

THE ROMAN CATHOLIC  
ARCHDIOCESE OF ATLANTA



# Memo

**Date:** March 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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**The Office of Finance of the Archdiocese of Atlanta** has an immediate opening for a full-time **accountant**. Qualified candidates possess a college degree in accounting, finance or business; basic knowledge of accounting and two years of work-related experience; and proficiency in Microsoft Office, Word, Excel and Outlook. Candidates are encouraged to apply by submitting a cover letter (with salary requirements) and a resume to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**St. Joseph Catholic School**, a PreK-8 parish school located in Marietta, seeks a **principal** beginning July 1, 2025. A twice-recognized U.S. Department of Education Blue Ribbon School, St. Joseph School enrolls 375 students with a dedicated professional and ancillary staff of 51 members. The school is fully accredited through Cognia District-Wide Accreditation. The successful candidate will be a practicing Catholic in good standing with the church, exhibits high academic achievement and can maintain the school's strong Catholic identity and family engagement. Additional requirements include a minimum of a master's degree in educational leadership, three to five years of Catholic school lead administrator experience, superior communication skills, a collaborative leadership style in the mission of Catholic education, knowledge in current areas of professional development and excellent instructional leadership. Schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal statutes for non-discrimination in employment. Send resume and letter of interest by April 1 to Debbie Wheeler at [dwheeler@archatl.com](mailto:dwheeler@archatl.com), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. **No phone calls, please.**

**Holy Redeemer Catholic School**, a PK-8 twice-recognized National Blue Ribbon School of Excellence in Johns Creek, is seeking **teaching assistants** for the 2025-26 school year. Prior experience in a school setting is preferred. Daily

hours are 8:10 a.m. - 3:40 p.m. Holy Redeemer offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted to Mrs. Jill Rice, principal, at [jrice@hrcatholicschool.org](mailto:jrice@hrcatholicschool.org). **No phone calls, please.**

**Holy Redeemer Catholic School**, in Johns Creek, is seeking a full-time **middle school science teacher** for the 2025-26 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in teaching science at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to Mrs. Jill Rice, principal, at [jrice@hrcatholicschool.org](mailto:jrice@hrcatholicschool.org).

**Holy Redeemer Catholic School**, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for full-time **K-5 teachers** for the 2025-2026 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in teaching at the elementary level and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to Mrs. Jill Rice, principal, at [jrice@hrcatholicschool.org](mailto:jrice@hrcatholicschool.org).

**St. John Neumann Catholic Church** is seeking a full-time **facilities manager** to oversee the maintenance and physical assets of the property, ensuring all systems and equipment function properly. This role reports to the operations manager and requires availability for emergencies. Please send resume to Mike Crowell at [mike.crowell@sjnlilburn.com](mailto:mike.crowell@sjnlilburn.com).

**Marist School** is seeking a part-time **theology teacher** for the 2025-26 school year. This role will be responsible for teaching senior-level theology courses in a manner that is faithful to the teachings of the Catholic Church. Candidate must be a practicing Catholic and hold a bachelor's degree (master's preferred). Prior teaching experience in a Catholic school is also preferred. For more information and to apply please visit [www.marist.com/careers](http://www.marist.com/careers).

**Queen of Angels Catholic School**, a K-8 regional school located in Roswell, seeks a **principal** beginning July 1, 2025. A twice-recognized U.S. Department of Education Blue Ribbon School, the school enrolls 490 students with a professional and ancillary staff of 70 members. The school is fully accredited through Cognia District-Wide Accreditation. The successful candidate will be a practicing Catholic in good standing who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong

Catholic identity. Additional requirements include a minimum of a master's degree in educational leadership, a minimum of three to five years of Catholic school lead administrator experience, superior communication skills, a collaborative leadership style to lead others in the mission of Catholic education, 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 statutes for non-discrimination in employment. Send resume and letter of interest by April 1 to Debbie Wheeler ([dwheeler@archatl.com](mailto:dwheeler@archatl.com)), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive Smyrna GA 30080. **No phone calls, please.**

**St. Mary's Catholic School**, a PreK-8 parish school located in Rome, seeks a **principal** beginning July 1, 2025. St. Mary's School enrolls 189 students with a professional ancillary staff of 32 members. The school is fully accredited through Cognia District-Wide Accreditation. The successful candidate will be a practicing Catholic in good standing who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong Catholic identity and family engagement. Additional requirements include a minimum of a master's degree in educational leadership, a minimum of three to five years of Catholic school lead administrator experience, superior communication skills, a collaborative leadership style to lead others in the mission of Catholic education, 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 statutes for non-discrimination in employment. Send resume and letter of interest by April 1 to Debbie Wheeler ([dwheeler@archatl.com](mailto: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 **head coach** for the girls' varsity basketball team for the 2025-26 school year. Resumes will be accepted for all academic disciplines with the exception of physical education. Qualified candidates must possess a minimum of a bachelor's degree in the subject area. 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 and coaching in a college preparatory high school with a strong community-oriented environment, please send a cover letter and resume by April 1 to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at email address: [mfree@spx.org](mailto:mfree@spx.org). **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 March/April. Thank you.

