



Memo

Date: January 27, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Roman Catholic Archdiocese of Atlanta has an opening for an **executive director of stewardship & development**. The executive director builds, directs and coordinates the comprehensive stewardship and fund development programs of the Archdiocese of Atlanta and its agencies, while ensuring implementation of proper planning, communications, stewardship training and fund-raising activities. In alignment with the archbishop's plan and vision of stewardship, the executive director builds a deeper awareness of the role of spiritual, practical and fiscal stewardship in support of the needs of the people of the Archdiocese of Atlanta. This position serves as a consultant to all parishes of the archdiocese which request advice and counsel with respect to stewardship training, parishioner involvement, offertory enhancement, development initiatives, parish capital campaigns, estate planning, etc. Qualifications include, but are not limited to, a bachelor's degree in marketing, business, nonprofit administration/leadership or a related field; five to ten years of professional management in planning and administering fund-raising programs; experience in supervising staff and working with volunteer groups; experience in stewardship, planned giving, annual and capital campaigns; demonstrated passion for and commitment to the Church and its mission, and ability to inspire others with such passion. In addition, the successful candidate will have excellent communications skills with a demonstrated ability to motivate and inspire others and excellent public speaking abilities. Supervisory, organizational and management skills and abilities are a must. Qualified candidates should submit cover letter (with salary requirements) and resume to David Spotanski, Chief Operating Officer, at dspotanski@archatl.com.

Prince of Peace in Flowery Branch is looking for a **content coordinator**. We are searching for a creative, high-energy individual who is passionate about Jesus and His Church and who wants to use their marketing, communication and creative skills to infuse our community with the gospel. The ideal

candidate is bilingual (English/Spanish), self-motivated, innovative and able to perform key tasks independently in a timely manner. This person will assist both the director of communications and the creative content specialist in developing and maintaining an editorial calendar as well as cultivating a culture of witness through sharing people's stories of faith. Candidates must be able to handle multiple projects, be detail oriented, team oriented and not afraid of thinking outside the box. For a full job description, please visit: <https://www.catholicjobs.com/employers/view/7868140108>

Interested candidates should send portfolio (past work samples), resume and introductory letter or video to employment@popfb.org. In addition to your introductory video or letter, please answer the following questions:

-What sparks your creative process?

-Level of comfort with the items listed in our "Working Knowledge" portion of the job description.

-If you were speaking to a friend or family member, how would you describe the mission of our parish?

The Preschool at All Saints in Dunwoody is seeking experienced **preschool teachers** for the 2020-21 school year. In addition, we are accepting applications for **substitute teachers** for the current school year. A qualified candidate must have a positive and nurturing attitude and enjoy watching children develop and grow in a loving and Catholic environment. A degree in education is ideal, however not required. A degree in a related field and experience working with children is preferred. Experience with inquiry-based learning, outdoor/natural classroom experiences, the arts and blending educational philosophies are pluses. The Preschool at All Saints offers competitive pay and ongoing professional development in a collaborative, innovative and creative working environment. To apply, please email Director, Hope Long at pasdirector@allsaintsdunwoody.org.

Our Lady of Mercy Catholic High School is seeking **math and English teachers** for the 2020-2021 school year. Candidates must have prior high school teaching experience. English candidates must possess a bachelor's degree in English or English education. Math candidates must possess a bachelor's degree in math or math education. Certification in the state of Georgia is required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Our Lady of Mercy is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and a statement of educational philosophy to Mr. Bill Dooley, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach as a Microsoft Word document or PDF and send to bdooley@mercycatholic.org.

Blessed Trinity Catholic High School is seeking an **English teacher** for the 2020-2021 school year. Candidates must have prior high school teaching experience. Bachelor's degree in English or English education and certification in the State of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional

responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

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