

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 29, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancy

Transfiguration Catholic Church has an immediate opening for a part-time **Bookkeeper**. This person will be responsible for timely recording of receipts and payables, preparing payroll, reconciling bank and other financial statements and assisting the Director of Finance. Must have over 10 years of accounting/bookkeeping experience, excellent attention to detail and accuracy and good interpersonal skills. CPA background or similar is preferred. Submit a cover letter (including salary requirements) and resume to Victor Rodriguez at vrodriguez@transfiguration.com.

The Diocese of Charleston in South Carolina is seeking a **Principal** for Cardinal Newman School in Columbia, South Carolina. Cardinal Newman is a co-educational, AdvancEd/SACS-Accredited school, which has existed for more than 50 years and serves nearly 600 students in grades 7 through 12 with a college preparatory curriculum. The successful candidate must be a practicing Catholic, have a master's degree in educational administration (in Catholic school leadership a plus), at least five years of experience as a Catholic secondary school administrator and have certification in secondary school administration. The desirable candidate will exhibit the ability to lead the school by demonstrating a thorough knowledge of current educational issues; secondary curriculum development; Catholic school financial practices and institutional advancement including student recruitment/admissions, fund-raising and development and public relations/communications. This position reports to the Associate Director for Secondary Education for the Diocese of Charleston, is responsible for all daily operations of the school and ensures the school's authentic Catholic identity. For more information about the school, visit www.cnhs.org. To apply, email a resume and cover letter with salary requirements to humanresourcescandidate@gmail.com. **Application deadline is November 9, 2018.**

Catholic Charities Atlanta is seeking a full-time **Attorney Fellow** to work in the Detention Orientation Program for two years under our Immigration Legal Services Program. The Attorney Fellow will spend three days (overnight Monday-Thursday, returning on Thursday evenings) every other week in Ocilla, GA providing legal orientation to immigrants detained at Irwin County Detention Center. On the alternating week, the Attorney Fellow will spend two days a week at the Stewart Detention Center in Lumpkin, GA (no overnight required). This position will undergo intensive training in immigration law, leading towards direct representation of a limited number of detainees. After completing this two-year fellowship program, this person will be an experienced immigration attorney with marketable skills to seek employment with Catholic Charities Atlanta or elsewhere in immigration law. Candidates must be an active member of the bar of the highest court of any state or territory in the United States (Georgia preferred), fluent in Spanish, able to work in a fast-paced and collaborative environment and have prior experience or coursework in immigration law. July 2018 candidates for the bar exam will be considered. Email resume, cover letter and a writing sample with "Attorney ILS" in the subject line to ccaemployment@catholiccharitiesatlanta.org. **No phone calls please.**

Holy Family Preschool has an immediate opening for a qualified, part-time **Preschool Teacher** to work with 3-year olds five days a week in our half-day program. Candidates should have experience teaching or working with young children in a preschool setting; a positive and flexible spirit; and a love for God and the very young. Email resume to kviets@holyfamilycc.org.

St. Mary Magdalene in Newnan, GA has an immediate opening for a full-time **Youth Minister** to serve the youth of a growing parish. This position works directly with the Director of Faith Formation and a core team of volunteers to ensure that programs run effectively. Must be a practicing Catholic in good standing with creative and extensive youth ministry experience; able to collaborate well in the community and with parish staff; have excellent interpersonal, communication and organizational skills and proficient in technology and social media. A bachelor's degree in religious education is preferred or extensive experience on a core team. Bilingual is a plus. This position requires a flexible schedule that includes working weekends, evenings and some holidays to support year-round programming. Email cover letter and resume to Kathy Kelly-Huey at kkhuey@smmcatholic.org.

St. John Vianney Catholic Church in Lithia Springs has an immediate opening for a part-time **Choir Director**. The hours are flexible during the week, but availability is required for the 9:00 a.m., 10:30 a.m. and 12:00 noon

Masses each Sunday. The ideal candidate will have a degree in music, knowledge of liturgy and be capable of playing the piano and singing. Please send resume and salary requirements to Chris Butler at cbutler@sjvpar.net.

St. Pius X Catholic High School, a Catholic college-preparatory school, has an opening for a full-time **English I/English II Literature and Composition Teacher** beginning January 2019. Must have a current Georgia teaching certificate in English. Qualified candidates will have a master's degree or bachelor's degree; evidence of continued professional development; ability to communicate effectively with students and parents; passion for Catholic education and be able to manage a classroom successfully. Experience teaching Power of Speech and three years of teaching experience with a demonstrated ability to use technology, data, and best practices to enhance student learning and cultivate 21st-century skills are preferred. Please apply via email with a cover letter and detailed resume to Mrs. Marsha Free, Executive Assistant to the Principal at mfree@spx.org. **No phone calls please.**

The Office of Finance at the Archdiocese of Atlanta has an immediate opening for a full-time **Parish System Support Specialist** that will assist parishes and schools with operating accounting software, family database software and banking products and help to resolve issues related to the software systems. Must have two years of college, or relevant training in business, finance, accounting, or other related field; three to five years of accounting or business work experience; computer literate with strong knowledge of Windows operating systems, Microsoft Office Suite, automated accounting and data management software; knowledge of ParishSOFT Accounting and ParishSOFT Family Suite software; and possess strong organizational, interpersonal, analytical and writing skills. Qualified candidates should submit a resume and cover letter (with salary requirements) to the Office of Human Resources at catholicjobs@archatl.com.

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