



Memo

Date: September 30, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Pregnancy Aid Clinic is seeking a dedicated **development coordinator** to join our dynamic team. This full-time role is pivotal in supporting our fundraising efforts, parish and donor outreach, and maintaining donor records. The development coordinator is responsible for the organization's receipting process through transaction entry, account monitoring, reconciliation, audit support and ensuring the accuracy of our donor database. The position provides direct support to all activities of the development department, including fundraising campaigns, programs, planning and executing of events, donor recognition, stewardship and community relations. Must be comfortable with technology and be proficient in Microsoft Excel. Experience with Raiser's Edge NXT is a plus. If interested, send a cover letter and resume to Cynthia Granger at cgranger@pregnancyaidclinic.org. For more information, visit www.pregnancyaidclinic.com/careers.

St. Mary's Academy, a PK4-12 Catholic School in Fayetteville, has an immediate opening for a **teacher's aide**. This is a part-time, 10-month position. Candidates must have a high school diploma. Some college is preferred. Contact Principal JoAnn McPherson at jam@smaschool.org with a letter of interest and resume.

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 weekly and holy day Mass binder, church bulletin, correspondences and sacramental certificates; providing support to all staff, parish ministries and organizations; data entry of all registration. This person should have excellent communication and interpersonal skills, as well as possess strong organizational, administrative and computer skills, including a working knowledge of Microsoft Office 365

suite. ParishSOFT 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.**

Holy Redeemer Catholic School, in Johns Creek, is seeking a full-time **middle school science teacher** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in teaching science at the middle school level and 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 Mrs. Jill Rice at jrice@hrcatholicsschool.org.

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