



# Memo

**Date:** September 16, 2024  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**Life Teen** is seeking a talented, innovative, and creative, full-time **junior graphic designer** to join our creative team. The ideal candidate will have a meticulous eye for effective yet elevated design and a strong visual understanding of today's trends. As a junior graphic designer, you will be responsible for creating visual content for various print and digital mediums. You will work closely with our creative director and senior graphic designer as well as our marketing team to translate concepts into compelling visual designs that effectively communicate our brand message and engage our target audience. The ideal candidate for this role has experience in both print and digital design, a bachelor's degree in graphic design, fine arts or a related field (or equivalent experience), advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign.), working knowledge of additional design software platforms such as Procreate for iPad, Figma. Interested candidates should submit a resume, cover letter and portfolio to [skerecman@lifeteen.com](mailto:skerecman@lifeteen.com) with the subject line "Junior Graphic Designer Application – [Your Name]". In your cover letter, please describe your connection to the Catholic faith and how you see your design skills contributing to our mission of leading teens closer to Christ at Life Teen.

**Our Lady of the Assumption Catholic School (OLA)**, a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for **teaching assistants** for the 2024-2025 school year. Prior experience in a school setting preferred. Flexible days are available. Tuition discount for employee children. OLA 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 Mandy Crock, principal, at [mcrock@olaschool.org](mailto:mcrock@olaschool.org). **No phone calls, please.**

**The Cathedral of Christ the King (CTK)** is a thriving parish serving close to 6,000 families in Atlanta. The cathedral was founded in 1936 and became the cathedral of the Archdiocese of Atlanta in 1956. Currently, CTK serves the parish celebrating three daily Masses Monday – Friday, nine weekend Masses and over 100 ministries. The **database coordinator** is a full-time (40 hours/week) position that reports to the controller of the cathedral. This role oversees the parish database and ensures accuracy and thoroughness of the data, including but not limited to, member data and financial gifts data. CTK uses Raiser’s Edge for database administration. Learn more and apply at <https://cathedralctk.com/employment>.

**St. Joseph Catholic School**, a Pre-K4 to 8th school of excellence located in Marietta, is seeking a certified and experienced **school guidance counselor** for the 2024-2025 school year. This is a full-time position that offers competitive salary and full benefit packages, including tuition assistance for students attending archdiocesan schools. This position reports directly to the principal and requires implementing school-based written guidance plans; as well as assessing needs, setting goals and formulating a plan of action for our school-wide counseling services and activities that benefit student and staff development. The school guidance counselor is responsible for the implementation and delivery of counseling services for our students; conducts individual and group counseling with students in areas of need (personal, social, emotional, etc.); intervenes during crisis situations and conducts appropriate referrals when needed. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three (3) references to Mrs. Rita Hohman, assistant principal, at [rhohman@stjosephschool.org](mailto:rhohman@stjosephschool.org).

**Holy Redeemer Catholic School**, in Johns Creek, is seeking a full-time **7th and 8th grade math teacher** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in teaching math at the 7th-12th grade level, as teaching algebra at the 8th grade level is one of the courses. Applicants must possess a minimum of a bachelor’s degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to [jrice@hrcatholicsschool.org](mailto:jrice@hrcatholicsschool.org).

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