



Memo

Date: July 22, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Immaculate Heart of Mary Catholic Church is seeking a bilingual (Spanish/English) **Musician** to lead the sung prayer at 2 weekend Masses celebrated in Spanish (6pm Saturday Vigil and 1:30pm Sunday). Pay is competitive and commensurate with experience. If interested, please contact Jeff Bush, the Director of Liturgy and Music at jeffbush@ihmatlanta.org.

The Lyke House and the Archdiocese of Atlanta have an immediate opening for a full-time **Assistant Campus Minister** to serve the Atlanta University Center (AUC) and Georgia State University (GSU) communities by providing pastoral care for students, faculty, staff, alumni and other members of the college community. Qualifications include a Bachelor's Degree in Religious Studies, Theology or a related field OR five years of related work experience. Qualified candidates must have experience working within diocesan Religious Education structures or similar structures such as a Program/Ministry Coordinator or an Assistant at the parish/school level; must be a confirmed Catholic in good standing; must possess musical skills, strong computer skills and have a strong working knowledge of Microsoft Office. Candidates must be able to work a regular schedule from Sunday through Thursday, including Holy Days of Obligation and the Easter Triduum. Interested candidates are encouraged to apply by submitting a cover letter (including salary expectations) and resume to the Office of Human Resources, Archdiocese of Atlanta, catholicjobs@archatl.com.

Our Lady of Mercy Catholic High School in Fayetteville, Georgia seeks a dynamic, organized, and dedicated **High School Counselor** for the 2019-2020 school year. The candidate must be able to positively engage students, parents, and faculty members. Ideal candidates will have a master's degree in counseling and must hold or be eligible for Georgia licensure. The ability to teach Psychology is desired, but not required. Our Lady of Mercy is a drug-free

environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send a cover letter and resume via email to bdooley@mercyatholic.org.

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