



Memo

Date: February 21, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Pius X Catholic High School, a college-preparatory school, is in search of a **science teacher** for the 2022-2023 school year with preferred teaching experience in biology. Qualified candidates must have a bachelor's degree or master's degree in biology, AP Biology certified and have a current renewable teaching certificate. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. The desired candidate must be open to involvement in extracurricular activities. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the Principal at mfree@spx.org. **No phone calls, please.**

Christ Our King and Savior Catholic Church, in Greensboro, has an immediate opening for a part-time, less than 25 hours per week, **director of Families Forming Disciples & first communion preparation**. This position will be responsible for planning, implementing and overseeing the Families Forming Disciples program and sacramental preparation for first reconciliation and first communion. For more information, please contact John Steadman, business manager, at jsteadman@cokas.org.

Christ Our King and Savior Catholic Church, in Greensboro, has an immediate opening for a part-time **administrative assistant for Faith Formation and youth ministry**. This position will provide communication, clerical and program support to the directors of Families Forming Disciples and youth ministry. This position is approximately 15-20 hours per week, but will flex based on the time of year. For more information, please contact John Steadman, business manager, at jsteadman@cokas.org.

Christ Our King and Savior Catholic Church, in Greensboro, has an immediate opening for a part-time, less than 25 hours a week, **maintenance supervisor**. This position is responsible for overseeing the necessary maintenance of the church buildings and grounds and keeping them in top condition. To apply, send your resume to contact John Steadman, business manager, at jsteadman@cokas.org.

St. Mary Magdalene Catholic Church has an immediate part-time **administrative assistant** position (five days-27.5 hours/week). Duties include, but are not limited to, answering phones, greeting visitors, coordinating and scheduling church meetings and events, accepting payments, and creating and maintaining content for all communication platforms, databases and sacramental records. Strong Microsoft 365 skills required. Spanish a plus. Please email resumes to Carrie Clemens at cclemens@smmcatholic.org.

St. Catherine of Siena in Kennesaw has an opening for a part-time (20-28 hours/week) **facilities maintenance technician**. The responsibilities of the position include, but are not limited to, general repairs and projects throughout the campus as well as performing routine day-to-day building maintenance tasks. Experience in building maintenance is preferred. Interested persons should email Tom Dickenson at tomd@stcatherinercc.org.

Holy Family Catholic Church in Marietta, has an immediate need for a part-time **cantor** to sing at one or more weekend Masses. This position reports directly to the Music Coordinator. Successful candidates will have a knowledge and understanding of the Catholic faith and traditions, experience singing at Catholic Masses and the ability to lead the congregation in song. Please send cover letter and resume to Kathleen Daigle at kdaigle@holyfamilycc.org.

The Archdiocese of Atlanta, seeks an **associate superintendent of schools for curriculum and instruction**. The successful candidate will be a practicing Catholic in full communion with the Catholic Church and hold a minimum of a master's degree in educational administration or curriculum and instruction. Other qualifications include: a minimum of five years of teaching experience and a minimum of three-five years as an administrator in Catholic schools; knowledge of current documents on and trends in Catholic education; ability to

align resources and materials related to the development of curriculum and the methodology of teaching; skilled in working with a highly qualified and professional principal cohort; excellent written and verbal skills; and the desire to operate collaboratively in a team environment. Interested and qualified candidates are asked to submit a letter of interest, resume, salary requirement and three references to the attention of: The Office of Human Resources for the Archdiocese of Atlanta at catholicjobs@archatl.com. This position will remain open until filled. The Office of Catholic Schools for the Archdiocese of Atlanta is a drug free work environment. **No phone calls, please.**

St. Thomas More Catholic School (STM), a Pre-K to 8th grade National Blue-Ribbon School of Excellence in Decatur, is accepting applications for **teacher positions** for the 2022-2023 school year, including music, kindergarten and fourth grade. Applicants should possess a minimum of a bachelor's degree in education and a valid teaching certificate. STM offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Selected as an AJC Top Workplace in 2020. Please send a cover letter and resume to Kim Kissell at kkissell@stmga.org.

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