

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: August 28, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Cross Catholic Church is looking for a part time **Bilingual Clerical Assistant** for the Office of Faith Formation. This person must be fluent in both English and Spanish, written and oral. Applicant must be able to multitask, have good computer skills, knowledge of Parish Soft is a plus. Hours are Monday thru Friday. Please send a cover letter and resume to bgarvin@holycrossatlanta.org.

Holy Cross Catholic Church is seeking a full time **Bilingual Youth Minister** (English-Spanish, verbal and written). This position reports to the Director of Faith Formation and is responsible for middle and high school ministry. Applicant should be component in the teachings of the Catholic faith and have youth ministry experience. Cover letter and resume should be emailed to bgarvin@holycrossatlanta.org.

St. Thomas More Catholic Church located in Decatur has an immediate opening for a part time **Religious Education Coordinator**. Responsibilities include, but are not limited to: coordinating all facets of the program; recruitment/training of volunteer teachers and aides; faith formation for Pre-K (4 years old) through Grade 5; sacramental preparation for First Communion and Reconciliation; and planning and executing vacation bible school. The successful candidate must be a self-starter with excellent interpersonal, communication, Microsoft Office and organizational skills. Must be fully committed to the teachings of the Catholic Church, and an active, practicing Catholic in good standing. If interested, please email your resume to mcp@stmga.org.

Presentation Academy located in Louisville, Kentucky is looking for a **School President**. We are a Catholic college preparatory academy for young women seeking the confidence and skills to become 21st-century leaders. The President will be responsible for developing, implementing, and overseeing a system that meets or exceeds the Southern Association of Colleges and Schools

standards. Candidates must be a practicing Catholic, and demonstrate commitment to and passion for Catholic education of young women as an integral ministry of the Church. Must have a minimum of three years' experience as a leader in an NGO, educational or not-for-profit setting; knowledge of and demonstrated success in the areas of public relations, development, and fundraising; exceptional organizational and communication skills; the ability to motivate, train, supervise, and hold personnel accountable in a team environment; willingness and ability to solicit gifts from charitable gift prospects; and willingness and ability to work evenings and weekend hours as the position requires. A graduate degree or advanced training is preferred. Presentation Academy was founded in 1831 by Mother Catherine Spalding and the Sisters of Charity of Nazareth and is Louisville's original Catholic high school. For more information, please visit www.presentationacademy.org.

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of September 2017. Thank you.