

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: April 28, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Position vacancies

The Archdiocese of Atlanta has an immediate opening for an **operations manager for facilities and maintenance**, 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 operations manager 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. **No phone calls, please.**

Pinecrest Academy is seeking a part-time **accounting assistant**. Responsibilities include accurately recording all payments received in the Financial Edge module; ensuring all payments are recorded in revenue accounts; researching received payments to ensure proper revenue recognition; collect, confirm and process all time sheets; verify taxes and deductions; prepare and distribute all paychecks; track all employee paid time off; assist in month end reporting procedures and annual audits and assist the vice president of finance as needed with special projects and additional tasks. This position offers a flexible work schedule and operates 52 weeks of the year. For specific job requirements and to apply, review the complete job posting on our website: <https://www.pinecrestacademy.org/about/careers>.

St. John the Evangelist Catholic School conveniently located off I-75 and I-85 in Hapeville, is seeking a part-time **library media specialist** beginning July

1. The mission of the library media program is to promote literacy and create a centralized learning environment using media and technology resources. This position collaborates with faculty; provides instruction to students in grades PK-8 in library and literacy skills; and oversees the selection, organization, utilization and maintenance of library and information technology resources. Candidates should hold a media specialists' degree and have experience in a school library setting. Our school offers a competitive salary as well as a faith-based, family-oriented working environment. St. John the Evangelist School is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send a resume and cover letter to Marlo Mong, principal, at mmong@sjecs.net.

Catherine of Siena Catholic School in Kennesaw seeks a full-time **middle school science teacher** for the 2025-26 school year. Requirements include a bachelor's degree and certification in middle school science. St. Catherine of Siena School is a National Blue Ribbon School of Excellence. Our school offers a competitive pay package, a drug-free environment, and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants should email a cover letter, resume and references to Kelly Wood, principal, at kwood@scsiena.org.

St. John Neumann Regional Catholic School, a PK-8th grade school in Lilburn, is seeking a **middle school language arts teacher, second-grade teacher** and a **fourth-grade teacher** for the 2025-26 school year. All are full-time positions. Applicants must have a teaching certificate and possess a minimum of a bachelor's degree. Experience preferred but not required. St. John Neumann Regional School is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letters and resumes may be submitted via email to Ms. Tonya Shoemaker at tshoemaker@sjnracs.org.

St. George Catholic Church in Newnan is looking for a part-time **business/office manager**. This position is responsible for managing parish office operations and procedures and maintaining financial records of the parish, including payroll, accounts payable and the annual budget and reporting. Qualified candidates will possess a bachelor's degree in accounting or finance with a minimum of five years' experience. Previous experience in human resources and facility management is a plus. Must meet mandatory deadlines, have excellent organization and communication skills, able to multitask, be detail-oriented, proficient with Microsoft Office 365 and a practicing Catholic. Please send resume, including cover letter, to Mer Cormier at mcormier@stgeorgenewnan.org. **No phone calls, please.**

St. George Catholic Church in Newnan has an immediate opening for a part-time **maintenance technician**. Responsibilities include daily maintenance and

upkeep of the parish, office and rectory buildings. Candidates should have the expertise to perform routine repairs; the ability to operate a variety of tools and power equipment and knowledge of standard practices, materials, tools and terminology of building trades. Must have a working knowledge of Microsoft Office 365, excellent organization and communication skills and a practicing Catholic. Send cover letter and resume to Mer Cormier at mcormier@stgeorgenewnan.org.

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/>.

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