



# Memo

**Date:** July 27, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Queen of Angels Catholic School** is seeking a **director for the after school program** for the 2020-2021 school year. The EDP Director is responsible for overseeing Queen of Angels students in grades K-8 and all aspects of the program during the hours of 3-6 p.m. Aspects of the position include hiring, scheduling and training the EDP staff as well as organizing the program for students. Candidates should have prior experience in working in either a school or day care program. A requirement of the job is to contribute to the school community, including responsibilities associated with the position. Queen of Angels is a drug-free workplace environment. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled team of educators should email a cover letter, resume and references to Dr. Jamie Arthur at [jarthur@qaschool.org](mailto:jarthur@qaschool.org).

**Transfiguration** currently has an opening for a full-time **director of finance and administration**. This person serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings and grounds and human resources management. This position requires knowledge of accounting and record-keeping principles and practices. Candidates with the following qualifications are encouraged to apply: bachelor's degree in business, accounting or finance, with five-10 years' experience in business management or a related field; strong background in accounting; cash flow management experience; knowledge and ability in budgetary principles, including archdiocesan regulations; excellent computer skills; prior supervisory experience; and knowledge and understanding of the Catholic Church and its mission. Qualified candidates should submit a cover letter (must include salary requirements) and resume to Marquita Richburg, Office of Human Resources, at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. John Neumann Regional Catholic School** is seeking an energetic, forward thinking full-time **fifth grade teacher** for the 2020-2021 school year. Previous teaching experience preferred. Bachelor's degree in education and certification in the State of Georgia are required. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom at [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org).

**St. Clare of Assisi Catholic Church** in Acworth has an immediate opening for a part-time **director of liturgical music**. The Director of Liturgical Music is a member of the pastoral team and is responsible for the following (not limited to): Assisting the pastor by choosing liturgical music that is appropriate to the day or feast for weekend Masses and holy days of obligation; directing the choir at Mass (Saturday 4:30 p.m., Sunday 8 a.m.); assisting with contemporary band as needed; conducting a weekly rehearsal; planning and implementing liturgical music according to the norms of the rites and the Church, and together with the Liturgy Committee and pastoral staff. Qualified candidates will possess the following: Prior experience in directing liturgical music; must be a practicing Catholic in good standing with the Church with a continued willingness and desire to function in a manner consistent with its mission; understanding of basic music theory such as key signatures, meter and standard notation; piano and/or organ ability; vocal experience, including ability to sing with accurate pitch and rhythm demonstrating knowledge of vocal production; knowledge of Roman Catholic liturgy documents and music resources, including current hymnals; familiarity with Lectionary and Roman Missal. Letters of interest and resumes may be sent to Fr. Tim Nadolski at [frtim@stclarecc.org](mailto:frtim@stclarecc.org).

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