



# Memo

**Date:** August 18, 2025

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

**Cc:** Parish secretaries

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

**Re:** Position vacancies

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**Good Shepherd Catholic Church** in Cumming is seeking a part-time **coordinator of elementary faith formation**. This position is responsible for coordinating faith formation classes, implementing opportunities for youth, and recruiting and training volunteers. Ideal candidates have a degree in theology or teaching and religious education experience. Must be a practicing Catholic in good standing, committed to the teachings of the Catholic Church and open to a flexible schedule including weekends. Bilingual in English and Spanish is preferred. If interested, please email your resume to Mariann Norman at [mnorman@gsrcc.net](mailto:mnorman@gsrcc.net).

**Holy Family Preschool** in Marietta seeks a part-time **lead teacher** and **assistant teacher** to begin immediately. Positions are available for 2–3 days per week, with weekday hours from 9 a.m.-1 p.m. We follow the Cobb County School schedule for breaks and holidays. Qualified candidates have a positive and nurturing attitude and enjoy helping children grow and develop in a loving, Catholic setting. A degree in education or a related field and experience working with children are preferred. Holy Family Preschool offers ongoing professional development. To apply or learn more, email resume to Kate Viets, director, at [kviets@holysfamilycc.org](mailto:kviets@holysfamilycc.org). Visit us online at [www.holysfamilycc.org/preschool](http://www.holysfamilycc.org/preschool).

**St. Mary's Catholic School**, a PK-8 school in Rome, seeks **substitute teachers** for the 2025–26 school year. We are committed to sharing the Catholic faith and forming disciples. Faculty and staff witness the Gospel daily by guiding students in virtue and holiness and helping them grow as disciples of Christ. St. Mary's School is a drug-free environment and is in full compliance with federal statutes regarding non-discrimination in its

employment practices. Send a cover letter and resume to Mr. Michael Regnet at [mregnet@smsrome.org](mailto:mregnet@smsrome.org).

**St. Matthew Catholic Church** in Winder has an immediate opening for a part-time (28 hours per week) **bilingual receptionist**. This position provides administrative support to the parish, including receiving and placing phone calls, preparing written communication, and assisting with the coordination of sacramental preparation and weekend Masses. Requirements include two to three years of experience in an office environment, working knowledge of Microsoft Office and written and oral communication in both Spanish and English. Candidates should be practicing Catholics who are courteous and can professionally interact with parishioners and ministry volunteers. Interested candidates should submit a resume with a cover letter, including salary requirements, to the office manager at [officemgr@saintmatthewcc.org](mailto:officemgr@saintmatthewcc.org). **No phone calls, please.**

**The Catholic Shrine of the Immaculate Conception**, a vibrant downtown parish, seeks a full-time **business manager** to oversee all non-liturgical outreach programs. This includes daily sandwich distribution and recovery programs, the weekly food pantry and soup kitchen, and a seasonal men's night shelter. This position reports to the pastor and must be available to work on Sundays, some evenings and holidays. Responsibilities include managing finances (AP, financial statements, Parish Soft and the archdiocesan liaison), human resources (hiring, payroll and compliance) and operations (purchasing, vendors and facilities—including theater lighting/sound, boiler and environmental systems). This role also oversees parish tech programs, supports outreach and coordinates facility use for external programs. This role is supported by part-time business and administrative associates. Must be able to move around facilities and lift up to 25 pounds. Qualified candidates have a degree in finance, business or a related field; proven experience in finance, business and facilities management; proficiency in Microsoft Office; have strong interpersonal skills and are adaptable in a busy urban setting. Interested candidates can submit a resume, cover letter and references to Joseph Sequeria at [joe@catholicshrineatlanta.org](mailto:joe@catholicshrineatlanta.org).

**St. Mary's Catholic School in Rome**, a PK-8 school, seeks **substitute bus drivers** for the 2025–26 school year. Responsibilities include safely transporting students to and from school and school-related events, maintaining a safe and respectful environment, and adhering to all traffic and safety regulations. St. Mary's Catholic School is a drug-free environment and is in full compliance with federal statutes regarding non-discrimination in its employment practices. To apply, please send a cover letter and resume to Mr. Michael Regnet at [mregnet@smsrome.org](mailto:mregnet@smsrome.org).

**A Catholic parish in the Northwest Atlanta metro area** is seeking a **maintenance manager**. While full-time is preferred, we can adjust to part-time if needed. This position is responsible for the safe and secure operations of all parish facilities, grounds and equipment. Responsibilities include managing contractors and applicable computer systems; ensuring compliance with fire, safety and building regulatory codes; leading building and grounds upkeep; supporting campus programs and special events and being available for facility issues outside of work hours. Qualified candidates have at least a high school diploma and three years of demonstrated experience in building maintenance, including HVAC systems and handyman skills. Must have problem-solving, planning and communication skills and can manage multiple projects in a fast-paced environment. Please send cover letter and resume to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com).

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