



Memo

Date: May 15, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Office of Communications for the Archdiocese of Atlanta has an immediate opening for a full-time **communications specialist**. The communications specialist works with the director of communications in carrying out the annual objectives of the office under the direction of the archbishop. Qualified candidates will possess a bachelor's degree in communications, journalism or another related field. The following skills and experience are required: knowledge of the teachings of the Catholic Church; experience with content management systems, social media platforms, email delivery platforms (such as MailChimp), basic graphic design, Adobe Creative Suite and Microsoft Suite including Word, PowerPoint and Excel; knowledge of new media strategies, search engine optimization and online communications; working knowledge and experience with online measurement platforms (Google Analytics, YouTube insights, Facebook Insights). Excellent writing and presentation skills are a must. To apply, a cover letter (with salary requirements) and resume should be directed to the Office of Human Resources at catholicjobs@archatl.com. No phone calls, please.

Pinecrest Academy, in Cumming, is seeking resumes for a **development coordinator – data and donor relations**. This position focuses on employing data strategy and maintenance as an important tool to assist the development team to engage donors in meaningful ways. The development coordinator manages records including gift processing, pledge reminders, reporting, database maintenance and clean-up. The position is also responsible for annual giving program planning and coordination. This is a full-time 40 hours a week, 52-week-a-year position and offers a competitive salary and benefits. Qualifications: Bachelor's degree required; three-five years of relevant

experience, preferably in the development office of a non-profit organization; commitment to the mission of Pinecrest Academy and a willingness to serve as an ambassador for the school both internally and externally; strong interpersonal and relationship-building skills and a demonstrated ability to exercise sensitivity and good judgment when dealing with donors, faculty, parents, alumni, volunteers and others; proficiency with Microsoft Office including Word and Excel. Apply via <https://www.pinecrestacademy.org/about/careers>.

Transfiguration is a community that we feel is being called by the Holy Spirit to do something amazing. We have made this position full-time to help us move in the direction the Lord is calling us to go; therefore the **communications coordinator** is a critical position to the success of the parish and its efforts. The communications coordinator will develop and work in collaboration with the pastor, staff and ministry leaders to achieve communication goals. Duties include overseeing and facilitating church effective communications through written, verbal and digital media; ability to build and manage teams to accomplish the overall goal of communicating to the parish; high level of organizational skills; ability to set priorities and organize work effectively and efficiently; good interpersonal skills, team player, pastoral and welcoming attitude; practicing Catholic; parish membership highly suggested to be successful; some evening and/or weekend work will be required for some parish-wide events. Please send your resume and salary requirements to resume2021@transfiguration.com.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **high school calculus instructor**, who is responsible for the instruction and evaluation of students, providing students' feedback, maintaining good order in the classroom by managing students' conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@cristoreyatlanta.org. For full job description, visit our website at www.cristoreyatlanta.org.

The **Office of Child & Youth Protection** for the **Archdiocese of Atlanta** has an immediate opening for a part-time **administrative assistant** (20-25 hours per week). This position is responsible for providing administrative support to the director of victims assistance by responding to routine calls, emails and written correspondence; providing project support; maintaining case files; and assisting with major events and classes. Qualified candidates should possess the following: high school diploma; two to three years of relevant experience; strong computer skills with a good working knowledge of Microsoft Office Applications (Word, Excel, PowerPoint and Outlook). Qualified candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

The **Office for Mission Advancement** of the **Archdiocese of Atlanta**, has an immediate opening for a full-time **parish & donor relations officer**. This position is responsible for collaborating with the Leadership team to use fundraising knowledge to convert identified sources of revenue by communicating the value of the many good works of the archdiocese and the parishes and to solicit donors to contribute to the needs of the archdiocese and its many ministries. The incumbent is responsible for increasing awareness of the brand, projects and program offerings to a broad range of supporters and to assist the Office of Mission Advancement's team to achieve its goals and advance the mission of the life of the Church. Qualified candidates must possess the following: Bachelor's degree preferably in a relevant field; three to five years' experience in fundraising and donor cultivation; proficiency in database management, Microsoft Office Suite and other computer skills, as required; knowledge of Raiser's edge a plus; ability to execute both independently and on a team is a must. Interested candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and a resume to: Bridgett Calia, director of operations, at bcalia@archatl.com. **No phone calls, please.**

Christ the King Catholic School (CKS) is seeking well qualified, enthusiastic applicants for a **PE teacher** for the 2023-2024 school year. CKS is a K-eight independent Catholic school within the Archdiocese of Atlanta and three-time National Blue Ribbon School of Excellence. CKS is the parish school for the Cathedral of Christ the King, located in the Buckhead community of Atlanta. We offer competitive salaries and a comprehensive benefits package including financial support to earn an advanced degree or certification endorsement, professional development opportunities and affordable pre-school starting at 12 months of age. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the professional educator application via website at www.christking.org. Application, cover letter and resume may be emailed to Mimi Bryan, at mbryan@christking.org.

St. Lawrence Catholic Church, in Lawrenceville, is hiring a full-time (Monday – Friday 9 a.m. until 5 p.m.) **bilingual front office receptionist**. This person is responsible for welcoming, greeting and providing information to all who enter or telephone the parish front office. Duties include, but are not limited to, registrations, welcome packets, scheduling Mass intentions, updating phone messaging, distributing mail and preparing bulk mailings. Desired candidate qualifications: able to maintain confidentiality, communication skills in English and Spanish, knowledge of the Catholic Church, reliable and a quick learner. Please email resume and salary requirements to: blake@saintlaw.org.

St. Joseph Catholic School, a PKf4 to eight School of Excellence, located in Marietta, is seeking an **administrative assistant to the school principal** for the 2023-2024 school year. This is a full-time position that offers competitive salary, benefit package and incentives. Our ideal candidate is a goal oriented individual able to multitask providing continuous support to the school

administrative team. G-Suite and Office 365 proficiency is required, as much as being positive, friendly and welcoming. Previous experience as an administrative assistant or office manager is preferred. Bilingual candidates (Spanish/English) are highly encouraged to apply. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

St. Joseph Catholic School, a PK4 to eight School of Excellence, located in Marietta, has an opening for a **facilities & general maintenance specialist**. This is a full-time position that offers a competitive salary and benefit package. This position is responsible to assist with the day-to-day cleaning; support facilities operation, maintenance of school buildings and completing activities assigned by the maintenance schedule. We are looking for a candidate committed to the mission of our school that is ready to become a team player in serving our students. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

St. Joseph Catholic School, a PK4 to eight School of Excellence, located in Marietta, is seeking a highly qualified and certified (or eligible for certification) **theology teacher** for the 2023-2024 school year. This is a full-time position that offers competitive salary, attractive benefit package, incentives and tuition expenses for children attending any archdiocesan school. Master's degree in theology or master/advanced catechetical certification from archdiocese is required. Practical and administrative experience in religious education is preferred. Candidates must be practicing Catholic in good standing with the Church. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

St. Joseph Catholic School, a PK4 to eight School of Excellence, located in Marietta, is seeking an experienced **business manager** for the 2023-2024 school year. This is a full-time position that offers competitive salary, attractive benefit package and incentives. Bachelor's degree in accounting, finance or related field is required. Demonstrated financial experience in school or

business setting preferred. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

St. Philip Benizi Catholic Church (SPB) has an immediate opening for a full-time **music director**. The music director is responsible to the pastor and will lead the music program for the parish, helping it pray/worship by supporting liturgies with vibrant and inspirational music. The music director is a person with a heart for people whose passion is to share the Good News and their musical/administrative gifts to build God's kingdom. The individual serving in this role works closely with parish staff and parishioners to ensure all liturgical actions foster our mission. Qualifications include: Degree in music with specialization and preference for Church music, vocal or organ performance or music education; three to five years of experience in a similar position; practicing Catholic in good standing, knowledge of the Catholic faith and a willingness to adhere to the policies of SBP and the Archdiocese of Atlanta. Qualified candidates may apply by submitting a cover letter (with salary requirements) and resume to Father Michael Martin, pastor, at mmartin@stphilipbenizi.org. **No phone calls, please.**

St. Thomas the Apostle seeks a reliable and dedicated **weekend Security and maintenance** part-time person to work closely with our clergy during weekend activities and Masses. This role is dedicated to the health and safety of our facility on Saturdays & Sundays, frequently assisting with access to the property, furniture/equipment and housekeeping for reserved events. The individual should be comfortable in indoor and outdoor working conditions, have the ability to lift 25lbs and expect frequent walking and standing while completing their job duties. The scheduled hours are every Saturday & Sunday (including holidays & Holy Days) with flexible hours of 12-20 hours per weekend dependent upon candidate's availability. Preferred core hours are Saturday from 8 a.m. until 4 p.m. and Sundays from 9 a.m. until 5 p.m. Bilingual English/Spanish speaking applicants preferred. To request an application please contact gmartin@stthomastheapostle.org or apply at the parish office, Monday - Friday from 9 a.m. until 5 p.m.

The **Family Faith Coordinator** will be a member of our Family Faith Team as well as the whole staff team of **St. Peter Chanel**, and therefore, must thrive in a collaborative team environment yet be comfortable with leadership and teaching roles. The ultimate goal is to assist families in fulfilling their Baptismal promise to raise children of God with a strong Catholic identity, value and purpose. As a team member, you will commit to continually grow in your own personal relationship with Jesus; we cannot give what we do not

have. This includes building a healthy ministry-life balance. You will be empowered to help us move forward with our Family Faith Strategic Plan, which means the freedom to try new ideas and the flexibility to be creative with the support of fellow staff and a team leader who desires to see you be successful. Success in this, and all roles at St. Peter Chanel, must be Holy Spirit led. For a full job description, please visit <http://www.stpeterchanel.org/employment>. If you discern a calling to apply for this position, please submit your resume and cover letter to Shannon Civetta, team leader, at Shannon@stpeterchanel.org.

The **Reconciliation and Eucharist Coordinator** will be member of our Family Faith Team as well as the whole staff team of **St. Peter Chanel**, and therefore, must thrive in a collaborative team environment yet be comfortable with leadership and teaching roles. The ultimate goal is to help families develop a lifelong devotion to sacramental life, especially to the graces of reconciliation and Eucharist rather than simply celebrating a first milestone. As a team member you will commit to continually grow in your own personal relationship with Jesus; we cannot give what we do not have. This includes building a healthy ministry-life balance. You will be empowered to help us move forward with the Family Faith Strategic Plan, which means the freedom to try new ideas and the flexibility to be creative with the support of fellow staff and a team leader who desires to see you be successful. Success in this, and all roles at St. Peter Chanel, must be Holy Spirit lead. For a full job description, please visit <http://www.stpeterchanel.org/employment>. If you have discerned a calling to apply for this position, please submit your resume and cover letter to Shannon Civetta, team leader, at shannon@stpeterchanel.org.

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