



Memo

Date: May 24, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Holy Family Catholic Church, in Marietta, has an immediate need for a part-time **digital communications specialist** (remote and in-person work days available) with experience in Microsoft Publisher, web site maintenance, Constant Contact and social media. Prefer candidate with graphic design background and experience in audio-visual production and troubleshooting. Successful candidates will have a working knowledge and understanding of the Catholic faith and traditions. Must be a team player with excellent customer service skills. Prefer three-five years' experience. Please send cover letter and resume to Kathleen Daigle at kdaigle@holymfamilycc.org.

Our Lady of Perpetual Help Parish, in Carrollton, a multicultural parish of 1100 households, is seeking an energetic **youth minister** to lead an active youth ministry program for high school youth grades nine-12 including confirmation. Applicant should be a practicing Catholic and possess a love for and knowledge of the Catholic faith. Professional work ethic and excellent communication skills, both written and verbal, are essential. Bilingual in Spanish preferred. A full job description is on the Youth Ministry page at www.olphcc.org. Please send a cover letter with resume, salary/benefit expectations and three references to pastor@olphcc.org **by Sunday, May 30**.

Pinecrest Academy, a private, Pre-K3 through 12, college preparatory Catholic school, located in South Forsyth is seeking a high school **history teacher**, BS in history or secondary education required. A high school **English teacher**, BA in English or secondary education required; and a **PE teacher and coach**, Physical Education degree or similar and two-season coaching required. An advanced educational degree and certification is desired for all positions. Coaching opportunities available in football, cheerleading, wrestling, basketball

and lacrosse. Effective fall 2021. Competitive salary and benefits. To apply, please visit our website at www.pinecrestacademy.org/about/careers and email a resume and cover letter to careers@pinecrestacademy.org.

Our Lady of the Assumption Church, in Brookhaven, has an opening the last week of June for a full-time parish secretary/administrative assistant to the Pastor. This position is responsible for supporting the Pastor in varied administrative needs, some of which include calendar and scheduling appointment management, wedding prep scheduling and file management. The candidate must be proficient in Microsoft Office applications, (Outlook, Word and Excel). The position requires excellent interpersonal, communication and customer service skills. Qualified candidates will possess a minimum of a two-year associate degree, three-five years' experience providing administrative duties in a professional office setting and knowledge of the Roman Catholic faith. Interested candidate can submit a cover letter with salary requirements, references and resume to: Benny Strozier, bstrozier@olachurch.org. **No phone calls, please.**

Christ the King Catholic School (CTK), a K-8 archdiocesan parish school, located in the Buckhead community of North Atlanta, is accepting applications for **substitute teachers** for the 2021-2022 school year. CKS is a three-time National Blue Ribbon School of Excellence. Applicants should enjoy working with children. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applications may be obtained via website at www.christking.org. Please email Mimi Bryan at mbryan@christking.org.

Prince of Peace Catholic Church is seeking a part-time (28/week) **creative content specialist**, a high-energy and passionate individual who wants to use his/her marketing, communication and creative skills to infuse our surrounding community with the Gospel in an invitational way. An ideal candidate is self-motivated, innovative, and able to perform key tasks independently in a timely manner. The candidate in this position understands the power of storytelling (helping people share their stories of faith for the impact of others) with the specific mission, vision and purpose. This candidate should be a self-starter that enjoys working in a team environment and is excited to join a growing Catholic community with a strategic approach to parish life. For a full job description, please click [here](#). Send applications or inquiries to rob@popfb.org.

Ignatius House Jesuit Retreat Center seeks a part-time **kitchen assistant** to help prepare guest meals, a part-time **groundskeeper** to assist maintenance needs, and a part-time **housekeeping assistant**. Transportation assistance may be available. Contact rholsten@ignatiushouse.org.

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