



Memo

Date: March 12, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Saint Oliver Plunkett Catholic Church located in Snellville, GA has a part time opening for a **Middle School EDGE Coordinator**. This position reports to the Pastor and is responsible for organizing, developing and leading our Middle School Edge nights as well as retreats, and other spiritual, service and social activities. This position will recruit, support and train incoming Edge catechists/core team members and work in conjunction with elementary and high school directors to ensure a cohesive Pre-K – 12th grade religious education program. Some nights and weekends are required. Qualified candidates will have experience in teaching, training, and/or public speaking; excellent written and interpersonal communication skills; and proficient skills in Microsoft Office (Outlook, Word, Excel, Publisher and Power Point). Must be a practicing Catholic in communion with the Church. Interested candidates should submit cover letter (please include salary requirements) and resume to: Pat Bulger at pbulger@stolivers.com.

The Office for Life, Dignity and Justice for the Archdiocese of Atlanta has an immediate opening for a **Director for Respect Life Ministries**. This position is responsible for assisting the Archbishop of Atlanta in promoting and implementing the United States Bishops' annual Respect Life Program and Pastoral Plan for Pro-Life Activities. This position also collaborates with other ministries in the Office of Life, Dignity and Justice to provide educational, service and advocacy opportunities to the people of the Archdiocese of Atlanta. Qualified candidates will possess a bachelor's degree and working knowledge of all respect life issues, including, but not limited to: abortion, artificial birth control, assisted suicide, bioethics issues such as embryonic stem cell research, cloning and certain infertility treatments, death penalty, end-of-life issues, euthanasia, infanticide and post-abortion ministry work. Must be a practicing Catholic with an eagerness to support Catholic teaching on all issues related to the dignity and value of every human life; knowledgeable of theology and Catholic social teaching as it relates to life issues; be willing to travel throughout the archdiocese and work some evenings and weekends.

Bilingual in English and Spanish is preferred, but not required. Interested candidates should submit a cover letter (with salary requirements) and a resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Our Lady of Victory Catholic School, located in Tyrone, GA has an opening for a part time **5th-8th Grade Religion Teacher**, beginning in the 2018-2019 school year. 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 gwilkerson@olvpatriots.org.

The Office of Catholic Schools for the Archdiocese of Atlanta seeks a **Director of Marketing and Enrollment** for the 2018-2019 school year. The successful candidate will be a practicing Catholic in good standing with the Church with a degree in marketing/communications or related field. Experience in a Catholic school, professional experience in education, sales or admissions preferred. Other desired skills include: entrepreneurial best practices, organizational team building, excellent communication skills – both verbal and written; knowledge of budgetary practices and proficient computer skills. Interested and qualified candidates are asked to submit a letter of interest indicating desired salary, resume and 3 references to Diane Starkovich, Ph.D., Superintendent of Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. Application deadline is April 10, 2018. **No phone calls please.**

St. Anna's Catholic Church in Monroe is hiring a part time (no more than 28 hours a week) **Director of Religious Education**. This position coordinates faith formation for Pre-K through grade 12; recruits and trains volunteer catechists and aides; coordinates sacramental preparation for First Holy Communion and Confirmation and assists with the RCIA/RCIC program, adult faith formation, youth ministry and VIRTUS volunteer information. Candidate must be a practicing Catholic in full communion with the Church; self-starter; have excellent interpersonal and communication skills with an emphasis on presenting; and strong leadership, organizational and excellent computer skills (Microsoft Office). Prior experience as a religious education director is highly desirable. If interested, please email resume to Brandy Lake at blake@st-annas.com.

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