

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: June 23, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Position vacancies

St. Peter Chanel Catholic Church in Roswell, seeks a part-time **organist** to play for Sunday liturgy. Other duties assigned as needed. Instrument is a three-manual Allen pipe organ/ hybrid. For more information or to submit a resume, contact Jane Jackson, music director, at jjackson@stpeterchanel.org.

Donovan Catholic School in Athens seeks a student-centered **math teacher** to serve our small, deeply connected community. This is a full-time position. Ideal candidates hold a bachelor's degree or higher and are committed to inspiring student growth both academically and spiritually. Teaching certification preferred or attainable within three years. A heart for Catholic education, creativity and a relationship-focused approach are essential. Please send resume and cover letter to hr@donovanathens.org.

Pinecrest Academy, a distinguished independent PK-12th grade Catholic school in Cumming, is seeking a **high school math teacher** for the 2025 – 26 academic year. This is a full-time position, working 40 hours per week for 42 weeks per year, with a competitive salary and benefits. Candidates must have a minimum of a bachelor's degree in education, preferably in early childhood (master's degree preferred). Must work professionally and with a spirit of initiative, create an environment of confidence and respect, and foster a love for truth and learning. Pinecrest Academy seeks motivated faculty and staff who are committed to implementing our educational philosophy of integral formation, developing the human, intellectual, spiritual and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. For more details and a complete job description, visit our website: <https://www.pinecrestacademy.org/about/careers>.

Pinecrest Academy, a distinguished independent PK-12th grade Catholic school in Cumming, is seeking a **lower school teacher** for the 2025 – 2026 academic year. This is a full-time position, working 40 hours per week for 42 weeks per year, with a competitive salary and benefits. Candidates must have a minimum of a bachelor's degree in education, preferably early childhood (master's degree preferred). Must work professionally and with a spirit of initiative, create an environment of confidence and respect, and foster a love for truth and learning. Pinecrest Academy seeks motivated faculty and staff who are committed to implementing our educational philosophy of integral formation, developing the human, intellectual, spiritual and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. For more details and a complete job description, visit our website:

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The Shrine of the Immaculate Conception is seeking a detail-oriented and dedicated **sacred spaces and liturgical ministries coordinator** to maintain the sanctity, beauty and organization of our worship environment. This part-time position ensures that the sacristy is fully stocked and organized, sacred items are properly cared for and the sanctuary reflects the liturgical seasons. The role also oversees the coordination of all liturgical ministry teams and provides critical support to faith formation in the parish. To apply, submit your resume and a brief cover letter to Fr. Joseph Morris at frjoseph@catholicshrineatlanta.org.

The Shrine of the Immaculate Conception is seeking a dedicated and mission-driven **director of faith formation** to lead the parish's comprehensive faith formation programs. This full-time position is responsible for the development, coordination and implementation of faith formation opportunities for children, teens and adults. This includes sacramental preparation, youth ministry, OCIA/OCIT and adult catechesis. This role ensures all initiatives are rooted in Catholic teachings and traditions, creating a welcoming and spiritually enriching environment for parishioners of all ages. Interested candidates should submit a resume, cover letter and references to Fr. Joseph Morris at frjoseph@catholicshrineatlanta.org.

St. Philip Benizi Catholic Church, in Jonesboro, has an immediate opening for a full-time **parish engagement coordinator**. This role coordinates sharing important parish information with the faith community. Responsibilities include assisting publication of the weekly parish bulletin, maintaining the church calendar for all activities and events, leading the parish Safe Environment Program, interacting with the parish IT provider to show content on internal TVs and managing the Livestream Mass schedule. Candidates must be fluent in English and have strong computer skills, experience with Microsoft Office and writing abilities for correspondence, minutes and reports. A

bachelor's degree, fluent in Spanish and two to three years of work experience are preferred. Experience in a church setting is a plus. Please forward resume and cover letter to Brian McKenna, parish business manager, at bmckenna@stphilipbenizi.org.

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