



# Memo

**Date:** August 15, 2022  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**Mary Our Queen Catholic Church**, in Peachtree Corners, has an immediate opening for a full-time **business manager**. This position is responsible for the administration of the parish in areas of finance, facilities and human resources. Major responsibilities include but are not limited to the following: Prepare, review and monitor the parish's annual budget working with the pastor, finance committee and bookkeeper. Adhere to budget and authorizes repairs and routine maintenance in collaboration with pastor and treasurer. Establish and ensure facility safety and security communicating polices to staff, parishioners and visitors. Oversee agreements and relationships with independent contractors. Collaborate with the pastor and other staff for comprehensive planning, implementation and evaluation of the parish goals and objectives. Strong work ethic and ability to maintain confidentiality is required. Qualified candidates must possess a bachelor's degree with a minimum of three years related work experience. Prefer candidate be Catholic in full communion with the church. Strong computer skills are required with competency in Microsoft Office Software (Outlook, Publisher, Word and Excel) and knowledge or ability to learn other software such as ParishSoft, Paylocity and other financial applications. This position requires strong organizational, time management and communications (verbal and written) skills. Please direct your cover letter with salary expectations and resume to [mmthomas@maryourqueen.com](mailto:mmthomas@maryourqueen.com).

**St. Thomas the Apostle Catholic Church**, in Smyrna, seeks a full-time bilingual (English/Spanish) **youth minister**. We are looking for a dynamic candidate with a thorough knowledge of Catholic teachings and strong motivation to work with an established Life Teen program assisting youth on their spiritual journey. This role is responsible for youth outreach, "Life Nights," retreats, fundraising and volunteer recruitment for the program. A 40-hour workweek is expected with the

flexibility to handle nights, weekends and some overnights as required. An ideal candidate will be a practicing Roman Catholic who values the practice of the faith and the moral teachings. They should be a self-starter that will take initiative to build up our ministry among the youth. A bachelor's degree in religious education or theology is preferred with a minimum of two years of experience working within youth ministry or a related experience supervising youth. Please send resume with salary requirements to: Saint Thomas the Apostle Religious Education Department, Attention: Dcn. Michael Garrett, DRE 4300 King Springs Rd. Smyrna, GA. 30082 or via email: [mgarrett@stthomastheapostle.org](mailto:mgarrett@stthomastheapostle.org).

**Immaculate Heart of Mary School (IHM)**, a PK-eighth elementary school located off I-85 in Atlanta, is seeking a **fifth grade teacher** for the 2022-2023 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. IHM school offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to: Laura Cichanski, principal, at [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org).

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