



Memo

Date: June 20, 2022

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

OLA Preschool is seeking part-time **teachers for lead and assistant positions**.

Teachers with a loving heart for children and the Catholic faith. Qualified candidates should possess a dedicated work ethic and desire to work in a supportive community for high caliber early childhood education. To apply, please contact Debbie Kehoe, director, dkehoe@olachurch.org.

St. Thomas More School, a Pre-K – eighth Catholic school in Decatur, is seeking a **coordinator of religious education**. The candidate will oversee Catholic formation and religion instruction, organize service projects and provide catechist training for the faculty and staff. Will work closely with the pastor and church personnel to coordinate reception of the sacraments for second grade students and to prepare school liturgies and other services. Candidate will teach two sixth grade religion classes. Full-time (10 month) preferred, but will consider part-time. Applicants must be practicing Catholics, have a minimum of a bachelor's degree, preferably with a catechetical and/or theology background or master/advanced catechetical certification from the archdiocese. Please send resumes to kkissell@stmg.org.

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: 1. strong voice to lead congregational singing 2. sing acapella and accompanied, melody and tenor harmony in a four-part ensemble 3. experience with singing chant and Latin 4. 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.

Holy Cross Catholic Church is seeking a part-time **director of music** who will promote liturgical music by overseeing all choirs and cantors for our weekend liturgies. The qualified candidate should have experience in the Catholic liturgy. In addition, they must be available to play and direct the 5 p.m. vigil Mass on Saturday and the 9 a.m. and 11 a.m. Sunday Masses, along with weekly rehearsals. The director coordinates rehearsals, plans the music for holy days, and scheduled marriages and funerals with individual choir leaders. Interested candidates, please send your resume to ftanzosch@holycrossatlanta.org.

Our Lady of the Assumption Catholic Church, located in Brookhaven, seeks an **assistant facility manager**. 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 and live stream daily Masses. Qualified candidates must have the ability to interact with people and perform light maintenance. Weekend work required. Please send cover letter and resume to Benny Strozier at bstrozier@olachurch.org. **No phone calls, please.**

St. Jude the Apostle Catholic Parish is seeking an **organist/pianist** to accompany Sunday morning Masses and Wednesday evening choir rehearsals (choir rehearsals occur from August-May). The ideal candidate possesses the following: Strong familiarity with Catholic Liturgical flow, music and traditions; a bachelor's degree or higher in music; strong sight-reading ability, including keyboard and SATB parts; ability to improvise in order to support liturgical action; the ability to play from lead sheets and to take direction from the director of music. Weekly preparation of appropriate Prelude & Postlude material. Candidates should submit a resume to Bryan Archer barcher@judeatl.com and will be contacted to schedule an audition if chosen to move forward in the process.

St. Ann Catholic Church, in Marietta, has an immediate opening for a full-time **Life Teen youth minister**. This position is accountable for assisting the director of youth ministry (DYM) in the operating function of the Life Teen Ministry including the planning, implementation and delivery of its programs, events and activities. Evening and weekend hours are required. Visit [our website](#) for a full job description. Please send resumes to Linda Field at lfield@st-ann.org. Application deadline is **June 26**.

St. Ann Catholic Church, in Marietta, has an immediate opening for a full-time **Edge/confirmation youth minister**. This position is accountable for the planning, implementation, delivery and sustainability of the Edge middle school and confirmation programs. Evening and weekend hours are required. Visit [our website](#) for a full job description. Please send resumes to Linda Field at lfield@st-ann.org. Application deadline is **June 26**.

Pinecrest Academy is hiring for growth and is seeking resumes for an experienced **lower school (K-third) teacher** for the 2022-2023 academic year. Candidates must have a degree in the field and be prepared to assist in co-curricular activities. An educational degree and certification are desired. This is a full-time position and offers a competitive salary and benefits. The lower school teacher creates and maintains an effective learning environment for their students. Fosters a love for the truth for learning and works to effectively carry out the mission of forming Christian servant leaders. Recognizes and supports the unique Catholic Mission of the school by speaking, acting and instructing consistent with the teachings of the Catholic Church. Implement differentiated instruction techniques to meet the diverse needs of students. For a full job description, please visit [our website](#) and email a resume and cover letter to careers@pinecrestacademy.org.

Pinecrest Academy is hiring for growth and is looking for an **assistant kindergarten teacher** to help foster an effective learning environment for their students. The assistant teacher carries out their work professionally and with a spirit of initiative, creating an environment of confidence and respect, fosters a love for the truth and a passion for learning and works to effectively carry out the mission of forming Christian servant leaders. The right candidate will meet the following qualifications: high school diploma (kindergarten assistants may be required to meet specific state requirements for Early Childhood Education licensing); leadership and teamwork capabilities; ability to take direction, initiative and exercise resourcefulness; excellent communications and organizational skills; capacity to manage groups. For a full job description, please visit [our website](#) and email a resume and cover letter to careers@pinecrestacademy.org.

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