



Memo

Date: November 22, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Blessed Trinity Catholic High School is seeking additional **substitute teachers** for the 2021-2022 school year. Experience/degree in mathematics would be helpful. To schedule an interview, candidates interested for consideration must contact the Assistant Principal/Coordinator for Substitute Teachers, Mrs. Susan Dorner, at sdorner@btcatholic.org.

Holy Spirit Preparatory School is seeking for a **lower school counselor/student success**. Holy Spirit Preparatory School is a Catholic, independent Pre-K to 12 school in North Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful not only in future studies but also in his or her unique vocation. The LS Counselor/Student Success is responsible for fostering a positive experience for every student and family elementary through eighth grade, maximize student success, promoting access and equity for all students. Lower school counselor/student success is an exempt, full-time, summer schedule position that reports to the Lower School Principal. [For complete job description and to apply click here.](#)

Holy Family Catholic Church in Marietta is seeking a part-time **music director**. This position reports directly to the pastor and is responsible for directing, coordinating and performing music for parish liturgies and other designated celebrations. The candidate must have a bachelor's degree in music, liturgy or related study and one – five years of demonstrated successful experience in liturgical music ministry. The candidate should be in full communion with the Catholic Church and be familiar with its liturgical traditions. Must be proficient in piano/organ and cantoring, and able to select music that is appropriate for use in the Mass and within the abilities of the congregation. Please send cover letter and resume to kdaigle@holyfamilycc.org.

The Archdiocese of Atlanta is accepting applications for a certified **elementary school teacher** for the 2021-2022 school year. This is a full-time position and offers a competitive salary with benefits. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. If you are interested in working and teaching in a faith-based community setting, please send a cover letter and resume to Dr. Connie Urbanski, assoc. superintendent, at curbanski@archatl.com.

The **Archdiocese of Atlanta** and the **Office of Mission Advancement** are looking for a **director** who will be responsible for establishing a state-of-the-art development function by building a high-performing development team and successfully installing and maintaining a strong donor database and other analytic research and reporting tools for the Archdiocese of Atlanta. In coordination with the development efforts of the Catholic Foundation of North Georgia, this position is responsible for building deep awareness of the role of fiscal stewardship in order to gain financial support for the present and future needs of the archdiocese. Requirements include: bachelor's degree in business/management, non-profit or related field; must have five years' experience in successful fundraising and marketing; must have successful communications ability with particular emphasis on speaking and presentation skills; experience working with organizations that have a hierarchical structure and multiple locations diverse in geography and constituency; ability to comfortably engage with high level donors. The qualified candidate must be a committed practicing Catholic with thorough understanding of the practices, principles and policies of the Roman Catholic Church. Please forward resume along with a cover letter (including salary requirements) to Charles Thibaudeau, director of Human Resources, Archdiocese of Atlanta, 2401 Lake Park Drive S.E. Smyrna, GA 30080, or email it to cthibaudeau@archatl.com. **No phone calls, please.**

Our Lady of the Assumption Preschool in Brookhaven is hiring energetic **teachers** with a love of young children and the Catholic faith for part-time teaching positions. Please contact Debbie Kehoe at dkehoe@olachurch.org.

Pinecrest Academy is looking for a **director of advancement** that will lead the planning and implementation of all initiatives for our two major revenue streams, fundraising and admissions. This position reports directly to the Head of School and is a member of the school's senior leadership team. The role includes oversight of the development, admissions and entails close collaboration with our marketing and communications efforts for our Catholic Pre-K to 12th grade independent college preparatory school. The position also works closely with the development committee of the board of directors. The right candidate will understand and believe in Catholic education, our mission to form Christian leaders who will transform society and specifically Pinecrest Academy's core values of charity, humility, excellence and mission. This position requires a minimum of a BS/BA from an accredited college or university; professional fundraising and or admissions experience (school setting preferred); knowledge of fundraising and accounting best practices.

Knowledge of the admissions process in a college or school setting. Three or more years of experience as a fundraising/admissions professional within one organization, staff and program management experience; excellent communication skills (written and oral), time and resource management skills, and organizational skills; prior supervisory and management experience and the ability to lead. Please send resumes to careers@pinecrestacademy.org.

St. Pius X Catholic High School is seeking qualified **teachers** for the 2022-2023 school year in the following disciplines: Theology, Mathematics, Science, Social Studies, English, Chorus and World Languages (specializing in Latin and/or Spanish). Teaching certification is required. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school and a strong community oriented environment, please send a cover letter and resume after January 1, 2022 to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at e-mail address: mfree@spx.org. **No phone calls, please.**

St. Gabriel Catholic Church in Fayetteville has an immediate opening for a part-time **front desk receptionist**. This position will be the first point of contact for our parish. Candidates 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. The position will provide administrative support across the parish. The candidate must be a practicing Catholic in full communion with the church. Please send cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

St. Gabriel Catholic Church in Fayetteville has an immediate opening for a part-time **event coordinator**. The Event Coordinator is responsible for all parish events and oversees the facility approval process. In addition, this person will develop event timelines, planning, facilitation and coordination of hospitality and annual events associated with St. Gabriel. The ideal candidate will develop strong relationships within the community and parish ministries. People and time-management skills are necessary along with strong computer skills and excellent written and verbal communication skills. The candidate must be a practicing Catholic in full communion with the church. Please send cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

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