



Memo

Date: April 26, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Clare of Assisi Catholic Church in Acworth is looking to hire a part-time **bookkeeper**. The candidate will be responsible for managing the financial resources of the parish. The job will include managing all of the accounting functions of the church to ensure the accuracy and integrity of the books. Interested candidates, please send a cover letter and resume to Father Tim Nadolski at frtim@stclarecc.org.

St. Clare of Assisi Catholic Church in Acworth is looking to hire a full-time **office manager**. This position is responsible for managing office operations and procedures in order to ensure effectiveness and efficiency of the parish. Some of the duties include: office record keeping, overseeing staff members and volunteers, and coordinating the use of the parish. Interested candidates, please send a cover letter and resume to Father Tim Nadolski at frtim@stclarecc.org.

Our Lady of Perpetual Help Parish, in Carrollton, a multicultural parish of 1,100 households, is seeking an energetic **youth minister** to lead an active youth ministry program for high school youth grades 9-12 including confirmation. Applicant should be a practicing Catholic and possess a love for and knowledge of the Catholic faith. Professional work ethic and excellent communication skills, both written and verbal, are essential. Bilingual in Spanish preferred, but not required. Prior youth-ministry experience helpful. This position is part-time, 20 hours. A full job description is on the Youth Ministry page at www.olphcc.org. Please send a cover letter with resume and three references to pastor@olphcc.org by **Sunday, May 30**.

Saint John Neumann Church Preschool is accepting applications for experienced part-time (four or five days weekly) **preschool teachers** (lead) and **substitute teachers** for the 2021-2022 school year. The preschool provides a warm, loving environment for children aged three years to Pre-K. Successful applicants need to be reliable; be committed to learn and grow as an early childhood educator; possess creativity; have a positive, nurturing attitude toward children; enjoy participating in the development of young children; and be an exceptional team member. Bilingual (Spanish-English) a plus. To apply, please email resume highlighting work or volunteer experience with preschool age children to Maria Trotter, Preschool Director, at maria.trotter@sjnlilburn.com.

The Archdiocese of Atlanta's Office of Catholic Schools has an immediate opening for a part-time (up to 28 hours per week) **administrative assistant** to the school psychologist. This position is responsible for supporting the school psychologist in the scheduling of students for psychoeducational assessment. Qualified candidates will possess the following: high school diploma or GED; prior work experience in education and working with the public through electronic and print communications; excellent computer skills with a strong working knowledge of Microsoft Office Products (Word, Excel and Outlook); able to utilize Voice to Text Software for transcribing and formatting reports; excellent written and verbal communications skills; strong organizational skills with an ability to multi-task. Must be a self-starter. Interested candidates should respond in writing by forwarding a cover letter (with salary requirements) and resume to catholicjobs@archatl.com. **No phone calls please.**

St. Mary Magdalene Catholic Church in Newnan has an opening for a full-time **maintenance director**. Primary responsibilities are the preventive, routine and emergency maintenance and care of the church's buildings and property, including HVAC, plumbing, electrical, irrigation and grounds, along with the general campus upkeep. Candidate should have the expertise to perform routine repairs. Knowledge of standard practices, materials, tools and terminology of building trades required. Will supervise maintenance employees and direct outside contractors. The Maintenance Director will work standard daily business hours but must be available 24/7 for emergencies. Willingness and flexibility to work off-hours when needed. Please send cover letter and email to Diane Jones at djones@smmcatholic.org. **No phone calls please.**

Life Teen Atlanta is looking for a full-time **web developer** who is passionate about both web technology and the mission of Life Teen. One part geek and one part missionary, this person will serve on the web team, a small group of disciples, focused on using technology to help all the teams within the organization achieve our goal of leading teens closer to Christ. The individual that is going to succeed as web developer is detail-oriented, collaborative, joyful and humble. They are enthusiastic about the nitty-gritty details, like HTML syntax and CSS specificity. They probably have a favorite text editor – and a favorite Javascript framework. But they're also excited about the ways we can

use these technologies to empower parishes and reach more teenagers. Some of the responsibilities of the web developer include building and maintaining source code for websites and mobile apps; consult with the design team regarding visuals; optimize visuals and user interfaces on websites and apps; Beta test new features on websites and apps; provide quality assurance for websites and apps; manage web content; assist with customer support for web issues; accomplish related results as needed. The right candidate has excellent communication, organizational, time management and problem-solving skills. Proficiency in modern HTML, CSS and Javascript standards, including responsive design. Familiarity with web languages and tools such as PHP, Python, Node.js and SQL. Proficiency in version control tools such as Git. Proficiency in CSS preprocessor tools such as Sass/SCSS. Proficiency on Mac computer systems and in Microsoft Office or equivalent. If you think God is calling you to be the Web Developer at Life Teen, please send a cover letter, resume and portfolio (if you have one) to droberts@lifeteen.com with the subject line "Web Developer."

Holy Spirit Preparatory School seeks a highly qualified, enthusiastic and motivated individual to join as a lower school **office manager** for the 2021-2022 school year. Candidates must be passionate, orthodox Catholics in full communion with the Holy Catholic Church. The lower school front office manager is responsible for maintaining daily announcements, student, faculty and visitor attendance, purchase orders for faculty and administration. In addition, this position is the first line of communication for internal and external inquiries via phone, in person or email. All communication should be conducted in a positive, helpful manner that is consistent with the philosophy, mission, values and goals of Holy Spirit Preparatory School. Please click here to apply <https://holyspiritprep.bamboohr.com/jobs/>.

Christ the King Catholic School, a K-8 archdiocesan parish school located in the Buckhead community of Atlanta, seeks a full-time twelve month **business manager** for the 2021-2022 school year. CKS is a three-time National Blue Ribbon School of Excellence and offers a competitive benefits package. Responsibilities include all financial functions of the school including payroll processing, general ledger maintenance, preparing financial statements and reports, accounts payable, billing and collecting tuition, tuition assistance, annual budgeting, financial audits, etc. Qualified candidates will possess a bachelor's degree in accounting or finance, two to five years of accounting experience and a working knowledge of accounting systems and MS Excel. In addition, the applicant is expected to meet mandatory deadlines, be detail oriented, have excellent organizational skills and maintain the highest level of confidentiality. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Application is available via website at www.christking.org. Application and resume should be emailed to mbryan@christking.org.

Divine Redeemer School in Hanahan, SC, is searching for a dynamic leader to join their exceptional school community as **principal**. The successful candidate must be a practicing Catholic in good standing with the Catholic Church who will continue the tradition of high academic achievement as well as provide essential leadership in maintaining a vigorous Catholic environment. The new principal must also be capable of blending the school's rich traditions with new and innovative ideas and to capitalize on the overwhelming parental support that is present within this vibrant parish community. Additional requirements include: 1) a master's (or higher) degree in education, school administration and/or related field, and 2) a minimum of five years of teaching with administrative and leadership experience. Please submit both a cover letter and a resume that includes references and salary requirements by Friday, April 30, to principalcandidate@charlestdiocese.org. For more information, please visit the school website at www.dracs.co.

St. Michael Catholic School, a thriving PK3-6 school in the Diocese of Charleston, SC, is searching for a dynamic leader to join their exceptional school community as **principal**. As a part of a vibrant parish and with overwhelming parental support, candidates should be able to blend our rich traditions with new and innovative ideas. The school and parish are located in Murrells Inlet, SC, which is in close proximity to Myrtle Beach. The successful candidate must be a practicing Catholic in good standing with the Catholic Church who will continue the tradition of high academic achievement and provide essential leadership in maintaining a vigorous Catholic environment. Additional requirements include a master's (or higher) degree in education, school administration and/or related field; and a minimum of five years of teaching with administrative and leadership experience. Please submit cover letter and resume with references and salary requirements by Friday, May 7, to principalcandidate@charlestdiocese.org. For more information, please visit our website at <https://www.saintmichaelsc.com/>.

Our Lady of the Assumption Catholic School, a PK-8 twice-recognized National Blue-Ribbon School of Excellence, in Brookhaven, is accepting applications for a certified **elementary school Spanish teacher** for the 2021-2022 school year. The responsibilities include teaching Spanish to PK-5th grade students. Teacher certification required. This is a full-time position and offers a competitive salary with excellent benefits. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Lisa Cordell, Principal, at lcordell@olaschool.org. **No phone calls please.**

Our Lady of the Assumption Catholic School, a PK-8 twice-recognized National Blue-Ribbon School of Excellence, in Brookhaven, is accepting applications for a part-time **school nurse** for the 2021-2022 school year. This position is three days per week and requires a current RN license. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and

resume to Lisa Cordell, Principal, at lcordell@olaschool.org. **No phone calls please.**

Our Lady of the Assumption Catholic School, a PK-8 twice-recognized National Blue-Ribbon School of Excellence, in Brookhaven, is accepting applications for **teacher assistants** for the 2021-2022 school year. Applicants should enjoy working with children. Prior experience in a school setting preferred. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Lisa Cordell, Principal, at lcordell@olaschool.org. **No phone calls please.**

St. Patrick's Catholic Church has an immediate opening for a part-time **bilingual accountant**. The church accountant collaborates with the pastor in managing all financial and administrative functions, including, but not limited to: performing monthly bank reconciliations; preparing financial statements; processing payroll updates; preparing and managing the parish budget; maintaining the general ledger accounting for major diocesan projects; managing weekly collection counting, etc. Qualified candidates will possess the following: college degree in accounting or a related field; five to 10 years of accounting experience; strong computer skills with a strong working knowledge of Microsoft Office Software (Word, Excel, and Outlook); excellent written and verbal communications skills; bilingual (English and Spanish). Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to Chancery Office of Human Resources: catholicjobs@archatl.com. **No phone calls please.**

St. Catherine of Siena School, located in Kennesaw, is seeking a full time **STEM/technology teacher** and a part-time **guidance counselor**. Successful candidates should have a bachelor's degree or higher and teacher certification. St. Catherine of Siena offers a competitive salary and benefits in a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should forward a resume, references and cover letter to Kelly Wood, Principal, at kwood@scsiena.org.

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