



Memo

Date: June 29, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

St. Anna's Catholic Church in Monroe is seeking a part-time **youth minister** for high school youth. Responsibilities include, coordinating biweekly youth group programs, guiding volunteer ministers and providing ongoing communications with parents. The youth minister must be a self-starter, possess strong communication and organizational skills, be inviting to youth. Drawing our youth to participate in the life, mission and work of our faith community and being an active Roman Catholic in good standing with knowledge of Catholic Liturgy and sacramental requirements are important qualifications. Candidate should foster the total personal and spiritual growth of our youth. The ideal youth minister must have experience facilitating virtual teleconferencing classes. Qualified applicants may submit a resume to Brandy Lake, Office Manager, at blake@st-annas.com. **No phone calls, please.**

Saint Jude the Apostle Church in Sandy Springs, seeks a full-time **bookkeeper and HR coordinator**. This position works closely with the parish controller, director of operations and pastor. The bookkeeper/HR coordinator is responsible for accounts payable, vendor data, minor accounting and bookkeeping; along with various HR responsibilities, some of which include: payroll processing, new hire paperwork, benefits coordination, ACA & Workers Compensation reporting. The candidate must be proficient in Microsoft Office applications (Outlook, Word and Excel) and be willing to learn new accounting software applications and systems. This position requires excellent organization and computer skills along with professional interpersonal skills. Qualified candidates will possess a minimum of a two-year associates degree and 3-5 years' experience in a similar position - preferably with accounts payable, bookkeeping and a general background in HR. Interested candidates can submit a cover letter and resume to Kathleen Woods, Controller, at kwoods@judeatl.com or fax to (770) 415-3567.

St. Peter Claver Regional Catholic School in Decatur seeks candidates for **substitute teaching** for the 2020-2021 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a letter of interest and resume to Susanne Greenwood at sgreenwood@spc-school.org.

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