



Memo

Date: August 16, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Catholic World Mission, Inc., has an immediate opening for a **gift processor**. We are looking for a responsible, self-motivated gift processor with a can-do attitude to join our amazing team. Catholic World Mission works to spread the message of the church and rebuild communities worldwide. We are the hands, feet and eyes of Christ to impoverished children and families. You will be a significant asset to our team using organization, time and problem solving skills in an independent setting. This is a part-time position working 16 hours a week with Tuesdays in office. Currently, we are working remotely. Some of the duties for this position are: Check scanning and remote, electronic and cash deposit to bank; be responsible for processing gifts including sorting, data entry, deposits and gift research; handling exceptions, pledges, recurring gifts, soft credits, matching gifts, event registration fees, credit card and ACH gifts (EFT): adding, updating and terminating, electronic transmissions and more. The right candidate will possess two-three years of work experience, be a team player, have outstanding communication and interpersonal abilities, excellent attention to detail, independent organizational and problem solving skills, sound judgement and reasoning skills, be proficient in Excel & Word, RE7 experience a plus, familiarity with office management procedures and basic accounting principles. Compensation DOE. With corresponding job title in subject line, email resume, cover letter and earnings history to careers@arcol.org.

St. Oliver Plunkett Catholic Church, in Snellville, has an immediate opening for a full-time **coordinator of Hispanic ministry**. This position will uphold the mission of St. Oliver Plunkett Catholic Church to bring others to Christ. The goal of the Coordinator of the Hispanic Ministry is to develop programs that integrate these cultures into the existing church community. Some of the

responsibilities include: coordinate and create a weekly parish Spanish bulletin page; deliver announcements at the weekly Spanish Mass, coordinate with the parish announcements and any announcements specifically for the Hispanic community; coordinate and publicize any special events for the Hispanic community; meet catechetical and sacramental needs for the Hispanic community, work with the faith formation team and clergy to develop programs/classes; develop retreats, prayer services and other spiritual growth opportunities for the Hispanic community. The right candidate will be a bilingual, active practicing Catholic in full communion with the church; possess catechetical/parish ministry experience with Hispanic communities; able to use Microsoft Word, Excel, PowerPoint and work within the parish data system; able to communicate via email, text messaging and other social media including the internet, Facebook, etc. Work scheduled in order to meet the needs of the people in the Hispanic community. Bachelor's degree or its equivalent in religious education, pastoral ministry, theology or similar field required. Please send resumes to Pat Bulger at pbulger@stolivers.com.

Holy Spirit Prep Preschool is now hiring **teachers, assistants, music teachers and STEAM teachers!** Join our growing team by applying [here](#).

The Metropolitan Tribunal of the Archdiocese of Atlanta is seeking a full-time **business manager** to oversee and direct the clerical administration of its operations. Working closely with and under the direction of the judicial vicar, the Business Manager is responsible for all day to day administrative tasks, including budget planning and tracking, accounts payable, human resources, event planning, staff scheduling, office supply inventory, equipment maintenance and basic software troubleshooting. The Business Manager also assists with long-term planning and is involved in a variety of special projects. The best candidates will possess at least five years of professional experience, especially in clerical business administration, basic accounting and personnel management. Candidates must be very proficient with the Microsoft Office suite of products. Strong communication and interpersonal skills and the ability to work collaboratively with a diverse team of colleagues are essential. Fluency or proficiency with Spanish is a plus. Qualified applicants should send their cover letter (with salary requirements) and resume to Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

Queen of Angels Catholic School is seeking a full-time **substitute teacher**. Responsibilities will include supervising students K-8 and implementing daily lesson plans. Prior work experience in a school setting is preferred. Queen of Angels offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Dr. Jamie Arthur, principal, at jarthur@gaschool.org.

Pinecrest Academy, a private Pre-K-12 college preparatory Catholic school, located in Cumming, has an immediate opening for a full-time **development manager**. This position is responsible for all fundraising efforts undertaken by

Pinecrest Academy. This includes managing the fundraising staff, implementing an annual fundraising plan, overseeing all special event fundraising, creating and maintaining an Alumni Relations program, participating in the schools executive council, leading the Development Committee of the Board of Directors and collaborating across all schools/departments to ensure best practices are followed. All campus wide fundraising is cleared through the development office. The manager reports to the Head of School and is accountable to the executive council members, the development staff members and all development volunteer committees. Interested candidates, please email cover letter and resume to careers@pinecrestacademy.org.

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