



Memo

Date: August 26, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Saint Jude the Apostle Catholic Church, Sandy Springs, seeks a full-time **executive assistant**. This assistant is responsible for supporting the pastor and clergy in varied administrative needs, including calendar and scheduling, appointment management, sacramental record-keeping, wedding preparation scheduling, funerals, file management, program and certificate preparation, parish software data management and correspondence management. This position is typically Monday – Friday, with some flexibility required. The ideal candidate has excellent organization and communication skills, takes initiative and understands the value of quality customer service. Must be proficient in Microsoft Office applications (Outlook, Word, Excel and Publisher). Qualified candidates will possess a bachelor's degree, have at least three to five years of experience in a related field and know the Roman Catholic faith. Preference is given to active Saint Jude parishioners. Interested candidates can submit a cover letter with salary expectations and a resume to Director of Operations Colleen Tyner at ctyner@judeatl.com.

St. Mary's Academy is seeking a proven fundraiser and grant writer to work with the school's administration as a part-time **advancement coordinator**. Working with the leadership team, the advancement coordinator is charged with creating a culture of philanthropy, focused on the Annual Fund/#igiveCatholic, grant writing, marketing the school's message to the surrounding community and other fund-raising initiatives. With a primary focus on donor strategy, the advancement coordinator leads the efforts to engage and to strengthen relationships with current and new supporters, increase financial investment in St. Mary's Academy and create donor-related print and electronic materials. Strong oral and written communication skills, outstanding organizational abilities and a willingness to collaborate to achieve goals are essential qualities. Exceptional interpersonal skills and the ability to

develop relationships of hospitality, trust and confidentiality are critical. At least three years of relevant experience and a related degree are desirable. St. Mary's Academy offers a competitive salary and benefits package in a drug-free environment. Please send a resume and letter of interest to JoAnn McPherson at jam@smaschool.org.

St. George Catholic Church, in Newnan, has an immediate opening for a full-time **administrative assistant**. This position reports to the pastor. Responsibilities include preparing the Mass binder and church bulletin, providing support to all staff, parish ministries and organizations, and entering data entry of all registration. This person should have excellent communication and interpersonal skills, as well as strong organizational, administrative and computer skills, including a working knowledge of Microsoft Office 365 suite. Parish SOFT Family Suite and managing parish website experiences are a plus, but not required. Qualified candidates will possess a minimum of five years' office experience and knowledge of the Catholic faith, and be active, practicing Catholics. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgewnan.org. **No phone calls, please.**

St. Thomas the Apostle has an open position open for a **coordinator of youth ministry**. This individual must be bilingual and a team player. Responsibilities will include managing and coordinating both the Life Teen and Edge programs. Specific duties will involve providing catechetical guidance to teens in the Life Teen program. This is a full-time only, exempt position. The candidate must be willing to work a varied schedule, including nights and weekends. A BA in theology/religious education or a related field and at least three years of experience working with young people in the church is required. Applications will be accepted and interviews will be scheduled immediately. If interested, please contact Deacon Michael Garrett, DRE, at mgarrett@stthomastheapostle.org.

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