



Memo

Date: August 9, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Catholic Church of the Transfiguration in Marietta, is looking for a **director of liturgy and music**. We are a very vibrant Vatican II parish with more than 3,500 families. We are seeking someone with experience in Catholic worship and who desires to work in collaboration with a team leadership model. The position description is available upon request. Please contact jbelle@transfiguration.com.

The Offices for **Safe Environment and Child & Youth Protection** has an immediate opening for a full-time **program assistant**. The Program Assistant is responsible for providing program support and related services to the Office of Child and Youth Protection, which comprises of two functions/divisions – Safe Environment Program Compliance and Victims Assistance. This position is accountable to the directors for both programs. The responsibilities include, but are not limited to: responding to incoming calls, emails and written correspondence; providing guidance on routine questions regarding policies, procedures and activities of the Office of Child and Youth Protection; organizing and completing mass mailings; providing support of various offices with background screenings & VIRTUS trainings, etc. Qualified candidates must possess the following: minimum of a high school diploma AND two to three years of related work experience to include program support; previous training and/or applicable experience using web-based programs; bilingual (English/Spanish) in speaking and writing is preferred, but not required; active member of a Roman Catholic parish faith community. Must have an understanding of child abuse and sexual abuse issues. Interested and qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

St. Anna's Catholic Church, in Monroe, is looking for a part-time **music director**. The primary function of this position is to perform all duties/functions relevant to the parish music program as concerns the traditions, youth or other choir music program. The Music Director works to coordinate all aspects of music for liturgical and worship services of the parish community through the pastor and other musicians; consults with the pastor and pastoral staff as necessary in carrying out these duties for smooth functioning of relevant parish activities; conducts the weekend Mass choir; recruits new members, plans music and procures music supplies as needed with approval; conducts rehearsals and liturgy services as designated for assigned choir activities; arranges substitutes when unable to be present. Must be the main musician at one Mass each weekend, must equal to at least 60 Masses per year. Compensation varies upon education and experience. For more information, email blake@st-annas.com.

St. Anna's Catholic Church, in Monroe, is seeking a part-time **youth minister** for high school youth. Responsibilities include, coordinating biweekly catechetical sessions, assisting volunteer catechists and providing ongoing communications with parents. The Youth Minister must be a self-starter, possess strong communication and organizational skills and be an active Roman Catholic in good standing with knowledge of Catholic liturgy and sacramental requirements. The ideal youth minister must have experience facilitating virtual teleconferencing classes. Qualified applicants may submit a resume to Brandy Lake, office manager, at blake@st-annas.com. **No phone calls, please.**

The Office of Archives and Records of the Archdiocese of Atlanta, has an immediate opening for a full-time **records manager/assistant archivist**. The Records Manager will be responsible for the following (not limited to): appraise, schedule and manage all analog and digital information in accordance with archdiocesan records policy and procedures; assist with the appraisal, archival research and reference questions and outreach. Qualified candidates will possess the following: master's degree (MLIS, MSI, MARA, etc.) with specialization in archives and records management; one to three years of experience in a professional records management setting; excellent interpersonal communication skills and a customer service based approach; an understanding of database management, metadata and authority control; computer proficiency with a working knowledge of Microsoft applications, scanning software and equipment, and image-editing software. Interested candidates must submit a letter of interest (including salary expectations) and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

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