



Memo

Date: June 6, 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, a new PK fourth-12 Catholic school in Fayetteville, in the Archdiocese of Atlanta, is seeking applicants for a **certified music teacher** and an **art teacher** for the 2022-23 school year. Applicants should possess, or be working towards, a valid teaching certificate and a bachelor's or master's degree in education. If you are interested in working in a dynamic community setting, please send a cover letter and resume to Principal JoAnn McPherson at jam@mercycatholic.org.

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

Saint Joseph Catholic Church, in Marietta, seeks a full-time **parish school of religion middle school/ EDGE coordinator**. Responsibilities include overseeing the sixth, seventh and eighth grade religious curriculum and activities including, but not limited to, retreats and events as planned. The middle school/EDGE coordinator maintains a cooperative team spirit with staff, volunteers and parishioners. Experience in youth ministry and a solid theological background are essential elements. Please send resume and cover letter to Deacon Bruce Reed at breed@saintjosephcc.org.

Saint Jude the Apostle Catholic Church, in Sandy Springs, is seeking a full-time **coordinator of high school youth ministry**. This position works in collaboration with the director of religious education and the pastor to develop and integrate faith formation and youth ministry initiatives serving our high school teens through our Life Teen program. The youth minister manages the Life Nights, Core Team development, youth retreats and our confirmation program. This position requires flexibility in work schedule to accommodate evenings, weekends and overnight retreats. The ideal candidate has excellent organization and communication skills, high energy, takes initiative and works well with teens. Qualified applicants will be practicing Catholics committed to the teachings of the church. A degree in theology or religious education is preferred, or a pertinent bachelor's degree, with a minimum of two years of experience working in youth ministry or a related field. Interested candidates should submit a cover letter with salary expectation and resume to Director of Religious Education Roberta Meadows at rmeadows@judeatl.com.

Saint Jude the Apostle Catholic Church, in Sandy Springs, is seeking a **coordinator of middle school youth ministry**. This position has the option to be structured as part-time or full-time and works in collaboration with the director of religious education and the pastor to develop and integrate faith formation and youth ministry initiatives serving our middle school students (grades sixth-eighth) through our Edge and Purpose programs. The youth minister manages the Edge Nights, Purpose programming, middle school events and retreats, and the development of a Core Team. The position requires flexibility in work schedule to accommodate some evenings, weekends and overnight retreats. The ideal candidate has excellent organization and communication skills, high energy, takes initiative and works well with pre-teens. Qualified applicants will be practicing Catholics committed to the teachings of the church. A degree in theology or religious education preferred or a pertinent bachelor's degree with a minimum of two years of experience working in youth ministry or a related field. Interested candidates should submit a cover letter with salary expectations and resume to Director of Religious Education Roberta Meadows at rmeadows@judeatl.com.

Saint Jude the Apostle Catholic Church, in Sandy Springs, is seeking a full-time **parish secretary**. This position is responsible for the management of the front desk reception staff, the parish sacramental records, parish software database, support of the parish clergy calendar, management of office supplies and mailroom equipment, preparation of programs for holiday/special liturgies and other various administrative duties. This position is typically Monday – Friday, with some flexibility required. The ideal candidate has excellent organization and communication skills, takes initiative and understands the value of quality customer service. Qualified candidates will possess a bachelor's degree; have at least three to five years of prior experience in a related field and working knowledge of Microsoft Office suite, Word, Excel, Outlook and Publisher. Must be a practicing Catholic in communion with Rome. Preference given to active Saint Jude parishioners. Interested candidates should submit a cover letter

with salary expectations and resume to Director of Operations Colleen Tyner at ctyner@judeatl.com.

St. Thomas More is a Pre-K to 8 school located in Decatur and a National School of Excellence and an AJC Top Workplace 2020. Applications are being accepted for a **kindergarten classroom assistant** for the 2022-2023 school year. Ability to collaborate with teachers and to enjoy working with young children are a must. This is a permanent, part-time position. If you are interested in teaching in a faith-based community, please send an email to kkissell@stmga.org.

Holy Redeemer Catholic School, in Johns Creek, is accepting applications for a full-time **primary level teaching position** for the 2022-2023 school year. Holy Redeemer serves students in grades K-eighth. Applicants should possess teaching certification and a minimum of a bachelor's degree in education. 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.

Holy Redeemer Catholic School, in Johns Creek, is seeking a full-time **middle school science teacher** for the 2022-2023 school year. Holy Redeemer serves students in grades K-eighth. Applicants should possess certification in teaching science at the middle school level and a minimum of a bachelor's degree in education. 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.

St. Peter Chanel in Roswell, has an immediate opening for a **team leader for discipleship formation**. In [Working Genius](#) terms, this position is an Enabling Galvanizer - meaning you rally a team of people (volunteers and staff) around our mission, enabling people to be successful in the areas they champion (sacramental preparation and discipleship formation). This person is a servant leader who gets excited helping and seeing others be successful, constantly ensuring our parish vision and mission is deeply rooted into these efforts. The team leader understands that parish-life is about transformational ministry, authentic relationships, welcoming the stranger and empowering people to live out their call of discipleship rather than programs and deadlines, people-first over process. The person who fulfills this integral part of our team will model a healthy work-life-ministry balance and ensure that the team follows suit in order to best serve their primary vocation and the people of God. For a complete job description, please [click here](#). If you discern that God is calling you to carry out ministry in this environment, we ask that you submit your resume and cover letter to ddahm@stpeterchanel.org.

St. Paul the Apostle Catholic Church, in Cleveland, has an immediate opening for a part time **administrative assistant for the Religious Education department**. This position is 10-12 hours a week and has a certain amount of

flexibility in hours. You will work directly with the director of religious education (DRE) on student registration, attendance, classroom preparation, sacraments, safe environment, social media and other tasks as needed. Computer fluency in Windows and Word and the ability to work with ParishSoft, a detailed record-keeping system for the parish, is required. Training is provided for ParishSoft. Bilingual English/Spanish is a plus. A high school/GED diploma is required, as well as the ability to effectively listen and talk to others. Send resume to saintpauldre@gmail.com.

The Cathedral of Christ the King seeks a full time **director of liturgy and choirmaster**. This position reports to the Rector of the Cathedral. The director is responsible for all adult choirs, children's choirs and cantors in collaboration with the director of music/cathedral organist. In consultation with the cathedral rector, the director of music/cathedral organist and other Music Ministry staff, the director is responsible for promoting the development of authentic liturgical music based on a strong knowledge of sacred music from Gregorian chant to contemporary compositions. This position is also responsible for general oversight of liturgical matters at the cathedral covering the parish and collaborations with the archdiocese. The role has responsibility for coordinating the liturgy team members with support from the liturgical assistant. As choirmaster, this role oversees five Masses on Sundays, two with choir and organ, and three with cantor and organ/piano. Other Masses would include, but are not limited to, Holy Week, Christmas, Holy Days of Obligation and archdiocesan Masses. To learn more and apply please [follow this link](#).

St. Pius X Catholic High School has an opening for a full time **English teacher** for the 2022-2023 school year. This position would be for ninth grade (Survey of Genres) and 11th grade (American Literature) English courses. The appropriate candidate should minimally possess a bachelor's degree in English or education with a clear/renewable GA teaching certificate and experience in the high school classroom. The desired candidate should also be open to involvement in extracurricular activities. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter and a detailed resume to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

St. Thomas More is a Pre-K to eighth school located in Decatur and a National School of Excellence and an AJC Top Workplace 2020. Applications are being accepted for a **technology teacher** for the 2022-2023 school year. Qualifications include comprehensive knowledge of integrating technology into elementary and middle school curriculum; ability to collaborate effectively; proficient with iOs/iPads, Chromebooks, Google, Microsoft, ClearTouch boards, and related software; STEM experience a plus. This is a permanent, full-time position with great benefits. Minimum of a bachelor's degree in a related field and Georgia teaching certification required. If you are interested, please send a cover letter and resume to KKissell@stmga.org.

Christ the King Catholic School (CKS) is accepting applications for a **third-grade certified teacher** for the 2022-2023 school year. Requirements include 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.

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