



Memo

Date: February 24, 2025
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Saint Jude the Apostle Catholic Church in Sandy Springs seeks a full-time **director of communications**. The director will coordinate and facilitate all communication within the parish community to ensure that consistent, branded and accurate information is provided to parishioners, ministry leaders and the community at large. This role will use various marketing and communication tools, including the parish bulletin, email, app, website, electronic monitors, pulpit announcements, video presentations, social media, banners, signs and press releases. The director of communications will also use software such as WordPress, Gravity Forms, Constant Contact, Parish Soft, Vanco and YouTube. Qualified candidates must be practicing Catholics with a bachelor's degree or higher in marketing, communications, journalism or similar area; have 3-5 years' experience and be proficient in Microsoft Office suite. Saint Jude the Apostle parishioners will receive preference. Applicants should submit a cover letter with salary expectations and resume to director of operations, Colleen Tyner at ctyner@judeatl.com.

Saint Jude the Apostle Catholic Church in Sandy Springs seeks a full-time **campus housekeeper** to work Mondays – Fridays. This 40 hours per week position works with the facilities team and performs vacuuming, dusting, mopping, scrubbing, disinfecting, materials stocking and trash removal. Campus facilities include the church and ministry buildings, classrooms, meeting and conference rooms, gathering halls, restrooms and offices. Applicants should have a friendly disposition and willingness to be part of the team. Must be able to be on your feet for extended periods; lift and stack objects up to 50 lbs. and move tables, chairs and AV equipment. Saint Jude offers excellent pay, full health benefits, paid vacation and a pleasant work environment. To apply, contact Mike Higgins, director of facilities and maintenance, at MHiggins@judeatl.com or call 770-394-3896, ext. 532.

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