

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: July 28, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

St. Mary Magdalene Catholic Church in Newnan seeks a full-time **director of sacred music**. This position collaborates with the pastor to build a vibrant sacred music program that compliments the rich tradition and nobility of the church's liturgical worship. Responsibilities include building, training and directing the parish's sacred music program for three weekend Masses, weddings, funerals and annual holy days. Ideal candidates are passionate about Christ and the Catholic Church and skilled in assisting the liturgy with spirit-filled worship. This position offers a competitive salary, free health insurance, paid vacation and more. Send your resume to mrevak@smmcatholic.org.

Holy Family Preschool in Marietta is seeking an **assistant director** to begin in early August 2025. This position works closely with the director on administration tasks, such as student files, events, staff continuing education opportunities, substitute teachers, acquiring supplies, maintaining excellence in operations and supporting classroom staff as needed. This role works 25-hours per week with a vibrant and supportive team, has ongoing professional development and follows the Cobb County academic calendar. Qualified candidates must have a positive and nurturing attitude and enjoy helping children develop and grow in a loving, Catholic environment. An associate or bachelor's degree in education or a related field or a CDA, and three to five years' experience working in a preschool, childcare, home day care or nursery setting is required. Previous preschool administration experience preferred. Must have excellent verbal, written and organization skills, proficiency using Microsoft Office and learning new programs and apps as needed. To apply, email resume to Director Kate Viets at kviets@holyfamillycc.org. Interviews are held July 28-August 1. Learn more online at holyfamillycc.org/preschool.

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