



Memo

Date: October 1, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Francis of Assisi Catholic Church in Cartersville is seeking a part-time **Youth Minister**. This person will be responsible for faith development and social programs for grades 6 through 12 and coordinating preparation for the Sacrament of Confirmation. Candidate should have a strong Catholic faith; passion for teaching teens and skills to creatively and energetically grow a youth ministry. Must communicate effectively with teens and parents in the parish; have excellent leadership, verbal and written skills; and be well organized. A degree in theology, philosophy or similar field is required. Please forward a letter of interest and resume to Amy Toft at atoft@stfac.org.

Immaculate Heart of Mary Catholic Church in Atlanta has an immediate opening for a full-time **Bookkeeper** to handle all financial requirements for the parish and school (e.g. payroll, payables, deposits and reconciliations), and maintain Safe Environment records for volunteers. Must have a background in finance or accounting. Previous experience in the Archdiocese of Atlanta with payroll and accounting systems is a plus. Qualified candidates should send a resume to Richard Plachta, Director of Finance, at rplachta@ihmatlanta.org.

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