

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 30, 2017

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

The Office of Archives and Records for the Archdiocese of Atlanta has an immediate opening for a full time **Archivist/Records Analyst**. Under the direction of the Director, the Archivist/Records Analyst collects, preserves and makes available the permanent and official records of the Archdiocese of Atlanta, its people, institutions and associations. This position also assists the Records Manager with records management research, reference questions and analog and digital records management projects. Requirements include: a master's degree with a specialization in archives; experience processing archival materials and using collection management systems; experience handling reference requests from a diverse clientele; excellent interpersonal communication skills with a customer service based approach; understanding of database management, metadata, and authority control; proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Outlook, Publisher, etc.), scanning software and equipment; ability to reach overhead and/or objects in high places and be able to push, pull, lift and carry objects up to 45 pounds; ability to work a flexible schedule to include some occasional weekend and evening work; and possess a valid driver's license, reliable transportation, and be able to travel regionally within North Georgia. Interested candidates should submit a cover letter (with salary requirements) and resume to catholicjobs@archatl.com. **No phone calls please.**

St. George Village is currently seeking a full time **Marketing Assistant**. This position involves advertising events, sales and occupancy reports, data management, moving and transitions within the community. The ideal candidate will have at least 3 years of administrative support experience; excellent written and verbal communication skills; knowledgeable in Microsoft programs (Word, Excel and Outlook) and Sherpa (online software program that track leads and activity); positive attitude and ability to work in a flexible and fast paced work environment; participate in event planning and attend events. Candidate must have a strong professional appearance and high school diploma or GED. Must pass a background screening, pre-employment

physician, tuberculous and drug screening tests. Please send resumes to Susan Brown at sbrown@stgeorgevillage.com or St. George Village, 11350 Woodstock Road, Roswell, GA 30075. **No phone calls please.**

St. Oliver Plunkett Catholic Church in Snellville, GA is seeking a faith-filled and qualified **Director of Music Ministries** to lead our congregation in prayer through a diverse repertoire of music. Qualified candidates have a bachelor's degree in music (master's preferred) and thorough knowledge of Catholic liturgy doctrine. This position will lead through song and piano; conduct for weekend Masses and special liturgies as needed; work directly with established adult and children choirs; oversee coordinators who lead the Spanish choir and Life Teen ensemble; and use Planning Center and ProPresenter software. This is a full time position with medical and dental benefits. Salary will commensurate with qualifications and experience. Please submit a letter of inquiry and resume to Pat Bulger, Business Manager, at pbulger@stolivers.com.

Prince of Peace Catholic Church has an immediate opening for a full time **Director of Youth Ministry**. The Director of Youth Ministry is a member of the Pastor's leadership team and THE WAY Leadership Team to ensure our parish is constantly meeting the needs of middle and high school youth in every facet of parish life. This position will recruit and support adult youth ministry volunteers; collaborate with the Director of Liturgy & Music, clergy, Life Teen Worship Team and liturgical ministers to ensure the Life Teen Mass is specifically geared toward young people with participation from the entire parish; recruit, accompany, train and provide formation for fully practicing Catholic adults that serve and/or represent our young people; maintain office hours to be available for staff, young people and their families; provide opportunities for youth to freely explore and discern their vocational call; create and monitor annual budget accounting for resources and supplies; and serve as a liaison to young adult ministry, connecting graduating seniors to Catholic campus ministries or introducing them to opportunities in THE WAY. Qualified candidates must have a bachelor's degree or certification in youth ministry, theology or related field; 3-5 full years of experience in Catholic youth ministry; parish revitalization experience (Amazing Parish or Divine Renovation); know how to train, recruit and lead faith formation with volunteers; and be a practicing Catholic in full communion with the Roman Catholic Church. Bilingual in English and Spanish is preferred, but not required. Must clear background check and complete VIRTUS requirements. Submit resume and cover letter to Rob Montepare at Rob@popcatholicchurch.org.

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