



Memo

Date: January 19, 2026
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, chief human resources officer, Office of Human Resources
Re: Position vacancies

The Office for Life, Dignity, and Justice Ministries of the Archdiocese of Atlanta has an immediate opening for a **director of restorative justice ministry**. The director of restorative justice is responsible for program development and education that increases understanding of restorative justice and the use of restorative practices in Catholic contexts. Qualified candidates are those who possess the following: a bachelor's degree in a related field (master's degree is preferred); a minimum of three to five years of related ministry experience; willingness to work flexible hours, including occasional evenings and weekends. Interested candidates are encouraged to apply by submitting a letter of interest (salary requirements included) and a resume to catholicjobs@archatl.com. **No phone calls, please.**

The Franciscan Friars of Holy Cross are seeking a **cook** to prepare three evening meals each week—Monday, Wednesday and Thursday. Meals may be prepared either in our kitchen or in your home, with dinner served at 5:30 p.m. and typically concluding by 6:00 pm. The position involves simple, family-style preparation of meat, vegetables and sides, along with grocery shopping for all meals. Four friars will be dining, and we ask that the cook load the dishwasher and wash cookware after each meal. This position is open immediately. Interested applicants are invited to call Holy Cross Church at 770-939-3501 and leave your name and phone number.

Our Lady of the Assumption Catholic School, a PK-8 twice-recognized National Blue Ribbon School of Excellence in Brookhaven, is accepting applications for qualified full-time **teachers** for the 2026-27 school year. We offer competitive salaries, a comprehensive benefits package, opportunities for professional development and tuition discounts for employee children. Teacher certification is required. Our school offers a drug-free environment and is in

compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Mandy Crock, principal, at mcrock@olaschool.org. **No phone calls, please.**

Our Lady of the Assumption Catholic Church is seeking a part-time **weekend facilities assistant** to support parish operations. This position works 20–25 hours per week and involves assisting the director of facilities with cleaning and maintaining all buildings associated with the church, setting up for various meetings and keeping inventory of supplies. Qualified candidates have general knowledge of power and hand tools; can maintain and repair basic electrical, plumbing and carpentry items; have good work ethic and complete tasks in a timely fashion and respect confidentiality. Must be able to work evenings and weekends. Prior related experience, fluency in English and Spanish, and a valid driver's license are required. If interested, please send your résumé to jschweizer@olachurch.org or drop off at the parish office at the front reception. **No phone calls, please.**

Holy Family Catholic Church in Marietta has an immediate opening for a part-time **faith formation coordinator**. This role provides administrative support primarily for our elementary and middle school faith formation program and manages the safe environment process. Candidates should be practicing Catholics in good standing, have strong communication and organizational skills, be proficient in Microsoft Office, detail-oriented, flexible and able to manage multiple projects. The schedule for this position is Sunday thru Thursday, with some occasional evenings, and some flexibility. To apply, please send cover letter and resume to Kathleen Daigle at kdaigle@holyfamilycc.org.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is seeking a part-time **extended care assistant** for the 2025-26 school year. Holy Redeemer serves students in grades PreK-4 through 8. Must be able to work in a flexible and fast-paced environment and be available to work on weekdays from 3-6 p.m. Experience working with children ages 4-13 is preferred. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to Jill Rice at jrice@hrcatholicschool.org.

Chesterton Academy of Atlanta is seeking talented and dynamic full-time **teachers** to join our team for the 2026-27 school year. The successful candidate will be able to teach in the following subject areas: philosophy, Latin and Euclidean geometry. A bachelor's or master's degree in one or more of these fields is required. Candidates must be willing to support and uphold the

mission and teachings of the Catholic Church, be willing to make an oath of fidelity to the magisterium and a profession of faith. Candidates must demonstrate excellent organizational, written and verbal communication skills. Previous teaching experience is preferred, as well as experience in and a passion for Catholic classical education. Part-time options may be available. Interested candidates should visit www.chestertonatl.org/careers to submit an application.

St. Theresa of the Child Jesus Catholic Church in Douglasville is seeking a part-time **director of sacred music**. This role works with the pastor/administrator in planning the parish liturgies and coordinating choirs of the parish to provide a sacred music program for six weekend Masses and special liturgies. Requirements include proficiency in piano and choral direction, experience in building a music ministry and vocal training. Knowledge of the Roman Catholic liturgy and organizational skills are essential. Must be available on weekends and some weeknights for rehearsal and special liturgical celebrations. Bilingual communication skills are a plus. Please send cover letter with resume and salary requirements to admin@sttheresacc.org.

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