

Job Opportunities at the Church of Saint Ann

SAINT ANN SCHOOL PRINCIPAL (Full Time)

Saint Ann School is in search of a Principal. The applicant must possess credentials required by the Department of Catholic Schools and approved by the Superintendent. The candidate must be active and a practicing Roman Catholic in full Communion with the Church; possesses NJ Teachers Certification or equivalent, NJ Principal Certification or Certification of Eligibility, and Master's Degree in Education and Leadership or equivalent; a minimum of five years of teaching experience, a letter of approval from Federal and State Criminal History background check; and VIRTUS training certification. E-mail your resume with salary requirement to: Fr. Dela Cruz at ldelacruz@churchofsaintann.net

SAINT ANN SCHOOL MATH/SCIENCE TEACHERS (Full Time)

Saint Ann School is also in search of Certified Middle School Math/Science Teachers for the next school year. E-mail your resume with salary requirement to: Fr. Dela Cruz, at ldelacruz@churchofsaintann.net

PARISH BUSINESS MANAGER (Full Time or Part Time)

The Church of Saint Ann Parish in Lawrenceville is seeking an energetic manager with proven leadership skills to oversee all aspects of business operations. The successful candidate will be responsible for office administration, human resources and physical plant oversight. Responsibilities will also include Capital Expenditure, planning, technology, legal concerns, communications, purchasing, stewardship/development, and volunteer coordination. This individual will also serve as a resource for the parish Financial Council.

Job Qualifications

Candidates must have excellent problem solving, communication and interpersonal skills.

This position requires a Bachelor's Degree in Business with a minimum of at least five years previous managerial experience. Church management experience is a plus.

The Church of Saint Ann is an equal opportunity employer.

Interested parties should submit a résumé along with salary requirements to:

Fr. Leandro Dela Cruz, Pastor, The Church of Saint Ann, 1253 Lawrenceville Road, Lawrenceville, NJ 08648

Email: ldelacruz@churchofsaintann.net

MAINTENANCE PERSON (Full Time)

The Church of Saint Ann is seeking a full-time Maintenance Person to work Monday – Friday from 8:30 AM to 4:30 PM. This individual may need to work occasional weekends and special events. Must have a minimum of three years of similar work experience.

Responsibilities include but are not limited to: general building maintenance and repairs; organizing, lifting, and moving of items and set up for meetings; able to use common power and hand tools; knowledge of basic plumbing (toilets and sinks) and electrical; basic knowledge of HVAC systems to maintain and switch over seasonally is a plus; oversee maintenance projects as needed and when applicable; strong organizational and time management skills. E-mail your resume with salary requirement to:

Fr. Dela Cruz, at ldelacruz@churchofsaintann.net

YOUTH MINISTER (Part Time)

The Church of Saint Ann is seeking a part-time energetic and creative Coordinator of Youth Ministries. Primary duties include planning and coordinating a comprehensive youth Ministry Program for the youth of the parish. Some evening and weekend work is an essential component of this position. The successful candidate must be a practicing Catholic and able to demonstrate strong communication, organizational and interpersonal skills. Excellent oral and written communication skills. Position requires a minimum of three years previous experience in parish ministry with high school youth. Must have a Bachelors Degree as much as possible. Post-graduate studies in theology or related field are a plus. Qualifications include proficiency in MSWord and other Office applications; a working knowledge of web applications and social media for ministry is also necessary. Submit a résumé along with two professional references and one personal reference to: **Gary Maccaroni, Director of Religious Education, gmacc@churchofsaintann.net** No telephone calls will be accepted.