



Memo

Date: June 24, 2019

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

St. Thomas the Apostle Catholic Church in Smyrna, GA seeks a full-time bilingual (English/Spanish) **Assistant Youth Minister**. We are looking for a dynamic candidate with a thorough knowledge of Catholic teachings and strong motivation to work with the youth of St. Thomas the Apostle in an established Life Teen setting. A 40-hour workweek is expected with the flexibility to work nights, weekends and some overnights as required. In collaboration with the current Youth Minister, the candidate will have the following co-responsibilities: Confirmation Program, Life Nights, Retreats, and outreach to both youth and adults to grow the program and lead the Edge Program for Middle School youth. The ideal candidate should be a self-starter who 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 SE, Smyrna, GA 30082 or via email: ssenecal@stthomastheapostle.org.

The Communications Department for the Archdiocese of Atlanta has an immediate opening for a full-time **Media and Communications Specialist**. Under the direction of the Director of Communications, the Media and Communications Specialist assists with media relations, press conferences, writing press releases, and negotiating media interviews. This position's responsibilities also include, but are not limited to: managing the approval and delivery process for the weekly Archdiocesan Pastoral Communiqué; sending out daily communications; maintaining a regular social media presence for the Archdiocese; organizing and assisting with various organizational and public events. Qualified candidates must possess the following: College degree in Communications, Public Relations, or other related

field; three to five years of experience in a communications related career; must be a practicing Catholic in full communion with the teachings of the Church. Proficient in Microsoft Office Software (Word, Excel, Outlook, Publisher and PowerPoint); and strong knowledge of Adobe Software (Photoshop, Acrobat, Illustrator) and WordPress (or other content management system). Cover letter (with salary requirements) and resume should be directed to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Mary Our Queen Catholic Church in Peachtree Corners, GA has an immediate opening for a 28 hour a week **Administrative Assistant**. Responsibilities include, but are not limited to the weekly parish bulletin; providing support for parish ministries and organizations; perform secretarial duties for the pastor, business mgr., and other designated staff; updating ParishSOFT and managing the facilities calendar; and preparing lector's and clergy announcements and Mass intentions. Candidates must have a strong working knowledge of the Catholic Church and its teachings, strong people skills, customer service, experience in multi-tasking, detail oriented, excellent verbal and written communication skills, be highly organized and proficient in Microsoft Office programs. An associate or bachelor's degree, previous assistant experience and working knowledge of ParishSOFT are preferred. If interested, please submit resume and references to Jeanne Bell at jsbell@maryourqueen.com.

Saint Jude the Apostle Catholic School in Sandy Springs is seeking a **Spanish Teacher**. Candidates should have experience in effective curriculum planning, classroom management, and good communication at all levels. Bachelor's degree required. Teaching certificate, or the ability to be certified, is required. Saint Jude School is a drug free environment. Please send resume to Patty Childs at pchilds@saintjude.net.

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