

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 23, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Diocese of Savannah is looking for a **director of construction and property services**, this position serves as the liaison to pastors, architects, general contractors, construction managers and owners' representatives in the planning and construction of diocesan capital projects. The director is responsible for overseeing and coordinating multiple projects ranging in size and complexity and occurring simultaneously, each with its own budget timeline, client contact and funding source. Working as a consultant with the parish/school building committee, the director will manage all work related to project construction, including planning, budgeting, coordination and scheduling from early planning through project closeout and occupancy. The director participates and advises in selecting design and engineering professionals and general contractors/construction management firms for all capital projects. Candidates must be Catholic in full communion with the church; possess a bachelor's degree in architecture and/or engineering and/or construction management; 10+ years of experience managing multiple design and construction projects; an extensive knowledge of contract administration, budget oversight and managing deadlines; the ability to interact effectively in a broad range of situations and multiple projects with changing deadlines; have superb analytical and negotiating skills; excellent written and verbal communication skills; the ability to build trust in working relationships with a variety of constituents. This position requires extensive travel and the ability to work weekends as necessary. Send a resume with references and examples of project work to jagreen@diosav.org or Jo Ann Green, senior director human resources, Diocese of Savannah, 2170 E. Victory Dr. Savannah, GA 31404.

Mary Our Queen Catholic Church has an immediate opening for a part-time **parish secretary** to serve as the initial contact for those visiting the parish office,

in addition to maintaining sacramental records and certificates, parish registrations and the accuracy of our parish database and records. Other administrative duties include managing and updating the parish phone system as well as answering and directing calls, liturgical support, mail sorting, documentation of receipts and general support as needed. Ability to maintain confidentiality as well as multi task, prioritize work schedule and remain flexible with minimal supervision required. Position is for five (5) work days (Monday to Friday) and up to a maximum of 27 hours per week. Qualified candidates must possess: minimum of two to three years of related work experience preferably in a church setting; strong computer skills are a must with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel); proficient with ParishSoft website and applications to maintain the Parish database (or ability to learn the software); strong organizational, customer service and communications (verbal and written) skills and abilities are required. Cover letter (with salary expectations) and resume should be directed to mmthomas@maryourqueen.com.

St. Mary's Academy (SMA) is seeking a **school counselor** for the 2022-2023 school year. Candidates should have a bachelor's degree. State certification is preferred. SMA offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter and resume to Ms. JoAnn McPherson, principal, Our Lady of Mercy Catholic High School, 861 GA-270, Fayetteville, Georgia 30214, or attach a PDF and send to jam@mercycatholic.org.

Saint Joseph Catholic Church, Marietta, seeks a full-time **youth minister** with responsibilities for overseeing our High School Teen Program as well as our Confirmation Program and assisting with the Life Teen Mass. Salary commensurate with experience and credentials in Catholic Theology. Knowledge of Spanish could be an advantage. Please send resume and cover letter to Deacon Bruce Reed, business manager, at breed@saintjosephcc.org.

Holy Spirit Preparatory School seeks exceptional, enthusiastic, motivated individuals to join our 2022/2023 school year as a **K - fifth-grade faculty**. Join our team by applying at [here](#).

Our Lady of the Assumption Catholic Church, located in Brookhaven, seeks a **media specialist/facility assistant**. This person will livestream Mass, interact with volunteers and perform light maintenance. This is a full-time position with benefits, paid health insurance, holidays and vacation. Additional responsibilities include set-up for different groups in the church and general care of facilities. Qualified candidates will have the ability to interact with people and utilize and operate Microsoft Word and other basic computer programs. Previous audio, sound and media experience is a plus. Please send cover letter and resume to Benny Strozier, bstrozier@olachurch.org. **No phone calls, please.**

Saint James Catholic Church in Madison is looking for an **organist/pianist** for the Saturday 5 p.m. vigil and Sunday 9 a.m. Masses. The qualified candidate should have at least two plus years of experience in Catholic liturgy along with experience in traditional, contemporary, and praise and worship music. Interested applicants should submit resume to office@stjamesmadison.org or call the church office at 706-342-9661.

St. Clare of Assisi Catholic Church in Acworth has an immediate need for a **cantor (tenor)**. We are looking for a musician to sing as the cantor at the 4:30 p.m., Saturday Vigil Mass, and as the tenor in a four-part ensemble at the 10:30 a.m., Sunday Mass. Applicant needs to meet the following qualifications: Strong voice to lead congregational singing; sing acapella and accompanied, melody and tenor harmony in a four-part ensemble; experience with singing chant and Latin; knowledge of the Roman Catholic Mass and the music therein. Please email resumes and cover letters to the Director of Liturgical Music Amelia Kuhlken at akuhlken@stclarecc.org. An audition/interview time will be scheduled.

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