

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 5, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

Saint Joseph Catholic Church in Marietta seeks a full-time **business manager**. This position supervises the office and financial operations, assists parish ministries and advisory councils and maintains relationships with key offices and vendors of the Archdiocese of Atlanta. Supervision responsibilities also include the archdiocesan Safe Environment and Virtus training requirements. Qualified candidates will possess a minimum of a bachelor's degree in accounting, finance or business administration. Candidates must have excellent organizational and communication skills, be able to multi-task, be detail oriented, proficient with Microsoft Office and a practicing Catholic. Previous human resources experience and ability to communicate in Spanish are a plus. Please send resume, including cover letter to Monsignor John Walsh, pastor, at jwalsh@saintjosephcc.org.

Catholic Metro Sports based in Roswell, is seeking a **youth travel baseball coach** to help grow a faith-based, virtue-building sports environment for youth athletes (10-11 years old) in a Catholic environment. The ideal candidate will use the game to teach life lessons rooted in Catholic virtues such as discipline, humility and leadership. Responsibilities include incorporating prayer, virtue talks and Catholic values into team life; developing and executing practice plans; leading practices, games and weekend tournaments with the assistance and support of parents; mentoring players in both athletic and spiritual growth; and fostering a positive, Christ-centered team culture. The support structure includes a group of parents who serve as assistant coaches and help integrate faith into team activities. A designated parent will handle all scheduling and logistics so the coach can focus solely on coaching. Equipment and supplies will be provided. Must be a practicing Catholic committed to faith and mentorship with competitive baseball experience at the high school, college level or higher. The ideal candidate has strong communication skills and a passion for forming young athletes in both sport and virtue. Interested

candidates should contact Trish Marmion at pmarmion@catholicmetroports.com.

Saint Jude the Apostle Catholic School, a PreK–8, three-time National Blue Ribbon School of Excellence located in Sandy Springs, is currently seeking full-time and part-time **teachers for PE, Spanish, library and middle school**. Candidates must be collaborative, view teaching as a calling and are passionate about inspiring a lifelong love of learning in their students. The ideal candidate must have a minimum of a bachelor's degree and be eligible for Georgia teaching certification. If you are interested, please send a resume to Principal Molly Dean at mdean@saintjude.net.

Blessed Trinity Catholic High School has an opening for a full-time, twelve-month position as **assistant principal** for the 2025-26 school year beginning July 1, 2025. This is a permanent, full-time position with benefits, including healthcare and tuition discounts. Qualified candidates will have an educational leadership (or related field) degree. Catholic applicants are preferred. Responsibilities include managing student academic progress, student discipline and supervising evening and weekend activities. A master's degree in educational leadership or equivalent is required. Please send resume and cover letter to Cathy Lancaster, principal, at resumes@btcatholic.org.

Divine Mercy Catholic Church is seeking a bilingual part-time **custodian** for immediate hire. This role involves collaborating closely with the business manager and pastor to support the daily operations and upkeep of the church facilities and rectory. Responsibilities include general cleaning, room arrangements, light maintenance, repairs within the buildings and managing inventory of cleaning and supplies. This position also provides assistance with maintaining church and rectory environments. Ideal candidates should possess skills in electrical work, plumbing and carpentry, along with strong organizational and time management abilities. Qualified candidates must work both independently and collaboratively. To apply, contact Evelin Soto, business manager, at esoto@divinemercyatl.com. **No phone calls, please.**

The Archdiocese of Atlanta seeks to hire a full-time **canonist** to serve in its Metropolitan Tribunal. This position reports to the court administrator and will fulfill a variety of roles, as permitted in law, related to causes of matrimonial nullity and dissolution. Responsibilities include all tasks and duties defined in canon law for tribunal ministers, and assistance with projects touching on other aspects of canon law as needed. Qualified candidates must be Catholic in good standing and in full communion with the Catholic Church, have a blameless reputation and hold at least a licentiate in canon law. Some tribunal experience is an advantage but not required. Must have high-level proficiency in English. The ability to understand, speak, read and write in Spanish is a

plus. Strong interpersonal skills and the ability to work collaboratively with a large and diverse staff are essential. United States citizenship or the ability to work legally in the U.S. is required. Candidates meeting these requirements should submit a cover letter and resume to Ms. Christine Martineck, business manager, at 2401 Lake Park Dr. SE, Smyrna, Georgia 30080 or by email to cmartineck1@archatl.com.

Pinecrest Academy, a distinguished independent PK-12th grade Catholic school in Cumming, is seeking a creative, passionate and highly qualified **visual arts teacher** for PreK 3- grade 5 students. This position provides a well-rounded arts education that encourages imaginative expression, skill development and aesthetic appreciation. The ideal candidate will have the ability to foster creativity, exploration and artistic growth in a nurturing and engaging classroom environment. Experience in teaching STEM (science, technology, engineering and mathematics) is a plus. Pinecrest Academy is committed to fostering young people's relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service. To apply, please visit <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 May. Thank you.