

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: October 6, 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, GA is seeking a dynamic and mission-driven **director of faith formation** to join our vibrant parish staff. This full-time position involves collaborating with the pastor, parish staff and volunteers to lead comprehensive faith formation programs that include catechesis, prayer, liturgy, and community engagement. Responsibilities include managing a team, supporting catechists, overseeing budgets, and coordinating sacramental preparation events such as baptism seminars, first communion and confirmation retreats and liturgies. Must be willing to support and uphold the mission and teachings of the Catholic Church. Qualified candidates have a bachelor's degree in education or theology and two to three years of relevant experience, strong communication skills, the ability to relate to children, knowledge of Church traditions and doctrine, proficiency in Microsoft Office, and a valid driver's license for local travel. If you're ready to help build community and spark discipleship, please send your resume to mrevak@smmcatholic.org.

St. Mary Magdalene Catholic Church in Newnan, GA is seeking a full-time **youth minister** to lead relational ministry and dynamic programming that inspires junior and senior high school youth to live boldly for Christ. This role includes guiding the confirmation program, organizing retreats, coordinating peer ministry, supporting volunteers, managing budgets and evaluating programs. Working closely with a dedicated CORE team, the youth minister advocates for teens and collaborates with diocesan and community groups to keep youth engaged and energized. Must be willing to support and uphold the mission and teachings of the Catholic Church. The ideal candidate holds a bachelor's degree in pastoral/youth ministry, theology, or a related field, with experience in youth ministry and counseling. Qualified candidates have strong communication and organizational skills, proficiency in Microsoft Office, the

ability to teach and inspire teens and experience in budgeting, volunteer management, and program design. If you're ready to empower youth to live their faith vibrantly, please send your resume to mrevak@smmcatholic.org.

Immaculate Heart of Mary Catholic School in Atlanta is looking for a part-time **instructional coach** to help faculty put research-based, best teaching practices into action. This position will collaborate with teachers and administrators to strengthen instruction across grade levels; facilitate professional development on best practices, including strategies for diverse learners; model effective teaching practices and provide meaningful feedback to faculty; and assist in observations and help develop coaching plans that support teacher growth. Qualifications include a master's degree or certification in instructional coaching, teaching and learning, or a related field; at least 5 years of classroom teaching experience; strong communication, organization, and collaboration skills and the ability to analyze instructional data and coach teachers toward measurable improvement. Experience leading or facilitating professional development is preferred. Send a resume and cover letter to Dr. Laura Cichanski at lcichanski@ihmschool.org.

Heritage Retreat Center is seeking a **group sales manager** to lead group retreat bookings and sales. Located two hours east of Atlanta, our mission is to provide a welcoming Catholic environment that invites people to experience faith, history and beauty. This hybrid, full-time role develops and closes overnight and day retreats for parishes, nonprofits, corporate teams and other organizations. Responsibilities include creating and executing sales strategies, conducting outreach (calls, emails, networking, site visits), preparing proposals, managing contracts, and coordinating with our chef for customized food and beverages. You'll track leads in a CRM and collaborate with marketing and events staff to ensure a seamless guest experience. The ideal candidate has more than 4 years of sales or hospitality experience, proven negotiation skills, and a commitment to Heritage's mission. Strong communication, organization, and relationship-building skills are essential. Proficiency with CRM systems and Google Suite is required. PMS and F&B knowledge are a plus. We offer a competitive salary with commission, retirement plan with employer contributions and discounted stays. To apply, submit a cover letter and resume to jobs@heritagega.org.

St. Anna's Catholic Church in Monroe is seeking a qualified and committed **director of religious education** to oversee all parish faith formation programs, including children and adult catechesis, youth ministry and sacramental preparation. This role requires a flexible schedule that includes some weekends, evenings and holidays. Working in close collaboration with the pastor, this position will plan and implement catechetical initiatives that foster discipleship and spiritual growth within the parish community. Key responsibilities include coordinating volunteers, selecting appropriate activities,

supporting families and ensuring that all programs are well-organized and aligned with the teachings of the Catholic Church. Must be willing to support and uphold the mission and teachings of the Catholic Church with strong organizational, communication and technology skills. A bachelor's degree in religious education, theology or a related field and a minimum of three years of parish ministry experience is preferred. Interested applicants should submit a resume and cover letter to fbrian@st-annas.com.

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