



# Memo

**Date:** May 2, 2022  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

**Consolidated Catholic Administrative Services** in Roswell, GA, is seeking energetic, flexible and proficient P/T **gift processor** responsible for processing gifts including sorting, data entry, bank deposits, and gift research. Duties include handling requests from fundraising office administrators, processing high-end gifts, adjustments, and exceptions. Discretion and prudence are critical attributes of this role— confidential information is to remain so, during and after employment. Responsibilities: Check scanning and remote electronic deposit to Bank, communication with fundraising administrators & accounting, responding inquiries, solving problems, gift adjustments, gift amendments, gift refunds, handling exceptions, pledges, recurring gifts, soft credits, matching gifts, event registration fees, credit card and ACH gifts (EFT): adding, updating, and terminating, electronic transmissions, reporting, gift acknowledgements, Canadian tax receipts, maintaining an archive of transaction, other tasks-projects as directed by Supervisor. Complete respect and enthusiasm for the Catholic Church, Regnum Christi and the Legion of Christ is required. Practicing member of Regnum Christi preferred. Please apply here - for a complete job description and to apply. Interested qualified individuals must submit a meaningful cover letter and resume. For a complete job description and to apply please click on [this link](#)

**St. Mary's Academy** in Fayetteville, GA is looking for a **coordinator of classical studies/humane letters teacher** for the 2022-2023 school year. Competitive salary and benefits. 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 Studies/Literature or related field, MA or PhD preferred. GA state certification

in secondary education or ability to obtain certification within 3 years required. St. Mary's Academy offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Visit our website at [www.smaschool.org](http://www.smaschool.org) Please send a cover letter and resume to Debbie Wheeler, Program Specialist, Office of Catholic Schools, Archdiocese of Atlanta at: [dwheeler@archatl.com](mailto:dwheeler@archatl.com) **No phone calls.**

**Cristo Rey Atlanta Jesuit High School** is hiring for various positions: **AP Calculus Instructor, Dean of Students, Math Instructor, School Counselor, Social Studies Instructor, Spanish Instructor, Theology Instructor, Marketing Coordinator, School Nurse, Corporate Work Study Relationship Manager, Shuttle Bus Drivers, Cafe Line Workers.** Join our team and make an impact. Send resumes to [hr@crstoreyatlanta.org](mailto:hr@crstoreyatlanta.org)

**The Provincial Superior of the Missionaries of St. Francis de Sales** (Fransalians) is looking for an **administrative assistant** to perform clerical duties and responsibilities. Candidates must have experience in Microsoft Office including Word, Excel, PowerPoint, Outlook, and Publisher. Strong communication and organizational skills are a plus. Please send your resume and references to [msfsusa1969@gmail.com](mailto:msfsusa1969@gmail.com) **No phone calls please**

**St. Marguerite D'Youville Catholic Church** in Lawrenceville, GA is actively seeking a qualified **preschool director** to oversee the daily operations and administration of our preschool (ages 2 – 5). The right candidate will have a degree in early childhood development or related field and experience working in pre-school, is required. Interested candidates, please send your resume to [tjply@gmail.com](mailto:tjply@gmail.com) **No phone calls, please.**

**Holy Family Catholic Church** in Marietta, Georgia is seeking a **youth minister** to lead a youth ministry program for high school students grades 9 – 12 including Confirmation. We will consider candidates who are seeking either part time or full time employment. Applicants should be practicing Catholics with a strong knowledge of the Catholic faith, excellent organizational and communication skills, and a willingness to work in a fun, faith-filled team environment. Bilingual in English and Spanish is preferred. Please send a cover letter and resume to Kathleen Daigle at [kdaigle@holyfamillycc.org](mailto:kdaigle@holyfamillycc.org)

**St. James the Apostle Catholic Church** in McDonough, Georgia has an immediate opening for a full-time **youth minister** and is 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 including weekend retreats and other duties as assigned. 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](mailto:busmgr@stjamesapostle.com)

**St. Catherine of Siena** in Kennesaw has an opening for part-time **facilities staff** for the early morning shift. Responsibilities include event support, ground and building maintenance, and security operations. Applicants should email Tom Dickenson [tomd@stcatherinercc.org](mailto:tomd@stcatherinercc.org)

**Blessed Trinity Catholic High School** is seeking a **math teacher** for the 2022-2023 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in Mathematics or Mathematics Education and certification in the State of Georgia required. Preference is given to those with a Master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume, and three current professional references to: Mrs. Nancy-Jane DiPrima, Assistant to Principal, 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](mailto:resumes@btcatholic.org)

**St. Thomas More Parish**, a Jesuit parish in Decatur, GA, has an immediate opening for an **accounting manager**. This full-time position is responsible for managing all accounting functions of the parish including accounts payable, accounts receivable, general ledger, payroll, financial stewardship, financial reporting, preparing the annual budget, and administering parish salary and benefit policies. An undergraduate degree in accounting is preferred, though equivalent extensive bookkeeping experience will be considered. A qualified candidate will have excellent oral and written communication skills, wide knowledge of accounting principles, proficiency in accounting software, and at least three years accounting experience. Work experience in a church or non-profit setting is helpful. Send cover letter and resume by **May 13** to [jobopenings@stmga.org](mailto:jobopenings@stmga.org)

**Catholic World Mission** is looking for a **major gift & development officer**, you will work closely with the executive director and use your fundraising knowledge to identify, develop, and cultivate existing and new revenue streams to increase the donor base and drive revenue potential. Some of the responsibilities for this position include but are not limited to, strengthen the relationships with existing donors and increase donations. Identify new opportunities and sources of revenue. Develop Missions capability program. Identify and deliver parish promotions. Create and execute a strategy for a large, sustained base of annual individual donors. Develop a plan to successfully cultivate list acquisition donors, including contact points and movement through a 5-year program. Explore and propose grant-writing

opportunities. Secure and deliver relevant speaking engagements. The right candidate will possess a Bachelor's degree, 3-5 years' success in development, must be willing to travel (domestic and international) as necessary, be a dynamic team player, have an excellence in organizational and leadership skills, exceptional communications and presentation skills, proficiency with Excel. Interested candidates, please email your resume and desired salary to [hrrsupport@essexconsulting.net](mailto:hrrsupport@essexconsulting.net)

**Catholic World Mission, Inc.** is looking for a **donor relationship advocate**. This position deploys fundraising tools such as phone cultivation, mini-mailings, event organization, and electronic communications. Also solicits and secures a growing base of donors and increases donation sizes via education and promotions of the work of CWM and its partners worldwide, informs, involves, and bonds CWM donors to the organization and its mission. Some of the responsibilities for the donor relationship advocate are: Raise funds via phone solicitations, events, and mini-mailings to CWM constituents, educate supporters on organization's projects and programs, promote giving habits that encourage supporters to make major and planned gifts, inform, involve, and bond the constituency to the organization and its goals, build donor relationship by utilizing information from CWM's donor management system, produce mini-mailings, and/or personalized follow up cultivation letters, record proposals in donor management system, review pipeline with fundraising team. The right candidate will have prior experience with gift cultivation, preferred. Outstanding communication and interpersonal skills, be a dynamic team player. Able to provide ideas, feedback, and problem-solve. Able to receive feedback and challenge to ideas and decisions in stride. Excellent attention to detail. Independent organizational and problem-solving skills. Sound judgement and reasoning skills. Proficiency with Office Products. RE7 experience a plus. CWM offers a competitive salary and great benefits. Please send cover letter and resume to [hrrsupport@essexconsulting.net](mailto:hrrsupport@essexconsulting.net)

**Transfiguration Catholic Church**, in Marietta, has an immediate opening for a part-time **maintenance/handyman staff member** (estimated at 20 hours per week). This position reports to the director of facilities and is primarily responsible for general maintenance assistance for the church as directed. Specific responsibilities include miscellaneous and scheduled repairs. Please send resumes to Larry Sexton at [resume21@transfiguration.com](mailto:resume21@transfiguration.com).

**Holy Redeemer Catholic School** in Johns Creek, is seeking a full-time **media specialist** for the 2022-2023 school year. Holy Redeemer serves students in grades K-eighth. Applicants should possess a degree or certification in library sciences (MLS degree preferred). 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](mailto:lschell@hrcatholicsschool.org).

**St. Peter Chanel Catholic Church** in Roswell, has an immediate opening for an **engagement coordinator**. A team member that leads and supports a team of volunteers, who in turn serve the parish, providing strategic opportunities for people to grow deeper in their engagement and experience of authentic community. These offerings could be social, formative or a mix of both –for various demographics– directly tied to our vision and mission. It will require collaboration with staff and volunteers. Trained and empowered by the parish, the engagement coordinator will continually build and form a healthy team of volunteers who joyfully provide valuable opportunities for people inside and outside the walls of our parish. Being a team member at St. Peter Chanel means that you love and embrace your identity as a child of God, are captivated by the vision of our parish and personally motivated by the mission. It means being willing to reflect your love of Jesus to everyone you encounter, work with, and serve. For a full job description please [visit our website](#). Interested candidates, please submit resume and cover letter to [ddahm@stpeterchanel.org](mailto:ddahm@stpeterchanel.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 May. Thank you.