



# Memo

**Date:** September 7, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Catholic Charities Atlanta** is seeking an independent working, self-starter to create and drive all marketing, communications and social media efforts. The **Engagement Marketing Specialist** will engage stakeholders in the activities of the organization, support its brand, increase social media presence, drive volunteerism and support the efforts of program services and supporter engagement teams. Must have at least five years' experience in executing marketing and communications plans. Must be Catholic. This position reports directly to the CEO. The right candidate will have a BA/BS or equivalent; experience with marketing, communications and social media; ability to work independently and as a member of a team. Must be computer proficient and have a working knowledge of Microsoft Word and Power Point, with strong writing and communication skills. Ability to plan, prioritize and follow-through within a given timeframe is critical. Must work well with deadlines.

**SPECIFIC RESPONSIBILITIES:** Use strategic and resourceful content to engage supporters in order to create meaningful interactions over time; determine strategies for connecting individual supporters and grantors based on their behaviors; use social media and marketing to engage supporters. Manage all aspects of marketing and communications for the organization; support on-line and social media promotions and manage giving programs. Necessary skill sets: Ability to work with stakeholders, staff and volunteers in a supportive manner; strong knowledge of marketing, communications and social media; strong organizational and analytical skills; excellent verbal communication skills; experience with event planning; ability to excel in fast-paced, changing and challenging environments. Please send resume and cover letter to [ccaemployment@ccatlanta.org](mailto:ccaemployment@ccatlanta.org).

**St. Clare of Assisi Catholic Church** in Acworth has an immediate opening for a part-time (with the possibility of full-time) **parish director of faith formation and evangelization** position. The Director of Faith Formation oversees all aspects of faith formation from children to adults. Responsibilities include running the faith formation office and PSR program, overseeing the Youth Minister. The director also oversees adult education programs, RCIA and other adult education teams. The director recruits catechists; promulgates Catholic curriculum; maintains accurate records; develops sacramental and seasonal workshops for parents and youth; coordinates services for First Reconciliation and First Communion. Computer skills to include Microsoft Office suite. Parish Soft is a plus. In addition to office hours, the candidate needs to be available on Sunday morning for PSR classes. The ideal candidate should be a practicing Catholic in good standing, be a certified catechist and have experience in the field of education or faith formation. Speaking Spanish in addition to English is preferable. Please email resumes and cover letters to Charlotte Kindler, Office Manager, at [ckindler@stclarecc.org](mailto:ckindler@stclarecc.org).

**St. Clare of Assisi Catholic Church** in Acworth has an immediate part-time (with the possibility of full-time) **youth minister** position. The Youth Minister will be responsible for overseeing the Edge middle school program, as well as the Lifeteen high school program and the confirmation program. This involves coordinating with volunteers; building and training core teams; working together with the other members of the faith formation team. The ideal candidate should be a practicing Catholic in good standing; energetic; have a zeal for souls and a desire to lead young people closer to Christ; possess experience in youth ministry and faith formation. Please email resumes and cover letters to Charlotte Kindler, Office Manager, [ckindler@stclarecc.org](mailto:ckindler@stclarecc.org)

**St. George Village** in Roswell has an immediate opening for a **bus driver** (as needed - no set schedule). A minimum of five years of experience driving a bus or company vehicles in a timely, safe and orderly manner required. Driver must meet all federal and state driving regulations and requirements; have a valid State CDL B Class license with a passenger endorsement and a clean driving record; possess an up-to-date medical examiners card. Hours will vary according to scheduled doctor's appointments or resident outings, but availability should be from 8 a.m. to 3 p.m., Monday through Friday. The ideal candidate needs to be available at short notice, including evenings and weekends, and fill in when other drivers are ill and/or using PTO. This position will not guarantee hours on a regular basis. Must be able to care for and maintain community vehicles, including performing regular scheduled services (oil changes, gasoline, repairs, cleanliness inside and outside the vehicles, etc.), and maintain incident and service logs. Driver needs to be accessible to management during working hours. This may include using electronic devices, such as a cell phone or pager, or any other means to stay in touch at all times. Must interact with residents regarding their transportation needs in a caring, considerate and professional manner. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis test. St. George Village will not

discriminate against applicants for employment because of a history of drug abuse. St. George Village is a drug-free company. If interested, please send resume to [sbrown@stgeorgevillage.com](mailto:sbrown@stgeorgevillage.com).

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