



# Memo

**Date:** January 7, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**The Georgia Bulletin**, the bi-weekly newspaper of the Archdiocese of Atlanta, seeks a highly experienced and responsible journalist for a full-time **Staff Reporter** position. The candidate will be expected to demonstrate a good working knowledge of and respect for the Catholic Church, its moral and theological beliefs, structures and practices. A bachelor's degree in journalism, English, communications or related field of study is preferred. Skills required include strong writing ability, researching, interviewing, social media, networking and an ability to generate compelling story ideas, work on tight deadlines and juggle multiple projects. Multimedia experience and bilingual skills (Spanish) a plus. Candidate will assist with layout of the publication in addition to daytime and some evening and weekend assignments. Must be willing and able to travel throughout the archdiocese. Competitive pay and benefits package offered. To apply, send a cover letter with salary requirements, resume, professional references and four work samples to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com) or Staff Reporter, Department of Human Resources, Archdiocese of Atlanta, 2401 Lake Park Dr., Smyrna, GA 30080.

**St. Luke the Evangelist Catholic Church** in Dahlonge, GA has an immediate opening for a part-time (12-15 hours per week/Tuesday, Wednesday and Thursday) **Accounting/Human Resource Manager**. This position consists of a variety of financial, recording keeping and administrative duties. Work involves maintaining financial records, administrative and clerical support to the Parish Administration, Finance Council and Parish Staff. Financial records and payroll are created using Archdiocese of Atlanta Shared Accounting Services. Qualified candidates should have a high school diploma or GED (some college is preferred but not required); basic knowledge of accounting principles; be able to manage multiple tasks simultaneously, communicate effectively, and must be computer literate with a working knowledge of Microsoft Office Software

(Word, Excel and Outlook). Email resume with salary requirements to [business@stlukercc.org](mailto:business@stlukercc.org). **No phone calls please.**

**St. Luke the Evangelist Catholic Church** in Dahlonega, GA has an immediate opening for a part-time (19 hours per week/Monday-Thursday) **Parish Secretary**. This position consists of a variety of different administrative duties. Job involves greeting visitors, answering phones, routing phone calls, maintaining calendars, scheduling facilities, ordering supplies, maintaining sacramental records, and other duties as needed. Candidates must be proficient in Microsoft Office; have excellent organizational, time management and computer skills; good communication and customer service skills and a strong knowledge of the Catholic faith. Email resume with salary requirements to [business@stlukercc.org](mailto:business@stlukercc.org). **No phone calls please.**

**The Archdiocese of Atlanta** seeks an **Associate Superintendent of Schools for Curriculum and Instruction** effective July 1, 2019. The successful candidate will be a practicing Catholic in full communion with the teachings of the Catholic Church and hold a minimum of a Master's Degree in Educational Administration or Curriculum and Instruction. Other qualifications include: a minimum of 5 years of teaching experience and a minimum of 3-5 years as an administrator in Catholic schools; knowledge of current documents on and trends in Catholic education; ability to align resources and materials related to the development of curriculum and the methodology of teaching; skilled in working with a highly qualified and professional principal cohort; excellent written and verbal skills; and the desire to operate collaboratively in a team environment. Interested and qualified candidates are asked to submit a letter of interest, resume and 3 references to Diane Starkovich, Ph.D., Superintendent of Schools at [dstarkovich@archatl.com](mailto:dstarkovich@archatl.com) or The Roman Catholic Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. The application deadline is February 15, 2019. The Office of Catholic Schools for The Roman Catholic Archdiocese of Atlanta is a drug free work environment.

**St. John Vianney Catholic Church** in Lithia Springs has an immediate open position for a full-time **Director of Worship**. The ideal candidate will be able to lead and coordinate the music ministry in order to fully engage worshipers in liturgical celebrations. Candidate must be proficient in piano and able to sing, have good communication and organization skills, and be available during the week for funerals and for Masses on the weekend. Candidate should be trained in the Liturgy of the Catholic Church and is responsible for facilitating the worship life of the parish community. The Director coordinates and provides quality liturgical and musical experiences, which celebrate and nourish the community's journey of faith. The Director is an active member of the parish team. The candidate must be a fully practicing Catholic; Familiar with Catholic

liturgical music and Catholic worship. To apply for this position, please send resume and salary requirements to Christine Butler at [cbutler@sjvpar.net](mailto:cbutler@sjvpar.net).

**The Office of Priest Personnel for the Archdiocese of Atlanta** has an immediate opening for a full-time **Administrative Assistant**. Under the direct supervision of the Executive Assistant to the Auxiliary Bishop and Director of Priest Personnel, the Administrative Assistant will be responsible for providing administrative support to the Office of Priest Personnel. Qualified candidates will have a high school diploma and two to three years of related work experience; strong computer skills with a strong working knowledge of Microsoft Office products (Word, Excel, and Outlook); excellent organizational, interpersonal and communications skills (verbal and written); and be detail oriented, self-directed and a practicing Catholic with a strong knowledge of the faith. Interested candidates (both internal and external) should submit cover letter (with salary expectations) and resume via email to Marquita Richburg, Office of Human Resources at [mrichburg@archatl.com](mailto:mrichburg@archatl.com).

**Christ the King Catholic School**, a K-8 Archdiocesan parish school located in the Buckhead community of North Atlanta, GA, is seeking to fill an immediate opening for a **P.E. Teacher**. Applicants should possess current teacher certification. Professional educator applications are available online at [www.christking.org](http://www.christking.org). Christ the King School is a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment practices. Please fax resume and application to 404-266-0608 or email [mbryan@christking.org](mailto:mbryan@christking.org).

**Immaculate Heart of Mary Church** is seeking a full-time **Youth Minister** to direct its Life Teen and Edge programs. The successful candidate will be a faithful Roman Catholic who can form Core Teams of adult volunteers to evangelize teenagers from a variety of social and cultural backgrounds. Previous experience with Life Teen is strongly desired. Ability to communicate in Spanish is an advantage. The position offers a competitive salary and full benefits package. Please send cover letter and resume to Drew Denton, Director of Faith Formation: [ddenton@ihmatlanta.org](mailto:ddenton@ihmatlanta.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 January 2019. Thank you.