



# Memo

**Date:** December 23, 2024  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**The Office for Priest Personnel of the Archdiocese of Atlanta** has an immediate opening for a full-time administrative assistant. The administrative assistant provides general administrative support to the auxiliary bishops' office and the executive assistant. Qualified candidates are those who possess the following: high school diploma/GED; two to three years of related work experience; strong computer skills with a strong working knowledge of Microsoft Office (Word, Excel and Outlook); practicing Catholic with knowledge of the Catholic Church; and excellent organizational, time management and customer service skills. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: The Office of Human Resources; [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**Pinecrest Academy** is seeking a **middle school math teacher** for the 2025 – 2026 academic year. Candidates must have a degree in mathematics and be prepared to assist in athletic and co-curricular activities. An advanced educational degree and certification are desired. This is a full-time 40 hours a week, 42-weeks-a-year position and offers a competitive salary and benefits. This position creates and maintains an effective learning environment for their students. The ideal candidate knows, assimilates, and fully practices the ideals, principles and teaching methodology of integral formation. Candidates must work professionally and with a spirit of initiative, creating an environment of confidence and respect, while fostering a love for truth and learning. Pinecrest Academy seeks motivated faculty and staff who are committed to implementing our educational philosophy of Integral Formation,<sup>®</sup> developing the human, intellectual, spiritual and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. For more details and a complete job description, please visit Pinecrest Academy'

website: <https://www.pinecrestacademy.org/about/careers>.

**Notre Dame Academy** is looking for resumes for lower school, middle school and upper school experienced **teachers**. Please send resumes to [employment@ndacademy.org](mailto:employment@ndacademy.org).

**The Office for Mission Advancement** has an immediate opening for a part-time **gift officer**. Reporting to the Chief Advancement Officer, the gift officer is responsible for collaborating with the leadership team to use fundraising knowledge to identify, develop and cultivate existing and new revenue streams to increase the donor base and drive revenue potential to accomplish the Office of Mission Advancement distribution goals and to advance the mission of the Life of the Church. This position is responsible for increasing awareness of the brand, projects and program offerings to a broad range of supporters. Requirements include the following: bachelor's degree in a relevant field; five years of proven fundraising experience; proficiency in database management and Microsoft Office Suite. Candidates must have a demonstrated ability to secure gifts of all sizes including major gifts (\$10k or more). Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Attention to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

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