



# Memo

**Date:** October 23, 2017  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**The Office of Senior Priests** for the Archdiocese of Atlanta has an immediate opening for a **Senior Administrative Assistant**. This office handles the needs of senior priests (ages 65 and older) who have an assignment or special limited assignment from Archbishop to a parish or ministry in the Archdiocese of Atlanta. Under the direction of the Vicar for Senior Priests, the Senior Administrative Assistant will be responsible for organizing, coordinating and providing administrative and clerical support for the Office of Senior Priests. Qualified candidates will have a high school degree, considerable experience in secretarial and administrative positions; prior experience working with priests (volunteer work considered); strong computer skills with a working knowledge of Microsoft Office (Word, Excel and Outlook); excellent organizational, interpersonal and communications skills (verbally and written); able to interact effectively with senior priests, diocesan offices and professionals dealing with the needs of senior priests. Candidate must be a practicing Catholic with strong knowledge of the Catholic Church. Being familiar with the Catholic Church and how it functions is highly preferred. A cover letter (with salary requirements) and a resume should be forwarded to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. Pius X Catholic Church**, located in Conyers, Georgia, has an immediate opening for a full time **Youth Minister** to serve the children of a growing and established Life Teen & EDGE Program. Responsibilities include: programming for Sunday & Wednesday nights; coordinating the Confirmation preparation program and Teen bible studies; organizing and leading high school youth retreats; developing and maintaining a budget for each fiscal year; communicating with parents regarding events and activities; and providing pastoral care for teens in conjunction with the pastoral team. The qualified candidate will have a bachelor's degree in religious education or theology; youth ministry experience; and be a practicing Catholic whose actions and beliefs reflect the faith and agree with the Magisterium. Applicants must work well in community and collaborate with the parish staff. Bilingual is a plus.

Salary commensurate with qualifications. Please send cover letter (with salary requirements) and resume to [operations@spxconyers.com](mailto:operations@spxconyers.com).

**St. Ann Catholic Church** in Monroe has an immediate opening for a part time (Tuesday-Friday, 9:00 a.m.-3:00 p.m.) **Secretary** proficient in Microsoft Publisher, Word and Excel. Duties include, but are not limited to: answering phones, greeting visitors, completing data entry, assembling the weekly bulletin, and maintaining the liturgical calendar, monthly church calendar and facilities schedule. Must have excellent computer, organizational and time management skills with the ability to multi-task. Tech knowledge is helpful. Send resume with salary requirements to [blake@st-annas.com](mailto:blake@st-annas.com). **No phone calls.**

**Pinecrest Academy** is looking for a full time **Director of Admissions** starting Jan 1, 2018. The Director of Admission is hired by the Headmaster and supervises and coordinates the members of the admissions office, empowering a dynamic work group responsible for promoting the growth and expansion of the school through efforts that are consistently complimentary and compatible with the school's mission statement, policies and priorities. Responsibilities include recruitment, marketing and enrollment management activities, including outreach to prospective students and families; management of the application, evaluation, and committee decision-making processes; maintenance of relevant data and statistics; and effective communication with families and other constituencies. In collaboration with the Directors of Communications and Marketing, he/she oversees the institutional integrity of all publications, related marketing materials, press releases, branding, etc. of the school to prospective families. This job requires BA/BS; MA/MBA preferred; 5+ years' experience in admissions, preferably in an independent school setting or similar. Please send resumes to Laura Nix at [lnix@pinecrestacademy.org](mailto:lnix@pinecrestacademy.org).

**St. Peter Claver Regional Catholic School**, a PK-8 archdiocesan school located in the Decatur area, seeks a part-time **Extended School Program Assistant** to work Monday -Friday, 3:30 p.m. - 6:30 p.m. SPC also seeks **Substitute Teachers(s)**. Qualified candidates should have prior experience in teaching or working with children, and a love for working with the young, especially in a Catholic environment. Applicants, please submit resumes and letter of interest to Susanne Greenwood at [sgreenwood@spc-school.org](mailto:sgreenwood@spc-school.org).

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