



# Memo

**Date:** February 10, 2025  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**St. Pius X Catholic High School** seeks an experienced **director of athletics** to lead our athletic program. Responsibilities include overseeing and developing the athletic program, coaches and sports facilities; managing fundraising, sponsorships and community engagement; chair athletic department meetings; review policies; ensure GHSA compliance; and attend varsity home events. Must have a master's degree (athletic administration or educational leadership preferred) and knowledge of GHSA regulations. Required experience includes more than five years of coaching and teaching; teacher and coach evaluations; and parent volunteers and sponsor engagement. Qualified candidates will have strong leadership, organization and interpersonal skills with proficiency in GoFan, Google Suite, and budgeting tools. Must be committed to the St. Pius X School mission. An active Catholic in good standing preferred. Submit a cover letter, resume, and references to [mfree@spx.org](mailto:mfree@spx.org) with subject "Athletic Director Application." St. Pius X Catholic High School is an equal-opportunity employer.

**St. Clare of Assisi Catholic Church** seeks an **assistant** to support the Faith and Family Life Coordinator. This role is part of the Faith Formation team and requires a collaborative, team-oriented approach. The ideal candidate will have experience working with children and parents in a parish or educational setting, strong organizational and communication skills and a commitment to the mission of the Catholic Church. Must have leadership, administrative and potential teaching skills to help families fulfill their baptismal promise to raise children with a strong Catholic identity. Bilingual candidates (English and Spanish) are preferred. This is a part-time position (up to 28 hours per week) with flexible scheduling based on seasonal needs. Weekend availability is required, including Sunday mornings and occasional evenings. For a complete job description and application instructions, contact Kate Curran at

[kcurran@stclarecc.org](mailto:kcurran@stclarecc.org). Applications will be reviewed on a rolling basis until the position is filled.

**St. Clare of Assisi Catholic Church** seeks an **office administrator** to support the Faith Formation department and assist with the administration of sacraments and faith formation programs. This position will provide organizational and communication support and serve as a primary point of contact for families participating in faith formation. The ideal candidate will have experience in office administration, strong organizational and communication skills, and a commitment to the mission and values of the Catholic Church. Candidates must be detail-oriented, proactive and able to multitask in a dynamic parish environment. Bilingual proficiency (English and Spanish) is required. This is a part-time position (up to 28 hours per week) with flexible scheduling based on seasonal needs. Weekend availability is required, including Sunday mornings and occasional evenings. For a complete job description and application instructions, contact Kate Curran at [kcurran@stclarecc.org](mailto:kcurran@stclarecc.org). Applications will be reviewed on a rolling basis until the position is filled.

**Marist School**, a co-educational, college-preparatory Catholic school, seeks a high school **physics teacher** for the 2025-2026 school year. Teaching candidates must have a degree in field or equivalent, along with the ability and willingness to contribute to the athletic and extra-curricular life of the school. Experience teaching AP Physics is preferred. This full-time faculty member is hired by the principal and additionally reports to the Science Department chair and academic dean. For additional information and to apply, visit [www.marist.com/careers](http://www.marist.com/careers).

**The Office of Facilities and Maintenance for the Archdiocese of Atlanta** has an immediate opening for a **director of facilities**, who reports to the Director of Real Estate. This position provides supervision and direction to department staff and is responsible for the upkeep and minor remodeling of the institute's facilities, including mechanical and electrical systems. The director consults with facility managers at archdiocesan parishes and schools on maintenance issues including assistance with proposal requests, bid comparisons, contracts and insurance. Qualified candidates will possess formal education in facilities management or a related field and three years of work-related experience. Prior supervisory and management experience highly preferred. Qualified candidates are encouraged to apply by submitting a letter of experience (with salary requirements) and resume to: [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

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