



Memo

Date: December 15, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

St. Brendan the Navigator Catholic Church in Cumming has an immediate opening for a full-time **music director**. This position develops and implements the music ministry for weekly Mass celebrations, special feasts, solemnities and other special events. Ideal candidates are proficient in organ, piano, voice and choral direction. Prior management experience, Spanish fluency and technical expertise are strongly preferred. Candidates should be willing to support and uphold the teachings of the Catholic church and be knowledgeable of the history, principles and practice of Catholic liturgical music and music theory. To apply, send a resume and cover letter to Dennis Mallon, dmallon@stbrendansatl.com.

St. Joseph Catholic Church in Marietta seeks a full-time **custodian**. This position supports our facilities department with routine cleaning, general upkeep, event setup and minor housekeeping tasks, including arranging furniture and equipment. This hourly and non-exempt position requires Saturday and Sunday hours with two weekdays off. Work during liturgical holidays is also required. The ideal candidate will be comfortable working in both indoor and outdoor environments and must be able to lift 50 lbs. Competitive salary and excellent benefits package offered. Please send cover letter and resume to the pastor, Msgr. John Walsh at JWalsh@SaintJosephCC.org.

St. Thomas the Apostle Catholic Church is seeking a part-time **security officer** beginning in late January 2026, to work Monday through Friday, from 5 until 10 p.m., and occasional weekends. This position is responsible for providing appropriate non-emergency and non-enforcement assistance to police officers in protecting and securing parishioners, visitors, property and facilities of the parish. Must be at least 21 years of age and a U.S. citizen or permanent

resident, and be willing to undergo VIRTUS training and background and credit checks. If interested, please submit your resume to Dawn Bowie at dbowie@sttacc.org. **No calls, please.**

Immaculate Heart of Mary School, conveniently located off I-85 in Atlanta, is seeking a certified **substitute teacher** to teach math, science and social studies to fourth grade students. This position will also cover homeroom duties. The position is needed from January through mid-March 2026. Immaculate Heart of May School offers a very competitive sub rate in a faith-based, family-oriented working environment. Our school is a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should forward a resume and cover letter to Dr. Laura Cichanski, principal, at lcichanski@ihmschool.org.

Mary Our Queen Catholic Church in Peachtree Corners seeks a mission-driven professional to serve as a part-time **coordinator of communications and mission advancement**. This position develops, implements and evaluates strategic, creative and mission-focused communication efforts that advance the parish's work of evangelization, discipleship and community engagement. The role shapes the overall communication vision for the parish, ensuring that all messaging is consistent, compelling and aligned with the pastoral mission. Responsibilities include overseeing key communication platforms—such as the parish bulletin, website, social media and digital outreach—while collaborating with clergy, staff and ministry leaders to communicate the Gospel clearly and attractively across all mediums. Qualified candidates have a bachelor's degree in communications, marketing or a related field (or equivalent experience), possess strong writing, editing and organizational skills, and demonstrate proficiency with website content management systems, social media platforms and graphic design tools (e.g., Canva, Adobe Suite). Abilities to manage multiple projects, meet deadlines and work collaboratively are essential along with knowledge of and respect for the teachings, liturgy and mission of the Catholic Church. Active parish participation is preferred. Interested candidates should email a resume to Carol Ranft, business manager, at cranft@maryourqueen.com

Saint Joseph Catholic Church in Marietta seeks a full-time **rectory/parish housekeeper**. This hourly and non-exempt position reports directly to the facilities manager. Responsibilities include general routine housekeeping for the parish rectory and offices, overseeing the inventory of cleaning supplies and maintaining an organized work environment. The ideal candidate will be able to work independently and manage a consistent cleaning schedule. Competitive

salary and excellent benefits package offered. Please send cover letter and resume to the pastor, Msgr. John Walsh, at JWalsh@SaintJosephCC.org.

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