

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 11, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Office of the Archbishop has an immediate opening for a full-time **administrative assistant/receptionist**. This position is responsible for the following duties (but not limited to): greeting all visitors of the Office of the Archbishop; answer and route incoming calls properly; provide administrative support to various ministries and offices; assist with the set up and planning of meetings and events; assist with the Safe Environment compliance of visiting clergy, men in formation and others. Qualified candidates will possess a high school diploma or GED; three to five years of work-related experience; strong computer skills with a good working knowledge of Microsoft Office Applications (Word, Excel and Outlook). Excellent written and verbal communications skills; bilingual with written and verbal fluency in English and Vietnamese is required. Cover letter (with salary expectations) and resume should be forwarded to: the Office of Human Resources at catholicjobs@archatl.com. No phone calls, please.

Pinecrest Academy is seeking a **high school history teacher and coach**, effective fall 2021. B.S. in history or secondary education required; advanced educational degree and certification desired. Coaching opportunities available in football, cheerleading, wrestling, basketball, lacrosse. Competitive salary and benefits. Pinecrest Academy is a private, Pre-K through 12, college preparatory Catholic school, located in South Forsyth, just minutes from Alpharetta, Milton, Johns Creek, Duluth and Suwanee. Named #1 Catholic High School in Georgia by Niche. Our mission is to form our students into Christian leaders who will transform society. To apply, please visit our website and email a resume and cover letter to careers@pinecrestacademy.org

Pinecrest Academy is seeking a **high school economics teacher**, effective January 2021. B.S. in economics or history required; advanced educational degree and certification desired. Coaching opportunities available. Competitive salary and benefits. Pinecrest Academy is a private, Pre-K3 through 12, college preparatory Catholic school, located in South Forsyth, just minutes from Alpharetta, Milton, Johns Creek, Duluth and Suwanee. Named #1 Catholic High School in Georgia by Niche. Our mission is to form our students into Christian leaders who will transform society. To apply, please visit our website and email a resume and cover letter to careers@pinecrestacademy.org

St Michael Catholic Church in Woodstock has an immediate job opening for a **preschool assistant teacher** for our 2/3 year old room Tuesday through Thursday. The hours are 8:30 a.m.-1:30 p.m. Please send an e-mail to Teresa Barnhill at barnhill@saintmichaelcc.org for more information.

2401 Lake Park Drive, S.E. • Smyrna, Georgia 30080-8862
main: 404-920-7890 • fax: 404-920-7891 • archatl.com
Holy Spirit Preparatory School is seeking a **lower school faculty - science & math**. This position is responsible for fostering a positive experience for every student and family Elementary through fifth grade, provide classroom instruction and assist with other elements of

Blessed Trinity Catholic High School in Roswell, Ga, is seeking additional **substitute teachers** for the 2021-2022 school year. Candidates interested for consideration must contact the assistant principal/coordinator for substitute teachers, Mrs. Susan Dorner, at sdorner@btcatholic.org to schedule an interview before the deadline of **October 15**.

The Cathedral of Christ the King is seeking an **assistant youth minister-confirmation coordinator** as a full-time, salaried position; who will work in collaboration with two other members of the parish youth ministry team. The main responsibilities are the development and implementation of Confirmation program, the development and implementation of Life Teen, administrative responsibilities for two Life Teen Summer Trips in collaboration with Youth Ministry staff. Please send cover letter and resume to kmccormick@ctking.com.

St. Andrew Catholic Church, in Roswell, has an immediate part-time opening for an **adult discipleship coordinator**, this person needs to coordinate several programs designed to meet the faith development of adults in the parish. The position works closely with the pastor. Work hours and days are flexible, which may include weekends and evenings, but do not exceed 25 hours per week. Must have experience in catechetical work in a Catholic environment. Bilingual in English/Spanish a plus. For more info, please send cover letter and resume to Marquita Richburg at mrichburg@archatl.com.

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