



# Memo

**Date:** June 3, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Christ the King Catholic School**, a K-8 archdiocesan parish school, located in the Buckhead community of North Atlanta, GA is seeking a **Middle School Language Arts Teacher** for the 2019-2020 school year. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Application, cover letter and resume may be emailed to Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Saint Joseph Catholic Church** in Marietta, GA is seeking a full-time **Youth Minister** with responsibilities for overseeing our high school Teen Program as well as our Confirmation Program. Salary commensurate with experience. Knowledge of Spanish could be an advantage. Please send resume and cover letter to Deacon Bruce Reed, business manager, at [breed@saintjosephcc.org](mailto:breed@saintjosephcc.org).

**St. George Catholic Church** in Newnan, GA is seeking a full-time **Director of Faith Formation**. This position reports to the pastor and is responsible for leading and implementing all facets of the Faith Formation department, as well as the recruitment and training of all volunteer catechists and aides. The position is responsible for the faith formation of children grades K-12, the RCIA and Adult faith formation. The applicant must have a degree in theology or extensive religious education experience; must be a self-starter with excellent interpersonal, communication, and organizational skills; and proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at [mcormier@stgeorgenewnan.org](mailto:mcormier@stgeorgenewnan.org).

**Holy Cross Catholic Church** in Tucker, GA has an immediate opening for a part-time **Director of Faith Formation**. This position is responsible for all levels of faith formation, including but not limited to: recruiting and training volunteer catechists for K-12 and overseeing RCIA and sacramental preparation programs. Qualified candidate must be a practicing Catholic and articulate in Catholic teachings; bilingual (English/Spanish); proficient in technology; possess interpersonal, organizational and communication skills; and work well within the community and staff. This position reports directly to the pastor and requires a flexible schedule that includes working weekends, evenings, and some holidays to support year round programming. A degree in education or theology with three years' experience is preferred. Please email cover letter and resume to [ftanzosch@holycrossatlanta.org](mailto:ftanzosch@holycrossatlanta.org).

**St. Thomas the Apostle Catholic Church** in Smyrna, GA seeks a full-time **Bilingual (English/Spanish) Youth Minister**. We are looking for a dynamic candidate with a thorough knowledge of Catholic teachings and strong motivation to work with an established Life Teen program assisting youth on their spiritual journey. This role is responsible for all Confirmation activities as well as coordination of youth outreach, "Life Nights," retreats, fundraising, and volunteer recruitment for the program. A 40-hour workweek is expected with the flexibility to handle nights, weekends and some overnights as required. The ideal candidate will be a practicing Roman Catholic who values the practice of the faith and the moral teachings. This person should be a self-starter that will take initiative to build up our ministry among the youth. A bachelor's degree in Religious Education or Theology is preferred with a minimum of two years of experience working within Youth Ministry or a related experience supervising youth. Please send resume with salary requirements to Saint Thomas the Apostle Religious Education Department, Attention: Sue Senecal, DRE 4300 King Springs Rd. Smyrna, GA. 30082 or via email to [ssenecal@stthomastheapostle.org](mailto:ssenecal@stthomastheapostle.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 June 2019. Thank you.