



Memo

Date: December 10, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a **director of Campus Ministry** who is responsible for the overall liturgical and pastoral activities that support the school's Catholic and Jesuit identity. This includes liturgical and sacramental responsibilities, retreats, overnight student programming, coordinating other day-today activities and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@cristoreyatlanta.org. For full job description visit our website at www.cristoreyatlanta.org.

The Office of Finance of the Archdiocese of Atlanta has an immediate need for a **bilingual internal auditor with intermediate Spanish language fluency**. As internal auditors are compensated on a "per project" basis and perform work independently, these individuals are classified as independent contractors. Internal auditors evaluate the controls against established diocesan financial policies, procedures and practices; as well as relevant state and federal laws, perform standardized testing of various areas, such as governance, banking, cash receipts, disbursements and payroll; observe the weekly offertory count process and access the status of IT controls using audit program provided; prepare reports on findings and make recommendations to strengthen internal controls and compliance; evaluate actions taken after final report is issued; lead audit follow-up meeting, etc. To provide these services, contract auditors are expected to possess the necessary skills, education and experience, some of which include: Bachelor's degree in accounting, finance or a related field; CPA or MBA preferred; minimum three years of experience in accounting and auditing or related field; excellent communication, relationship and writing skills. Please respond by submitting a contractor/candidate profile

or resume to: Chancery/Office of Human Resources; catholicjobs@archatl.com.
No phone calls, please.

St. Pius X Catholic High School is seeking a qualified full-time **math teacher** to begin work in January 2025 teaching geometry and foundations of algebra. Candidates must possess a bachelor's degree or higher in mathematics or mathematics education. Proven ability to teach students of varying abilities effectively. Strong interpersonal skills to collaborate with students, parents and colleagues. A commitment to meeting deadlines and adhering to school norms. Support and dedication to the school's Catholic identity and mission. This is a full-time position that runs through May 2025, with the potential for renewal and long-term career growth. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please submit a cover letter detailing your relevant experience, a comprehensive resume and references to mfree@spx.org. Kindly use "Math Teacher Application" as the subject line. Applications will be accepted until December 23, 2024.

St. Pius X Catholic High School is seeking a skilled **study support specialist** to join our dedicated Study Support Department in January 2025. This role focuses on helping students with acute learning needs, particularly those requiring math skill-building, to achieve academic success in a supportive and personalized learning environment. Ideal candidates will possess a degree in Special Education or a related field (or equivalent experience); experience working with students with learning differences such as dyslexia, dysgraphia and other processing challenges; strong ability to support students with math deficiencies, fostering their confidence and growth in foundational math skills. Excellent communication and collaboration skills to work with students, parents and colleagues, and a commitment to supporting the school's Catholic identity and mission. This is a full-time position starting in January 2025, with the opportunity to grow within the Study Support Department as a valued member of our faculty. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please submit a cover letter with your relevant experience, a detailed resume and references to mfree@spx.org. Kindly, use "Study Support Application" as the subject line. Applications will be accepted until December 23, 2024.

Immaculate Heart of Mary (IHM) School, conveniently located near I-85 in northeast Atlanta, is seeking a **technology/STEM teacher** to begin January 6, 2025. This position instructs all students in grades PK-8 using a wide range of technologies and creates innovating STEM-based learning experiences for students. Instruction may include typing skills, Google Suite for Education,

beginner coding, robotics, podcasting, video editing, beginner Python and game design, beginner HTML and web design, 3D printing as well as other applications. Teacher will deliver STEM-oriented instruction through project-based learning methods. A bachelor's degree in education and a working knowledge of technological applications required. Interested candidates should send resume to Laura Cichanski, principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email lcichanski@ihmschool.org. IHM School offers a very competitive salary and benefits package as well as a faith-based, family-oriented working environment. IHM is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

The Archdiocese of Atlanta, in collaboration with the Diocese of Savannah, has an immediate opening for an **executive director of the Georgia Catholic Conference** (GCC). The GCC witnesses to spiritual values in public affairs and provides an agency for corporate Catholic service to the statewide community. Under the direction of the Catholic bishops of Georgia, the executive director for the conference promotes public policy positions related to Georgia governmental programs, legislation and policies which affect the common good and interest of the Catholic Church. The GCC works at the appropriate level of government for legislation and regulations that reflect the Gospel message of respecting human life and promoting the common good. Requirements include - Law degree is required; graduate degree in theology, public policy or related fields is preferred; must possess experience in public policy, lobbying or a related field. Qualified candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and resume sent to catholicjobs@archatl.com.

Queen of Angels Catholic School located in Roswell, is seeking a full-time **technologist** to start January 6. Applicants should have knowledge of the management systems for Google educational suite, Apple iPads, basic knowledge and experience with various hardware platforms/software troubleshooting, understanding of networking and experience in teaching/presenting technology use/applications and staff development. Interested candidates should submit a cover letter and resume to Dr. Jamie Arthur, jarthur@qaschool.org.

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