



# Memo

**Date:** May 7, 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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**St. Andrew Catholic Church** in Roswell, GA has an immediate opening for a part-time **Youth/Staff Musician** to serve the youth/high school ministry of a growing inter-cultural suburban Atlanta parish with an established Life Teen Program. Responsibilities include: leading/directing musical worship for Sunday evening Mass, including leading/directing and rehearsing a band/ensemble for the Mass; planning and leading music for retreats in the youth ministry; occasionally serving at other Masses, including Sundays, Holy Days and special parish events; and providing support for the set-up and operation of sound system as set forth by the Music Director. This position reports directly to the Music Director and takes direction from the Pastor or any other designated presider of a liturgy. Qualified candidates will be a practicing Roman Catholic whose actions reflect the faith; collaborates well with parish staff; has an understanding and appreciation of Catholic liturgy, including the role of music in the Catholic liturgy; a bachelor of arts degree in music (or equivalent experience); proficiency at either guitar or keyboard; ability to lead singing in contemporary/pop idiom; and a minimum of two years of experience leading a liturgical music ensemble. Bilingual a plus. Please send resumes to Philip Barreca at [pbarreca@standrewcatholic.org](mailto:pbarreca@standrewcatholic.org).

**St. Catherine of Siena Catholic School** located in Kennesaw, GA, a parish school administered by the Dominican Sisters of St. Cecilia, seeks a mission-driven, collaborative and certified school leader to serve as **Assistant Principal** for the 2018-2019 school year. Candidates must be practicing Catholics and passionate about their faith. Teaching experience and a master's degree in educational leadership and/or curriculum and instruction are required. Please send cover letter and resume to: Sister Mary Jacinta at [smjacinta@scsiena.org](mailto:smjacinta@scsiena.org).

**St. George Catholic Church** in Newnan, GA is seeking a part time **Coordinator of Religious Education**. This position reports to the Pastor and is responsible for coordinating all facets of the religious education department, as well as the recruitment and training of all volunteer teachers and aides and Kindergarten – Grade 5 faith formation and sacramental preparation for First Communion. Must be a self-starter with excellent interpersonal, communication and organizational skills; proficient in Microsoft Office and be fully committed to the teachings of the Catholic Church as an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at [mcormier@stgeorgewnan.org](mailto:mcormier@stgeorgewnan.org).

**St. George Catholic Church** in Newnan, GA has an immediate opening for a part time **Bilingual Pastoral Secretary**. Responsibilities include preparing the weekly church bulletin, managing all communication outlets and working with the Hispanic community. Must have good communication and interpersonal skills, as well as possess strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. Qualified candidates will possess a minimum of two years' office experience and knowledge of the Catholic faith. Interested candidates should submit a cover letter and resume to Mer Cormier at [mcormier@stgeorgewnan.org](mailto:mcormier@stgeorgewnan.org).

**Holy Redeemer Catholic School** in Johns Creek, GA is seeking a full time **Guidance Counselor** for the 2018-2019 school year. Holy Redeemer has an enrollment of approximately 500 students and serves grades K-8. Applicants should possess certification and a minimum of a bachelor's degree in school counseling. Experience preferred but not required. Cover letter and resume may be submitted via email to [lschell@hrcatholicsschool.org](mailto:lschell@hrcatholicsschool.org).

**Saint Jude the Apostle Catholic Church** in Sandy Springs, Georgia seeks a full time **Administrative Assistant** to the Pastor and Director of Operations. The Administrative Assistant is responsible for supporting the Pastor in varied administrative needs, which include: calendar and appointment scheduling, communications, sacramental record-keeping, parish software data, program preparation and letter writing. Must be proficient in Microsoft Office applications (Outlook, Word, Excel, Publisher and PowerPoint) and have excellent interpersonal, communication and customer service skills. Qualified candidates will possess at least a two-year associate's degree, 3-5 years' experience providing administrative assistance in a professional office setting and knowledge of the Roman Catholic faith. Interested candidates can submit a cover letter and resume to: Director of Operations, Colleen Tyner at [ctyner@judeatl.com](mailto:ctyner@judeatl.com) or fax to 770-415-3567.

**Saint Jude the Apostle Catholic Church** in Sandy Springs, GA seeks a full time **Bookkeeper and HR Coordinator**. This position works closely with the parish Controller, Director of Operations and the Pastor. The Bookkeeper/HR Coordinator is responsible for accounts payable, vendor data, minor accounting and bookkeeping. Various human resources responsibilities include payroll processing, new hire paperwork, benefits coordination, ACA and workers comp reporting. Must be proficient in Microsoft Office applications (Outlook, Word and Excel) and be willing to learn new accounting software applications and systems. This position requires excellent organization and computer skills along with professional interpersonal skills. Qualified candidates will possess at least a two-year associate's degree and 3-5 years' experience in a similar position; preferably with accounts payable, bookkeeping and a general background in human resources. Interested candidates can submit a cover letter and resume to: Director of Operations, Colleen Tyner at [ctyner@judeatl.com](mailto:ctyner@judeatl.com) or fax to 770-415-3567.

**St. James the Apostle Catholic Preschool** has an immediate opening for a part time **Teacher** for the Two Year Old Class. Must have experience in early childhood education. Please download and print the application from our website: <http://www.stjamesapostle.com/Preschool/Forms> and submit with a resume to Patti Lucas, Director, at [plucas@stjamesapostle.com](mailto:plucas@stjamesapostle.com).

**The Catholic Center at UGA** has an immediate opening for a part time (10 months a year) **Director of Religious Education (DRE)**. The DRE must be a practicing Catholic in good standing with the Church. Additionally, he/she should be a person of prayer who is committed to the authentic teaching of the Catholic faith. The DRE reports directly to the Director of the Catholic Center. As a member of the Center's staff, the DRE works with other staff and community members to foster and maintain a working environment where worship, prayer, hospitality, respect and learning are the primary motivators. If interested, please email resume to [ccuga.finance@gmail.com](mailto:ccuga.finance@gmail.com).

**Saint Jude the Apostle Preschool** in Sandy Springs, Georgia seeks a part time **Administrative Assistant to the Preschool Director**. This position works 25 hours per week, 10 months of the year, and is responsible for supporting the Director and the preschool staff in varied administrative needs, some of which include: phone reception, email correspondence, registration, data entry, attendance records, calendar scheduling, classroom supply tracking, room reservations and special event management. Candidate must be proficient in Microsoft Outlook, Word and Excel. The position requires a friendly and cheerful disposition with pre-school aged children along with strong communication and customer service skills. Qualified applicants will have 3-5 years' experience providing administrative support. Interested

candidates can submit a cover letter and resume to Angela Rahn, Preschool Director, at [arahn@judeatl.com](mailto:arahn@judeatl.com) or fax to 770-415-3567.

**Christ the King Catholic School**, a K-8 archdiocesan parish school located in the Buckhead community of North Atlanta, GA has an immediate full time open position for an experienced **Media Specialist** for the 2018-2019 school year. Applicants should possess valid certification and a master's degree in Library Science. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Applications are available online at [www.christking.org](http://www.christking.org). Please fax resume and application to 404-266-0608 or email [mbryan@christking.org](mailto:mbryan@christking.org).

**Our Lady of the Mount Catholic Church**, located in Lookout Mountain, GA, has an immediate opening for a part time (up to 28 hours per week) **Parish Business Office Coordinator**. This position is responsible for organizing and managing the office operations and procedures in order to ensure organizational effectiveness and efficiency of the parish. The Parish Business Office Coordinator is the liaison between the parish and the archdiocese in human resources and other business and accounting related matters. Qualified candidates will possess a minimum of two years of college; two to three years of related work experience, preferably in a church setting; formal training and experience in bookkeeping/accounting; strong knowledge of and willing to function in a manner consistent with the mission of the Catholic Church; intermediate knowledge of Microsoft Office Software (Word, Excel and Outlook); excellent interpersonal skills and ability to develop and maintain effective record-keeping systems. Cover letter (including salary requirements) and resume should be directed to Marquita Richburg, Chancery Office of Human Resources, at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

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