

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

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

St. Thomas the Apostle Catholic Church in Smyrna is seeking a part-time **bilingual safe environment coordinator**. Responsibilities include administrative tasks associated with all aspects of maintaining the Safe Environment program to ensure the safety and well-being of children and vulnerable adults. This includes training and education of church staff and volunteers; maintaining accurate records; updating VIRTUS, driving records, background and credit checks; advocating for parish children and vulnerable adults; and identifying and assessing potential risks while recommending measures to mitigate them. Candidate must be bilingual (English and Spanish) with written and verbal fluency, and possess strong skills in computer and online technology. Must have a demonstrated record of maintaining confidentiality of both records and oral communications. Some college preferred. This is a non-exempt, hourly position. Send resume to Dawn Elaine Bowie, parish administrator, at dbowie@sttacc.org.

St. Thomas More Catholic School, a PreK-8 school located in Decatur and a National School of Excellence, is seeking a **middle school religion teacher** for 2025-26 school year. Candidates must be a Catholic in good standing. Theology degree or master catechist certification preferred. This is a permanent, full-time position with paid healthcare and great benefits, including tuition discounts. St. Thomas More School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested, please send a cover letter and resume to sbland@stmga.org.

St. Pius X Catholic High School is seeking a **librarian** for the 2025-26 school year. Highly qualified candidates will have school librarian certification from GaPSC (or equivalent) or be working towards it. Duties include teaching multiple literacies (information, digital, media, AI) and research skills;

collaborating with teachers; managing resources, library spaces and programs; troubleshooting technology; and promoting reading. Teaching experience 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 in a college preparatory high school and a strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, at: mfree@spx.org. **No phone calls, please.**

Marist School in Atlanta seeks a full-time and experienced **accounts payable and budget coordinator**. This is a 12-month staff position that is hired by the vice president for finance and reports to the controller. This position is responsible for the stewardship of Marist School resources through vendor payments and relations, budget monitoring and upholding school policies related to expenditures for internal and external groups. Qualified candidates will hold a bachelor's degree and have three to five years of experience in accounting, finance or related business office operations. Experience in an independent school setting, and knowledge of Blackbaud FENXT and Paymerang software systems are preferred. For more information and to apply, please visit marist.com/careers.

The Office for Mission Advancement of the Archdiocese of Atlanta has an immediate opening for a full-time **content specialist**. Reporting to the director of operations, the content specialist is responsible for collaborating with the Office of Mission Advancement team, vendors and other stakeholders to conduct interviews with community members; create, edit and post compelling content and design graphics to support various donor initiatives across multiple media platforms. Qualified candidates possess the following: a bachelor's degree in marketing, advertising, design or a related field; previous experience with blog and website content creation and posting; and working knowledge of WordPress and Canva. Working knowledge and use of the StoryBrand format a plus. Must be able to manage multiple projects simultaneously and be highly creative. Interested and qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and a resume to catholicjobs@archatl.com. **No phone calls, please.**

Pinecrest Academy is seeking a **high school theology teacher** for the 2025-26 academic year. Candidates must have a minimum of a bachelor's degree in education, preferably early childhood (master's degree preferred). This full-time, 42-week-per-year position offers a competitive salary and benefits. This role creates and maintains an effective learning environment for students. Must work professionally and with a spirit of initiative, creating an environment of confidence and respect, while fostering a love for truth and learning. Pinecrest Academy seeks motivated faculty and staff committed to implementing our educational philosophy of integral formation, developing the human,

intellectual, spiritual and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. For more details and a complete job description, visit our website:

<https://www.pinecrestacademy.org/about/careers>.

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