



# Memo

**Date:** May 18, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**The Catholic Center at the University of Georgia (UGA)**, located in Athens has an immediate opening for a part-time (less than 29 hours per week) **parish business administrator**. The business administrator serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings and grounds and personnel. The parish business administrator directs these efforts with technical and legal expertise within the framework of shared ministry in Christian and Catholic values. The position serves in a key parish management position. The business administrator, together with the friar administration and staff forms the core management team that ensures that the pastoral and administrative needs of the parish are sustained. Qualified candidates will possess the following: a college degree in accounting, business or finance; prior work experience in accounting; strong knowledge in accounting and record keeping principles and practices; knowledge in budgetary principles; strong computer skills with a working knowledge of Microsoft Office Software. Interested individuals should respond with a cover letter (must include salary requirements) and resume to chancery's Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**Our Lady of the Assumption Catholic Church**, located in Brookhaven, seeks a part-time (20 hours per week) **director of religious education**. The director of religious education is a dynamic, ministry-minded individual who oversees the functions of weekly Sunday religion classes and coordinates sacramental programs for 150+ children in grades PreK-4 through 9th. Also arranges implementation of other children's ministry programs that may occur outside of the regular Sunday sessions. Responsibilities include managing the Parish School of Religion on Sunday mornings during the school year, coordinating sacramental preparation for first reconciliation and first communion, supporting and training a team of VIRTUS-trained catechists, communicating in a professional manner with families and other miscellaneous duties associated with faith formation and sacramental prep. Qualified candidates will

possess the following: must be a practicing Catholic with knowledge of Catholic liturgy and sacramental requirements; ability to utilize and operate Microsoft Office and other basic computer programs; college degree, preferably in Religious Education or Catholic Theology; 2-3 years of relevant, on-the job experience preferred; Spanish speaking ability is a plus. Interested candidates should submit a cover letter and detail resume to Benny Strozier at [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org).

**St. Pius X Catholic High School** is seeking a qualified **teacher** for the 2020-2021 school year in our **study support area**. Coaching experience is a plus. A bachelor's degree in special education and teaching certification are required. A master's degree is preferred. Must be able to work in small groups assisting students with organizational skills and assist in a variety of subject areas. Must be willing to support other teachers & counselors in identifying students who appear to be struggling. St. Pius X is a drug-free work place 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 to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at [mfree@spx.org](mailto:mfree@spx.org).

**Our Lady of the Assumption Catholic School**, serving PK-8 and located in Brookhaven, seeks a full-time **music teacher** for the 2020-2021 school year. Responsibilities include teaching chorus, leading choir for weekly Masses, directing school-wide concerts and leading school plays. Teacher certification required. OLA is a drug-free workplace and offers a competitive salary and full benefits package. Cover letter and resume may be submitted via email to [lcordell@olaschool.org](mailto:lcordell@olaschool.org). **No phone calls please.**

**St. Matthew Catholic Church** located in Winder, has an immediate opening for a part-time **middle school youth minister** who will coordinate ministry services to help encourage youth to live as disciples of Jesus for their personal and spiritual growth. Responsibilities include coordinating weekly catechetical sessions using the Life Teen/EDGE program, leading core meetings, assisting volunteer catechists and providing ongoing communications with parents. Candidate must be a practicing Catholic with knowledge of Catholic liturgy and sacramental requirements. Minimum 2-3 years of experience in office environment with working knowledge of Microsoft Office. Strong communication and organizational skills are a plus. Interested candidates should submit resume with cover letter including salary requirements to the Business Manager at [busmgr@saintmatthewcc.org](mailto:busmgr@saintmatthewcc.org).

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