

# Position:      Advancement Event Coordinator

**School**                      Academy of the Holy Names      **Date Needed**

**Requirements**              Reports to the Director of Advancement; assists the Director of Annual Fund & Special Events and the Director of Alumni Relations

Part Time Coordinator (10-month position, 30 hours per week (flexible), includes benefits, Monday through Friday, with some weekend and evening assignments)

The Advancement Event Coordinator plays a vital role in the parent and alumni events and must be able to work independently and have excellent interpersonal, organizational and communications skills. A high degree of flexibility and time management is required. The Advancement Event Coordinator must exhibit computer literacy. The position requires proficiency in all Microsoft Office programs with emphasis on Word, Excel and Publisher. The position requires some degree of creativity to design simple invitations and newsletters, both in print and electronically. This position works in conjunction with the Advancement Assistant. Responsibilities include, but are not limited to:

1. Prepares creative design work for the department as needed
2. Updates Advancement pages on the AHN website and Facebook page associated with events
3. Has secondary responsibility for the PAFP Kick-off, Sr. Endowment Kick-off, Alumni Dinner, the HNAA Spring Inductions, Silver Coffee and Alumni Reunion Weekend, BMR/Presidents Reception, Faculty/Staff End of the Year and Welcome Back Breakfasts, Trunk-or-Treat, Christmas Lunch and Young Alumni Holiday Mixer, By the Bay Auction as well as any other Advancement events that may be planned.
  - a) PAFP and Sr. Endowment Kick-offs – Invitation production, reservations, set-up
  - b) Alumni Dinner – Invitation production, reservations, nametags and program printing. Attends event to assist in set-up and seating arrangements
  - c) Christmas Lunch and Young Alumni Holiday Mixer – Invitation production, reservations. Helps set up both events and attends Mixer to assist with check-in
  - d) HNAA Spring Inductions – Prints invitations, programs and certificates
  - e) Silver Coffee – Invitations, nametags, senior board biographies, assists with set-up and provides assistance during coffee
  - f) Alumni Reunion Weekend – Reservations, nametags, program for Mass printing, assists with set-up prior to event. During event, coordinates check-in for Mass and Brunch. Assists Alumni Director and HNAA Board as necessary
  - g) BMR/Presidents Reception – Invitation production, reservations, nametags, production of BMR poster board, program, and various other duties as requested by Director. Attends event to assist in set-up and check-in
  - h) Faculty and Staff End of Year Breakfast and Welcome Back Breakfast – Assists in distribution of invitations, assists during function
  - i) Trunk-or-Treat – Assists with mailers, and assists during function
  - j) By the Bay Auction – Records and distributes meeting minutes, assists in all functions of event as needed. Attends event to assist in set-up, check-in and check-out
  - k) Capital Campaign events – Pending BOT approval, assists as necessary

## **Special Instructions**

**Contact**      HR- Mrs. Olga Bailin

**Address**      3319 Bayshore Blvd      **City**      Tampa      **State**      FL      **Zip**      33629-8899

**Phone**      813-839-5371x230      **Fax**      813-839-1486      **Email**      hr@holynamestpa.org

**Note:**      A non-diocesan Catholic institution operating within the Diocese of St. Petersburg  
To learn more about the Academy of the Holy Names and to see a complete job description, visit our web site at [www.holynamestpa.org](http://www.holynamestpa.org)

**Position:**      **Part Time Music Teacher**

***School***                      Bishop Larkin                      ***Date Needed***                      Immediately

***Requirements***                      Minimum of a Bachelor's degree in music or related field, Florida certification or the ability to obtain professional certification within 3 years. The qualified candidate must have excellent communication skills and is responsible for teaching grades Pre-K – 8. The desirable candidate should be Christian centered, highly energetic, and child focused.

***Special Instructions***                      Candidates must complete a diocesan centralized application process and successfully complete a Level II background screening and mandated trainings. Applications may be downloaded at [www.dosp\\_ocsc.catholicweb.com](http://www.dosp_ocsc.catholicweb.com). Submit cover letter and resume to contact listed below.

***Contact***                      Sr. Regina Ozuzu, HHCJ

***Address***                      8408 Monarch Drive                      ***City***                      Port Richey                      ***State***                      FL                      ***Zip***                      34668

***Phone***                      727-862-6981                      ***Fax***                      727-869-9893                      ***Email***                      [office@bishoplarkin.org](mailto:office@bishoplarkin.org)

***Note:***                      [www.bishoplarkin.org](http://www.bishoplarkin.org)

**Position:**      **FT VPK/PreK Teacher**

***School***                      Blessed Sacrament                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      Blessed Sacrament Catholic School, Seminole, is seeking a faith-filled, qualified person for a Pre-K lead teacher for next school year. Candidate must possess a minimum of a CDA with 40 clock hours or an Early Childhood Degree and have their Director's Credentials.

***Special Instructions***                      Interested candidates should access an on-line application at [www.dioceseofstpete.org](http://www.dioceseofstpete.org) Click on Schools and Centers. The application link is located on the right side of the page. To be considered for the position you must successfully complete a Level 2 background screening. Please call the Diocese at (727) 344-1611 to set up an appointment. For further information, contact the school at the telephone number listed below.

***Contact***                      Cindy Yevich

***Address***                      11501 66th Ave N.                      ***City***                      Seminole                      ***State***                      FL                      ***Zip***                      33772-6197

***Phone***                      727-391-4060                      ***Fax***                      727-391-5638                      ***Email***                      [cyeich@blessedsacramentcat](mailto:cyeich@blessedsacramentcat)

***Note:***                      Visit the School's website for further information about the school at [www.bsschool.org](http://www.bsschool.org)

**Position:**      **PT Pre-K Teacher Aide**

***School***                      Blessed Sacrament                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      Blessed Sacrament Catholic School, Seminole, is seeking a faith-filled, qualified person for a teacher aide/extended day position for next school year. Candidates must be 21 years of age, high school graduates and possess a current CDA Credential, have 40 clock hours (or working toward) and have experience working with young children. The position opening is part-time, five days a week.

***Special Instructions***                      Blessed Sacrament Catholic School, Seminole, is seeking a faith-filled, qualified person Pre-K teacher aide for next school year. Interested candidates should access an on-line application at [www.dioceseofstpete.org](http://www.dioceseofstpete.org) Click on Schools and Centers. The application link is located on the right side of the page. To be considered for the position you must successfully complete a Level 2 background screening. Please call the Diocese at (727) 344-1611 to set up an appointment. For further information, contact the school at the telephone number listed below.

***Contact***                      Cindy Yevich

***Address***                      11501 66th Ave N.                      ***City***                      Seminole                      ***State***                      FL                      ***Zip***                      33772-6197

***Phone***                      727-391-4060                      ***Fax***                      727-391-5638                      ***Email***                      [cyeich@blessedsacramentcat](mailto:cyeich@blessedsacramentcat)

***Note:***                      Visit the School's website for further information about the school at [www.bsschool.org](http://www.bsschool.org)

**Position:**      **PT Pre-K Teacher Assistant**

***School***                      Blessed Sacrament                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      Blessed Sacrament Catholic School, Seminole, is seeking a faith-filled, qualified person Pre-K teacher assistant for next school year. Candidate must possess a minimum of a CDA with 40 clock hours (or working toward) and have experience working with young children. The position opening is part-time, five days a week.

***Special Instructions***                      Interested candidates should access an on-line application at [www.dioceseofstpete.org](http://www.dioceseofstpete.org) Click on Schools and Centers. The application link is located on the right side of the page. To be considered for the position you must successfully complete a Level 2 background screening. Please call the Diocese at (727) 344-1611 to set up an appointment. For further information, contact the school at the telephone number listed below.

***Contact***                      Cindy Yevich

***Address***                      11501 66th Ave N.                      ***City***                      Seminole                      ***State***                      FL                      ***Zip***                      33772-6197

***Phone***                      727-391-4060                      ***Fax***                      727-391-5638                      ***Email***                      [cyeovich@blessedsacramentcat](mailto:cyeovich@blessedsacramentcat)

***Note:***                      Visit the School's website for further information about the school at [www.bsschool.org](http://www.bsschool.org)

**Position:**      **Physics Teacher**

***School***                      Clearwater Central Catholic                      ***Date Needed***                      Immediately

***Requirements***                      Clearwater Central Catholic High School has an immediate opening for a full-time science teacher in the field of Physics for the remainder of the 2011-2012. Successful applicants will also be considered for a permanent opening for the upcoming 2012-2013 school year.

Qualified candidate will have a minimum of a BA or BS degree in the field of science and hold a valid Florida Professional Educator's Certificate (or Statement of Eligibility).

***Special Instructions***                      Candidates will complete a Diocesan centralized application process that includes a Level II background screening. Applications may be accessed by visiting the Diocesan website [www.dosp.org](http://www.dosp.org) and clicking on the Schools link.

Interested parties should submit cover letter and resume by email to [mdenison@ccchs.org](mailto:mdenison@ccchs.org) or mail to Clearwater Central Catholic High School; 2750 Haines Bayshore Rd; Clearwater, FL 33760 Attn: Maureen Denison

Please visit our website at [www.ccchs.org](http://www.ccchs.org)

No phone calls, please.

***Contact***                      HR Director

***Address***                      2750 Haines Bayshore                      ***City***                      Clearwater                      ***State***                      FL                      ***Zip***                      33760-1499

***Phone***                      727-531-1449                      ***Fax***                      727-535-7034                      ***Email***                      [hrdirector@ccchs.org](mailto:hrdirector@ccchs.org)

***Note:***                      for more information please visit our website at [www.ccchs.org](http://www.ccchs.org)

**Position:      Assistant Director of Campus Ministry**

***School***                      Jesuit High School                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      Jesuit High School is looking for a highly qualified Assistant Director of Campus Ministry to work with the Director of Campus Ministry in advancing Jesuit's overall mission by fostering the spiritual life of the school through sacramental liturgies, prayer, retreats, Christian service, peer ministry formation, school convocations, and other means. The preferred candidate will be a practicing Catholic in good standing and have campus ministry experience at the college or high school level; teaching experience in Catholic theology and knowledge of Ignatian spirituality also desirable. A Master's degree, preferably in Catholic theology or religious education at a Catholic institution, is desired.  
The Assistant Campus Minister would assist with overall planning of the retreat program and all activities related to the religious formation of the students, faculty, and staff. In particular, he/she would lead a designated number of retreats as well as teach part-time in theology, as needed. All members of the Campus Ministry staff work closely with administration, faculty, clergy, and peer ministers to ensure that a comprehensive formation in Ignatian spirituality is in place for Jesuit's students, faculty, and staff.

***Special Instructions***                      Send resumes to the Principal's office. Email preferred, or via FAX or US Mail, using the information noted below. Interested candidates should address all inquiries to the contact person below.

***Contact***                      Ms. Paulette Mack

***Address***                      4701 North Himes Ave                      ***City***                      Tampa                      ***State***                      FL                      ***Zip***                      33614

***Phone***                      813-877-5344x508                      ***Fax***                      813-872-1853                      ***Email***                      pmack@jesuittampa.org

***Note:***                      A non-diocesan Catholic institution operating within the Diocese of St. Petersburg

**Position:      Instructional Technology Coordinator**

***School***                      Jesuit High School                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      Jesuit High School is looking for a highly qualified Instructional Technology Coordinator who would support Jesuit's overall mission while promoting instructional technology throughout the school. The preferred candidate will have teaching experience with an interdisciplinary background. Experience in technology training is desirable. A Master's degree, preferably in either education or any technology field, is desired.

The Instructional Technology Coordinator would lead technology training for faculty and staff and would be heavily involved with curriculum planning and staff support. In addition, he/she would work closely with other Jesuit Information Technology staff to advance the ongoing integration of technology with the work of the school community.

***Special Instructions***                      Send resumes to the Principal's office. Email preferred, or via FAX or US Mail, using the information noted below. Interested candidates should address all inquiries to the contact person below.

***Contact***                      Ms. Paulette Mack

***Address***                      4701 North Himes Ave                      ***City***                      Tampa                      ***State***                      FL                      ***Zip***                      33614

***Phone***                      813-877-5344x508                      ***Fax***                      813-872-1853                      ***Email***                      pmack@jesuittampa.org

***Note:***                      A non-diocesan Catholic institution operating within the Diocese of St. Petersburg

**Position:**      **Full-Time Art Teacher**

***School***                      St. Cecelia                                      ***Date Needed***                      2012-2013

***Requirements***                      St. Cecelia School is currently looking for a full time art teacher for the 2012-2013 school year. This position would also include teaching some middle school electives based on the strength of the candidate in other areas. The preferred candidate would have a Master's degree with a minimum of 5 years of full time teaching in a Catholic/Christian environment. The candidate must possess a Bachelor's degree with a minimum of two years of full time teaching. St. Cecelia School is proud of its catholic identity and uses a thematic approach within its art curriculum. This position also entails some administration work with regard to ordering, inventorying and coordination of the distribution of school/teacher supplies. Please send your resume by mail, email or fax to Mary Beth Scanlon, Principal and complete a diocesan application available at the Diocesan website.

***Special Instructions***                      Please complete an application available for download at [www.dosp\\_ocsc.catholicweb.com](http://www.dosp_ocsc.catholicweb.com)  
This position requires successful completion of a level II background screening.

***Contact***                      Mrs. Mary Beth Scanlon

***Address***                      1350 Court Street                      ***City***                      Clearwater                                      ***State***                      FL                      ***Zip***                      33756-7003

***Phone***                      727-461-1200                                      ***Fax***                      727-446-9140                                      ***Email***                      [scsoffice@st-cecelia.org](mailto:scsoffice@st-cecelia.org)

***Note:***                      Please visit our website for more information about our school.

**Position:**      **Summer Camp Program Director**

***School***                      St. Cecelia                                      ***Date Needed***                      Summer 2012

***Requirements***                      Seeking an energetic leader to supervise program staff, create and implement curriculum, plan and direct daily camp activities in local catholic school. Background in recreation or education preferred. Minimum age 21 and background check required. Fax or email resume with salary requirements to 727-446-9140 or [sdale@st-cecelia.org](mailto:sdale@st-cecelia.org)

***Special Instructions***

***Contact***                      Mrs. Mary Beth Scanlon

***Address***                      1350 Court Street                      ***City***                      Clearwater                                      ***State***                      FL                      ***Zip***                      33756-7003

***Phone***                      727-461-1200                                      ***Fax***                      727-446-9140                                      ***Email***                      [scsoffice@st-cecelia.org](mailto:scsoffice@st-cecelia.org)

***Note:***                      Please visit our website for more information about our school.

**Position:**      **EC2 Assistant Teacher**

***School***                      St. Jerome ECC                                      ***Date Needed***                      2012-2013 School Year

***Requirements***                      St. Jerome Early Childhood Center, Largo, is seeking a faith-filled, qualified person for an assistant teacher position for the current school year. (To begin, January 2012.) Candidates must be 21 years of age, high school graduates and possesses a current CDA Credential (or working towards) and have experience working with young children. The position opening is part-time, five mornings per week working with children two and three years of age.

***Special Instructions***                      Candidates are asked to contact Denise Roach, Administrator, St. Jerome Early Childhood Center, 727-596-9491 to receive an application packet. Additional information, including the job description and qualifications are posted on our school website at [stjeromeearlychildhoodcenter.org](http://stjeromeearlychildhoodcenter.org)

***Contact***                      Mrs. Denise Roach

***Address***                      10895 Hamlin Blvd                      ***City***                      Largo                                      ***State***                      FL                      ***Zip***                      33774-5051

***Phone***                      727-596-9491                                      ***Fax***                      727-596-8953                                      ***Email***

***Note:***                      Visit our website: [stjeromeonline.org](http://stjeromeonline.org) for more information about our Early Childhood Center

**Position:**      **FT Pre-K Teacher (3 & 4 yr olds)**

***School***                      Transfiguration ECC                      ***Date Needed***                      Immediately

***Requirements***                      Candidates must possess a minimum of a CDA or an Early Childhood Degree with 40 clock hours

***Special Instructions***                      Interested candidates should access an on-line application at [www.dioceseofstpete.org](http://www.dioceseofstpete.org) Click on Schools and Centers. The application link is located on the right side of the page. To be considered for the position you must successfully complete a Level 2 background screening. Please call the Diocese at (727) 344-1611 to set up an appointment. For further information, please contact the school at the telephone number listed below.

***Contact***                      Amy Lounsbury

***Address***                      4000-43rd St. North                      ***City***                      St. Petersburg                      ***State***                      FL                      ***Zip***                      33714

***Phone***                      727-527-2880                      ***Fax***                      ***Email***

***Note:***