



# Memo

**Date:** May 31, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Holy Family Catholic Church** in Marietta, is seeking a **youth minister** to lead a youth ministry program for high school students, grades nine-12 including confirmation. We will consider candidates who are seeking either part-time or full-time employment. Applicants should be practicing Catholics with a strong knowledge of the Catholic faith, excellent organizational and communication skills, and a willingness to work in a team environment. Bilingual in English and Spanish is preferred. Please send a cover letter and resume to Kathleen Daigle at [kdaigle@holyfamilycc.org](mailto:kdaigle@holyfamilycc.org).

**Ignatius House Jesuit Retreat Center**, located at 6700 Riverside Dr. NW, Atlanta, seeks to urgently fill three open positions, a part-time **kitchen assistant** to help prepare guest meals, a part-time **groundskeeper** to assist maintenance needs, and a part-time **housekeeping assistant**. Transportation assistance may be available. We welcome referrals from parishes and St. Vincent de Paul conferences as they encounter individuals who are seeking work. We also seek front desk volunteers. Contact Robert Holsten, director of operations at [rholsten@ignatiushouse.org](mailto:rholsten@ignatiushouse.org) or 404-255-0503 x228.

**St. Lawrence Catholic Church**, in Lawrenceville, is seeking a part-time **coordinator of elementary faith formation**. This position reports to the Pastor and is responsible for coordinating all facets of religious education, kindergarten to grade five. This includes coordinating volunteer catechists, implementing assigned faith formation curriculum and overseeing sacramental preparation for first reconciliation and Eucharist. Position requires excellent interpersonal, communication and organizational skills. Qualified candidate must be an energetic practicing Catholic in good standing, fully committed to the teachings of the Catholic Church. Other qualifications include proficiency

in Microsoft Office, audio and video production experience, knowledge of MediaShout presentation software and flexible schedule, with ability to work on weekends. Bachelor's degree and two-three years elementary education experience (paid or volunteer) required. Bilingual a plus. To apply, please email your resume and salary requirements to Carol Ranft at [cranft@saintlaw.org](mailto:cranft@saintlaw.org). **No phone calls, please.**

**Blessed Trinity Catholic High School** has an opening for a full- time hourly with full benefits **maintenance employee**. You will inspect different equipment and perform any basic repairs or preventative maintenance when required. To do well in this role, you should have previous experience in maintenance, be highly skilled with various hand and power tools, and be able to read blueprints and repair manuals. Occasional overtime work on weekends. This position reports to the maintenance supervisor. Interested candidates can send cover letter, resume and three current references to Mrs. Nancy-Jane DiPrima, principal's assistant, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attach as a Word document, Google doc, or PDF to [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**Blessed Trinity Catholic High School** is seeking a **learning specialist/academic support teacher** for the 2021-2022 school year, preferably with a strong high school math background. Candidates should have experience with providing academic and organizational support to high school students, be well versed in the impact of learning differences on the academic success of students and have the ability to work successfully with students with a variety of learning differences. Bachelor's degree with certification in the field of specialized education and/or math required, master's degree preferred. Blessed Trinity is approved as a drug-free workplace environment. Send letter and resume to: Mrs. Nancy-Jane DiPrima, principal's assistant, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attach as a Word document, Google doc, or PDF to [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**St. Lawrence Catholic Church**, in Lawrenceville, is seeking a part-time **coordinator of elementary faith formation**. This position reports to the Pastor and is responsible for coordinating all facets of religious education kindergarten to grade five. This includes coordinating volunteer catechists, implementing assigned faith formation curriculum and overseeing sacramental preparation for first reconciliation and Eucharist. Position requires excellent interpersonal, communication and organizational skills. Qualified candidate must be an energetic practicing Catholic in good standing, fully committed to the teachings of the Catholic Church. Other qualifications include proficiency in Microsoft Office, audio and video production experience, knowledge of MediaShout presentation software and flexible schedule, with ability to work on weekends. Bachelor's degree and two-three years elementary education experience (paid or volunteer) required. Bilingual a plus. To apply, please email your resume and salary requirements to Carol Ranft at [cranft@saintlaw.org](mailto:cranft@saintlaw.org). **No phone calls, please.**

**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of a **science teacher** for the 2021-2022 school year with preferred teaching experience in biology and/or chemistry. Qualified candidates must have a bachelor's degree or master's degree in biology or chemistry and a current renewable teaching certificate. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. The desired candidate must be willing to teach a variety of subjects and be open to involvement in extracurricular activities. 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 apply via email with a cover letter and a detailed resume to Mrs. Marsha Free, executive assistant to the Principal at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls, please.**

**Our Lady of Mercy Catholic High School** has an opening for a part-time **front desk receptionist**. We seek candidates who support our mission and are culturally competent and responsive. The successful candidate should be organized, professional and dependable. The ability to speak and understand Spanish is highly desired. This position is first point of contact for our school and must possess a warm and friendly demeanor, while upholding safety measures and security protocols. Responsibilities include, but are not limited to greeting, welcoming, screening and directing visitors appropriately; maintaining student attendance and substitute teacher log; handling of daily mail; ordering supplies; maintaining student files and managing the Mercy used uniform store. The Receptionist reports to and works closely with the Assistant Principal and the Principal. Please send resumes and cover letter to [jam@mercyatholic.org](mailto:jam@mercyatholic.org).

**St. Thomas Aquinas Catholic Church** has an immediate opening for a part-time **family faith formation coordinator**. This position involves implementing family-focused faith formation programs. There are two family-focused formation models offered. The candidate must be a team player and have strong organizational, administrative and communication skills. An ideal candidate will have experience in family-focused programs, virtual teaching and catechist certification. This ministry calls for collaboration with various activities and ministries within the faith formation department and parish. Please visit [www.sta.org](http://www.sta.org) for the full job description, qualifications and details. All resumes should be sent to [resumes@sta.org](mailto:resumes@sta.org).

**St. Thomas Aquinas Catholic Church** has an immediate opening for a part-time **family faith formation assistant**. This position supports the family-focused faith formation program. The candidate must be a team player and have strong organizational, administrative and communication skills. An ideal family faith formation assistant will have experience with Microsoft Office, Parish Soft and virtual tools. Please visit [www.sta.org](http://www.sta.org) for the full job

description, qualifications and details. All resumes should be sent to [resumes@Sta.org](mailto:resumes@Sta.org).

**St. Thomas Aquinas Catholic Church** has an immediate opening for a part-time **pastoral executive assistant**. This position reports directly to the Pastor and a key position in the day-to-day service to the parish. The primary job responsibilities will include but are not limited to assisting the Pastor in all matters and resolving such matters as scheduling his appointments, typing liturgy schedules, coordinating meetings, screening/handling phone calls to the pastoral offices, and be a liaison between the pastor, parish and staff. The position requirements include but are not limited to strong working knowledge of the Catholic Church and Catholic teachings, proficiency in Microsoft Office, Parish Soft (ability to be trained), excellent verbal and written communications both in English and Spanish. Please visit [www.sta.org](http://www.sta.org) for a full job description. All interested candidates should send resumes to [resumes@sta.org](mailto:resumes@sta.org).

**St. Thomas Aquinas Catholic Church** has an immediate opening for full-time **youth minister**. This position will develop and coordinate parish-based youth programs for middle school youth, a high school youth, and design and implement programs for confirmation candidates. The formation includes catechetical, spiritual, service and social elements. The candidate must be a team player and have strong organizational, administrative, communication and recruitment skills. An ideal youth minister will have experience in conducting retreats for teens and training for youth leaders. This ministry calls for collaboration with various activities and ministries within the faith formation department and parish. Please visit [www.sta.org](http://www.sta.org) for the full job description, qualifications and details. All resumes should be sent to [resumes@Sta.org](mailto:resumes@Sta.org).

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