



Memo

Date: February 17, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Archdiocese of Atlanta seeks an **associate superintendent of schools for curriculum and instruction** effective July 1, 2020. The successful candidate will be a practicing Catholic in full communion with the Catholic Church and hold a minimum of a master's degree in educational administration or curriculum and instruction. Other qualifications include: a minimum of five years of teaching experience and a minimum of 3-5 years as an administrator in Catholic schools; knowledge of current documents on and trends in Catholic education; ability to align resources and materials related to the development of curriculum and the methodology of teaching; skilled in working with a highly qualified and professional principal cohort; excellent written and verbal skills; and, the desire to operate collaboratively in a team environment. Interested and qualified candidates are asked to submit a letter of interest, resume, salary requirement and three references to Marquita Richburg, human resources manager, at Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080 or mrichburg@archatl.com. **Application deadline is March 27, 2020.** The Office of Catholic Schools for the Archdiocese of Atlanta is a drug free work environment.

Saint Jude the Apostle Catholic Church, located in Sandy Springs, seeks a full-time **maintenance repairman**. The maintenance repairman performs routine and preventative maintenance procedures to ensure the property's buildings, grounds, electrical, plumbing and mechanical systems are well maintained and running. The repairman should have a basic working knowledge of the above systems and functions and be skilled in the following areas: painting, carpentry, hardware, minor electrical, minor HVAC and minor plumbing. Typically, a 40-hour work week, the position requires flexibility for weekend and evening work to fulfill job responsibilities. Qualified candidates should be reliable, well-organized, self-motivated and have at least three years' experience in a specific maintenance field. Must have the ability to be on call (weekends and evenings), possess a valid driver's license and have reliable

transportation appropriate for this type of work. Position includes a comprehensive benefits package. Salary commensurate with experience. Interested candidates should submit a cover letter with salary requirements and detailed resume to Mike Higgins, director of Facilities & Maintenance, St. Jude the Apostle Church, MHiggins@judeatl.com or fax to 770-415-3567.

Saint Jude the Apostle Catholic Church, located in Sandy Springs, is an active, vibrant parish in the Atlanta area with more than 2,800 families who seeks a full-time **high school youth minister**. This position works in collaboration with the director of religious education and the pastor to develop and integrate faith formation and youth ministry initiatives serving our high school teens through our Life Teen program. The youth minister manages Life Nights, core team development, youth retreats and our confirmation program. This position requires flexibility in work schedule to accommodate evenings and weekends, including overnight retreats. The ideal candidate has excellent organization and communication skills, high energy, takes initiative and works well with teens. Qualified applicant will be a practicing Catholic committed to the teachings of the Church. A degree in theology or religious education preferred, or a pertinent bachelor's degree with a minimum of two years of experience working in youth ministry or a related field. Interested candidates should submit a cover letter with salary expectations and resume to the Director of Operations, Colleen Tyner, at ctyner@judeatl.com or fax to 770-415-3567.

Saint Jude the Apostle Church is seeking a full-time **director of religious education**. Saint Jude is a vibrant, active parish of 2800+ families located in Sandy Springs, a suburb of Atlanta. We are looking for a dynamic candidate with a passion for and thorough knowledge of the Catholic faith. This position collaborates with the pastor on catechetical initiatives for the parish, leads the Religious Education Department and manages a group of employees and volunteers. Candidates should demonstrate excellent interpersonal and communication skills. This position requires a flexible schedule that includes working some weekends, evenings and holy days to support the programming of the church. Qualified candidate will be a practicing Catholic and committed to the teachings of the Church. A master's degree in religious education/theology preferred or a bachelor's degree in a pertinent field and extensive religious education-related work experience. Interested candidates can submit a cover letter with salary expectations and resume to the Director of Operations, Colleen Tyner, at ctyner@judeatl.com or fax to 770-415-3567.

Pinecrest Academy is seeking a highly qualified, enthusiastic, motivated individual to serve as **director of band program** across grades 4-12. The successful candidate will possess the ability to direct and/or lead band at the lower, middle and high school levels. The director of bands will be a Christian who inspires students to learn the knowledge, skills and subject matter of instrumental music. The ideal candidate will contribute to the students' formation as Christians while being consistent with the teachings of the Catholic Church and Pinecrest Academy's vision and mission statements. He or she will represent the band program within the community and provide administrative and technical support to the administration as needed. To apply

and/or to get more information, please go to <https://www.pinecrestacademy.org/about/careers>.

Pinecrest Academy is seeking a highly qualified, enthusiastic, motivated individual **band teacher** to teach beginning and middle school concert band, as well as assist with symphonic band and Wind Symphony. The lower & middle school band teacher will be a Christian who will inspire students to learn. He or she will teach skills and subject matter of instrumental music and contribute to students' formation as Christians while being consistent with the teachings of the Catholic Church and Pinecrest Academy's vision and mission statements. To apply and/or to get more information, please go to <https://www.pinecrestacademy.org/about/careers>.

Catholic Charities Atlanta is seeking a dynamic, outgoing and professional **engagement specialist** to join our team. This part-time position on our Mission Advancement team is responsible for planning, setting up and conducting tours at the agency's offices for community leaders and interested individuals. Following up with individuals who have attended tours and reporting feedback and metrics is required. This individual will also plan and execute our fundraising breakfast. This is generally a 28-hours per week position but flexibility in work hours when necessary to fulfill job responsibilities is needed. Position may be expanded to full-time within one year. Specific required skills: computer literacy, ability to communicate in a professional manner, self-motivated, excellent organization skills, detail-oriented, ability to prioritize and multi-task, ability to meet deadlines, skilled in verbal and written communication, knowledge of Benevon fundraising program a plus. Specific responsibilities: work with board and community members to recruit tour ambassadors, work with staff to plan and create compelling tours, conduct at least 20 tours a year and contact participants afterwards for their feedback, create reports on results of tours and report against program metrics, support board members in the recruitment of fundraising breakfast table captains, plan and execute an annual fundraising breakfast. Please submit a resume and cover letter detailing your interest in working for Catholic Charities Atlanta to ccaemployment@c atlanta.org. Qualifying candidates will be selected and contacted for interviews.

The Glenmary Home Missioners in Cincinnati, OH seek a **director of Catholic-evangelical relations** to foster reconciliation and understanding between Catholics and Evangelicals through personal relationships, ecumenical activities and web-based technology. Must be a committed Catholic (lay, ordained or religious), well-trained in Catholic Church history and theology, with at least the equivalent of a master's degree. Individual should have experience in and be passion for ecumenism. At least two years of professional ministry experience required. Must be experienced and creative in using electronic media, social networking and other forms of electronic technology. Position based in Cincinnati, Ohio with some travel. Professional salary and benefits. Send resume to sraymond@glenmary.org.

Queen of Angels Catholic School, a K through 8th regional school located in Roswell, seeks a **guidance counselor** beginning July 1. Candidates must be practicing Catholics in good standing. Additional requirements include

certification in counseling, evidence of expertise and at least three years of counseling in a school setting. A master's degree is preferred. Queen of Angels offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letter of interest to Dr. Jamie Arthur, principal, Queen of Angels Catholic School at jarthur@qaschool.org. **No phone calls please.**

Queen of Angels Catholic School, a K through 8th regional school located in Roswell, is accepting **teacher applications** for the 2020-2021 school year. Teaching certification required. Queen of Angels offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letters of interest to Dr. Jamie Arthur, principal, Queen of Angels Catholic School at jarthur@qaschool.org. **No phone calls please.**

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