

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: November 24, 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. Mary Magdalene Catholic Church in Newnan is looking for a full-time **director of sacred music**. This position offers a competitive salary, free health insurance, paid vacation and more. Duties include collaborating with the pastor and building, training and directing the parish sacred music program to elevate weekend Masses, funerals, weddings and annual holy days. Ideal candidates love Jesus and the church's musical patrimony, are familiar with the structure of Catholic liturgy and are skilled in vocal training and choir direction. Facility with the organ is desirable. Apply now at MRevak@smmcatholic.org.

The Cathedral of Christ the King seeks a full-time **director of information technology**, responsible for overseeing the department's strategy, infrastructure and operations. This role ensures that technology aligns with the church's business objectives, drives innovation and supports organizational growth. Responsibilities include managing budgets and collaborating with other departments to implement effective technology solutions. Learn more and apply online at <https://cathedralctk.com/employment>.

St. John Neumann Catholic Church is seeking a full-time **facilities manager** to oversee the care and maintenance of our campus. This role includes managing building systems, coordinating contractors and performing tasks such as HVAC maintenance, minor repairs and event setup to ensure a safe and welcoming environment for our parish community. Candidates should have a high school diploma, at least three years of experience, HVAC certification or equivalent, strong organizational and customer service skills, the ability to lift 50 pounds, computer literacy, a valid driver's license and the ability to respond to emergencies 24/7. We offer a mission-driven workplace that supports parish life, a flexible schedule with occasional evenings and

weekends and opportunities to apply skills in carpentry, electrical, plumbing and more. If you are ready to make a meaningful impact in a collaborative, faith-based environment, apply today. Send resume to Mike Crowell at mike.crowell@sjnlilburn.com.

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