



Memo

Date: December 19, 2011
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Human Resources
Re: Position Vacancy

St. Mary Magdalene in Newnan is seeking a part-time **Assistant Music Director** to be responsible for directing and playing along with singers for Saturday 5pm Mass. Proficiency in piano, organ, or guitar required. Knowledge of Catholic liturgy necessary. Please fax resumes to Diane Jones at 770-253-1290 or email to djones@smmcatholic.org.

A **National Blue Ribbon School of Excellence** in the Archdiocese of Atlanta is accepting applications for part-time **Certified Middle Division Mathematics Teacher**, as well as other positions, for the 2012-2013 school year. Qualified candidates shall hold current certification and have a minimum of a Bachelor's Degree (and preferably a Master's Degree). Candidates must have prior teaching experience. Interested applicants should forward a Resume to catholicjobs@archatl.com.

Please make this announcement available to your employees and publish it in your parish newsletter and bulletins for the month of December 2011. Thank you.

Office of Human Resources

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