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Date: June 10, 2019

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

Saint Jude the Apostle parish is seeking a full-time **Director of Religious Education**. Saint Jude is a vibrant, active parish of 2800+ families located in Sandy Springs GA, 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 of the parish, leads the Religious Education Department, and manages a staff 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. The ideal candidate will be a practicing Catholic committed to the teachings of the Church. A master's degree in Religious Education/Theology preferred or a bachelor's degree and extensive RE related work experience. Interested candidates can submit a cover letter with salary expectation and resume to Colleen Tyner, Director of Operations, at ctyner@judeatl.com or fax it to 770-415-3567.

Catholic Charities Atlanta is seeking an **AmeriCorps VISTA- Volunteer Resources Associate**. The VISTA will focus on supporting and strengthening the Volunteer Resources division. This position will help develop a system for the collection, tracking and documentation of in-kind donations received by CCA. In addition, the VISTA will build partnerships with parishes, schools, community partners and universities for the purpose of recruiting volunteers, obtaining in-kind donations and promoting awareness of CCA. This position will also assist with the coordination of talks, activities and special drives. The VISTA will be key in the coordination of the Christmas Connections program. The position is full-time for 12 months and compensated with a bi-weekly living allowance. The candidate must be interested in project management, policies and procedures. Qualified applicants must be able to quickly pickup on database development. If you have questions, please contact Christie Crane at

ccrane@catholiccharitiesatlanta.org. All applicants must apply online directly on the AmeriCorps site:
<https://my.americorps.gov/mp/listing/viewListing.do?id=88804&fromSearch=true>

Holy Redeemer Catholic School, a K through eighth grade school in Johns Creek, GA, is accepting applications for a full-time **Technologist**. Qualified applicants must have experience maintaining computer systems in a school or business setting and in website maintenance. Must be able to work with teachers and students at all elementary grade levels and have a minimum of a bachelor's degree in technology or in an education related field. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send cover letter and resumes to lschell@hrcatholicsschool.org.

Immaculate Heart of Mary School has an opening for a full-time **Instructional Support/Resource Teacher** for grades 6-8. The position serves as a student advocate and works with children with learning differences. As a member of the Student Success Team, the IS/Resource Teacher also assists teachers with accommodations and strategies to meet the needs of all students. Preferably, candidates should have a degree in Special Education and be knowledgeable in the areas of remediation, organization and study skills. The ideal person should have experience coordinating efforts between teachers, students and parents. Please submit resume and cover letter to Mrs. Kellie DesOrmeaux, Principal, Immaculate Heart of Mary School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or kdesormeaux@ihmschool.org.

St. Peter Claver Catholic School, a pre-K through eighth grade school in Decatur, GA, is seeking a **Middle School Language Arts and Social Studies Teacher** for the 2019-2020 school year. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. This position is full-time and offers a competitive salary with benefits. If you are interested in teaching in a faith-based community setting, kindly send a cover letter and resume to Susanne Greenwood at sgreenwood@spc-school.org.

The Catholic Church of St. Gabriel is seeking a full-time **Coordinator of Youth Religious Education**. This person is responsible for planning, coordinating, and overseeing the middle school and high school youth programs, including Confirmation preparation. This member of the Religious Education team reports to the pastor. The position is for 40 hours per week, with Sundays required during the academic year. A passion for working with youth is necessary. Two years of experience and Basic Catechetical Certification are preferred. The candidate must be a practicing Catholic in full communion with the Church. Interested candidates should send cover letter and resume to Fr. Richard Vu, father.richard@stgabrielga.com. **No phone calls, please.**

Prince of Peace Catholic Church is seeking for a part-time (28hrs/week) **Creative Content Specialist**. The ideal candidate should be a high-energy and passionate individual who wants to use their marketing, communication and creative skills to infuse our surrounding community with the Gospel in an invitational way. Applicants should be self-motivated, innovative and able to perform key tasks independently in a timely manner. The candidate in this position understands the power of storytelling (helping people share their stories of faith for the impact of others) with the specific mission, vision and purpose. This individual should be a self-starter that enjoys working in a team environment and is excited to join a growing Catholic community with a vibrant culture and innovative community.

Prince of Peace is a parish situated on the foothills of North Georgia focused on inviting all people to encounter Christ in such a way that they go out and live as disciples, inviting/accompanying others into a relationship with Him. Our job is to complement our parishioner's personal invitation to others (live as disciples) with creative thinking, marketing, technology and media. The Creative Content Specialist contributes directly to the overall mission of the parish by having a key part in the communications team, working alongside our Facilitator of Discipleship Communications and creative volunteers, and lead by our Director of Communications. The role supports parish leadership in living out our mission, "Encounter Christ. Live as Disciples". The ideal candidate should have a personal relationship with Jesus Christ, a strong desire to evangelize the world and must be a practicing Catholic in full communion with the Roman Catholic Church. This person should also desire to see a church fully alive with missionary disciples, people who go out to the world and share the Good News. Candidate should not be satisfied with maintaining the status quo but must love the search for ways to be creative, innovative and missional.

3-5 years marketing or communications experience in a multifaceted environment with the responsibility of cultivating creative ideas to achieve success is desired. Applicants should possess a bachelor's degree in marketing, communications, promotions, advertising, PR, or graphic design/digital arts (or equivalent experience). The ideal candidate should have excellent oral and written communication skills, with proven proficiency in copywriting. Bilingual (English/Spanish) a plus. Other qualifications include working knowledge of Apple products (ipads, mac books, mac mini), Adobe Creative Suite, social media platforms and management software; understanding the use of databases and its impact on target marketing and communication; and ability to produce video and audio (recorded and live). Some experience with Wordpress, HTML, CMS Mailchimp, Flocknote and SurveyMonkey would be ideal. Interested candidates should send portfolio (past work samples), resume and introductory letter or video to Rob Montepare, Director of Communications at Rob@popfb.org. In addition to your introductory video or letter, please answer the following questions:

-What sparks your creative process?

- What level of experience do you have with Adobe Creative Suite?
 - How would you describe, in your own words, the mission of our parish, if you were speaking to a friend or family member?
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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.