



Memo

Date: April 18, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

St. Mary's Academy is seeking to fill **teaching positions in music, art, middle school literature, a fifth grade teacher and a resource teacher.** We are a new school, and creating a vibrant PK-12 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. 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@mercyatholic.org.

Christ the King Catholic School (CTK) is seeking an **advancement & communications assistant** for the 2022-2023 school year. Qualified candidates will possess: a bachelor's degree in a related field (communications, English, journalism, graphic design, marketing, etc.); one-three years of progressively gaining experience (ideally working with website content, newsletters, collateral development, donor communications and press management); excellent writing/editing, interpersonal and verbal communication skill. Detail-oriented content creator. Proactive self-starter who can work independently to create content and complete projects but also collaborate with other school/parish departments. Ability to uphold confidentiality. CKS is a K-eighth 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 non-teaching application via website at www.christking.org. Application, cover letter and resume may be emailed to mbryan@christking.org.

St. Catherine of Siena Catholic School (SCS), in Kennesaw, is seeking a certified **elementary teacher** for the 2022-2023 school year. SCS is a National Blue-Ribbon School of Excellence and offers a competitive benefits package. Requirements include a bachelor's or master's degree in education and a current teaching certificate. St. Catherine of Siena offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please email references, resume and cover letter to Kelly Wood, principal, at kwood@scsiena.org.

Immaculate Heart of Mary School (IHM), a PK-eighth twice-recognized National Blue-Ribbon School of Excellence, conveniently located off I-85 in Atlanta, is accepting applications for an **elementary** (Grades first-fifth) **teacher** for the 2022-2023 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. IHM 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 Laura Cichanski, principal, at lcichanski@ihmschool.org.

St. Mary's Academy, in Fayetteville, is looking for a **coordinator of classical studies/humane letters teacher** for the 2022-2023 school year. Candidate must be an experienced, enthusiastic teacher with a love for classical, Catholic liberal arts education. Catholic in good standing with knowledge of, and fidelity to, the teachings of the Catholic faith required. Teacher training experience preferred. BA in classical literature or related field, MA or PhD preferred. GA state certification in secondary education or ability to obtain certification within three years required. Primary responsibilities include: developing in students and faculty a love for the good, the beautiful and the true contained in great works of literature and history. Planning and teaching two rigorous and engaging high school Humane Letters courses in keeping with a traditional secondary-level classical, Catholic Humane letters curriculum. Providing all teachers PreK-12 with professional development in the area of classical and Catholic liberal arts pedagogical theory and practice. We offer a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter attention to Debbie Wheeler, dwheeler@archatl.com. **No phone calls, please.**

Holy Spirit Preparatory School (HSP) is seeking exceptional, enthusiastic, motivated individuals to join our high school **faculty-math** for the 2022-23 school year. HSP is a Catholic, independent Pre-K to 12 school in north Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful not only in future studies but also in his or her unique vocation. HSP high school faculty-math is responsible for fostering a positive experience for every student and family ninth through 12th grade, providing

classroom instruction and assisting with other elements of the HSP enrichment programs. The high school faculty-math is an exempt, full-time, summer schedule position, which reports to their respective department chair and the upper school principal. You can [apply using this link](#).

St. Mary Magdalene Catholic Church in Newnan is seeking a full-time **director of Religious Education**. The candidate will collaborate with the pastor on catechetical initiatives of the parish, designing programs, which support lifelong learning, and promoting faith development through catechesis on all levels. The director leads the faith formation department and manages a staff of employees and volunteers. This position requires a flexible schedule, which includes working evenings and weekends. Qualified candidates must be practicing Catholics in good standing with strong interpersonal and communication abilities. A master's degree in religious education/theology or a bachelor's degree and five years of related work experience is required. Please send resumes to Carrie Clemens at clemens@smmcatholic.org.

Christ the King Catholic School (CKS) is seeking to fill a fourth-grade **teaching position** for the 2022-2023 school year. Requirements include certification with a bachelor's or master's degree in education. CKS is a K-eighth 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.

The Archdiocese of Atlanta seeks to hire a full-time, bi-lingual (English and Spanish) **administrative professional** to serve as ecclesiastical notary in matrimonial nullity cases at the **Metropolitan Tribunal**. Responsibilities include all tasks and duties consigned to the notary in canon law, including but not limited to, drafting and mailing case documents and correspondence; receiving, authenticating and filing documents submitted by the parties; safeguarding the acts of each case, transcribing in real time testimonies of parties and witnesses under the direction of the judge and updating the case management software system. This individual will also assist with other tasks and projects related to the efficient organization and operation of the Tribunal. The qualified candidate must be a Catholic in good standing and full communion with the Catholic Church, enjoy a blameless reputation and hold at least a bachelor's degree or equivalent from an accredited college or university. He or she will also possess at least three to five years of administrative work experience, very strong verbal and written communication skills in both English and Spanish and an excellent typing ability. In addition, the qualified candidate must possess the capacity for close attention to detail

and the ability to work well with others as a part of a collaborative team. Those interested and qualified should submit a resume and cover letter (with salary requirements) to the attention of Christine Martineck at catholicjobs@archatl.com.

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