

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** April 4, 2022  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**Prince of Peace Catholic Church**, a vibrant active community of disciples in Hall County, is searching for a full-time salaried **director of liturgy and worship**. Qualified candidate will be an active practicing Catholic, with a degree in either liturgy or music and experience in both. We will be looking for someone that is exhibiting a passion and willingness to foster and develop volunteerism and leadership development in liturgical ministries as well as various choral ensembles. Experience in planning other liturgical events such as funerals and weddings and parish missions is a plus. Candidates must be a proficient pianist and be experienced with choral conducting. Please provide resume and references to [deacondavid@popfb.org](mailto:deacondavid@popfb.org).

**St. Pius X Catholic High School** seeks a qualified **Latin teacher** to join our thriving Latin program. Our three Latin teachers offer Latin 1 through AP and run a GJCL program. We are looking for someone with a strong background/degree in Latin and/or classics, a desire to teach at the secondary level and either certification or a willingness to become certified within three years. Additional qualifications include strong interpersonal and communication skills, including a demonstrated ability to work with colleagues, and a knowledge of teaching technologies appropriate to the discipline. St. Pius X offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please send resume and references via email to: Marsha Free, executive assistant to the principal, at [mfree@spx.org](mailto:mfree@spx.org).

**Holy Redeemer Catholic School**, in Johns Creek, is seeking a full-time **middle school Language Arts teacher** for the 2022-2023 school year. Holy Redeemer serves students in grades K-8. Applicants should possess

certification in teaching Language Arts 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@hrcatholicschool.org](mailto:lschell@hrcatholicschool.org).

**St. Matthew Catholic Church** located in Winder has an immediate opening for a full-time **youth ministry director** who will be responsible for administering the catechetical programs of the Youth Ministry and Faith Formation programs for the middle school and high school students. Duties include planning and implementing curriculum for the EDGE/Life Teen religious education programs and youth activities, as well as ensuring that registrations, attendance records and tuition payments are accurately maintained in ParishSoft Family Suite. Candidate must be a practicing Catholic with knowledge of Catholic liturgy who will prepare the students for the sacrament of confirmation. Minimum two-three years of experience in office environment with working knowledge of Microsoft Office and strong communication and organizational skills are a plus. Office hours normally include evenings and weekends. Fluency in Spanish is a plus. Interested candidates should submit resume with cover letter including salary requirements to the business manager at [busmgr@saintmatthewcc.org](mailto:busmgr@saintmatthewcc.org).

**St. Lawrence Preschool** is looking for individuals interested in a part-time position working with students aged two through five. Open positions for the 2022-23 school year include **lead teachers, assistant teachers and substitutes**. 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. Lawrence Preschool offers a loving, caring environment and ongoing professional development. For more information or to apply, email Wendy Guillory, director, at [wguillory@saintlaw.org](mailto:wguillory@saintlaw.org) or call 770-962-1676.

**Rosary Makers Of America**, a non-profit organization that helps young adults with special needs, is seeking a full-time **administrative assistant**. Individual must be motivated, self-driven and have good writing skills. Knowledge in computer and social media preferred. Interested candidate should email resume to: [Admin@rosarymakersoa.org](mailto:Admin@rosarymakersoa.org).

**Catholic Charities Atlanta** is seeking a **senior director of Immigration Legal Services** to lead a talented team and drive the success of our program. As part of the senior leadership team you will join a professional organization dedicated to working with vulnerable individuals for more than 65 years. Must be a licensed attorney and experienced manager who is passionate about helping immigrant populations succeed. Our senior director will oversee the financial and operational management of the Immigration Legal Services group including VAWA, LOP, LOPC, General Immigration and Detention Orientation; supervise all employees, interns and volunteers; provide training as necessary,

community outreach and ensure adherence to legal standards necessary to deliver services to clients; actively participate in representing the program with local constituents within the community, local and state officials, as well as organizations that provide interns and volunteers for the program. The right candidate will have a law degree specializing in immigration law and licensed in the state of Georgia. Bilingual in English/Spanish is required. Minimum two years of supervisory/managerial experience. Preference for professionals who are experienced in working with multi-cultural populations. Experience working with immigrant populations. Experience with grant writing and reporting. Interested candidates should submit a resume and cover letter that details your interest in working for Catholic Charities Atlanta to [ccaemployment@ccatlanta.org](mailto:ccaemployment@ccatlanta.org).

**Mary Our Queen Catholic Church** in Peachtree Corners is seeking a full-time **director of Faith Formation**. This position is responsible for all facets of faith formation including: recruiting and training volunteer catechists for K-Grade 12; organizing and supervising coordinators for elementary faith formation and Youth Ministry, RCIA, family catechesis, as well as other sacramental preparation programs; Coordinating adult faith formation and evangelization within the parish; managing the parish's Safe Environment process as mandated by archdiocese. Qualified candidate must be a practicing Catholic in good standing and invested in its teachings; proficient in technology and Microsoft Office; have strong organizational and communication skills and work well with families within the community and parish staff. The position requires a flexible schedule that includes working occasional evenings, weekends and some holidays to support year-round programming. A minimum of a bachelor's degree in theology, pastoral ministry, catechesis or equivalent required. Email cover letter with salary expectation and resume to [mmthomas@maryourqueen.com](mailto:mmthomas@maryourqueen.com).

**Mary Our Queen Catholic Church** in Peachtree Corners is seeking a full-time **youth minister**. This position reports to the director of Faith Formation and is responsible for coordinating all facets of religious education for middle and high school. This includes coordinating volunteer catechists and aides, implementing faith formation curriculum and overseeing sacramental preparation for confirmation. Position requires excellent interpersonal, communication and organizational skills. Qualified candidates must be a practicing Catholics in good standing fully committed to the teachings of the Catholic Church; proficient in Microsoft Office; maintain flexible schedule with ability to work on weekends. Two to three years minimum faith formation experience preferred. If interested, please email your resume and salary requirements to [mmthomas@maryourqueen.com](mailto:mmthomas@maryourqueen.com).

**St. Joseph Catholic Parish School (SJS)** in Athens, is seeking an energetic, creative, part-time **middle school Spanish teacher** for the 2022-2023 school year. SJS is a family-oriented community and a wonderful place to work! SJS offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume,

references and letter of interest to Dr. Theresa Napoli, principal, via email - [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

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