



# Memo

**Date:** July 23, 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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**Shrine of the Immaculate Conception** located in Atlanta, seeks a full time **Coordinator of Faith Formation**. We are looking for someone who is going to be creating, implementing, and leading a fresh and innovative approach to education in our Catholic faith. The position will collaborate with staff to implement a new initiative in programming for the parish from elementary through adult for catechetical and sacramental preparation. Applicants should be well versed in utilization of innovative media to assist in ministering to families and adults. Essentially, we are looking for a progressive Catholic who is passionate about evangelization who is a loud and proud computer geek and who also speaks human. Please forward your resume and cover letter to [careers@catholicshrineatlanta.org](mailto:careers@catholicshrineatlanta.org) or by mail to The Catholic Shrine of the Immaculate Conception, 48 Martin Luther King Jr. Dr. SW, Atlanta GA 30303.

**St. Catherine of Siena Catholic School** in Kennesaw, GA is seeking a full time **Middle School Social Studies Teacher** for the 2018-2019 school year. Candidates should possess teaching certification and a minimum of a bachelor's degree in education. Experience preferred, but not required. Qualified applicants should send resume to Sister Mary Jacinta at [smjacinta@scsiena.org](mailto:smjacinta@scsiena.org).

**The Legionaries of Christ and Regnum Christi - Mission Network Programs USA, Inc.** seek a part time (20 hours per week) **Assistant to National Director of Mission Youth**. Duties include, but are not limited to: reviewing and preparing financial reports, budget prep and annual audits; updating/tracking expense sheets for individual MYM & RCMC expenses; tracking individual RCMC fundraising progress; ensuring background checks, police clearance letters and volunteer agreements are submitted before RCMC summer course begins; assisting with acknowledgement letters and preparation of B1 visas;

updating and maintaining websites; distributing the monthly newsletter; inviting nominees for RCMC to submit applications before deadline; reviewing inventory reports in online store; maintaining filing system and ensuring sufficient quantities. This position will also assist on special projects. Must have strong business skills, five years' experience in business administration, bachelor's degree, computer skills, proficient in Microsoft Excel, Power Point, Word and Outlook; respect for the Catholic Church and Regnum Christi; live in the Detroit or Atlanta area and can work remotely. English is required, but Spanish is a plus. Compensation based on experience. Send cover letter, salary expectations and resume to [careers@arcol.org](mailto:careers@arcol.org) with "Assistant to Natl. Dir. of Mission Youth" in subject line. For a complete job description, please go to [catholicjobs.com](http://catholicjobs.com) and search by title.

**The Legionaries of Christ and Regnum Christi - RC Activities, Inc.** seeks a part time (10 hours per week) **Assistant to the Director of Locality Support** to help transmit and support its mission, objectives and goals. Responsibilities include working remotely; data entry in Excel and Word; recording minutes; communicating action items for meetings; administering online surveys; maintaining the database; set up, recording and making available periodic leadership training webinars (Dropbox); consolidating semester summaries from various localities; and assist in creating training documents. Must have five years of business administration experience; strong business skills; be proficient in Microsoft programs including Word, Excel, Power Point and Outlook; and respectful of Catholic Church and Regnum Christi teachings. Living in Atlanta or the Midwest, and an associate's degree are preferred. Compensation based on experience. Qualified individuals should send a cover letter, salary expectations and resume to [careers@arcol.org](mailto:careers@arcol.org) with "Assistant to Director of Locality Support" in subject line. For a complete job description, please go to [catholicjobs.com](http://catholicjobs.com) and search by title.

**The Diocese of Birmingham in Alabama** is looking for a full time (exempt) **Internal Auditor**. This position reports to the Chief Financial Officer, and performs audits of parishes, schools, Catholic social service offices and special projects in the Diocese of Birmingham. Must have a degree in accounting, CPA, previous audit experience, and working knowledge of QuickBooks accounting software, Excel and Word. Some travel is required. To apply, send resume to Diocese of Birmingham in Alabama, Human Resource Department, P.O. Box 12047, Birmingham, AL 35205 or fax to 205-776-7189.

**Immaculate Heart of Mary After School Program**, conveniently located off I-85 in northeast Atlanta, is looking for **Staff** for the 2018-2019 school year. Candidates must be 18 years or older and enjoy being around children. Previous experience working around children is preferred, but not required.

Hours are Monday, Tuesday, Thursday and Friday from 3:00 p.m.-6:00 p.m. and Wednesdays from 2:00 p.m.-6:00 p.m. Candidates can choose two, three or all five days per week. Background and drug screenings are required. To apply, please contact John Schmarkey, ASAP Director, at [jschmarkey@ihmschool.org](mailto:jschmarkey@ihmschool.org).

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