



Memo

Date: July 1, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The St. Thomas More Catholic Chapel at the University of South Carolina has an immediate opening for a **Director of Advancement**. This full-time position will solicit and steward funds related to both the capital campaign and annual fund efforts. The purpose of this position is to facilitate all phases of fundraising and donor-engagement for the financial viability of St. Thomas More Catholic Chapel at the University of South Carolina. This position works closely with the pastor, ministry staff, volunteers, and especially current and prospective donors to build the reach and influence of the Catholic community at Saint Thomas More. The right candidate should possess no less than a bachelor's degree, preferably a graduate degree from an accredited university; strong writing and verbal skills for consistent donor correspondence; strong sales and relationship management skills; have a strong adherence to the Catholic faith and its spiritual and moral principles; be proficient in Microsoft Office and accounting software; and be able to multitask. Competitive starting salary with health, dental and vision benefits commensurate with candidate experience. Please send cover letter and resume to Rev. Marcin Zahuta, Pastor, at 1610 Greene Street, Columbia, SC 29201 or to frmarcin@stthomasmoreusc.org.

The North Georgia Chapter of Legatus, a national organization of Catholic executives and their spouses who are committed to studying, living, and spreading our faith, is seeking a part-time **Administrator** to support the board of directors, plan events and facilitate membership growth and retention. Candidates must be practicing Catholics, exhibit excellent communication and organizational skills, and work well in a detail-oriented, professional environment. This position is 10 hours per week and is primarily from home. The stipend is \$600 per month. If interested, please send cover letter and resume to Ed Trifone at etrifone@legatus.org.

Saint Jude the Apostle Catholic Church in Sandy Springs, GA, an active, vibrant parish in the Atlanta area with more than 2,800 families, is seeking a full-time **High School Youth Minister**. This position works in collaboration with the director of religious education and the pastor to develop and integrate faith formation and youth ministry initiatives serving our high school teens through our Life Teen program. The Youth Minister manages the Life Nights, Core Team development, Youth Retreats, and our Confirmation Program. This position requires flexibility in work schedule to accommodate evenings and weekends, including overnight retreats. The ideal candidate has excellent organization and communication skills, is high energy, takes initiative and works well with teens. Qualified applicants will be practicing Catholics committed to the teachings of the Church. A degree in Theology or Religious Education preferred, with a minimum of two years of experience working in youth ministry or a related field. Interested candidates should submit cover letter with salary expectation and resume to Colleen Tyner, Director of Operations, at ctyner@judeatl.com or fax information to 770-415-3567.

St. Vincent de Paul Catholic Church is seeking a part-time **Director of Middle and High School Religious Education**. This person is responsible for planning, coordinating, and overseeing the middle and high school youth programs, including Confirmation preparation. Qualified candidates must be practicing Catholics in good standing, proficient in technology, have excellent interpersonal, organizational and communication skills, and work well with families and staff. This position requires a flexible schedule that includes working on Sundays as well as some Saturdays, evenings and holidays. A degree in education or theology with three years' experience is preferred. Please send resumes to Debbie Chisholm at dchisholm@svdpatl.com.

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