



Memo

Date: March 14, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Blessed Trinity Catholic High School is seeking a full-time **English teacher** for the 2022-2023 school year. Candidates must have prior high school teaching experience. Bachelor's degree in English or English education and certification in the State of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three professional references to: Mrs. Nancy-Jane DiPrima, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking to fill a full-time **social studies teaching position** for the 2022-2023 school year. Candidates must have prior high school teaching experience, a bachelor's degree in the social sciences and Georgia teaching certification. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in extracurricular activities, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, administrative assistant to principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a full-time **math teacher** for the 2022-2023 school year. Candidates must have prior high school teaching experience. Bachelor's degree in mathematics or mathematics education and certification in the State of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, administrative assistant to principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to: resumes@btcatholic.org.

Blessed Trinity Catholic High School is accepting resumes for a **science teacher** for the 2022-2023 school year. A bachelor's degree in chemistry, biology or an equivalent degree is required. Preference will be given to those with a master's degree and Georgia teaching certification. A requirement of the job is to promote the school's mission to transform lives in Christ. Additionally, teachers are expected to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on other responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

St. Benedict Catholic Church has an immediate opening for a part-time **front office receptionist**. Hours are 8:45 a.m. to 2 p.m., Monday through Friday. Responsibilities include: answer incoming calls, receive visitors, schedule Mass intentions, serve as ministries liaison, assist pastor and priests with general needs, prepare lector announcements and prayers of the faithful. Qualified candidates must have excellent interpersonal skills, strong organizational skills, working knowledge of Microsoft Office applications. Submit cover letter and resume to Kit Mastrangelo at kmastrangelo@stbenedict.net.

Immaculate Heart of Mary School is seeking a **music teacher** starting with the 2022-2023 school year. This position instructs all students in grades PK-8, heads the music ministry during weekly school Masses and oversees the school choir. A degree in music and/or education required. IHM School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. IHM School is conveniently located at 2855 Briarcliff Road, NE, Atlanta, GA 30329. Interested candidates should send resume to Laura Cichanski, principal, at lcichanski@ihmschool.org.

Pinecrest Academy is currently seeking resumes for a **high school history teacher** for the 2022-2023 academic year. This is a full-time position and offers a competitive salary and benefits. Candidates must have a degree in the field and be prepared to assist in athletic and co-curricular activities. Advanced educational degree and certification desired. The high school teacher creates and maintains an effective learning environment for his students; knows, assimilates and fully practices the ideals, principles and teaching methodology of the school; carries out his work professionally and with a spirit of initiative, creating an environment of confidence and respect. To apply, please visit our [website](#) and email a resume and cover letter to careers@pinecrestacademy.org.

Pinecrest Academy is currently seeking resumes from experienced **high school theology teachers** for the 2022-2023 academic year. This is a full-time position and offers a competitive salary and benefits. Candidates must have a degree in the field and be prepared to assist in athletic and co-curricular activities. Advanced educational degree and certification desired. The high school teacher creates and maintains an effective learning environment for his students; knows, assimilates and fully practices the ideals, principles and teaching methodology of the school; carries out his work professionally and with a spirit of initiative, creating an environment of confidence and respect. To apply, please visit our [website](#) and email a resume and cover letter to careers@pinecrestacademy.org.

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