



Memo

Date: May 16, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Christ the Redeemer in Dawsonville is seeking a part-time **youth coordinator/confirmation catechist** for its high school youth program. We are looking for an energetic, practicing Catholic in good standing, someone who can take on the challenge of organizing and coordinating in the sacramental, social and catechetical activities of high school youth to help foster a firm spiritual foundation of Catholic faith as they enter adulthood. You will also be in charge of our confirmation program: teaching and preparing our students for the sacrament. A minimum of one-two years of applicable experience preferred. A criminal background check is required for hiring. Candidate will need to be up to date on VIRTUS training or do so immediately after being hired. To apply, send cover letter, resume and references to Anna Maria McCloy, DRE, at religioused@ctrcc.net.

St. William Catholic Church on St. Simons Island, Georgia, is seeking a part-time **youth minister** for its high school youth program. The ideal candidate for this position is an energetic, practicing Catholic in good standing, someone who is willing to undertake the challenge of organizing, coordinating and assisting in the sacramental, social and catechetical activities of high school youth to help foster a firm spiritual foundation of Catholic faith as they enter adulthood. A bachelor's degree in Theology or Education from an accredited college or university, with a minimum of one-two years of applicable experience preferred. To apply, send cover letter, resume and references to PowerNancy@comcast.net. VIRTUS training and criminal background check are required for hiring.

Catholic Charities Atlanta is seeking a detail-oriented **staff accountant** to join our finance team. This role involves the preparation of budgets, maintaining chart of accounts and the ability to analyze data and prepare monthly reports for management. Qualification include, strong project orientation, forecasting, budgeting and analytical skills; strong knowledge of Excel and accounting software systems; excellent communication and organizational skills; bachelor's degree in accounting or finance and minimum three years of experience; experience with GAAP accounting practices; grant management and reporting knowledge. Working with multicultural populations preferred. Interested candidates should submit a cover letter and resume to ccaemployment@c atlanta.org.

St. Thomas More Parish, a Jesuit parish in Decatur, is seeking a part-time (20 hours per week, 10 months a year [August-May]) **youth faith formation assistant**. The candidate will collaborate with the director of Youth Faith Formation, plan and execute both Confirmation Preparation (including confirmation retreat, Mass and reception) and Rite of Christian Initiation for Children (RCIC) programs. This position requires a flexible schedule, which includes working evenings and weekends. Qualified candidates must be practicing Catholics in good standing with strong interpersonal and communication skills. A college graduate with B.A. in theology (or related field) and religious education/youth ministry experience is preferred. Please send cover letter and resume to svoegtlin@stmga.org.

Our Lady of Perpetual Help Parish, Carrollton, a multicultural parish of 1,100 households, is seeking an energetic **youth minister** to lead an active youth ministry program for high school youth. Applicant should be a practicing Catholic and possess a love for and knowledge of the Catholic faith, as well as a strong commitment to the faith development of young people. Professional work ethic and excellent communication skills, both written and verbal, are essential. Bilingual in Spanish preferred, but not required. Prior youth ministry experience helpful. This position is full-time with benefits. Part-time applications will be considered. Some of the responsibilities include, but are not limited to, prepare and conduct weekly gatherings with the high school parishioners to allow them to grow in discipleship and their relationship with Jesus Christ in his church; build up a core team of volunteers to assist the youth program; lead the teens through a two-year Confirmation Preparation program. Please send a cover letter with resume and three references to pastor@olphcc.org by **July 1**.

Our Lady of the Assumption Catholic Church, located in Brookhaven, seeks a **media specialist/facility assistant**. This person will livestream Mass, interact with volunteers and perform light maintenance. This is a full-time position with benefits, paid health insurance, holidays and vacation. Additional responsibilities include set-up for different groups in the church and general care of facilities. Qualified candidates will have the ability to interact with people and utilize and operate Microsoft Word and other basic computer programs. Previous audio, sound and media experience is a plus. Please send cover letter and resume to Benny Strozier, bstrozier@olachurch.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking a qualified individual to serve as the **director of campus ministry**. The ideal candidate must be a practicing Catholic in good standing and hold a master's degree in Catholic theology, religious education, divinity or catechetics. This position is responsible for nurturing the welcoming Catholic identity that is central to the school's mission by managing the operations of the Campus Ministry Department, including planning all liturgical celebrations; overseeing the administration of the sacrament of reconciliation; overseeing the student volunteer/service hours program; planning, staffing and implementing all class retreats and pilgrimages; and ensuring that the department and its volunteers are compliant with the guidelines set forth by the Archdiocese of Atlanta and its Safe Environment program. Additionally, the candidate must be available to work nontraditional hours, including after school and certain weekends and must be able to collaborate effectively with all areas of school culture and student life. Ideal candidates are highly organized, able to meet deadlines while exhibiting flexibility necessary in a school environment and positively represent our Catholic faith through relational ministry to the students and public. This person reports to the school president. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, at email address: mfree@spx.org. **No phone calls, please.**

Saint Joseph Catholic Church in Marietta is seeking a full-time **parish secretary**. This position is salaried, with benefits. The candidate will need to have excellent organizational skills, with the ability to multi-task. People and time management skills are necessary along with strong computer skills. Job tasks include greeting and working with visitors, keeping calendars, duty schedules for the clergy and preparation of weekly Mass books. Occasional after-hours and/or weekend work may be required. The candidate must have good communication and customer service skills and a strong knowledge of the Catholic faith. Knowledge of Spanish would be an advantage. Please submit resumes to Deacon Bruce Reed at breed@saintjosephcc.org.

Holy Spirit Preparatory is looking for **coaches** with a passion to lead, teach and compete! We currently have two openings for middle school football head coach and middle school girls soccer head coach. If your passion is to positively impact young athletes' lives and build great programs, we want to talk to you! Send us a brief outline of your background and contact information to athletics@holyspiritprep.org so we can get the process.

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