



Memo

Date: April 8, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Family Catholic Church in Marietta, GA is seeking a full-time **High School Youth and Young Adult Minister** who will lead a comprehensive program for our high school teens, and facilitate a spiritual growth program for young adults. The Youth Minister will be responsible for recruiting, training and working with a core team of adults in promoting spiritual awareness, developing leadership and drawing young people into the life, mission and work of the faith community. This position will also prepare teens to receive the Sacrament of Confirmation. Knowledge of Catholic liturgy and tradition is essential. A bachelor's degree in Theology, Education, or Pastoral Studies is highly desired. We are accepting applications now for this position for the 2019-2020 school year. Interested candidates should send cover letter and resume to Ted Colebeck at tcolebeck@holyfamilycc.org.

Holy Family Catholic Church in Marietta, GA is seeking a full-time **Business Manager**. The successful candidate will possess strong organizational and communication skills, financial acumen, great attention to detail, proficiency in office software including Microsoft Office, and experience in scheduling software and registration/CRM applications. This position requires the ability to prioritize and handle multiple projects as well as lead and develop people. Experience in a church setting is highly desirable. Bachelor's degree in related area and a minimum of 5 years of management experience required. Interested candidates should send cover letter and resume to Ted Colebeck at tcolebeck@holyfamilycc.org.

Catholic Construction Services, Inc. has an immediate opening for a full-time **Assistant to the Director of Real Estate Development**. In addition to providing administrative support to the director and the department staff, this position assists with various real estate transactions such as: maintaining and scheduling all due diligence responsibilities for land acquisitions and dispositions; processing real estate/due diligence related invoices; maintaining

real estate transaction information, etc. Qualified candidates will possess the following: high school diploma and some college or technical training, three to five years of administrative real estate experience; five to 10 years overall general administrative experience; strong computer skills to include a working knowledge of Microsoft Office Software (Word, Excel, Outlook, PowerPoint and Access); excellent organizational skills; strong typing and telephone skills; Notary Public Registration (or willing to obtain one, paid by CCSI); flexibility with respect to work assignments and hours is a must. Interested candidates should send cover letter (with salary requirements) and resume to Marquita Richburg, Human Resources Department, catholicjobs@archatl.com. **No phone calls please.**

Holy Redeemer Catholic School, located in Johns Creek, Georgia, has an immediate opening for a full-time **Business Manager**. The Business Manager manages all aspects of the student billing and collections process, reconciles general ledger accounts on a monthly basis, processes all vendor invoices and payments, ensures accuracy of monthly financial statements, processes payroll, and maintains complete accounting records for both internal and external audits. This position reports to the Controller and works closely with the school Principal. Qualified candidates will possess a bachelor's degree in accounting, finance or a related field. Demonstrated financial experience in a school or business setting preferred. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send cover letter and resume to Brenda Leslie, Controller, at bleslie@archatl.com.

Holy Redeemer Catholic School in Johns Creek, GA is accepting applications for full time **elementary level teaching positions** for the 2019-2020 school year. Holy Redeemer serves students in grades K-8. Applicants should possess teaching certification and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send cover letter and resumes via email to lschell@hrcatholicsschool.org.

Holy Redeemer Catholic School in Johns Creek, GA is accepting applications for the following **middle school teaching positions** for the 2019-2020 school year, **middle school Religion** (4 days per week) and **Foreign Language** (part time- 4 days per week). Holy Redeemer serves students in grades K-8. Applicants should possess certification in their curriculum area and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send cover letter and resumes via email to lschell@hrcatholicsschool.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of April 2019. Thank you.