

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: August 25, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

Saint Oliver Plunkett Catholic Church is seeking a **Life Teen music coordinator**. This is a part-time position, working approximately 10 hours per week. Qualified candidates have strong singing and instrumental skills (piano and guitar); ability to lead and direct a choir or band with confidence; excellent communication and interpersonal skills; ability to manage rehearsals, logistics and administrative tasks; understanding of Catholic liturgy and music; a genuine interest in working with and supporting young people and a strong Catholic faith and commitment to the Church. Send a cover letter, resume, and references to St. Oliver's Business Manager, Anne Adair at aadair@stolivers.com.

St. Benedict Catholic Church in Duluth has an immediate opening for a full-time **front office receptionist**. Responsibilities include answering and routing incoming calls, receiving visitors, managing the parish calendar, serving as ministry liaison, assisting the pastor and priests with general needs, scheduling Mass intentions and preparing lector announcements and prayers of the faithful. Qualified candidates will possess a strong working knowledge of Microsoft Office applications (Word and Excel), excellent interpersonal skills and the ability to prioritize and stay organized. Send resume and cover letter to Kit Mastrangelo at kmastrangelo@stbenedict.net.

Our Lady of the Mountains Catholic Church is seeking a skilled and reverent **primary accompanist** to support the church's liturgy through sacred music. This position collaborates closely with the director of sacred music to accompany weekend and holy day Masses, choir rehearsals and other liturgical celebrations, fostering prayerful worship in line with Catholic Church tradition. Additional primary duties include supporting vernacular chant, Gregorian chant, sacred polyphony and traditional hymnody; promoting active participation through faithful, reverent music; and adhering to liturgical norms

and repertoire guided by the Roman Missal. Qualified candidates should be proficient in organ and/or keyboard accompaniment, be familiar with chant notation and Latin pronunciation, possess strong sight-reading skills and have a solid understanding of Catholic liturgy and sacred music principles. Candidates with experience in chant-based repertoire, polyphony and the church's musical documents (e.g., Sacrosanctum Concilium, Musicam Sacram) are preferred. Send resume and cover letter to Mr. Eric Wiscovitch, director of liturgical music, at music@olmjasper.org.

St. Clare Catholic Church in Acworth seeks a part-time **communications coordinator**. This position supports the pastor and parish staff in developing strategies and tactics to ensure parishioners are well-informed about liturgical activities, events and opportunities. This is an on-site position. Qualified candidates have a degree in communications, media or a related field, or at least two to four years of experience in communications; photography and videography experience; and excellent written and oral communication skills. Must be a practicing Catholic in good standing. Send a cover letter and resume to Cheryl Base at cbase@stclarecc.org.

St. Clare Catholic Church in Acworth seeks a part-time **coordinator of adult faith formation**. This on-site position coordinates adult faith formation programs, the Order of Christian Initiation for Adults (OCIA) and baptism preparation. Must be willing to guide adults on their journey of faith and create opportunities for spiritual growth within our parish community. Some evening and weekend work is required. Qualified candidates are welcoming and faith-filled Catholics in good standing that have strong communication and organizational skills. Experience in ministry or catechesis is preferred. Send a cover letter and resume to Susan Baker at sbaker@stclarecc.org.

Our Lady of the Assumption Catholic Church in Brookhaven seeks a full-time **associate youth minister** to lead young people closer to Christ. Working alongside the director of youth ministry, this position fosters a vibrant and welcoming environment for youth in our parish, with a focus on Kids Club (3rd–5th grades) and Edge with Purpose (6th–8th grades). Responsibilities include designing and implementing weekly youth nights; coordinating volunteers and facilitating age-appropriate catechesis, service projects and social events that help young parishioners encounter Jesus and grow as his disciples. The ideal candidate is committed to the church's mission of evangelization and desires to walk with young people during these critical years of faith development. Send a cover letter and resume to Nick Ables, director of youth ministry, at nables@olachurch.org.

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