



Memo

Date: May 22, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Diocese of Savannah, Georgia has an immediate opening for a full-time **Notary** in the Diocesan Marriage Tribunal. Responsibilities include assisting the diocesan Judicial Vicar and Tribunal Director with the processing of marriage/penal cases and diocesan canonical documents. This position also provides extensive clerical support to the Tribunal. Candidate must be a practicing Catholic in good stand with the Church, possess excellent written and oral communication skills, and have experience in data base management, including Microsoft Word, Excel, Outlook and Access. Tribunal or church administrative experience and some level of fluency in Spanish is preferred. The Diocese of Savannah offers a competitive salary and benefits package. Candidates interested in this position are asked to submit a letter of interest along with a resume and three references to: Diocesan Secretary for Human Resources, Jo Ann Green, at 2170 E. Victory Drive, Savannah, GA 31404 or jagreen@diosav.org.

St. Matthew Catholic Church in Tyrone has an immediate opening for a full time **Director of Religious Education** (DRE). This position coordinates all facets of the department, as well as the recruitment and training of all volunteer teachers and aides; and is responsible for Kindergarten through Grade 12 faith formation and sacramental preparation for First Holy Communion and Confirmation. This position is also responsible for assisting with the RCIA program and Adult Formation programs. Candidate must be a self-starter with excellent interpersonal skills, communication, Microsoft Office and organizational skills. Candidate must be fully committed to the teachings of the Catholic Church, and an active, practicing Catholic in good standing. Bilingual a bonus. If interested please email resume to Father Kevin at fatherkevin@saintmatthew.us.

St. Andrew Catholic Church in Roswell has an immediate opening for a part-time **Parish Bookkeeper**. The duties of the Parish Bookkeeper include, but are

not limited to: maintain financial transaction records of the parish, general ledger and historical financial records; establishes accounts; post transactions; prepare financial reports; update human resource records; and processes timely payroll data. Qualified candidates possess the following: two year college degree in accounting, finance or a related field; three to five years of accounting experience; knowledgeable in all areas of basic accounting; experience working with automated accounting, spreadsheet, database and word processing software; and strong computer skills with a strong working knowledge of Microsoft Office software (Word, Excel and Outlook). Cover letter with salary requirements and resume should be forwarded to Marquita Richburg, Office of Human Resources, at catholicjobs@archatl.com. **No phone calls please.**

St. Andrew Catholic Church in Roswell, GA, has an opening for a part-time **Parish Receptionist/Office Assistant** (Monday-Friday, 25 hours/week). The successful candidate will be bilingual in Spanish, have strong organizational and communication skills, attention to detail, courteous and efficient phone etiquette, and proficient use of office computer software including Microsoft Word, Excel, Outlook, ParishSoft, and Parish Data Systems. This position requires the ability to handle multiple projects/priorities. Experience in a church setting is highly desirable. Please send cover letter (including salary requirements) and resume to Marquita Richburg, Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. Mary Magdalene Catholic Church in Newnan has an immediate opening for a part time **Administrative Assistant** (27.5 hours per week). Duties include general administrative support. Good computer skills, including Microsoft Office Suite, are a must. Please email resume to Diane Jones at jones@smmcatholic.org.

Prince of Peace Catholic Church at Flowery Branch has an immediate opening for a full time **Audio Visual Production Coordinator (AVPC)** who serves an integral role in how parishioners and guests are engaged while on campus attending Mass, special feasts, sacramental celebrations, funerals, and activities that support our dynamic approach to parish life. The AVPC assists in enhancing events where people come to Encounter Christ through various forms of new media and production. The AVPC will, in a team environment, work directly with staff and key volunteer leadership to ensure all event presentation needs are taken care of in a timely and professional manner. The AVPC will recruit and empower an existing team of volunteers; work to deliver high quality, professional event presentations across the spectrum of the parish; and share this expertise with staff, clergy, key leadership and parishioners. Interested individuals must possess and demonstrate an active working knowledge of ProPresenter, sound mixing with digital sound board and DMX lighting systems; have excellent interpersonal, team player and pastoral skills; be approachable with a welcoming attitude, especially with key volunteers and parishioners; understand Premier Adobe Suite and Planning Center Online; and be an effective communicator – verbal and written – with the ability to compose correspondence. Candidate must also demonstrate

ability to set priorities and organize work effectively and efficiently. Please send resume and cover letter to Rob Montepare at Rob@popcatholicchurch.org.

St. Matthew Catholic Church in Winder, Georgia has an immediate opening for a **Bilingual Receptionist**. This part time (28 hours per week) position is responsible for providing administrative support to the parish, including receiving and placing phone calls, preparing written communication and coordinating sacramental preparation and weekend Masses. Requirements include two to three years of experience in an office environment with working knowledge in Microsoft Office. Candidate should be a practicing Catholic who is courteous and interacts with parishioners and ministries in a professional manner. Written and oral communication in Spanish is a must. Interested candidates should submit resume with cover letter, including salary requirements to the Archdiocese of Atlanta, Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of May 2017. Thank you.