



# Memo

**Date:** July 5, 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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**St. Catherine of Siena Catholic School** has an opening for a **business manager**. The business manager collaborates with the principal in managing all financial and administrative functions, including, but not limited to: performing monthly bank reconciliations; preparing financial statements; processing payroll updates; preparing and managing the school budget; maintaining tuition accounts; etc. Qualified candidates need a bachelor's degree in accounting or a related field; five to 10 years of accounting experience; strong computer skills and excellent written and verbal communication skills. St. Catherine of Siena offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please email references, resume and cover letter to Kelly Wood, principal, at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com).

**Our Lady of the Assumption Preschool**, in Brookhaven, is hiring qualified part-time **teachers** for the 2021-2022 school year. Qualified applicants should have experience, a love of young children, respect for faith formation and be able to meet the physical demands of working with young children. If you are interested in working in a loving community with competitive wages, please contact Debbie Kehoe at [dkehoe@olachurch.org](mailto:dkehoe@olachurch.org).

**St. Luke the Evangelist**, in Dahlonge, is looking for a part-time **organist** for the Mass at 10:45 a.m. on Sundays. Currently, we are using the ICEL Mass settings, antiphons, psalms and hymns from the Vatican II Hymnal. The organist must be able to learn the simple propers, play pedals and be able to work with a cantor and a small choir. The organ is a two manual Allen Grand Master Series. It has an AGO pedalboard, and there's no crescendo pedal, it has both Great and Swell boxes. It has four memory levels and five generals on

each. The opening would be in August 2021. While we have not had a choir due to the health crisis, we hope to form the choir again. For more information, please contact the pastor, Fr. Matt Dalrymple, at [mdalrymple@stlukercc.org](mailto:mdalrymple@stlukercc.org).

**Our Lady of the Assumption Catholic Church**, located in Brookhaven, seeks a part-time (10 hours per week) **worship leader** to organize and play music for our Sunday 5:30 p.m. Life Teen Mass. Responsibilities include selecting and planning liturgically appropriate music, creating song sheets, pulling together the necessary sheet music and chord charts, rehearsing and ultimately leading worship at Mass. We are seeking someone who can play and sing on their own, but will coordinate a band consisting of other instrumentalists and singers. Using contemporary worship music that is appropriate to the liturgy, our hope is to find a musician who has a heart for worship and leads others to lift their hearts and minds to God during the Mass through music. Additional responsibilities may include leading worship at the occasional Life Teen Night or weekend retreat. Qualified candidates will possess the following: must be a practicing Catholic with a strong understanding of the Catholic Mass; ability to utilize and operate Microsoft Word and other basic computer programs; ability to sing and play piano/guitar simultaneously; experience leading worship during the Catholic Mass; strong knowledge of a wide range of music, including contemporary worship music, hymns and Catholic contemporary music; and a comprehensive understanding of the Catholic liturgy. Interested candidates should submit a cover letter and resume to Benny Strozier, [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org).

**St. John Neumann Catholic Church**, in Lilburn, has an opening for a full-time **facilities manager**. Primary responsibilities are the preventive, routine and emergency maintenance and care of the church's buildings and property, including HVAC, plumbing, electrical and grounds, along with the campus's general upkeep. Candidate should have the expertise to perform routine repairs. Must have the ability to operate a variety of tools and power equipment and knowledge of standard practices, materials, tools and terminology of building trades. Must be computer literate. IT skills a plus. Will oversee outside contractors. Will be responsible for set up and tear down of the Hall and meeting rooms for events taking place. The Facilities Manager will work standard daily business hours, Monday through Friday, but must be available 24/7 for emergencies. Please send cover letter and resume to Paul Hayes at [paul.hayes@sjnilburn.com](mailto:paul.hayes@sjnilburn.com).

**The Archdiocese of Atlanta** is accepting applications for highly qualified **teachers** across all grade levels (Pre-K-12) and nurses for the 2021-2022 school year. Our fully accredited Catholic schools offer competitive salaries with excellent benefits. The Archdiocese of Atlanta 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 Kellie DesOrmeaux, Associate Superintendent, at [kdesormeaux@archatl.com](mailto:kdesormeaux@archatl.com). **No phone calls, please.**

**The Archdiocese of Atlanta** seeks a full-time **payroll manager** to oversee the payroll functions for ensuring that payroll is processed on time, accurately and in compliance with government regulations. This position serves as the main payroll processing contact for clergy, chancery staff and several archdiocesan agencies. Qualifications include: Bachelor's degree in finance, accounting or human resources management; two years of prior experience in payroll administration; must be proficient in Microsoft Office products (Excel, Word, Access and Outlook); must have a willingness to initiate new processes, organize and maintain processes and work cooperatively with other staff. Interested candidates should submit a cover letter (with salary requirements) and resume to: The Archdiocese of Atlanta, Office of Human Resources, at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**Our Lady of Mercy Catholic High School** (OLM) is accepting applications for a full-time **Spanish teacher** for the 2021-22 school year. Candidates should have a bachelor's degree. State certification preferred. OLM offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter and resume to Ms. JoAnn McPherson, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach a PDF and send to [jam@mercyatholic.org](mailto:jam@mercyatholic.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 July. Thank you