

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: February 14, 2022

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Blessed Trinity Catholic High School is seeking an **English teacher** for the 2022-2023 school year. Candidates must have prior high school teaching experience. Bachelor's degree in English or English Education and certification in the state of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three professional references to: Mrs. Nancy-Jane DiPrima, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

L' Arche Atlanta, an organization with Catholic roots that started in France and supports people with intellectual and developmental disabilities, has an immediate opening for a full-time (40 hours per week) **live-in house assistant** to live and work in the L' Arche home in Decatur. House assistants build a relationship of mutual care and support with persons with disabilities (Core Members); foster a home life of unity, mutual respect and participation by all members; and provides direct care supports and skill-building for core members. Providing support may look like assisting Core Members with activities of daily living, meal preparation, transportation, social engagement with family and friends, healthcare support (medication management, accompaniment to doctor's appointments, medical advocacy, etc.), money management and the documentation associated with those activities. No prior experience working with people with disabilities is required. The starting salary

for an entry-level assistant is \$26,000 (previous qualified experience working with people with disabilities will increase compensation). L' Arche pays 93 percent of the employee health, vision and dental insurance premium. Live-in assistants accrue 25 days of paid time off per year. To read more about this opportunity visit: www.larcheatlanta.org/employment. To apply, please email Matthew Collins at matthew@larcheatlanta.org with your resume and a short paragraph about why this opportunity interests you.

St. Benedict Catholic Church is seeking an **accounting assistant**. This is a part-time position requiring 24-28 hours a week. This position will assist the Business Manager with accounts payable, reconciliations, database administration, monitoring supply inventory and other functions as required. Must have the ability to maintain confidentiality. Candidate must have a high school diploma and preferably five years accounts payable/accounting experience, as well as a strong working knowledge of Microsoft Office. Reference letters are required. Interested candidates should submit a cover letter and resume to Kit Mastrangelo at kmastrangelo@stbenedict.net or by mail at 11045 Parsons Road, Johns Creek, GA. **No phone calls, please.**

Queen of Angels Catholic School, a K-8 National Blue-Ribbon School of Excellence in Roswell, is accepting applications for an immediate opening for a three-four day a week **school nurse**. The ideal candidate is either a certified RN or LPN who is CPR/AED trained with knowledge of first-aid procedures. Queen of Angels offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Dr. Jamie Arthur, jarthur@qaschool.org. **No phone calls, please.**

Queen of Angels Catholic School, a K-8 National Blue-Ribbon School of Excellence in Roswell, is accepting applications for a **STREM** (better known as STEM) **teacher** for the 2022-2023 school year. Applicants should possess a minimum of a bachelor's degree and experience in project-based/STEM education. Queen of Angels offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Dr. Jamie Arthur, jarthur@qaschool.org. **No phone calls, please.**



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 Chemistry and English 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 attached. **No phone calls, please.** If advertising this position, please include the St. Mary's Academy [logo](#) when possible.

St. Andrew Catholic Church, in Roswell, has an immediate part-time opening for an **Adult Faith Formation 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 Jim Dooley at jdooley@standrewcatholic.org.

Catholic World Mission, Inc. (CWM), has an immediate opening for a **junior gift cultivator and backup gift processor**. This position will work with our Development Team and be instrumental in growing our donor base. You will use your skills to build bridges between our donors and partners in the field and be a significant asset to our team using fund raising and problem-solving skills in an independent setting. This is a part-time position working 24 hours, three days a week with Tuesdays in office. Currently we are working remotely. Some of the responsibilities are, but not limited to, use fundraising tools such as phone and email cultivation, mini-mailings, event organization and electronic communications. Soliciting and securing a growing base of donors and increases donation sizes via education and promoting the work of CWM and its partners worldwide. Maintaining accurate donor actions and communications. Special donor related reports and projects as assigned. As a Gift Processor Backup (onsite), you will be responsible for consistently providing assistance to the Gift Processor on Tuesday and select days. The right candidate will have prior experience with Gift Cultivating; be a dynamic team player; be able to provide ideas and feedback; receive feedback and challenge ideas and decisions in stride; have outstanding communication and interpersonal skills; exhibit excellent attention to detail; possess independent organizational and problem-solving skills; demonstrate sound judgement and reasoning skills. RE7 experience a plus. Ability to handle gift processing tasks confidently is important. As a 501c (3) non-profit, CWM offers a competitive salary and excellent benefits. Please send cover letter and resume to hrrsupport@essexconsulting.net.

Blessed Trinity Catholic High School is seeking a **theology teacher** for the 2022-2023 school year. Candidates should have experience in teaching high school. Master's degree in theology, catechetics or related degree is required.

Teaching Theology involves both communicating the Catholic faith in a vibrant way and providing an authentic witness as a disciple of Jesus Christ. Involvement in other ministries which have helped to shape the spiritual life of young people is a plus. An expectation of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three current references to: Mrs. Nancy-Jane DiPrima, assistant to principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a **math teacher** for the 2022-2023 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in Mathematics or mathematics education and certification in the state of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, assistant to principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to: resumes@btcatholic.org.

St. John Neumann Regional Catholic School serving students from Pre-4 – eighth grade is accepting applications for a full-time **first grade teacher** position 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, joy filled, family oriented community and drug-free setting, please send a cover letter and resume to Dr. Julie Broom, principal, at jbroom@sjnracs.org.

St. Catherine of Siena Catholic School (SCS), in Kennesaw, is seeking a certified **elementary teacher** for the 2022-2023 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive benefits package. Requirements include a bachelor's or master's degree in education and a current teaching certificate. St. Catherine of Siena offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please email references, resume and cover letter to Kelly Wood, principal, at kwood@scsiena.org.

Immaculate Heart of Mary School, a PreK-eighth elementary school located off I-85 in Atlanta, welcomes **teacher** applications for the 2022-2023 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. Please send cover letter and resume to Laura Cichanski, principal, 2855 Briarcliff Road, Atlanta, GA 30329 or lcichanski@ihmschool.org.

St. Thomas the Apostle Catholic Church, located in Smyrna, has an immediate opening for a **parish manager**. This position is responsible for all accounting and budget activities for the parish, management of several employees and facilities operations, and facilitating all HR processes. Implementation of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. This is a full-time salaried position requiring a BA/BS in a related field and a minimum of five years of progressively responsible accounting and managerial experience. Please send a cover letter and resume with salary requirements to gmartin@stthomastheapostle.org.

Saint Jude the Apostle Catholic Church, in Sandy Springs, seeks a part-time **audio video coordinator (AVC)**. The ideal candidate is knowledgeable with various audio and video equipment systems, software and protocols and has experience in mixing live music and video live streaming. Strong communication skills and the ability to train and coordinate parish volunteers of various ages and abilities are key. The position requires presence on-site Sundays and occasional holy days with additional hours throughout the week for equipment maintenance, volunteer training and planning. The AVC should be knowledgeable with the format of Catholic liturgies and the Mass. This is a part-time position typically 12 hours per week. Interested candidates should send a resume to the Director of Music and Liturgy Bryan Archer at BArcher@judeatl.com or fax to 770-415-3567.

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