



Memo

Date: September 4, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

A parish located in the Atlanta area is seeking a full-time **Youth Minister**. This position will manage all aspects of parish ministry for youth and their parents for grades 9-12, and develop and implement programming, including logistics and administration. Candidates must be Catholic in good standing, energetic, creative, work nights and weekends to support year-round programming, have youth ministry experience, and have strong organizational and communications skills. Qualified candidates should send their resume and cover letter to Marquita Richburg, Office of Human Resources, at catholicjobs@archatl.com. **No phone calls please.**

The Archdiocese of Galveston-Houston is seeking a full-time **Chief Finance Officer (CFO)**, whose purpose is to serve as the general Business Manager for the oversight of all financial, accounting, investment management and DSL operations (lending and borrowing), real estate, contracted benefits and risk management activities of the Archdiocese. The CFO's responsibilities include financial and operational management, ongoing strategic financial planning and forecasting, and Finance Secretariat management. The CFO represents the archdiocese to financial partners and institutions, benefactors, foundation executives, auditors and public officials, etc. Suitable candidates must be an active Catholic in full communion with the Catholic Church, a visionary leader and energetic advocate for the ministry of church and a faithful disciple of Catholic philosophy, values and social justice teachings. The right candidate will have at least 10 to 15 years of experience as a CFO or equivalent with a budget of at least \$100 million; at least 5 years of experience in a large, complex organization, preferably the Catholic Church, to include partnering with other senior staff, working with consultative bodies, supervision, accounting, investing, borrowing and business law; experience in properties, employee benefits, risk management, insurance, computer systems, investment

management and DSL operations and information technology. Must have a bachelor's degree in a business related field (advanced degree in business administration, finance or accounting preferred) and have a CPA license. Please email cover letter, resume and salary requirements to resume@archgh.org with **Chief Finance Officer on the subject line.**

The Catholic Church of St. Gabriel is seeking a part-time (15 hours per week) **Events Coordinator.** This person is responsible for maintaining the parish calendar; assembling the Mass intentions and minister schedules; answering phone calls, emails, in-person requests and other office-related duties. Qualified candidates will have good communication skills (written and verbal), strong organizational skills and basic computer skills, with a working knowledge of Microsoft Word and Excel. Must have excellent interpersonal skills to work well with the community and collaborate with parish staff. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com. **No phone calls please.**

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