needs, some of which include calendar and scheduling, appointment management, sacramental record-keeping, wedding prep scheduling and file management, parish software data management, program and certificate preparation and correspondence management. The candidate must be proficient in Microsoft Office applications (Outlook, Word, Excel, Publisher). The position requires excellent interpersonal, communication and customer service skills. Qualified candidates will possess a minimum of a two-year associate's degree, three-five years' experience providing administrative assistance in a 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.

Our Lady of Mercy Catholic High School (OLM) is accepting applications for a full-time **Social Studies** position for the 2021-22 school year. Candidates should have a bachelor's degree. State certification 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@mercycatholic.org.

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