

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: July 14, 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 Catholic Foundation of North Georgia is seeking a full-time **executive assistant** to provide high-level support for the president. This position also supports the board of directors and helps with other staff functions. Responsibilities include scheduling meetings for the board of directors, 8-10 committee meetings per quarter, organizing meeting materials and food, recording minutes for every meeting and maintaining board data. Additional responsibilities include correspondence for the president, answering phone calls, file management, maintaining the office calendar, creating DocuSign agreements, scheduling Zoom meetings and special projects. Must have excellent verbal, written communication and grammar skills; proven administrative and organizational skills and ability to work with a team. A practicing Catholic with a bachelor's degree, experience supporting a CEO or other executive, three years of work experience and the ability to adapt to change in a growing organization is preferred. Email your cover letter and resume to catholicfoundation@cfnga.org.

St. George Catholic Church in Newnan is seeking a part-time **coordinator of Faith Formation**. This position reports to the director of Faith Formation and is responsible for coordinating all facets of the Religious Education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for kindergarten – grade five faith formation and sacramental preparation for first holy Communion. The applicant must have a degree in theology or a two-year religious education experience; must be a self-starter with excellent interpersonal, communication and organizational skills; and proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Teresa Nguyen at tnguyen@stgeorgenewnan.org.

St. George Catholic Church in Newnan has an immediate opening for a part-time **maintenance technician**. Responsibilities include day-to-day maintenance and upkeep of the parish, office and rectory buildings. The candidate should have the expertise to perform routine repairs. Must have the ability to operate a variety of tools and power equipment and knowledge of standard practices, materials, tools and terminology of building trades. The applicant must have a working knowledge of Microsoft Office 365, excellent organization and communication skills and be a practicing Catholic. If interested, please send cover letter and resume to Teresa Nguyen at tnguyen@stgeorgenewnan.org.

St. George Catholic Church in Newnan has an immediate opening for a part-time bilingual **pastoral secretary**. Responsibilities include helping the pastor and staff with translations and work with the Hispanic community. This person should have good communication and interpersonal skills, as well as strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. Qualified candidates will possess a minimum of two years' office experience and knowledge of the Catholic faith. Interested candidates should submit a cover letter and resume to Teresa Nguyen at tnguyen@stgeorgenewnan.org.

St. John the Evangelist Catholic School (SJE), a three-time recognized National Blue Ribbon School of Excellence in Hapeville serving PK-8 grades, is seeking a full-time **prekindergarten teacher** for the 25-26 school year. Teacher certification is required. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for employee children. SJE is a drug-free environment in compliance with federal statutes for non-discrimination in its employment practices. If interested, please send cover letter and resume to Marlo Mong, principal, at mmong@sjecs.net. **No phone calls, please.**

St. John Neumann Catholic Church is seeking a full-time **facilities manager** to oversee the maintenance and physical assets of the parish and school campus. Responsibilities include hands-on repair and upkeep of building systems (HVAC, plumbing, electrical, carpentry), supervising contractors and ensuring a safe, clean environment. This position requires on-call availability for emergencies, strong organizational skills and the ability to work independently. High school diploma and relevant maintenance experience required; HVAC certification preferred. To apply, send your resume and salary requirements to Mike Crowell at mike.crowell@sjnlilburn.com.

Immaculate Heart of Mary Church is seeking a part-time **youth minister** to direct its high school programs, including Life Teen and confirmation preparation. The successful candidate will be a faithful Roman Catholic who

can manage adult volunteers and evangelize teenagers from a variety of social and cultural backgrounds. Previous experience in youth ministry or teaching is desired. Ability to communicate in Spanish is an advantage. This position offers an excellent hourly pay rate and a flexible working schedule, with the potential of becoming full-time in the future. Please send cover letter and resume to Drew Denton, director of Faith Formation, at ddenton@ihmatlanta.org.

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