



# Memo

**Date:** January 27, 2025  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

---

**St. Catherine of Siena** in Kennesaw has an opening for a part-time **middle school youth minister**. Responsibilities include overseeing Sunday night programming, service projects, fundraisers, retreats and summer camps. Qualified applicants should forward resume and cover letter to [jobs@stcatherinercc.org](mailto:jobs@stcatherinercc.org).

**St. Francis of Assisi**, in Cartersville, is seeking a part-time **facilities manager**. This person is responsible for the day-to-day maintenance and upkeep of the parish buildings and grounds as well as the parish rectory. This position will create and maintain a weekly, monthly and yearly maintenance schedule. Responsibilities include maintaining inventory of parish/rectory equipment, furniture and tools. Candidates should have some skills in electricity, plumbing and carpentry; strong organizational and time management skills; and be able to work independently and as part of a team. Interested candidates should send resume and cover letter to Fr. Kevin Hargaden at [khargaden@stfac.org](mailto:khargaden@stfac.org). **No phone calls, please.**

**St. Francis of Assisi**, in Cartersville, is seeking a part-time **custodian**. This person is responsible for maintaining an orderly environment in the parish building with a daily, weekly, monthly and yearly schedule that ensures all areas of the building are clean. This includes maintaining inventory of cleaning and stock supplies. Interested candidates should send resume and cover letter to Fr. Kevin Hargaden at [khargaden@stfac.org](mailto:khargaden@stfac.org). **No phone calls, please.**

**St. Benedict Catholic Church** in Johns Creek has an opening for a full-time **facilities manager**. Primary responsibilities are the preventive, routine and emergency maintenance and care of the church's buildings and property. This includes HVAC, plumbing, electrical, irrigation and grounds, and the campus's general upkeep. Candidate should have the expertise to perform routine

repairs. Must have the ability to operate a variety of tools and power equipment, knowledge of standard practices, materials, tools and terminology of building trades. This position also supervises maintenance employees and direct outside contractors. The facilities manager will work standard business hours Monday through Friday but must be available 24/7 for emergencies. Send cover letter and resume to Kit Mastrangelo at [kmastrangelo@stbenedict.ne](mailto:kmastrangelo@stbenedict.ne). **No phone calls, please.**

---

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