

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: November 17, 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. Joseph Catholic School in Marietta is seeking a full-time **school nurse**. Qualified candidates have a RN (preferred) or LPN active license in the state of Georgia, current CPR/AED/First Aid certification, good computer skills, excellence in written and oral communication and organizational skills. Must show respect for the institutions of the Catholic Church. Knowledge of FACTS SIS medical system, CPR/First Aid Trainer certification and bilingual in Spanish and English are a plus. Current salary for RN is \$44,650–\$70,000. The LPN hourly rate is \$20.36–\$29. Both are dependent on degree and experience. St. Joseph Catholic School is a faith-driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. We offer a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please send an email with resume to resumes@stjosephschool.org.

St. Pius X Catholic High School in Atlanta, a Catholic college preparatory school, is seeking a **head varsity football coach and football program director**. This position reports to the athletic director and leads its program beginning in the 2026 season. The coach is responsible for fostering a culture of excellence that reflects the mission and values of St. Pius X—forming young men of faith, character and integrity both on and off the field. This role is for a transformational leader committed to the holistic development of student-athletes: spiritually, academically and athletically. Qualified candidates are highly organized with strong communication and interpersonal skills, capable of engaging stakeholders including students, parents, alumni and the broader community. A minimum of five years' experience coaching at the varsity level is required. Must be collaborative with the athletic department and school leadership and a qualified educator, all teaching disciplines will be considered.

Prior head varsity coaching experience is preferred. Interested candidates should submit a cover letter (expressing interest and mission alignment), a current résumé and three professional references to Marsha Free, executive assistant to the principal and president, via mfree@spx.org.

The Society of Mary is seeking a part-time **cook** to support the Marist priests residing in the rectory on the campus of Marist School in Brookhaven, Georgia. The cook will be responsible for planning menus, grocery shopping and preparing and serving healthy meals Monday through Friday from 3 p.m. to 7 p.m. Duties also include cleaning the kitchen and dining area following meal service. Applicants must have a valid driver's license. Previous cooking experience is required. Interested candidates should submit resume and letter of interest to sansonek@marist.com. **No phone calls, please.**

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