

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** May 27, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

**From:** Marquita Richburg, chief human resources officer, Office of Human Resources

**Re:** Position vacancies

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**All Saints Church** in Dunwoody is seeking an **elementary faith formation coordinator**. The ideal candidate is a passionate Catholic and thoughtful educator of the faith who can work with a team of catechists to communicate the beauty, depth and relevance of the Gospel to today's children. If you have a heart to form children in the Catholic faith, you are invited to apply. Please email Jessica Keane at [jessicad@allsaintsdunwoody.org](mailto:jessicad@allsaintsdunwoody.org).

**St. George Catholic Church** in Newnan is seeking a part-time **coordinator of faith formation**. This position reports to the director of faith formation and is responsible for coordinating all facets of the religious education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for kindergarten – grade 5 faith formation and sacramental preparation for first Holy Communion. Qualified candidates have a degree in theology or two years of religious education experience; are self-starters with excellent interpersonal, communication and organizational skills, and proficient in Microsoft Office. Must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at [mcormier@stgeorgenewnan.org](mailto:mcormier@stgeorgenewnan.org).

**St. George Catholic Church** in Newnan has an immediate opening for a part-time **maintenance technician**. Responsibilities include daily maintenance and upkeep of the parish, office and rectory buildings. Candidates should have the expertise to perform routine repairs. Must be able to operate a variety of tools and power equipment and have knowledge of standard practices, materials, tools and terminology of building trades. Qualified candidates also have working knowledge of Microsoft 365, be a practicing Catholic and have excellent organization and communication skills. Send cover letter and resume to Mer Cormier at [mcormier@stgeorgenewnan.org](mailto:mcormier@stgeorgenewnan.org).

**St. Mary's Catholic Church** in Toccoa has an immediate opening for a part-time **administrative assistant** to organize office procedures and operations that ensure the parish's organizational effectiveness and efficiency. Qualified candidates should possess a high school diploma and two to three years of experience in general administrative and clerical work. Prior light bookkeeping and accounting experience is highly desirable. Strong computer skills are a must, with a strong working knowledge of Microsoft Office software (Word, Excel and Outlook). Qualified and interested candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and resume to the attention of the Reverend Henry M. Pham, pastor, at [tpham@archatl.com](mailto:tpham@archatl.com). Candidates can also call (770) 561-3918 for more information regarding this position.

**Marist School** in Atlanta is seeking a passionate and dynamic **choral director** to lead and develop our established choral programs. This role oversees all aspects of the choral program, contributes to the school's musical theater productions and brings innovative ideas to enhance and grow the performing arts department. For more information and to apply, please visit [marist.com/careers](http://marist.com/careers).

The **Cathedral of Christ the King** is seeking a **ministry administrator**. This full-time position provides a wide range of administrative support to advancement, adult faith formation and outreach ministries. Responsibilities include supporting the administration, operating fundraising campaigns, supporting on-site outreach events and assisting with record-keeping and ministry event planning. Learn more and apply online at <https://cathedralctk.com/employment>.

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