

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



## Memo

**Date:** January 26, 2026

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

**Cc:** Parish secretaries

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

**Re:** Position vacancies

**Heritage Retreat Center** in east Georgia is seeking a full-time **hospitality operations manager** to support daily retreat and guest operations. Heritage is a Catholic-rooted destination offering overnight accommodations, meeting spaces, walking trails, a historic church and curated programming for individuals and groups seeking spiritual renewal. This position assists the director of hospitality by overseeing operational, logistical and service-related components of the guest experience, including supervising hospitality staff during retreats and events and ensuring all hospitality functions are carried out smoothly and in alignment with Heritage's mission. Requires weekday work with some early mornings, evenings and weekends based on retreat schedules. Qualified candidates have prior hospitality or operations experience, strong organizational and leadership skills and a commitment to providing excellent service. For a full job description and application details, please visit <https://www.heritagega.org/careers/hospitality-operations-manager>. Send resume to [jobs@heritagega.org](mailto:jobs@heritagega.org).

**St. John Neumann Catholic Church and Preschool** in Lilburn is seeking a full-time **preschool director and coordinator** for Catechesis of the Good Shepherd (CGS) to lead our vibrant preschool and CGS faith formation programs (Levels I-III). This role integrates early childhood education leadership with hands-on catechetical ministry. Key responsibilities include leading and managing all aspects of the parish preschool, including staffing, curriculum, compliance, safety, licensing and accreditation; recruiting, training, supervising and supporting preschool staff and CGS catechists/volunteers; overseeing curriculum development, program quality, family communication and staff formation; directing the CGS program, including materials, environment preparation, catechist formation, scheduling, registration and sacramental preparation collaboration; managing program

budgets, records, supplies and communication for both preschool and CGS; and serving as a spiritual leader and professional role model for children, families and staff. Must have a bachelor's degree in early childhood education, theology, religious education or a related field; CGS Level II certification (Level III preferred); experiences in a school or parish setting and managing staff/volunteers; and willing to support and uphold the mission and teachings of the Catholic Church. Email resume and cover letter to [mike.crowell@sjnlilburn.com](mailto:mike.crowell@sjnlilburn.com).

**St. Joseph Catholic School** is hiring for an **enrollment/advancement coordinator**. It is an 11-month position from mid-July to mid-June. Primary duties include working with the directors of advancement and enrollment on approved school plans, managing donations to the Annual Fund and preparing regular reports on its progress. Additional responsibilities include maintaining the donor database, managing recognitions, coordinating matching funds from employers and systematic handling of applications, scheduling and conducting school tours, collaborating with administrators, teachers and parents and sharing with prospective parents and students about the school and the benefits of Catholic education. Qualified candidates must have excellent clerical, organizational, oral, written and computer skills, the ability to work collaboratively and can work independently. A college degree, bilingual in English and Spanish and a background in fundraising and enrollment is preferred. Please send resume and brief description of why you would be a good fit for this position to [resumes@stjosephschool.org](mailto:resumes@stjosephschool.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 February. Thank you.