

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** January 9, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Blessed Trinity Catholic High School**, a co-educational, college preparatory school located north of Atlanta in Roswell, Georgia, seeks a visionary **Principal** beginning July 1, 2018. Opened in 2000 and accredited by AdvancED, Blessed Trinity serves approximately 1,000 students with a professional staff of 110 teachers and support staff members. A 2014 U.S. Department of Education Blue Ribbon School of Excellence, Blessed Trinity is well known for its strong academic course of study, award-winning fine arts programs and successful athletic program featuring 22 varsity sports. As an Archdiocese of Atlanta Catholic high school, the Principal reports directly to the Superintendent of Schools. Responsibilities include continued development of rigorous academic standards; nurturing Catholic identity in all aspects of school life; supervision of admissions and advancement efforts; fiscal responsibility and on-going strategic planning. The successful candidate will be a practicing Catholic in good standing with the Catholic Church; hold a minimum of a master's degree in educational leadership; have a minimum of three to five years of Catholic school administrative experience; exhibit superior communication skills; model a collaborative leadership style to lead others in the mission of Catholic education; be knowledgeable in current areas of professional development; practice effective instructional leadership; and demonstrate proficiency with encouraging the integration of technology across the academic program. To learn more about Blessed Trinity, please visit the school's website: [www.btcatholic.org](http://www.btcatholic.org). Interested candidates should send a resume and letter of interest by February 2, 2018 to: Dr. Diane Starkovich, Superintendent of Schools, Archdiocese of Atlanta, 2401 Lake Park Drive S.E. Smyrna, Georgia 30080-8862. **No phone calls please.**

**St. James Apostle Catholic Church** in McDonough has an immediate opening for a full time **Director of Religious Education**. This position designs, develops, directs and evaluates the parish catechetical program and provides leadership to assist a parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach. Must be a practicing Catholic in full communion with the Church. Qualified candidates will have a bachelor's degree; five or more years of related work experience; excellent interpersonal and communication skills with emphasis on speaking and

presenting; strong leadership and excellent computer skills (Microsoft Office). Prior experience as a religious education director at the parish level and strong management background is highly desirable. Candidates should submit cover letter (with salary requirements) to Beckey Stonecipher at [bstonecipher@stjamesapostle.com](mailto:bstonecipher@stjamesapostle.com). **No phone calls please.**

**Cristo Rey Atlanta Jesuit High School** is seeking a part time **Accounting /Administrative Assistant**. The successful candidate will be reliable, exude great pride in work, and complete daily or periodic tasks including accounts payable, accounts receivable and other administrative tasks. Candidates must be able to work under pressure; have detailed knowledge of accounting principles; ability and desire to work in a team environment; excellent attention to detail and excellent communication skills. Responsibilities also include, but are not limited to: respond to pricing inquiries; issue invoices and collect from customers and contacting vendors for pricing and product availability. Please submit a resume to John Connor at [jconnor2246@hotmail.com](mailto:jconnor2246@hotmail.com).

**St. John the Evangelist Catholic School**, a three-time Blue Ribbon School of Excellence, has an upcoming opening for a **6th-8th Grade Religion & Social Studies Long Term Substitute Teacher**, beginning March 2018. Qualified candidates will have current catechist certification, prior experience with middle school students and enthusiasm for working in a faith-filled environment. Interested applicants should submit a resume to [jobs@sjecs.net](mailto:jobs@sjecs.net).

**St. John the Evangelist Catholic School**, a three-time Blue Ribbon School of Excellence, has an immediate opening for a **5th/7th Grade Language Arts/Reading Teacher**. Qualified candidates will have enthusiasm for Catholic education, passion for literature and current teaching certification. Teachers who are interested in joining a faith-filled team of educators should submit a resume to [jobs@sjecs.net](mailto:jobs@sjecs.net).

**Catholic Charities Atlanta** is looking to add a full time (with benefits) **Development Gift Coordinator** to their Mission Advancement Team. We seek an individual who can drive donor contributions through data analytics and effective communications programs. Candidates will possess an understanding of the importance of uniting our client's needs with our donor's passions and interests. Qualified candidates will have Raiser's Edge experience, good organization skills and team contributions. Please email a resume and cover letter with "Development Gift Coordinator" in the subject line to [ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org). **No calls please.**

**The Office of Finance at the Archdiocese of Atlanta**, located in Smyrna, Georgia, has an immediate opening for a full time **Senior Accountant for Shared Accounting Services (SAS)**. This position is responsible for providing some supervision to accounting staff and performing accounting functions for parishes, schools, other offices and ministries the Office of Finance has assumed financial administrative support. This includes, but is not limited to: bill payment services; coordinating check processing; importing payroll; reconciling monthly bank statements; issuing 1099 forms; monthly closings; generating financial reports; and coordinating and developing budgets. Qualified candidates will have a bachelor's degree in accounting or related field; 2 to 3 years of accounting experience; prior management experience; knowledge in all areas of basic accounting; experience working with automated accounting, spreadsheet, database and word processing software; ability to travel to support locations when necessary; a valid driver's license and reliable

transportation. Bilingual in English and Spanish is preferred, but not required. Candidates should submit a cover letter of interest (please include salary requirements) and resume to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**Corpus Christi Catholic Church**, located in Stone Mountain, GA has an immediate opening for a full time **Youth Minister** to serve the youth of a growing and established Life Teen and EDGE Program and Confirmation sacramental preparation. The qualified candidate is a practicing Catholic in good standing and creative, with extensive youth ministry experience, strong organizational and communication skills, and able to work nights and weekends to support year-round programming. Applicants must work well in community and collaboration with parish staff. A bachelor of arts in religious education or theology is preferred. Bilingual and a certificate in youth ministry are a plus. Cover letter and resume should be emailed to [lkoernercc@mindspring.com](mailto:lkoernercc@mindspring.com).

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January 2018. Thank you.