



Memo

Date: June 21, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

Cathedral of Christ the King, in Atlanta, is seeking a full-time **associate director of middle school ministry**. This youth minister will be responsible for building on the existing parish-based pastoral ministry that reaches out to 6th, 7th and 8th grade school students with the end goal of helping these teens grow as intentional disciples of Jesus Christ. The candidate is someone with a strong Catholic faith, a passion for forming teens, and who can creatively and energetically grow a ministry for youth. He/she should be able to work as a team player within the youth ministry department, communicate effectively with teens and parents in the parish; be proficient with social media and technology; have excellent leadership skills; be well organized; have good verbal and written communication skills; and be able to coordinate and work in partnership with other adults and parents in the parish. A degree or certificate or pursuit thereof, in theology, religious education, youth ministry or a similar field is desired. Prior experience with reference letters is a must. Please forward a letter of interest and resume to kmccormick@ctking.com.

Our Lady of the Assumption Catholic School (OLA), a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for a **certified fourth-grade teacher** for the 2021-2022 school year. 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.**

Holy Cross Catholic Church in Tucker, has an immediate opening for a part-time or full-time **director of Faith Formation**. This position is responsible for

all levels of faith formation, including but not limited to, recruiting and training volunteer catechists for graded 6-12 and supervising the Coordinator for Elementary Faith Formation and all sacramental preparation programs. Qualified candidate must be a practicing Catholic and articulate in Catholic teachings; bilingual (English/Spanish would be an asset but not necessary); proficient in technology, Microsoft Office programs and a willingness to learn church software; possess interpersonal, organizational and communication skills; and work well within the Holy Cross community and staff. This position reports directly to the pastor and requires a flexible schedule that includes working some weekends and evenings to support year-round programming. A degree in education or theology with three years of experience is preferred. Please email cover letter and resume to ftanzosch@holycrossatlanta.org.

St. Joseph Catholic School, a National School of Excellence, is accepting applications for a certified **Spanish teacher** for the 2021-2022 school year. This position is a part-time position and offers a competitive salary. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in teaching in a faith-based community setting, please send a cover letter and your resume to St. Joseph Catholic School, attention Dr. Patricia Allen, 81 Lacy Street, Marietta, GA, 30060. You may also email your information to pallen@stjosephschool.org.

Saint Jude the Apostle Catholic School is seeking a **learning specialist/academic support teacher** for the 2021-2022 school year, preferably with strong middle school background. Candidates should have experience with providing academic and organizational support to 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 special education required, master's degree preferred. Saint Jude School is approved as a drug-free workplace environment. Send letter and resume to pchilds@saintjude.net.

Saint Jude the Apostle Catholic School is seeking a **middle school math teacher** for the 2021-2022 school year with preferred teaching experience in Algebra. Qualified candidates must have a bachelor's degree and current teacher certification in math. 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. Please apply via email to pchilds@saintjude.net.

Saint Jude the Apostle Catholic School is accepting applications for a **middle school literature-language arts teacher** for the 2021-2022 school year. Qualified candidates must have a bachelor's degree in English or Middle Grades English/Language Arts with current teacher certification. 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. Saint Jude School offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send resume via email to pchilds@saintjude.net.

Blessed Trinity Catholic High School and St. Peter Chanel Catholic Church have an opening for **TWO** part-time **security employees** starting August 1st. Job duties include overseeing and supervising all aspects of security of school and church buildings and grounds. This includes but is not limited to patrolling campus, checking visitors and guests, traffic control and other duties. Must have strong interpersonal skills. This is a 10-month (August-May) hourly position with no benefits. Position is Monday-Friday with occasional additional hours on nights/weekends. Security employees report directly to the Blessed Trinity administration and Mr. David Dahm at St. Peter Chanel Catholic Church. Previous security or police/military experience is preferred. Please send a letter of interest and resume with three recent professional references to Mrs. Nancy-Jane DiPrima, principal's assistant, at Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attach a Word document, Google doc, or PDF to resumes@btcatholic.org. **No phone calls, please.**

St. John the Evangelist School (SJE), a three-time National Blue Ribbon School of Excellence, seeks a **STEM/technology teacher** for the 21-22 school year. SJE 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. Candidates interested in working in a Christ-centered and family-like environment may submit a resume and cover letter to Bernadette Boisis, principal, at bboisis@sjecs.net.

St. John the Evangelist School, a three-time National Blue Ribbon School of Excellence, seeks a part-time **school nurse** for the 21-22 school year. Candidates interested in working in a Christ-centered and family-like environment may submit a resume and cover letter to Bernadette Boisis, principal, at bboisis@sjecs.net.

St. Pius X Catholic High School has an immediate opening for an **assistant director of IT** specializing in Student Information Systems & Data Integrity. Qualified candidates should have a bachelor's degree preferably with a concentration in business, education and/or technology. The ideal candidate must have demonstrated experience administering another student information systems or other database systems, which includes importing/exporting data, building value-added reports, determining system enhancements, handling scheduling, working with relational databases, writing SQL queries, managing system customizations, custom field migration, database extensions and training users. Experience in Powerschool is preferred. Proficiency in the utilization of the Microsoft Office suite, particularly Excel, is preferred. Other

required skills include problem-solving and analyzing data. Will work closely with the Dean of Academics & Registrar to handle yearly processes, such as setting-up new academic year, creating the master schedule, running end-of-year processes and ensuring that the school's grading policies and practices are followed. 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. **No phone calls, please.**

Cristo Rey Atlanta Jesuit High School has an immediate opening for a **finance assistant**. Please visit our website at <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff> for a complete job description. Send cover letters and resumes to hr@cristoreyatlanta.org.

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