



Memo

Date: December 16, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a full-time **PreK-4 teacher** for the 2025-2026 school year. The school is seeking a passionate educator who will promote the mission of the school and will successfully integrate into the community. Holy Redeemer serves students in grades PreK 4-8. Applicants should possess certification in Early Childhood level teaching and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letters and resumes may be submitted via email to Mrs. Jill Rice, principal, at jrice@hrcatholicsschool.org.

St. Mary's Academy, an archdiocesan PK-12 school in Fayetteville, is seeking a **high school math teacher** for the 2025-2026 school year. Qualified candidates should possess a minimum of a bachelor's degree. Georgia teacher certification preferred. Please send a cover letter and resume to JoAnn McPherson, principal, St. Mary's Academy, at jam@smaschool.org. **No phone calls, please.**

St. Mary's Academy is seeking a proven fundraiser and grant writer to work with the school's administration as a part-time **advancement coordinator**. The advancement coordinator is charged with creating a culture of philanthropy, focused on the Annual Fund, grant writing, marketing the school's message to the surrounding community and other fundraising initiatives. Strong oral and written communication skills, organizational abilities and a willingness to collaborate are essential qualities. Exceptional interpersonal skills and the ability to develop relationships of hospitality, trust and confidentiality are critical. At least three years of relevant experience and a related degree are desirable. St. Mary's Academy offers a competitive salary and

benefits package. Please send a resume and letter of interest to JoAnn McPherson at jam@smaschool.org.

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