



Memo

Date: January 28, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Thomas Aquinas Catholic Church has an immediate opening for a full-time **Pastoral Executive Assistant**. This position reports directly to the Pastor and is a key position in the daily service to the parish. The primary job responsibilities include, but are not limited to scheduling, managing liturgy schedules, being a liaison for the Pastor, recording sacraments and other pastoral assistance duties. Must have a strong working knowledge of the Catholic Church and its teachings, strong people skills, significant experience in managing multiple tasks including facilitation and execution, excellent verbal and written communication skills, be highly organized and proficient in Microsoft Office programs. An associate or bachelor's degree, previous executive assistant experience and working knowledge of ParishSOFT is preferred. If interested, please submit resume and references to Julie DeJarnette at stabookkeeper@sta.org.

St. Joseph Catholic Church in Marietta, GA is seeking a full-time (32 hours/week) **Coordinator of Elementary Faith Formation (P3-5)**. This position is responsible for recruiting, overseeing and training catechist volunteers and working with families in the formation of children for their sacraments (First Reconciliation and Communion). Candidates must have a degree in theology or education and/or at least five years of experience in PSR/elementary ministry; be proficient in Microsoft Office programs and a practicing Catholic that desires to share their faith with our youth. Work hours include Sunday mornings, Wednesday evenings, various weekend times and some liturgical holidays. Bilingual in English and Spanish is highly desired. The position offers a competitive salary and full benefits package. VIRTUS training and criminal background check are required for hiring. Please send resume to Deacon Bruce Reed at breed@saintjosephcc.org.

Catholic Charities Atlanta is hiring a temporary **Family Reunification Specialist** for our Refugee Resettlement Services to provide case management services to families previously separated at the U.S./Mexico border that are now reunited and living in Georgia and Alabama. This is a temporary, grant-funded position expected to work from February 1, 2019 - July 31, 2019 at 37.5 hours per week. Candidates must be bilingual in English and Spanish with a bachelor's degree (major in social work or human services preferred). Must have a valid driver's license and reliable transportation, as traveling to client homes and appointments are required. Interested candidates should send a resume and cover letter with "Family Reunification Specialist-Temporary" in the subject line to ccaemployment@catholiccharitiesatlanta.org. Qualified candidates will be contacted for interviews.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of February 2019. Thank you.