



# Memo

**Date:** November 23, 2020  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Saint Matthew Catholic Church** located in Winder has an immediate opening for a part-time (28 hours per week) **facilities manager**. The Facilities Manager is responsible for general maintenance of the buildings and grounds of the church and the rectory, including supervision of maintenance staff, contractors and volunteers. This person ensures that the operating and mechanical systems of the church/office, social hall, education building and rectory are adequately maintained and operating properly. These systems include, but not limited to: fire and security, heating and air, electrical, internet and telephone, lighting and plumbing. Interested parties should submit cover letter and resume to the Business Manager at Saint Matthew Catholic Church, 25 Wilkins Road, Winder, Ga 30680 or email it to [busmgr@saintmatthewcc.org](mailto:busmgr@saintmatthewcc.org).

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