



Memo

Date: April 11, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Holy Spirit Preparatory School is looking for full-time and part-time employees for the 22/23 school year; caring educators with a love of children and early childhood development. We serve children six months through Pre-K4 by instilling a classical, Catholic foundation in a joyous, loving, nurturing and fun environment. We believe that educating the whole child matters. Therefore, our goals focus on providing hands-on, multi-sensory learning experiences and play activities that inspire spiritual, intellectual, social, emotional and physical growth. Currently hiring in the following positions: **PreK4 Lead Teacher, ELC (6 mo. - 23 mos.) Lead Teacher, Preschool Assistant Teachers, Preschool Substitute Teachers.** Please use this [link included to apply](#).

Saint Jude the Apostle Parish Preschool is seeking part-time **teachers** to begin in August 2022. Lead teachers, assistants and substitute positions are available. Some positions are only a few mornings a week! Qualified candidates should possess a love of children, a nurturing attitude and enthusiasm for helping children grow and learn in a Catholic environment. A degree in education is not required, but experience working with young children in a preschool is preferred. We offer a fun work environment and ongoing professional development. If you are interested in being a part of our awesome team, email your resume highlighting work or volunteer experience with young children to Director Angela Rahn at arahn@judeatl.com.

St. James the Apostle Catholic Church, in McDonough, has an immediate opening for a full-time **youth minister**. We are seeking a qualified candidate who is an active practicing Catholic with knowledge of Catholic liturgy and can prepare the students for the sacrament of confirmation. The youth minister will

serve as a member of the pastoral staff and will collaborate with the director of Religious Education in coordinating the Life Teen program including, setting annual goals; developing an annual financial budget for submission to the financial staff; coordinating and supervising youth events, social and recreational activities, weekend retreats and other duties as assigned. Minimum two-three years of experience in office environment with working knowledge of Microsoft Office and effective communication and organizational skills are a plus. Office hours normally include evenings and weekends. Interested candidates should submit resume with cover letter, including salary requirements, to the business manager at busmgr@stjamesapostle.com.

Our Lady of the Assumption Catholic School (OLA), a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for an **art teacher** for the 2022-2023 school year. Teacher certification required. This is a full-time position and offers a competitive salary with excellent benefits. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Lisa Cordell, principal, at lcordell@olaschool.org. **No phone calls, please.**

Our Lady of the Assumption Catholic School (OLA), a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for a certified **middle school language arts teacher** for the 2022-2023 school year. Teacher certification required. This is a full-time position and offers a competitive salary with excellent benefits. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Lisa Cordell, principal, at lcordell@olaschool.org. **No phone calls, please.**

The Catholic Center at The University of Georgia is seeking a **director of liturgy and music**. The right candidate will be an active member of a Roman Catholic faith community; someone that expresses a desire to work with students, faculty, staff and community members; exhibits creativity; demonstrates a passion and enthusiasm for ministry; willingness to be a part of the pastoral team; strong understanding of Catholic liturgy; have experience with traditional, contemporary and praise and worship music; has a passion for ministry; the willingness to serve grieving funeral families; has a degree in liturgy or music (or equivalent) along with two plus years of experience in Catholic liturgy; proficiency in piano, choral conducting and vocal coaching. For more information, contact fbrian@ccatuga.org.

Transfiguration Catholic Church has an immediate opening for a part-time **administrative assistant**. The primary function of this position is to assist the director of Finance and Administration with the functions of the parish, parish office and finance office. Responsibilities include implementing facility calendar, procedures and logistics for ministry, staff meetings and event planning. Coordinates nursery requests for parish wide events and Faith Formation, handle funeral reception requests, assist with onboarding and new

employee orientation. Must be organized and able to work in a fast-paced environment. Please send your resume to: resume21@transfiguration.com.

St. Lawrence Catholic Church is hiring a **nursery coordinator** as our need has returned with increased levels of activities. In this position, the individual would be responsible for the ongoing coordination of activities, including ensuring that the nursery is properly staffed for the St. Lawrence Catholic Church nursery where the parish children are welcome and well cared for. Initially, this will be for Mass times only. Once we achieve a normalized level of activity, the nursery will be opened during other times throughout the week. Promoting a safe environment and a positive and nurturing atmosphere for our children is our highest priority. This is a part time position that at full activity level, will remain under 15 hours per week. Hours would primarily be evening and weekends. Qualifies applicants should have preferably three to five (3-5) years of prior nursery supervisory experience, experience in caring for children between the ages of zero to four with the ability to adapt and interact with a variety of personalities and must be at least 18 years of age and satisfactory completion of background check and VIRTUS training. Interested individuals should send their resume to Carol Ranft at cranft@saintlaw.org.

St. Lawrence Catholic Church, in Lawrenceville, has an immediate opening for a **weekend maintenance staff member**. This position reports to the director of facilities and is primarily responsible for general maintenance assistance for the church during the weekend as well as incidental cleaning as directed. Specific responsibilities include: Ensure that the church is maintained in a clean, safe and orderly manner during the weekend; assist with room set-ups and tear downs as required; monitor proper room schedule; ensure that all lights are turned off; lock up building doors and set alarm. This is a part-time position on the weekends, under 20 hours per week. Interested individuals should email Carol Ranft at cranft@saintlaw.org.

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