



# Memo

**Date:** November 1, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**St. Benedict Catholic Church** in Johns Creek is seeking a dynamic **music leader** for Cornerstone, their Life Teen choir and band group. The right candidate will have strong communications skills, excellent keyboard or guitar skills and a thorough understanding of sacred contemporary vocal and instrumental repertoire for Catholic worship, as well as a thorough understanding of current liturgical practices in the Catholic Church. Rehearsals are at 3:30 p.m. on Sundays followed by the 5 p.m. Mass. Additional special events during the year. This is a salaried, part-time position. Send resume to Sara Lorusso at [slorusso@stbenedict.net](mailto:slorusso@stbenedict.net).

**Cristo Rey Atlanta Jesuit High School** seeks applications for a full-time **math teacher** for the remainder of the current school year. Cristo Rey Atlanta Jesuit High School is a Catholic, Jesuit, urban, co-education college preparatory high school with 530 students in grades nine-12. This position is responsible for the instruction and evaluation of students, providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. To apply, please visit our [website](#).

**St. Catherine of Siena Catholic Church**, in Kennesaw, is seeking a **singer - tenor section leader**. Requirements for this paid position include weekly rehearsals and weekly Mass, holiday performances and potential solo work. Qualifications include proficient musician, accomplished sight singer, leadership and promptness, with the expectation that the section leader has the ability to come to rehearsal and lead the section in challenging choral music. For more information and to apply, contact Charissa Saenz at [charissas@stcatherinercc.org](mailto:charissas@stcatherinercc.org).

**The Cathedral of Christ the King** seeks a **preschool director** to begin immediately in preparation for its inaugural 2022-23 school year. The Director is responsible for daily operations, planning, staffing, curriculum and the implementation and oversight of the preschool's policies, procedures and activities. Applicants must be at least 25 years old; hold a degree in early childhood, elementary education, child development, human services or related field; and possess three+ years of experience working with young children in a childcare or preschool setting. Please submit a teaching certificate, cover letter and resume to [preschool@ctking.com](mailto:preschool@ctking.com).

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