



Memo

Date: January 6, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. John Vianney, a parish located in Lithia Springs, has a full-time position for a **director of music**. The ideal candidate has a degree in music and is proficient in playing piano and organ. This position is responsible for the music at three Masses on the weekend, a children's choir, a men's choir and a traditional choir. Candidates must have a passion for music and the praise it brings to our Lord. Please email your resume to Chris Butler at cbutler@sjvpar.net.

Holy Redeemer Catholic School, located in Johns Creek, has an immediate opening for a part-time **registrar**. As primary manager of the student information system, the registrar will be responsible for managing a system conversion, documenting processes and training teachers and administrators in using the database. Qualified candidates will be computer proficient, have experience with student information systems, possess good communication skills and have a high level of attention to detail. College degree preferred. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Please submit cover letter and resume to Lauren Schell, Principal, at lschell@hrcatholicsschool.org.

A parish located in north metro Atlanta has an immediate opening for a part-time **children's faith formation coordinator** who will work directly with the religious education staff to assist in the faith formation of children in the third to fourth grade as well as second grade sacramental preparation. This individual will be responsible for coordinating the religious education classes on Sunday mornings, assisting in the selection of program materials and resources to implement curricula, developing and implementing programs for sacramental preparation (First Penance and Eucharist) and planning and coordinating the sacramental liturgies and events. For more information, or to

apply for this position, please contact the religious education department at jravry@hscatl.com.

A parish located in north metro Atlanta has an immediate opening for a part-time **director of adult education**. This position will work directly with the religious education staff to assist the priests in their duty to provide ongoing catechetical formation for the adult members of the parish, with particular emphasis on supporting parents in their role as primary catechists of their children in the domestic church. The individual will be responsible for coordinating the adult education classes on Sunday mornings and Wednesday evenings. For more information, or to apply for this position, please contact the religious education department at jravry@hscatl.com.

The Roman Catholic Archdiocese of Atlanta has an opening for a full-time **Superintendent of Schools** effective July 1. This position is the chief administrator and educational leader of the Catholic Schools of the Archdiocese of Atlanta, accountable for implementation of the mission of Catholic education in elementary and secondary schools and responsible for the schools' overall spiritual and academic quality. The superintendent is also responsible for managing the Office of Catholic Schools and its staff; for developing long- and short-range plans for the schools; providing direction and support for local school leadership, pastors, religious congregations, principals and councils; recruiting, hiring, supporting and supervising principals; representing the archdiocese in matters of education; creating, monitoring, updating and implementing archdiocesan policies and assuring compliance with applicable federal, state and local legislation and requirements. Qualifications include: active member of a Catholic parish/faith community; advanced degree in education, doctorate preferred; demonstrated successful experience in administration as a principal of a Catholic school for a minimum of three years, central office experience preferred; collaborative and consultative leadership style; knowledge of and ability to interpret and analyze local, state and federal legislation relative to archdiocesan policies and procedures; ability to motivate diverse groups of people and to work effectively with committees; excellent organization and communication skills, both verbal and written; professional interpersonal and public relations skills; knowledge and experience in financial management and school advancement; working knowledge of the school budgeting process; computer literate; ability to lift, push and/or move up to 10 pounds. Must have a willingness to perform repetitive clerical and supervisory duties when necessary. Qualified candidates are encouraged to apply by sending a cover letter (with salary expectations), resume and a minimum of three (3) references/letters of recommendation to Chuck Thibaudeau, Director of Human Resources at cthibaudeau@archatl.com.

St. Pius X Catholic High School is seeking qualified **teachers** for the 2020-2021 school year in all fields. We especially need candidates for **Dramatic Arts, Assistant Band Director and Computer Applications** (with a focus in Microsoft Office, Google Apps, computer publishing and graphics using Adobe Photoshop and Animate, as well as media technology-video production using Premiere, After Effects, etc.). Ability to teach an online course is a plus. Teaching certification required. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested

in teaching in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume after January 1 to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at mfree@spx.org.

St. Andrew in Roswell has an immediate part-time position for a **business and HR manager**. This position is responsible for overseeing several employees; accounting; safe environment and HR processes and management of facilities operations. Oversight of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. The position does not exceed 28 hours per week. Please send letters of interest and resume to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Andrew in Roswell has an immediate full-time position for a **pastoral executive secretary**. This position supports the pastor in his activities within the parish. The job is varied in nature, set in a fast-paced environment. A fully bi-lingual candidate (oral and written, in both English and Spanish) is critical to the success of this position. The ideal candidate has previous experience working in a Catholic pastoral environment. For the right candidate, this position could be part-time, not to exceed 28 hours per week. Please send letters of interest to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Andrew in Roswell has an immediate part-time opening for an **adult discipleship coordinator**, this person needs to coordinate several programs designed to meet the faith development of adults in the parish. The position works closely with the pastor. Work hours and days are flexible, which may include weekends and evenings, but do not exceed 25 hours per week. Must have experience in catechetical work in a Catholic environment. Please send letters of interest and resume to Laurie Johnson at ljohnson@standrewcatholic.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January 2020. Thank you.