

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: January 17, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Luke the Evangelist Catholic Church, located in Dahlonega, is a mountain-town parish with more than 450 families and serves the students at the University of North Georgia. The parish seeks a full-time **college campus minister, middle & high school director of youth ministries and confirmation minister**. We are looking for someone who is self-motivated, driven, communicates well, effectively delegates to and serves leadership teams to lead the ministries. Someone who works well with college students and teens. This position requires flexibility; willingness to carry out whatever is reasonably needed in running a small parish; working evenings, weekends and Sunday Confirmation classes. This position collaborates with the pastor and director of religious education to produce and implement ministry plans to lead college students and teens closer to Christ. This is **one full-time position**. Qualified applicants will be practicing Catholics and committed to the teachings of the Catholic Church. Candidates may submit a cover letter and resume to pastor@stlukercc.org. Once we have reviewed the cover letter and resume, we will provide a more detailed job description.

Regnum Christi/Legion of Christ is currently accepting applications from qualified individuals for the position of **development officer** to work in the Atlanta area. Reporting to the Atlanta Director of Development, and working closely with the Territory Development Director, fundraising team and other key support individuals and groups, the Development Officer plays a hands-on role in the full spectrum of daily operations – donor cultivation, fundraising events, outreach projects and support of marketing and communication efforts, and does what it takes for Regnum Christi to achieve its evangelization and development goals in the service of the Catholic Church. If you have (a) a passion for benefactor cultivation and fundraising work that directly enables young men the opportunity to discern their vocation as Catholic priests, and results in a myriad of men and women coming to know and serve Christ; (b)

have natural talents for organizing and follow-through; and (c) enjoy a self-starter work environment, then this job may be for you. Benefits: Generous paid time-off: holidays, vacation, personal and sick time, full employee and family healthcare coverage and excellent 401(k) retirement savings benefits. Interested qualified candidates must include a meaningful cover letter, wage expectations and resume. For a complete job description and to apply, follow this [link](#).

St. Matthew Catholic Church, in Winder, has an immediate opening for a part-time **religious education coordinator** who will be responsible for facilitating religious education activities for elementary and middle school students. Duties include coordinating student registrations, maintenance of attendance records and tuition payments, assisting in sacramental preparation and providing ongoing communications with parents. Candidate must be a practicing Catholic with knowledge of Catholic liturgy and sacramental requirements. Minimum two-three years of experience in office environment with working knowledge of Microsoft Office, strong communication and organizational skills are a plus. Office hours are normally in the afternoon to evening and weekends. Fluency in Spanish is strongly recommended. Interested candidates should submit resume with cover letter including salary requirements to the Business Manager at busmgr@saintmatthewcc.org.

St. Brendan Catholic Church is seeking a **director of Youth Faith Formation**. This is a full-time, salaried position averaging 40-45 hours per week. The Director of Youth Faith Formation oversees and guides the overall mission, goals and objectives of the Youth Faith Formation Department, according to the priorities set by the Pastor of St. Brendan the Navigator Catholic Church. For a more complete job description, please email sapplegate@stbrendansatl.com.

Regnum Christi/Legion of Christ is accepting applications from qualified individuals for the position of **development coordinator** for Sacred Heart Apostolic School. Position will be located in Chicago, IL or Atlanta, GA. Duties include: Development-Build awareness, teamwork with Legionaries, Regnum Christi Consecrated Women and lay RC members to achieve effective fundraising consistent with evangelizing mission of the RC and the Catholic Church; help set realistic annual goals and implement annual plan for SHAS fundraising; strengthen relationships with current and future donors of SHAS through supporting/coordinating fundraising efforts/activities of SHAS Legionary priests and brothers and working with national fundraising team to support efforts to obtain gifts for SHAS; pre-planning for multiple campaigns and events; collaborate with SHAS Director of Advancement to coordinate fundraising/promotion efforts for SHAS; events-travel to SHAS periodically for meetings and events, six to eight times per year; attend SHAS event planning meetings; help organize fundraising events; organize and supervise event volunteers; attend two National Development meetings annually and development training; administration duties. Benefits include paid time-off and retirement savings. If you are interested in working with great people in achieving the Catholic Church's modern evangelizing mission, please [click here for a complete job description and to apply](#).

St. George Village, in Roswell, is looking for an **activity assistant “Friend”** for our healthcare. This is a part-time position with weekend hours. The right candidate will have a high school or an associate’s degree (A.A.) or equivalent from two-year college or technical school and one or two years’ experience working with seniors with memory loss. This position will work collaboratively with the Activities Healthcare Manager, plan specific group activities and activities based on residents’ interests based on their history, preferences and abilities. Candidates must possess a positive attitude, strong communication skills, solid team work skills and be comfortable with engaging all staff with participation in “person centered” activities. In addition, the position requires basic knowledge of Alzheimer’s disease and related dementia. St. George Village offers a competitive salary, a supportive team working environment and an exceptional benefits package (PTO and 401K - \$1 for \$1 match) along with a beautiful work environment. Please send resumes to Suzanne brown at sbrown@stgeorgevillage.org.

St. George Village, a premier retirement community in Roswell, is now hiring for a **housekeeper**. This is a full-time position 7:30 a.m. – 4 p.m., and rotating weekends. The ideal candidate would have at least three-five years of stable work experience completing housekeeping duties in a hospitality environment preferably with nursing home or hospital experience. Prior experience includes: detailed cleaning of resident apartments and common areas, maintaining a clean safe home like environment along with any other assigned duties and having communication with management and other team members. Offer is contingent upon satisfactory background, drug, physical exam, COVID and tuberculosis test. Candidate must possess a strong professional appearance, positive attitude and be willing to work in a team setting. Should have availability to reliable transportation (no bus service available). High school diploma or GED required. Please send resumes to Suzanne brown at sbrown@stgeorgevillage.org.

St. John Neumann Regional Catholic School serving students from Pre-4 – 8th grade is accepting applications for full-time **teacher** positions for the 2022-2023 school year. We offer a competitive salary with benefits. Applicants should possess a valid teaching certificate and a bachelor’s or master’s degree in education. If you are interested in working and teaching in a faith-based, family oriented community and drug-free setting, please send a cover letter and resume to Dr. Julie Broom, principal, at jbroom@sjnracs.org.

Consecrated Women, Inc. is looking for a **victim assistance coordinator** (position is P/T by the hour). The Victim Assistance Coordinator will represent the Society of Apostolic Life Consecrated Women of Regnum Christi when a person comes forward with an allegation of misconduct and/or abuse of a minor against a consecrated woman. The primary role of the Victim Assistance Coordinator is to accompany survivors throughout the Society’s response to reports and allegations of misconduct and abuse. The Victim Assistance Coordinator is qualified to work with survivors of abuse, either through their education, training and/or experience. The Victim Assistance Coordinator is a layperson who maintains a professional relationship with the survivor and/or family and does not act in an official capacity as his or her therapist, attorney or spiritual director. This is a remote position, but our national headquarters

are in Cumming, GA. Flexibility to be available occasionally on evenings and weekends when necessary. With Victim Assistance Coordinator – Consecrated Women in the subject line, interested qualified individuals must include: (a) a meaningful cover letter; (b) wage expectations; and (c) resume. For a complete job description including essential functions, education/or experience requirements and qualifications, please [apply here](#). Any questions may be addressed to Scott Madgey, assistant director of operations, CCAS at careers@arcol.org.

St. Philip Benizi Catholic Church is hiring a full-time (40 hours; benefits included) **bilingual catechetical coordinator**. This position assists the Director of Faith Formation in the development and implementation of religious education and sacramental preparation of children from preschool to middle school and their families. The position would address the faith formation of both English and Spanish speaking members of the community. Qualifications include: Practicing Roman Catholic; training and experience in pastoral ministry, education, theology or related field; fluency in speaking, reading and writing in English and Spanish; knowledge of the needs, traditions and cultures of multicultural families; ability to maintain confidentiality; proficiency with information technology, including MS Office 365 (Word, Excel, PowerPoint, Publisher); commitment to the mission of the parish including recognizing and honoring diversity within the parish community; strong ability to organize, prioritize and multi-task to plan large and small events; interpersonal and critical thinking skills, self-motivated and able to work flexible hours including some evenings and weekends; valid driver's license. Please send a resume and cover letter to Darleine Arce at darce@stphilipbenizi.org.

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