

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** May 12, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

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

**Re:** Position vacancies

**Immaculate Heart of Mary School** is looking for an **advancement director** beginning July 2025. This position is responsible for developing and implementing the advancement strategy for the school. This includes managing the annual giving campaign and GOAL Scholars program, cultivating and nurturing relationships with current and potential donors and sponsors, researching and writing grant proposals to corporate and foundation funders, developing and growing the donor base for both annual fund and endowment efforts, cultivating major gifts and business partnerships, developing and growing the alumni program and training and leading volunteers to support advancement efforts. Must have previous experience in advancement/development, fundraising or a similar field, preferably in a non-profit setting and experience in database and records management. A proven track record of achieving revenue goals and demonstrated experience in partnership building and event planning skills are important. Digital marketing acumen is a plus. Candidates should have a positive attitude, flexibility, enjoy working as part of a team, excellent attention to detail and a high degree of initiative. Applicants should send their resume and cover letter to Laura Cichanski, principal, Immaculate Heart of Mary Catholic School, at [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org).

**Immaculate Heart of Mary School**, conveniently located off I-85 in Atlanta, is seeking a full-time **middle school social studies teacher** beginning with the 2025-26 school year. Applicants should possess certification in teaching social studies at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. We offer a competitive salary, great benefits and a family-like work environment. Please send cover letter and resume to Laura Cichanski, principal, at [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org) by mail to 2855 Briarcliff Road, NE, Atlanta, GA 30329.

**St. Brendan's Preschool** in Cumming is seeking **preschool teachers** for the 2025-26 school year for children ages 15 months – 5 years. This is a part-time, weekday position from 8:30 a.m. – 1 p.m. with all Forsyth County school breaks off. A college degree or certification in education, childcare or child development is preferred but not required. To apply, email resume and highlight work or volunteer experience with young children to Julie Aleksandrowicz at [jaleksandrowicz@stbrendansatl.com](mailto:jaleksandrowicz@stbrendansatl.com).

**Heritage Retreat** is seeking **young adult ambassadors** to join the Heritage Ministry and Service Ambassador Team. There are four to six spots available for young adults ages 21-26. This opportunity is a combination of mission and internship for young men and women who have a servant's heart and would like to spend a year (September 1 - August 31) living in community at Heritage while serving those who visit. There is no self-fundraising. A monthly stipend, housing and some meals are provided. Faith formation, personal and professional development opportunities are offered throughout the year. To apply and for more information, email [MSA@HeritageGA.org](mailto:MSA@HeritageGA.org).

**St. Mary's Academy**, a PK4-12 Catholic school in Fayetteville, is accepting applications for a **3rd grade teacher** for the 2025-26 school year. This is a full-time position and offers a competitive salary and benefits. Applicants should possess, or be working towards, a valid teaching certificate and a bachelor's or master's degree in education. If you are interested in working in a dynamic community setting, please send a cover letter and resume to Principal JoAnn McPherson at [jam@smaschool.org](mailto:jam@smaschool.org).

**The Office of Communications for the Archdiocese of Atlanta** seeks a part-time **administrative assistant** to help the team with processing memos, prayer requests, calendar postings, finance reports, maintaining contact lists and other daily tasks as needed. Candidates should have at least a high school diploma or GED, two years of college or equivalent experience and three to five years of administrative work experience. Must be collaborative and have a working knowledge of journalism, project management and the Catholic community of North Georgia; possess excellent communications skills as well as good verbal and written communication skills; have consistent attention to detail; be organized and have an ability to assist with writing, proofreading and editing. Candidates are expected to be proficient in Microsoft Office. Spanish proficiency preferred, but not necessary. Experience with WordPress, MailChimp and Adobe Suite is also helpful, but not necessary. To apply, submit 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.**

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