



# Memo

**Date:** June 7, 2021  
**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. Catherine of Siena Catholic School (SCS)**, in Kennesaw, is seeking a part-time **guidance counselor/teacher** for the 2021-2022 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive pay package. Requirements include a bachelor's degree and certification in counseling. St. Catherine's offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants should email a cover letter, resume and references to Kelly Wood, principal, at [kwood@scsiena.org](mailto:kwood@scsiena.org).

**St. Catherine of Siena Catholic School (SCS)**, in Kennesaw, is seeking a **STEM teacher** for the 2021-2022 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive pay package. Requirements include a bachelor's degree in education. St. Catherine's offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants should email a cover letter, resume and references to Kelly Wood, principal, at [kwood@scsiena.org](mailto:kwood@scsiena.org).

**St. Catherine of Siena Catholic School (SCS)**, in Kennesaw, is seeking a certified **elementary teacher** for the 2021-2022 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive benefits package. Requirements include a bachelor's or master's degree in education. St. Catherine of Siena offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please email references, resume and cover letter to Kelly Wood, principal, at [kwood@scsiena.org](mailto:kwood@scsiena.org).

**St. 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](mailto:breed@saintjosephcc.org).

**St. Brendan Catholic Church**, in Cumming, is looking for a full-time **director of communications & parish life**. This position will lead communications direction and content across all social media and print platforms in areas such as capital campaign, parish life, ministry activities and spiritual messaging. Also facilitate development and coordination of parish-wide special events. Lead a team of two part-time parish life coordinators. Email cover letter and resume to Dennis Mallon, business manager, at [dmallon@stbrendansatl.com](mailto:dmallon@stbrendansatl.com).

**Cristo Rey Atlanta Jesuit High School** is currently seeking qualified applicants for the position of **director of information technology**. Please see the position description for qualifications on the following link <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff> . The Director of IT oversees the school's technology operations, including the network and associated infrastructure, technical support services, deployment of all software, administrative databases and the information systems deployed by the school. Please send all resumes to [hr@cristoreyatlanta.org](mailto:hr@cristoreyatlanta.org).

**St. Ann Catholic Church**, in Monroe, has an immediate opening for a part-time **music director**. This position performs all duties/functions relevant to the parish music program. The **Music Director** works to coordinate all aspects of music for scheduling liturgical and worship services of the parish community through the pastor and other musicians. Please send resumes to [blake@st-annas.com](mailto:blake@st-annas.com).

**Saint John Vianney Catholic Church**, in Lithia Springs, is seeking a part-time (18hr/week) **bilingual communication coordinator**, who wants to use his/her communication and creative skills to support the mission of the Catholic Church. An ideal candidate is able to be a team player, self-motivated and able to perform key tasks independently in a timely manner. This position will work with many facets of communication including: Microsoft Office Suite, web site maintenance, parish software programs and print/social media. Successful candidates will have a working knowledge and understanding of the Catholic faith and traditions. This candidate should be a detail oriented individual that enjoys working in a team environment and is excited to join a diverse mission oriented Catholic community. Send applications or full job description inquiries to [rgarcia@sjvpar.net](mailto:rgarcia@sjvpar.net). **No phone calls, please.**

**St. Benedict Preschool**, in Johns Creek, is seeking a part-time **Pre-K teacher** for the 2021-2022 school year that will begin in August of 2021. Our school hours are 9:30 a.m.-1 p.m. This teacher will work from 8:45 a.m.-1:30 p.m. Qualified candidates must have a positive and nurturing attitude and enjoys working with children in a Catholic environment. A degree in education is needed. Experience working with children preferred. To apply, please email your resume to Sandra Foltz, director, at [sfoltz@stbenedict.net](mailto:sfoltz@stbenedict.net).

**St. John Neumann Regional Catholic School**, a PK-8 focused on spiritual formation and academic excellence, is accepting applications for an **Administrative Assistant/Registrar and Communications Coordinator** that will also support the Advancement Office with Donation Coordination beginning July 1, 2021 (or until filled). The applicants must be positive, friendly and welcoming. They must have at least two years of administrative experience; proficiency with administrative software (Microsoft suite, Google Suite, DonorConnect, and publishing software); be able to independently manage many projects at a time; and be able to value and share their faith. College degree preferred. St. John Neumann Regional Catholic School offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Julie Broom, principal, at [jbroom@sjnracs.org](mailto:jbroom@sjnracs.org). **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 June. Thank you