



Memo

Date: February 5, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Mary's Academy, an archdiocesan PK-12th Catholic School located in Fayetteville, seeks a full-time **president** for the 2024-2025 school year. The President will have the overall responsibility for the financial, strategic and community facing aspects of the school's management while maintaining its strong catholic traditions and identity. The full position description and further information may be found at: <https://catholicrecruiter.com/wp-content/uploads/CRA-St-Marys-Academy-President.pdf>. St. Mary's Academy offers a competitive salary, a rich benefits' program and a drug-free work environment. The school is in full compliance with federal statutes for non-discrimination in employment. **No phone calls, please.**

Saint Jude the Apostle Catholic School, a PK-8 parish school located in Sandy Springs, seeks a **principal** beginning July 1, 2024. A three-time U.S. Department of Education Blue Ribbon School, Saint Jude the Apostle Catholic School enrolls 483 students with a dedicated and professional staff of 35 teachers and 25 ancillary staff members. The school is fully accredited through Cognia District-Wide Accreditation and is a candidate for Cognia stem accreditation. The successful candidate will be a practicing Catholic in good standing with the Catholic Church who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong Catholic identity. Additional requirements include: hold a minimum of a master's degree in Educational Leadership, a minimum of three to five years of Catholic school administrative experience, superior communication skills, a collaborative leadership style to lead others in the mission of Catholic education, be knowledgeable in current areas of professional development and exhibit excellent instructional leadership. The schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal

statues for non-discrimination in employment. Send resume and letter of interest by March 1, 2024 to Debbie Wheeler (dwheeler@archatl.com), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. **No phone calls, please.**

St. Pius X Catholic High School is seeking a dedicated and qualified individual to join our school community as a **high school nurse** for the 2024-2025 school year. The ideal candidate will be a registered nurse, although licensed practical nurses will also be considered. Current certification/licensure is a requirement for this position. CPR/AED certification is required and must be up to date. Qualified candidates should possess the following qualities and skills: Compassionate and empathetic approach towards students' well-being. Strong communication and interpersonal, organizational and detail oriented skills. Ability to work collaboratively with a diverse team. Adherence to ethical and professional standards. Proficiency in Microsoft and Google applications. Familiar with working in student databases. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in joining our team at a college preparatory high school and a strong community oriented environment, please send a cover letter and resume by March 15 to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

St. John Neumann Regional Catholic School, a PK-8 regional school located in Lilburn, seeks a **principal** effective July 1, 2024. St. John Neumann enrolls 338 students with a professional and support staff totaling 47 full and part-time employees. St. John Neumann has a rich tradition of academic excellence in a faith-filled environment; the school serves and celebrates its beautiful diversity. St. John Neumann is fully accredited through Cognia District-Wide Accreditation. The successful candidate will be a practicing Catholic in good standing with the Catholic Church who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong Catholic identity. Additional requirements include: hold a minimum of a master's degree in Educational Leadership, a minimum of three to five years of Catholic school administrative experience, superior communication skills, a collaborative leadership style to lead others in the mission of Catholic education, be knowledgeable in current areas of professional development and exhibit excellent instructional leadership. The schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal statues for non-discrimination in employment. Send resume and letter of interest by March 15 Debbie Wheeler (dwheeler@archatl.com), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. **No phone calls, please.**

St. Pius X Catholic High School is seeking qualified **teachers** for the 2024-2025 school year in the following disciplines: Mathematics, AP Calculus, Physics, Biology, Social Studies, English, World Languages and Special Education. Qualified candidates must possess a minimum of a bachelor's degree in the subject area and Teaching Certification is preferred. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete

benefits package. If you are interested in teaching in a college preparatory high school and a strong community oriented environment, please send a cover letter and resume by March 1 to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at: mfree@spx.org. **No phone calls, please.**

Campus minister and service and justice coordinator needed. **The Newman Catholic Community** is a vibrant campus ministry/parish serving the University of North Carolina (UNC) at Chapel Hill. As the Campus Minister and Service & Justice Coordinator, you join a staff excited about inviting people to encounter Jesus Christ and carry Jesus' mission into the UNC community and the world. This position works with the Associate Director of Campus Ministry to supervise, disciple and accompany a large team of volunteer student leaders who run our campus ministry programs well as with the Pastor to promote, organize and execute service and justice initiatives for both students and parishioners. For the full job description and information about applying, please contact lriegel@uncnewman.org.

Secretary/Receptionist is needed at a small skilled nursing facility. The person must have good computer skills. Must know how to use the computer programs: Word, Access and Excel. Must have experience with databases and merging letters. Will be doing donation letters and helping to get residents admitted. Must have good people skills, as the position requires answering the telephone, as well as the front and back door. The position is Monday to Friday from 9 a.m. - 5 p.m. 40 Hours. Full-Time. Health insurance and dental insurance within two months. Please do not call but send your resume to SummerhillNursing@gmail.com.

The St. Vincent de Paul Thrift Store is seeking full-time and part-time **sales associates** who love thrifting and finding treasures to work in our Marietta store. Your excellent customer service skills, friendly, hardworking demeanor and ability to work in a team-based environment will help us provide funding to people in need! This position offers the best of both worlds: the enjoyment of retail without the late nights and Sundays off! We are looking for people who: have a keen eye for detail, like to go above and beyond for customers, organized, reliable and on time! Our typical workdays include: providing a great experience for customer while donating, shopping and checking-out purchases. Selecting and sorting merchandise, merchandising and pricing. This is an active job; frequent walking, standing, bending, lifting and squatting will be a part of the daily routine. The ideal candidate is a self-starter, who has a "ready, set, happy!" mindset. Bilingual Spanish speaking is a strong plus! Interested candidates can apply at the Thrift Store or send your resume to gdeu@svdpgorgia.org. For more information on St. Vincent de Paul Georgia, visit our website at www.svdpgorgia.org.

St. Lawrence Catholic Church has an immediate opening for a full-time **cleaning and maintenance assistant**. The individual is responsible for assisting with the day-to-day facilities operations and maintenance of the church buildings. Completing assigned activities by the Director of Facilities to include general cleaning, room set ups, light maintenance and repairs of the

buildings. In addition, the position will assist with any other maintenance staff, volunteers or vendors in the overall effort to maintain the church facilities. Position qualifies for benefits and a competitive salary. Please contact Brandy Lake at blake@saintlaw.org with resume.

St. Francis of Assisi Catholic Church, in Cartersville, is seeking a part-time **Adult Faith Formation coordinator**. This candidate will create and lead classes/meetings that promote the Catholic faith and supporting existing programs. The coordinator is also responsible for the RCIA program. The candidate should possess leadership skills, as well as good communication and organizational skills. Bilingual (English/Spanish) candidate preferred. Please send a cover letter and resume to Fr. Kevin Hargaden at khargaden@stfac.org.

St. Francis of Assisi Catholic Church, in Cartersville, is seeking a part-time **coordinator of Family Faith Formation** for grades K-5. This person is responsible for creating and implementing the Family Faith Formation program, sacramental preparation program for reconciliation and first Communion and RCIC program. This person is also responsible for recruiting and training catechists. The candidate should possess leadership skills, as well as good communication and organizational skills. Bilingual (English/Spanish) candidate required. If interested, please send a cover letter and resume to Fr. Kevin Hargaden at khargaden@stfac.org.

St. Thomas More School is a PreK-8 school located in Decatur, and a National School of Excellence. Applications are being accepted for a **School Technologist** - available immediately. This is a full-time position with paid health care and great benefits. A bachelor's degree and experience with technology in a school setting preferred. Ability to maintain computer hardware within the school and familiarity with their applications. Support teacher devices and student-issued iPads and Chromebooks, troubleshoot minor problems and maintain security. Interface with technologies throughout the building including news show equipment, Clear Touch smartboards, security system and sound system. Familiarity with Microsoft 365, Google Suites for Education, FACTS Student Information System and educational technology a plus. Includes short and long-range planning, purchasing and working with vendors. St. Thomas More School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested, please send a cover letter and resume to Kim Kissell at kkissell@stmga.org. We are an AJC Top Workplace 2020 - come join us! Position is 7:30am - 3:30pm, M-F, in-person, with other duties as assigned.

St. Lawrence Catholic Church has an immediate opening for a part-time **nursery attendant**. Candidate should have previous experience caring for children one (1) year – five (5) years of age. Must complete Virtus training and background check. Schedule to be determined by Nursery Coordinator. Hours may vary. Saturday evenings, Sundays, Wednesday evenings likely. Please send resume to Brandy Lake at blake@saintlaw.org.

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