



Memo

Date: March 28, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Thomas More, a Pre-K – eighth Catholic school in Decatur, is seeking a **coordinator of religious education**. The candidate will oversee Catholic formation and religion instruction, organize service projects and provide catechist training for the faculty and staff. Will work closely with the pastor and church personnel to coordinate reception of the sacraments for second grade students and to prepare school liturgies and other services. Candidate will teach two sixth grade religion classes. Full-time (11 month) preferred but will consider part-time. Applicants must be practicing Catholics, have a minimum of a bachelor's degree, preferably with a catechetical and/or theology background or master/advanced catechetical certification from the archdiocese. Please send resumes to kkissell@stmga.org.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a **middle school Spanish teacher** for the 2022-2023 school year. Applicants should possess certification in teaching Spanish 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 workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letter of interest to Lauren Schell, principal, Holy Redeemer Catholic School, 3380 Old Alabama Road, Johns Creek, GA 30022 or to lschell@hrcatholicsschool.org.

The Catholic Center at the University of Georgia is a diverse and welcoming community situated in Athens. We host students, faculty and staff of the university as well as 700 registered families from the local area. We are currently seeking a candidate for a full-time, salaried position of **director of liturgy and music**. The right candidate is an active member of a Roman

Catholic faith community; expresses a desire to work with students, faculty, staff and community members; exhibits creativity; demonstrates a passion and enthusiasm for ministry; is willing to be a part of the pastoral team; possess strong understanding of Catholic liturgy; has experience with traditional, contemporary and praise and worship music; has a passion for ministry; demonstrates willingness to serve grieving funeral families; possess a degree in liturgy or music (or equivalent) along with two+ years of experience in Catholic liturgy; shows proficiency in organ, piano, choral conducting and vocal coaching. All offers of employment are contingent upon a satisfactory background check. References will need to be provided. Please send resumes to fbrian@ccatuga.org by **May 15**.

The Catholic Center at the University of Georgia has an immediate opening for a full-time **assistant development director & communications**, this position reports directly to the director of the Catholic Center and is responsible for leading and managing the fund development program and communications initiatives, raising funds for the ministry and programs of the institution and managing all committees involved in fund development and communications related activities. Please email FrBrian@ccatuga.org for full job description.

Immaculate Heart of Mary Catholic School has an immediate opening for a part-time **after school counselor** (August to May, 2022-2023). Candidate must be able to pass a background check and drug screening and have a HS diploma. This position is scheduled to work M-F 3-6pm, WED 2-6pm. The right candidate must focus on: A) Organize/Communicate/Work with your team of counselors, B) Supervise/Tutor/Coach/Counsel after school kids ranging ages PreK, K-fifth, sixth-eighth grades. Apply with resume/cover letter to John via email to jschmarkey@ihmschool.org.

St. Lawrence Catholic Church, in Lawrenceville, has an immediate opening for a **parish bookkeeper**. This part-time position (24-28 hrs./week) is responsible for maintaining the financial records of the parish including payroll, accounts payable, preparing financial reports and the annual budget. Candidate must be either an active practicing Catholic or willing to work in a manner consistent with the mission of the Catholic Church. Completion of an accredited two or four year accounting degree program is preferred. Qualified applicants should have excellent oral and written communication skills, strong knowledge of accounting principles and be proficient in automated software and Excel. A minimum of two years of accounting experience in a not-for-profit setting is preferred. Please forward your resume, including cover letter with salary requirements, to Carol Ranft, director of operations, to cranft@saintlaw.org.

The Cathedral of Christ the King (CTK) is seeking a qualified candidate to serve in the role of **associate director of recreation**. Responsibilities include: providing year-round recreation/enrichment programs that are safe and enjoyable, and promote love for Christ and his church; organizing league

sports, including K-HS basketball, grades three-eight volleyball and Pre-K-8 soccer; after-school programming that includes dynamic and versatile offerings for K-eighth grade; adult recreation programming; planning and organizing summer camps; recruiting and training coaches, volunteers, gym monitors and scorekeepers; maintaining volunteer data in CTK's database; evaluating and hiring vendors for after-school and summer camp programs; maintaining recreation web pages; reserving spaces on campus; keep active communication with participants before and during season/program; promote all programming through official channels, with director of communications. This position is responsible for developing budget, submitting invoices for payment to vendors and tracking expenses. Bachelor's degree preferred. Two-five years recreation/sports experience, including general knowledge of sports and excellent communication, organizational and negotiation skills desired. Interested candidates should send their resume, along with a letter of interest, to jobopening@ctking.com.

Blessed Trinity High School, a Catholic co-educational school of the Archdiocese of Atlanta, with 1,000 students in grades nine-12 located in Roswell, has an opening for the position of **assistant principal**. The right candidate will be a practicing Catholic with a minimum of five years successful high school teaching experience; possess a master's degree in Educational Leadership or equivalent; demonstrate ability to work closely with the administrative team, guidance counselors, students and parents. Main duties include but are not limited to: Managing the academic progress of students in nine-12; provide instructional support concerning assessments; work with the Academic Council on curriculum development and other school matters; prepares and presents staff development for teachers. This position is responsible for all Title II and Title IV funding; works with department heads on summer assignments; develops the plan for approval for outside reading (book lists). Manages the approval and order of all department textbooks for students. Oversees the Observation process for teachers and develops the Professional Development Days calendar. This is a 12-month position beginning July 1. Learn more about Blessed Trinity by visiting www.btatholic.org. Send letter of interest and resume to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or as a Word document, Google Doc or PDF to ndiprima@btatholic.org. **Application deadline: April 22.**

Our Lady of the Assumption Catholic Church, located in Brookhaven, seeks a part-time (20 hours per week) **middle school youth minister** to plan, coordinate and lead the weekly Edge middle school ministry program for grades six-eight on Sunday nights and Tuesday nights, as well as other parish efforts directed towards middle schoolers and their families. This program serves as both our middle school youth group and a foundation for confirmation. Responsibilities include designing/planning weekly Edge nights using both Edge and Purpose resources from Life Teen and marketing and promoting the program to the parish and community. The middle school youth minister will work to coordinate a Core Team of adult volunteers who will assist to carry out

each Edge night, and will be responsible for recruiting and training these volunteers. We are seeking a discipleship-minded individual who takes initiative to do their job with excellence and desires to work in as part of a team. Qualified candidate must be a faithful, practicing Catholic with a strong understanding of the Catholic teaching and the liturgy; have ability to operate Microsoft Office and other basic computer programs, as well as the willingness to learn new forms of technology; possess knowledge and compliance with all VIRTUS regulations. Youth ministry experience is preferred and a certificate in Youth Ministry is a plus. Interested candidates should submit a cover letter and resume to Benny Strozier, bstrozier@olachurch.org.

St. John Neumann Regional Catholic School, serving students from PK-4 – eight grade is accepting applications for full-time **teacher positions** for first grade, second grade and a part-time **primary resource teacher** 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.

Blessed Trinity Catholic High School is accepting resumes for a **science teacher** for the 2022-2023 school year. A bachelor's degree in chemistry, biology or an equivalent degree is required. Preference will be given to those with a master's degree and Georgia Teaching certification. A requirement of the job is to promote the school's mission to transform lives in Christ. Additionally, teachers are expected to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on other responsibilities. Interested and qualified candidates should mail a cover letter, resume and three current 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.

St. Peter Chanel Preschool is seeking **teachers - lead, assistant and substitute** - to begin in August, 2022. We are looking for individuals interested in a rewarding part-time job (weekday hours 9 a.m. to 1:30 p.m.) working with young children. Some positions are only a few mornings a week! Qualified candidates must possess a love of children and enthusiasm for helping them grow and learn in a loving, Catholic environment. A degree in education is not required, but experience working with young children in preschool is preferred. St. Peter Chanel Preschool offers ongoing professional development and a caring, supportive setting. For more information or to apply, email Barbara Gordon, director, at [mmo@stpeterchanel.org](mailto:mno@stpeterchanel.org) or call 678-832-1231.

Saint Jude the Apostle Catholic School in Sandy Springs is accepting applications for full-time and part-time **teaching positions** for the 2022-2023 school year. Saint Jude School serves students in grades kindergarten-eight. Applicants should possess teaching certification and a minimum of a

bachelor's degree in education. Saint Jude School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled community may submit a cover letter and resume to Patricia Childs at pchilds@saintjude.net.

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