

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** June 2, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

**From:** Marquita Richburg, chief human resources officer, Office of Human Resources

**Re:** Position vacancies

**St. Philip Benizi Catholic Church** in Jonesboro has an immediate opening for a part-time **Safe Environment coordinator**. This position is the first point of contact for internal and external inquiries regarding Safe Environment at the church. Responsibilities include assisting with the oversight, operation and maintenance of the parish Safe Environment program and policies; and maintaining databases to track and report parish compliance, ensuring staff and volunteers are effectively screened and trained. Prior experience with the Archdiocese of Atlanta Safe Environment policies and procedures is preferred. Must have a high school degree (or GED), strong computer skills including Microsoft Office and the ability to compose correspondence, minutes and reports. Fluent in Spanish with an excellent command of the English language is preferred but not required. If interested, please forward a resume and cover letter to Brian McKenna, business manager, at [bmckenna@stphilipbenizi.org](mailto:bmckenna@stphilipbenizi.org).

**St. John the Evangelist Catholic School (SJE)**, a three-time recognized National Blue Ribbon School of Excellence in Hapeville serving PK-8 grades, is seeking **teaching assistants** for the 25-26 school year. Prior experience in a school setting is preferred. We offer a competitive salary and tuition discount for employee children. SJE is a drug-free environment in compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Marlo Mong, principal, at [mmong@sjecs.net](mailto:mmong@sjecs.net). **No phone calls, please.**

**St. John the Evangelist Catholic School (SJE)**, a three-time recognized National Blue Ribbon School of Excellence in Hapeville serving PK-8 grades, is seeking a full-time **prekindergarten teacher** for the 25-26 school year. Teacher certification is required. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for employee children. SJE is a drug-free environment in compliance

with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Marlo Mong, principal, at [mmong@sjecs.net](mailto:mmong@sjecs.net). **No phone calls, please.**

**Mary Our Queen Catholic Church**, a small and close-knit parish community, is seeking a faith-filled individual to lead our vibrant **elementary faith formation program**. This flexible part-time role is ideal for someone who desires to build lasting relationships with parish families while helping children grow in their love and knowledge of the Catholic faith. Responsibilities include coordinating weekly classes; planning family events; supporting sacramental preparation and working closely with clergy, catechists and volunteers. This role offers a meaningful opportunity to be part of a team deeply committed to nurturing the spiritual life of our parish. To apply, please email Carol Ranft at [cranft@maryourqueen.com](mailto:cranft@maryourqueen.com).

**St. Philip Benizi Catholic Church** in Jonesboro has an immediate opening for a part-time **administrative assistant**. This role requires a dynamic, detail-oriented individual with a positive attitude. Responsibilities include assisting in publishing the weekly parish bulletin, maintaining the parish schedule of facilities and activities including weddings and funerals, coordinating parish receptions and social events, and maintaining the parish schedule. Additional duties will be assigned as the individual gains experience with the parish operations. Qualified candidates have a high school degree (or GED) and two to three years of related work experience, including general secretarial experience and event planning. Must have strong computer skills, experience with Microsoft Office programs and the ability to compose correspondence, minutes and reports. Experience in a church setting is a plus. Fluency in Spanish with an excellent command of the English language is preferred, but not required. Please forward resume and cover letter to Brian McKenna, parish business manager, at [bmckenna@stphilipbenizi.org](mailto:bmckenna@stphilipbenizi.org).

**The Office of Human Resources** for the Archdiocese of Atlanta has an immediate opening for a full-time **benefits specialist**. The benefits specialist is responsible for coordinating with benefits vendors to determine eligibility and resolve claims issues; processing health and life applications and managing the benefits termination process for offboarded full-time employees. Qualified candidates will have a bachelor's degree and three to five years of benefits or insurance administration experience OR an associate's degree and five to 10 years of benefits administration experience. Must have strong computer skills; a strong working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook); willingness to initiate new processes; organize and maintain processes and work cooperatively with other staff. Qualified candidates are encouraged to apply by submitting a letter of interest (with salary requirements) and resume to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**The Office of Catholic Schools** for the Archdiocese of Atlanta has an immediate opening for a part-time **administrative assistant**. The administrative assistant serves as the first line of contact for the office and provides general administrative support for staff of the Office of Catholic Schools. Qualified candidates must have a high school diploma or GED and evidence of experience in schools, business or industry in an office setting; strong computer skills; strong working knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint); excellent phone skills; strong verbal and written communication skills and an ability to multi-task. Interested and qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**St. Thomas More School**, a PreK-8 school located near Atlanta (City of Decatur) and a National School of Excellence, is accepting applications for an experienced **advancement director** for the 2025-26 school year. This position develops and implements advancement strategies, including the annual giving campaign, GOAL scholarship program, grant writing, major gifts and business partnerships, the alumni program and our 75th anniversary celebration. Must have experience in advancement/fundraising and database management; a proven track record of achieving revenue goals and proven experience in partnership building and event planning. Candidates should have a positive attitude, flexibility, enjoy working as part of a team, excellent attention to detail and a high degree of initiative and enthusiasm. Applicants should send their resume and cover letter to [sbland@stmga.org](mailto:sbland@stmga.org). This is a permanent, part-time, 10-month per year position and includes tuition discounts.

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