

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: September 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

The Catholic Shrine of the Immaculate Conception, a vibrant downtown parish, seeks a full-time **business manager** to oversee all non-liturgical outreach programs. This includes daily sandwich distribution and recovery programs, the weekly food pantry and soup kitchen, and a seasonal men's night shelter. This position reports to the pastor and must be available to work on Sundays, some evenings and holidays. Responsibilities include managing finances (AP, financial statements, Parish Soft and the archdiocesan liaison), human resources (hiring, payroll and compliance) and operations (purchasing, vendors and facilities—including theater lighting/sound, boiler and environmental systems). This role also oversees parish tech programs, supports outreach and coordinates facility use for external programs. This role is supported by part-time business and administrative associates. Must be able to move around facilities and lift up to 25 pounds. Qualified candidates have a degree in finance, business or a related field; proven experience in finance, business and facilities management; proficiency in Microsoft Office; have strong interpersonal skills and are adaptable in a busy urban setting. Interested candidates can submit a resume, cover letter and references to Joseph Sequeira at joe@catholicshrineatlanta.org.

St. John the Evangelist Catholic School (SJE), a PK–8 grade, three-time recognized National Blue Ribbon School of Excellence in Hapeville, is seeking a full-time **third grade teacher** for the 2025–26 school year. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development, and tuition discounts for employee children. Teacher certification is required. SJE offers a drug-free environment and is in compliance with federal statutes regarding non-discrimination in its employment practices. Send cover letter and resume to Marlo Mong, principal, at mmong@sjecs.net.
No phone calls, please.

St. Anna Catholic Church in Monroe is seeking a skilled full-time or part-time **director of sacred music** to lead and coordinate all aspects of liturgical music for the parish. Reporting to the pastor, this role involves planning and organizing parish liturgies, as well as building and directing the sacred music program for three weekend Masses, weddings, funerals and annual holy days. The ideal candidate will be proficient in piano, possess a thorough understanding of Roman Catholic liturgy and have at least three years of experience as a director or assistant director of music in a Catholic parish. Bachelor's degree in music preferred. Strong leadership, communication and organizational skills are essential. To apply, please send your resume and cover letter to frbrian@st-annas.com.

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