



Memo

Date: March 31, 2025
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Pinecrest Academy seeks a part-time **school bus driver** with a valid CDL driver's license. The bus driver is responsible for operating a school bus that transports students and authorized personnel safely to and from athletic events, class field trips and school retreats. This position offers a flexible work schedule and operates during the academic school year with summer months off. For specific job requirements and to apply, review the job posting on our [website](#).

St. Pius X Catholic High School is seeking qualified **teachers** in economics and psychology. Applicants must have experience teaching in these fields, with AP experience a plus. A bachelor's degree or higher and teaching certification are required. St. Pius X is a drug free workplace and offers a competitive salary and complete benefits package. If you are interested in teaching at a college preparatory high school with a strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking an experienced & qualified **physics teacher**. The ideal candidate must have a minimum of a bachelor's degree and Georgia teaching certification. St. Pius X is a drug free workplace and offers a competitive salary and complete benefits package. If you are interested in teaching at a college preparatory high school with a strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic High School is seeking a qualified **study support department leader**. The ideal candidate must have a minimum of a bachelor's degree with special education credentials and Georgia teaching certification.

This position will be responsible for coordinating and supervising the delivery of services to students who have demonstrated need, including managing national testing accommodations. St. Pius X is a drug free workplace and offers a competitive salary and complete benefits package. If you are interested in working at a college preparatory high school with a strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

The Catholic Center at the University of Georgia is seeking to hire the following part-time positions: **administrative assistant, executive assistant to the director, development coordinator, and buildings and grounds manager**. These in person positions are 20–25 hours a week and can accommodate flexible schedules. For job descriptions and instructions on how to apply, please visit <https://ugacatholic.org/job-openings/>.

St. Gabriel Catholic Church in Fayetteville is seeking a part-time **events and discipleship coordinator**. The ideal candidate should be a highly self-motivated, evangelical Catholic who has a passionate desire to serve as a missionary disciple to all children and families in our parish and community. This position identifies and develops a core team of leaders to help develop, organize, train, empower and support discipleship teams. Responsibilities include coordinating all parish hospitality and annual events, overseeing the facility approval process, developing event timelines and leading the church's efforts in building and multiplying deeper relationships with Christ. Must have skills in connecting with people, time management, computer technology, as well as written and verbal communication. Qualified candidates are fully committed to the teachings of the Catholic Church and are an active, practicing Catholic in good standing. If interested, please email your resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

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