



Memo

Date: March 7, 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 has a full-time opening for an **associate director of advancement**. This position works directly with the director of advancement to further the mission of the school through the annual fund, capital campaigns and other giving. Primary responsibilities include database management and stewardship. Previous experience in Raisers' Edge a plus. Qualified and interested candidates must be self-starters; have a passion for fundraising and a desire to interact with donors; must be detail oriented and possess organizational, communication and technology skills, especially with Microsoft Office and Google applications. St. Pius X offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified candidates – please send your cover letter and resume to Jenn Sedlack at JSedlack@spx.org.

Holy Redeemer Catholic School in Johns Creek, is seeking a full-time **middle school science teacher** for the 2022-2023 school year. Holy Redeemer serves students in grades K-eight. Applicants should possess certification in teaching science at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to lschell@hrcatholicsschool.org.

Holy Redeemer Catholic School in Johns Creek, is accepting applications for full-time **elementary level teaching positions** for the 2022-2023 school year.

Holy Redeemer serves students in grades K-eight. Applicants should possess teaching certification and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to lschell@hrcatholicsschool.org.

Christ the King Catholic School, a K-eight archdiocesan parish school located in the Buckhead community of North Atlanta, is seeking a **robotics coach** for the 2022-2023 school year. CKS is a three-time National Blue-Ribbon School of Excellence. Responsibilities include: Four-five hours a week after school, four-eight Saturday tournaments (about 12 hours per tournament). Logistical planning for establishment, operations and maintenance of CKS Robotics. Management of lab and equipment. Develop and maintain curriculum and instruction materials for Robotics. Lead assistant moderators and volunteers. Be proficient with coding/building/programming robots. Register for tournaments. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the non-teaching application via website at www.christking.org. Application and resume may be emailed to Mimi Bryan at mbryan@christking.org.

Christ the King Catholic School is accepting applications for certified teachers, including a middle school **English Language Arts teacher** for the 2022-2023 school year. Requirements include a bachelor's or master's degree in education. CKS is a K-eight archdiocesan parish school and three-time National Blue-Ribbon School of Excellence located in the Buckhead community of North Atlanta. We offer a competitive benefits package, including financial support to earn an advanced degree, certification endorsement, affordable pre-school and professional development opportunities. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants may obtain the professional educator application via website at www.christking.org. Application, teaching certificate, cover letter and resume may be emailed to mbryan@christking.org.

Holy Family Preschool, in Marietta, is seeking **preschool teachers** – lead, assistant and substitute – to begin in August 2022. Want a chance to work with young children that's fun and rewarding with a creative and supportive team, part-time weekday hours (9 a.m.-1 p.m.) and all Cobb County breaks off? Some positions are just a couple of mornings a week! Qualified candidates must have a positive and nurturing attitude and enjoy helping children develop

and grow in a loving, Catholic environment. A degree in education is ideal but not required. A degree in a related field and experience working with children is preferred. Holy Family offers ongoing professional development. To apply and learn more, email resume highlighting work or volunteer experience with young children to Director Kate Viets, kviets@holyfamilycc.org. Find us online at www.holyfamilycc.org/preschool.

Holy Family Preschool, in Marietta, is seeking a part-time **music teacher**, two mornings per week plus two special events per year starting in August 2022. Qualified candidates should have a degree, certification and/or experience in a combination of music and education, particularly with young children, and must have a positive and nurturing attitude with an appreciation for helping children grow in a loving, creative, Catholic preschool environment. To apply, email resume highlighting background in music and experience with young children to Director Kate Viets, kviets@holyfamilycc.org. Find us online at www.holyfamilycc.org/preschool.

Queen of Angels Catholic School, a K-8 National Blue-Ribbon School of Excellence in Roswell, is accepting applications for a **kindergarten teacher** for the 2022-2023 school year. Applicants should possess a minimum of a bachelor's degree in education and a valid teaching certificate. 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. Thomas More Catholic Church, a Jesuit parish in Decatur, is seeking to hire a **parish administrator**. The position is responsible for the administrative operation of the parish and the promotion of parish community life. The administrator collaborates closely with the pastor to plan for and ensure the effective and pastoral functioning of the parish. College degree or its equivalent required. Three years' experience in business or management and church ministry preferred. This is a full-time salaried position, with starting date flexible on or after April 25. Applicants should send a cover letter and resume to cpalmer@stmnga.org **on or before March 31.**

St. Pius X Catholic High School, an archdiocesan school, has an opening for a full-time, 11-month **accounting coordinator**. Under the direction of the Business Manager, the accounting coordinator will be responsible for processing invoices, maintaining vendor files and W-9s, preparing 1099s, recording deposits in the general ledger and other duties as assigned by the Business Manager. Qualified applicants will have a bachelor's degree in accounting, excellent oral and written communication skills, strong knowledge of accounting principles and must be proficient with automated accounting software and Excel. Knowledge/proficiency in Blackbaud software desired.

Minimum of three years accounting experience is preferred. 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 forward your resume and cover letter to Kim Woods at kwoods@spx.org.

St. Pius X Catholic High School, an archdiocesan school, has an opening for a full-time 12-month, **bookstore manager**. Under the direction of the Business Manager, the bookstore manager will be responsible for all aspects of the bookstore operations including purchasing, merchandising, customer service, budgeting, processing invoices, inventory and supervising employees. In addition, the Bookstore Manager will work with the Dean of Academics and/or department heads to purchase textbooks and eBooks and will coordinate book sales with our eBook administrator. Qualified applicants will preferably have a college degree, excellent oral and written communication skills, experience in sales and proficient with computers. 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 forward your resume and cover letter to Kim Woods at kwoods@spx.org.

St. Mary's Academy is accepting applications for PK-eight **teaching positions**, including specials (Art, Music, Spanish) and STEM coordinator. We are a new school and creating a vibrant PK-eight teaching community. Applicants should possess (or be working towards) a valid teaching certificate and have a bachelor's or master's in education. Practicing Catholics in full communion with the teachings of the Catholic Church are preferred. The high school faculty is expanding. We are accepting applications for full-time English, Chemistry and History teachers. These are full-time positions and offer competitive salaries with benefits. If you are interested in working in a dynamic, faith-based community setting, please send a cover letter and resume to Principal JoAnn McPherson at jam@mercy catholic.org.

St. John the Evangelist Catholic School (SJE), a three-time National Blue Ribbon School of Excellence, seeks a **PK-eight grade PE teacher** for the 2022-23 school year. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled team of educators may submit a cover letter and resume to Bernadette Boisis at bboisis@sjecs.net. SJE offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices.

St. John the Evangelist Catholic School (SJE), a three-time National Blue Ribbon School of Excellence, seeks a **PK-third grade teacher** for the 2022-23 school year. Qualified candidates who possess enthusiasm for Catholic

education and are interested in joining a faith-filled team of educators may submit a cover letter and resume to Bernadette Boisis at bboisis@sjecs.net. SJE offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices.

St. John the Evangelist Catholic School (SJE), a three-time National Blue Ribbon School of Excellence, seeks an **instructional classroom aide** for the 2022-23 school year. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled team of educators may submit a cover letter and resume to Bernadette Boisis at bboisis@sjecs.net. SJE offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices.

Cristo Rey Atlanta Jesuit High School is currently seeking to fill the position of **corporate work study relationship manager**. For the job profiles and requirements for the positions, please visit our website at <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff>.

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