



Memo

Date: September 20, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

The Georgia Tech Catholic Center has an immediate opening for a part-time **administrative assistant**, 20-28 hours per week with the possibility of the position becoming full-time. 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 and excellent written and verbal communication skills. Qualified candidates will have a minimum three-five years administrative experience and be able to take initiative and work independently. Experience working within the Archdiocese of Atlanta is a plus. Please submit resumes and salary requirements to Chris Martineck at cmartineck@gtcatholic.org. **No phone calls, please.**

St. Brendan Catholic Church has an opening for a part-time **maintenance employee**. This position will be for weekday nights and weekends. Speaking and understanding some English is required. Being able to lift up to 50 pounds is preferred. Please contact Peter Chacon at pchacon@stbrendansatl.com.

Immaculate Heart of Mary School has an immediate opening for a full-time **director of advancement**. The position will be responsible for developing and implementing the advancement strategy for the school. This includes managing the annual giving campaign and GRACE Scholars program; cultivating and nurturing relationships with current and potential donors and sponsors; researching and writing grant proposals to corporate and foundation funders; developing and growing the donor base for both annual fund and endowment efforts; cultivating major gifts and business partnerships; developing and growing alumni program and training and leading volunteers to support advancement efforts. Candidates should have previous experience in advancement/development, fundraising or similar activity, preferably in a non-

profit setting. A proven track record of achieving revenue goals and demonstrated experience in partnership building and event planning skills is important. Candidates should have a positive attitude, flexibility, enjoy working as part of a team and have excellent attention to detail as well as a high degree of initiative. Experience in database and records management is a must. Applicants who meet the above requirements should send their resume and cover letter to Laura Cichanski, principal, Immaculate Heart of Mary Catholic School, at lcichanski@ihmschool.org.

Mary Our Queen Catholic Church, in Peachtree Corners, is seeking a part-time **director of religious education**. This position is responsible for all facets of faith formation including: recruiting and training volunteer catechists for K-12 grade; organizing and supervising coordinators for elementary faith formation and Youth Ministry, RCIA, family catechesis, as well as other sacramental preparation programs; coordinating adult faith formation and evangelization within the parish. Qualified candidates must be practicing Catholics in good standing and invested in its teachings; proficient in technology and Microsoft Office; have strong organizational and communication skills and work well with families within the community and parish staff. The position reports directly to the pastor and requires a flexible schedule that includes working occasional evenings, weekends and some holidays to support year-round programming. A minimum of a bachelor's degree in theology, pastoral ministry, catechesis or equivalent required. Email cover letter, with salary expectation, and resume to mmthomas@maryourqueen.com.

St. Peter Chanel Catholic Church, in Roswell, is looking for a 32-hour per week **event coordinator**, hours will vary. The primary function of this position is to administer room assignments and maintain the facility's calendar for all scheduled events at the parish, working closely with all department heads and ministry leaders, ensuring all rooms are set-up correctly via coordination with facility maintenance staff. Position is also responsible for decorating the church for holidays and special occasions. This position will also work closely with the funeral ministry when hosting a reception. The position reports to the Director of Operations. Please submit your resume to ddahm@stpeterchanel.org.

Saint Joseph Catholic Church, in Marietta, is seeking a full-time (37 1/2 hours per week) **maintenance technician**. This position requires maintenance skill including janitorial, electrical, plumbing, painting, landscaping and sanitizing relative to COVID safety precautions. The candidate must have the ability to operate a variety of tools and power equipment and have knowledge of standard practices, materials, tools and terminology used by various building trades. The candidate must have communication skills to work with different ministries in the parish. Please send cover letter and resume to Deacon Bruce Rees at breed@saintjosephcc.org.

Catholic Charities Atlanta is seeking an independent, self-starter to create and drive all marketing, communications and social media efforts. **The Engagement Marketing Specialist** will engage stakeholders in the activities of the organization, support its brand, increase social media presence, drive volunteerism and support the efforts of program services and supporter engagement teams. Must have at least five years' experience in executing marketing and communications plans. **Must be Catholic.** The right candidate will have a BA/BS or equivalent and experience with marketing, communications and social media. Candidate must be computer proficient and have a working knowledge of Microsoft Word and Power Point, with strong writing and communication skills. Ability to plan, prioritize, follow-through within a given timeframe, work independently and as a member of a team is critical. Must work well with deadlines. Some of the responsibilities include the use of strategic and resourceful content to engage supporters in order to create meaningful interactions over time; determine strategies for connecting individual supporters and grantors based on their behaviors; use social media and marketing to engage supporters; manage all aspects of marketing and communications for the organization. Necessary skill sets: Ability to work with stakeholders, staff and volunteers in a supportive manner; strong knowledge of marketing, communications and social media; strong organizational and analytical skills; excellent verbal communication skills; ability to excel in fast-paced, changing and challenging environments. To apply, please send resume and cover letter to ccaemployment@catholiccharitiesatlanta.org.

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