



Memo

Date: January 10, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Catholic World Mission (CWM) is looking for a **development manager**. This position works closely with the Executive Director and other CWM team members to be a bridge-builder between donors and CWM partners in the field. In addition, you will use your fundraising knowledge to identify, develop and cultivate existing and new revenue streams to increase the donor base and drive revenue potential to accomplish CWM's distribution goals. This position will be responsible for increasing the awareness of the mission of CWM to a broad range of supporters. Some of the responsibilities include, but are not limited to: strengthen the relationship with existing donors and increase donations to achieve CWM's goals; identify new opportunities and sources of revenue, including grants, recurring donors upsizing, bequests and upsizing tiers of donors; collaborate with the Marketing & Communications team to develop branding and promotions; create the donor stewardship plan and legacy giving. Bachelor's degree in a relevant field preferably, required. The right candidate will have three-five years' experience in development; be a dynamic team player; be able to provide ideas, feedback and problem-solve to resolution; be able to receive feedback and challenge ideas and decisions in stride; be able to demonstrate excellence in organizational and leadership skills; have exceptional communications and presentation skills; be proficient in Excel. Knowledge of Raiser's Edge is a plus. Must be willing to travel (domestic and international) as necessary. CWM offers a competitive salary and excellent benefits. Please send cover letter and resume to hrrsupport@essexconsulting.net.

Catholic World Mission (CWM) is looking for a personable, action-oriented, team player to join our amazing team to develop content and assist CWM to empower the poor and share the Gospel of Christ. As the **Graphics and Content Designer**, you will report to the Marketing and Communications Manager and collaborate with our dynamic marketing team and others to

create compelling content and graphics to support various donor initiatives across all departments and media. Some of the responsibilities include, but are not limited to: collaborate with Marketing Manager and other members of the Marketing department and outside vendors to create content to convey a particular message, idea or concept related to the marketing and promotions of Catholic World Mission. Use expertise in graphics design and video creation and editing to produce graphic art and visual materials for advertisements, blog posts, infographics, websites and other mediums. Update website with new materials as directed by Team. Utilize Adobe Illustrator, InDesign, Photoshop, Premier Pro (video), After-Effect (video) for graphics design and video editing. The right candidate will possess a bachelor's degree in art, design, advertising or marketing; be a dynamic team player; be able to provide ideas, feedback and problem solve to resolution; be able to receive feedback and challenge to ideas and decisions in stride; have experience or ability to learn WordPress CMS Must be able to manage multiple projects simultaneously and efficiently; have knowledge or ability to learn to create and edit HubSpot forms inside WordPress; have excellent writing skills, knowledge of composition for editing and knowledge of grammar for proofreading. Self-motivated, ability to work with or without direction and with a can-do attitude a plus. CWM offers a competitive salary and great benefits. Please send cover letter and resume to hrrsupport@essexconsulting.net.

Saint Joseph Catholic Church in Marietta has an immediate opening for a **financial manager**. This part-time position (20-24 hrs./week) is responsible for maintaining the financial records of the parish including payroll, accounts payable, preparing financial reports and the annual budget. Candidate must be either an active practicing Catholic or willing to work in a manner consistent with the mission of the Catholic Church. Qualified applicants should have a bachelor's degree in finance or accounting, excellent oral and written communication skills, strong knowledge of accounting principles and be proficient in automated software and Excel. A minimum of three years of accounting experience in a not-for-profit setting is preferred. Please forward your resume, including cover letter with salary requirements, to breed@saintjosephcc.org.

St. Joseph Catholic School, located in Marietta, is seeking an experienced elementary **school principal** (grades Pre-K through 8) effective July 1, 2022. St. Joseph Catholic School serves approximately 430 students in Marietta and other surrounding areas. The principal, who is a practicing Catholic in good standing, reports directly to the parish pastor. Qualifications include the following: strong mission-focused leadership and commitment to Catholic identity; exceptional knowledge of curriculum; familiarity with church documents on Catholic school education; operates collaboratively in a team environment; at least three years teaching experience; MA in educational leadership/curriculum & instruction preferred; holds or qualifies for GA administrator's certification. Interested and qualified candidates are to submit a letter of interest, statement of educational philosophy and three references to [dwheeler@archatl.com](mailto:d Wheeler@archatl.com) or in writing to Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. This position will remain open until filled. St. Joseph Catholic School offers a drug-free

workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

Cristo Rey Atlanta is looking to fill the position of **learning specialist**. The goals of this position are to organize, supervise and evaluate comprehensive programs and services that support and encourage students with learning differences and medical diagnosis to live up to their academic, personal-social and career development potential. Interested candidates, please send resumes to Kristi Deutz at kdeutz@crstoreyatlanta.org.

St. Pius X Catholic High School is seeking a full-time professional **school counselor** to begin the 2022-2023 school year. Candidates should have a master's degree in the counseling/social work field with a minimum of two years' experience in a direct counseling position. Experience with college admissions preferred. Ideal candidates are individuals committed to the mission of Catholic schools. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at e-mail address: mfree@spx.org.

PT **registrar** position available at **Transfiguration Catholic Church**. Primarily maintain parish registrations, sacramental records, post contribution. Excellent organizational skills, record keeping and the ability to maintain confidentiality. Knowledge of Microsoft Word, Excel and Publisher. If interested, please forward your resume to resume21@transfiguration.com.



St. Mary's Academy, a new PK4-12 Catholic School in Fayetteville, in the Archdiocese of Atlanta, is accepting applications for a full-time **nurse** for the 2022-23 school year. This role reports to the Principal and is the school designee for all matters related to student health. Responds to accidents/emergencies during the school day and determines severity of student illnesses. Maintains appropriate documentation regarding health records and policies. Good communication and organization skills required as well as the ability to relate to students and stay calm during an emergency. Registered nurse preferred; licensed practical nurse acceptable. Practicing Catholic in full communion with the teachings of the Catholic Church is preferred (all employees are expected to show respect for the institutions of the Church). If you are interested in working in a dynamic, faith-based community setting, please send a cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.** If advertising this position, please include the [attached](#) St. Mary's Academy logo when possible.



St. Mary's Academy, a new PK4-12 Catholic School in Fayetteville, in the Archdiocese of Atlanta, is accepting applications for a full-time **director of technology** for the 2022-23 school year. This role works directly with teachers to implement and integrate technology in lesson plans and classroom instruction. Provides support to STEM initiatives (management, upkeep of lab, budgeting, program and curriculum

design). Self-starter with the ability to work independently and communicate effectively. Willingness to teach a technology class and evidence of experience in a school setting or business maintaining and managing computer systems in a multi-user environment is desired. Bachelor's degree (MIS, CS or related) preferred. Practicing Catholic in full communion with the teachings of the Catholic Church is preferred (all employees are expected to show respect for the institutions of the Church). If you are interested in working in a dynamic, faith-based community setting, please send a cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

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St. Mary's Academy, a new PK4-12 Catholic School in Fayetteville, in the Archdiocese of Atlanta, is accepting applications for certified **elementary and high school teachers** for the 2022-23 school year. This is a full-time position and offers a competitive salary and benefits. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. Practicing Catholic in full communion with the teachings of the Catholic Church is preferred (all employees are expected to show respect for the institutions of the Church). If you are interested in working in a dynamic, faith-based community setting, please send a cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

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