



Memo

Date: October 12, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Anna's Catholic Church in Monroe is seeking a part-time **youth minister** for middle school youth. Responsibilities include, coordinating biweekly catechetical sessions, assisting volunteer catechists and providing ongoing communications with parents. The youth minister must be a self-starter, possess strong communication and organizational skills, and be an active Roman Catholic in good standing with knowledge of Catholic liturgy and sacramental requirements. The ideal youth minister must have experience facilitating virtual teleconferencing classes. Qualified applicants may submit a resume to Brandy Lake, Office Manager, at blake@st-annas.com. **No phone calls, please.**

St. Andrew Catholic Church in Roswell has an immediate part-time position for a **lay parish administrator**. This position is responsible for several employees, accounting, safe environment and HR processes. Oversight of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. The Parish Administrator oversees the Director of Facilities. Experience in pastoral environment a plus. The position does not to exceed 28 hours per week. Please send letters of interest and resume, along with compensation requirements, to Marquita Richburg at mrichburg@archatl.com.

St. Francis of Assisi in Blairsville, is in search of a part-time **maintenance/facilities** person. Knowledge of plumbing, electrical and carpentry is very helpful. Will be responsible for maintenance of the buildings and grounds. Must have a valid driver's license. Salary commensurate with

experience. Interested candidates must submit a letter of interest and resume to Michele Kiefer at office@stfrancisblairsville.com.

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