



Memo

Date: September 21, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Saint Jude the Apostle Catholic Church, in Sandy Springs, is seeking a full-time **high school youth minister**. We are a vibrant parish in metro Atlanta with 2800+ families. This position works in collaboration with the DRE and the pastor to develop and integrate faith formation and youth ministry initiatives through our Life Teen program. The Youth Minister manages the Life Nights, Core Team development, Youth Retreats and our Confirmation Program. The ideal candidate has excellent organization and communication skills, high energy, takes initiative, and must be comfortable with current technology applications for communication. Qualified applicant will be a practicing Catholic committed to the teachings of the Church. A degree in Theology or Religious Education preferred or a pertinent bachelor's degree, with a minimum of two years of experience working in youth ministry or a related field. Interested candidates should submit a cover letter with salary expectation and resume to Mary Karen Keneally, Director of Religious Education, at mkkeneally@judeatl.com or fax to (770) 415-3567.

St. Joseph Catholic School is seeking a part-time **receptionist**. Bilingual preferred. St. Joseph Catholic School is a small, family-oriented community and a wonderful place to work! We offer a drug-free environment and are in full compliance with federal statutes for non-discrimination in our employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, via email a- theresa.napoli@sjsathens.org.

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