

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: June 28, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

St. Pius X Catholic High School seeks a highly qualified individual for the **Dean of Academics**. This position provides leadership, which is consistent with the mission of St. Pius X to the total academic program of the school including all academic and curricular concerns, registration & scheduling, academic grades & records, teacher recruitment and hiring, and all graduation activities. The Dean of Academics reports directly to the principal. The successful candidate will have the following qualifications: be an active and practicing Catholic; certified educator (or eligible to be certified in the state of Georgia) with a minimum requirement of a master's degree in administration/leadership; five years successful teaching experience-preferably in a Catholic school; training & experience in teacher & curriculum evaluation including PSAT, SAT, A.P., and ACT testing; ability to multi-task; effective communication skills; and people-oriented with a strong sense of professionalism. Experience with PowerSchool & PowerSchool Learning is a plus. St. Pius X Catholic High School offers a drug-free environment & is in full compliance with federal statutes for non-discrimination in its employment. Interested and qualified individuals should send a letter of interest and a resume to Marsha Free, Executive Assistant to the Principal, via email at Mfree@spx.org. **Deadline: 6/30/21**

Sts. Peter and Paul Parish, in Decatur, is looking for a part-time **music director**. This position reports directly to the Pastor and is responsible for directing, coordinating and/or performing music for parish liturgies and other designated celebrations, as well as developing the choir program. The position will involve directing music at three weekly services (Saturday, 5pm; Sunday, 8:30am; and Sunday, 11:30am) as well as a weekly choir rehearsal (Wednesday, 6pm-9pm) and additional holy day services. Sts. Peter and Paul is

a Black Catholic parish with a tradition of predominately gospel music, along with an eclectic mix of other traditional and contemporary church music. Some of the responsibilities for this position are the selection, rehearsal and performance of music for three-six weekly church services, two-four weekly rehearsals and annual concert; leadership of 10-30 volunteer vocalists and instrumentalists per week, including a wide range of ages and abilities; the creation of weekly projected slideshow: typography, design & layout, associated images and live triggering of slides; recording & distribution of weekly choir harmonies and practice tracks, providing rehearsal materials for music at all services; oversight of sound system design & setup. The right candidate will communicate effectively, verbal and written; teach and instruct others; prioritize and plan; read and learn new music to develop the choir's repertoire; and have three or more years' experience in parish music ministry, knowledge and understanding of Roman Catholic liturgy and vocal and instrumental skills, particularly piano or organ. Please send resumes to Fr. Bryan Small at frbryan@stspandp.com.

St. John Neumann Regional Catholic School has an immediate opening for a full-time energetic, conscientious and forward thinking **maintenance supervisor**. Evidence of building maintenance experience in a school or business setting required, computer literate and college degree preferred. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, jbroom@sjnracs.org.

St. Andrew Catholic Church, in Roswell, has an immediate part-time (24-28 hours per week) or full-time (for the right candidate) position for a **lay parish administrator**. This position is responsible for several employees, accounting, safe environment and HR processes. Oversight of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. The Lay Parish Administrator oversees the Director of Facilities, Bookkeeper and admin staff. Experience in a pastoral environment, specifically in administration, is a plus. Please send letters of interest (with compensation requirements) and resume to Marquita Richburg at mrichburg@archatl.com. **No phone calls please.**

St. Ann Catholic Church, in Marietta, has an immediate opening for a full-time **controller**. This position is accountable and responsible for parish financial assets/records by establishing procedures/policies, accounting operations and reporting systems, so that assets are properly managed and disbursements are made as required. Also creates periodic financial reports to ensure adequate system of accounting records, as well as a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the parish's reported financial results and ensures that reported results comply with accepted accounting principles and those established by the Archdiocese of Atlanta/audit guidelines. The controller is the point-of-contact for all financial institutions and for inquiries including those made by the archdiocese. Reports to the Parish Administrator/CAO. Participation in evening

and weekend hours may be required. The right candidate should have three-five years of experience in accounting and managing/supervising a team. A bachelor's degree in accounting, finance or CPA is preferred, as well as strong process management skills and the capability to independently manage multiple projects. The position is graded M5 in the NACPA (National Association of Church Personnel Administrators) salary guidelines. For details or to submit a resume, please contact Linda Field, director of Human Resources, at lfield@st-ann.org.

The Quest Atlanta is looking for a **programming/production manager** who is a key role at our mission-based radio station. If you are a practicing Catholic with five years of programming and production experience, and you want to put your gifts to work, we may be the right place for you. The Programming/Production Manager is responsible for all facets of studio operations including programming, social media communications and entity partnerships. The right candidate must have a lifestyle in accordance with the teachings and beliefs of the Catholic Church, according to the Catechism of the Catholic Church; firm commitment to the mission of The Quest and its identity as a Catholic ministry; knowledge of the Catholic faith and a willingness to defend, explain and promote program content; strong interpersonal, planning, technology, organizational and time management skills; hands-on experience in radio/media operations and audio production; excellent oral and written communication skills. A degree or experience in communication or business administration preferred but not required. A minimum of five years of media experience required. For a summary of job responsibilities, go to TheQuestAtlanta.com/careers and submit your resume to Carol@TheQuestAtlanta.com.

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