

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** June 30, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

**From:** Marquita Richburg, chief human resources officer, Office of Human Resources

**Re:** Position vacancies

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**St. Mary's Catholic School**, a PK-8th grade school in Rome, seeks a full-time **second-grade teacher** for the 2025-26 school year. Applicants must have a teaching certificate and a bachelor's degree. Teaching experience is preferred but not required. St. Mary's Catholic School is a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Mr. Michael Regnet at [mregnet@smsrome.org](mailto:mregnet@smsrome.org).

**St. Mary's Catholic School**, a PK-8th grade school in Rome, seeks a full-time **preschool teacher** for the 2025-26 school year. Applicants must have a teaching certificate and a bachelor's degree. Teaching experience is preferred but not required. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for employee children. St. Mary's Catholic School is a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment practices. Send cover letter and resume to Mr. Michael Regnet at [mregnet@smsrome.org](mailto:mregnet@smsrome.org).

**St. Thomas More Catholic Church**, a Jesuit parish in Decatur serving 1,600 households, is seeking a full-time **director of music and liturgy**. In collaboration with the pastor, this position plans and organizes all parish liturgies and is responsible for all aspects of liturgical music of the parish, which includes five weekend liturgies each week and all liturgical celebrations. This position serves on the pastoral team, working collaboratively to ensure the effective and pastoral functioning of the parish. Requirements include proficiency on piano and organ, choir director accomplishment, a thorough understanding of Roman Catholic liturgy and at least three years of work experience as a director of music in a Catholic parish. A bachelor's degree in music is required. A master's degree in music and liturgy is preferred. A full job

description can be found at [stmgaparish.org/job-openings](http://stmgaparish.org/job-openings). Cover letter and resume should be submitted to Debbie Whiteley at [dwhiteley@stmga.org](mailto:dwhiteley@stmga.org).

**The Office of Evangelization and Discipleship** (OED) for the Archdiocese of Atlanta has an immediate opening for a full-time **ministry lead for marriage and family life**. This position provides specialized expertise and consulting with pastors and other parish leaders in the areas of marriage ministry, natural family planning and family life ministry. This role also collaborates closely with the OED team to advance the mission of evangelization and discipleship formation, promote and support marriage as the foundation of family life and a vocation from God, and strengthen families in their mission as the domestic Church. Requirements include a master's degree in theology or equivalent and a minimum of five (5) years diocesan or parish leadership experience. Bilingual in English and Spanish is strongly preferred. To apply, send a cover letter (with salary requirements) and resume to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**The Catholic Foundation of North Georgia** is seeking a full-time **executive assistant** to provide high-level support for the president. This position also supports the board of directors and helps with other staff functions. Responsibilities include scheduling meetings for the board of directors, 8-10 committee meetings per quarter, organizing meeting materials and food, recording minutes for every meeting and maintaining board data. Additional responsibilities include correspondence for the president, answering phone calls, file management, maintaining the office calendar, creating DocuSign agreements, scheduling Zoom meetings and special projects. Must have excellent verbal, written communication and grammar skills; proven administrative and organizational skills and ability to work with a team. A practicing Catholic with a bachelor's degree, experience supporting a CEO or other executive, three years of work experience and the ability to adapt to change in a growing organization is preferred. Email your cover letter and resume to [catholicfoundation@cfnga.org](mailto:catholicfoundation@cfnga.org).

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