



Memo

Date: January 8, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Christ the King Catholic School (CKS), an independent Catholic school within the Archdiocese of Atlanta, is seeking a well-qualified **assistant principal** for the 2024-2025 school year. CKS is the parish school for the Cathedral of Christ the King located in the Buckhead community of Atlanta and is a three-time Blue Ribbon School of Excellence. The successful candidate will be a thoughtful, experienced educator who is a practicing Catholic, committed to Catholic education. Applicants should possess a master's degree in curriculum and instruction or educational administration and have a strong background in curriculum development, instructional practice and professional development, along with at least five years of successful teaching experience. The Assistant Principal will work alongside two other assistant principals and the Principal to lead a faithful and dedicated team of more than 80 faculty and staff. The successful candidate will be dynamic, self-driven, forward thinking, innovative, collaborative and a servant leader. Above all, the applicant will be joyful and excited to be a part of a community of caring. Annual compensation will be competitive with area independent schools and commensurate with experience. CKS offers a comprehensive benefits package including financial support to earn an advanced degree or certification endorsement, professional development opportunities and affordable pre-school starting at 12 months of age. CKS is a drug-free environment and in full compliance with federal statutes for non-discrimination in its employment. Employment application is available via website at www.christking.org. Cover letter, resume and application may be emailed to Mimi Bryan at mbryan@christking.org.

St. George Catholic Church in Newnan is seeking a full-time **director of Faith Formation**. This position reports to the pastor and is responsible for leading and implementing all facets of the Faith Formation department, as well as the recruitment and training of all volunteer catechists and aides. The position is responsible for Kindergarten – grade 12 faith formation, RCIA and

adult faith formation. The applicant must have a degree in theology or extensive religious education experience; must be a self-starter with excellent interpersonal, communication and organizational skills; and proficient in Microsoft Office. Bilingual (Spanish speaking) is a plus. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgewnan.org. **No phone calls, please.**

St. George Catholic Church in Newnan is seeking a part-time **coordinator of Faith Formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of the Religious Education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for Kindergarten – Grade 5 faith formation and sacramental preparation for First Holy Communion. The applicant must have a degree in theology or a five-year religious education experience; must be a self-starter with excellent interpersonal, communication and organizational skills; and proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgewnan.org. **No phone calls, please.**

St. Lawrence Catholic Church has an immediate opening for a full-time **cleaning and maintenance assistant**. Responsibilities include assisting with the day-to-day facilities operations and maintenance of the church buildings; completing assigned activities by the Director of Facilities to include general cleaning, room set ups, light maintenance and repairs; assisting with any other maintenance staff, volunteers or vendors in the overall effort to maintain the church facilities. Position qualifies for benefits and a competitive salary. To apply, please contact Brandy Lake at blake@saintlaw.org with resume.

St. Lawrence Catholic Church has an immediate opening for a part-time **nursery attendant**. Candidate should have previous experience caring for children one year to five years of age. Must complete Virtus training and background check. Schedule to be determined by Nursery Coordinator. Hours may vary. Sundays, and Saturday and Wednesday evenings likely. Please send resume to Brandy Lake at blake@saintlaw.org.

The Archdiocese of Atlanta has partnered with Catholic Recruiter Associates (CRA) to employ a **superintendent of schools** effective with the 2024-2025 school year. The job description, duties and directions to apply for the position are contained here: <https://catholicrecruiter.com/wp-content/uploads/CRA-Archdiocese-of-Atlanta-Superintendent.pdf>. The deadline for applications is April 15, however, CRA reserves the right to close the application period upon receiving sufficient qualified applicants. **No phone calls, please.**

St. Peter Claver Regional Catholic School, a pre-K through eighth grade school in Decatur, seeks part-time certified **teachers** for current openings in Spanish, art and music positions, which may eventually become full-time. If you are interested in working in a faith-based community, kindly submit a

cover letter describing qualifications and interest and a resume to Susanne Greenwood at sgreenwood@spc-school.org.

St. Peter Claver Regional Catholic School seeks a **director of enrollment and marketing**. Duties include managing the admissions process using best practices in enrollment management, marketing and communication. This is a part-time position with compensation commensurate with education and experience. Qualifications include educational or professional experience in marketing and communication and a desire to work in a faith-based and collaborative school community. Candidate should possess solid technology skills for social media management and digital and print communications. Bilingual candidates (English and Spanish) preferred. To apply, please send resume and cover letter to Susanne Greenwood at sgreenwood@spc-school.org.

Catholic Mutual Group (CMG) was established in 1889 and is recognized as the leading provider of property, liability and employee benefit coverage and related services for the Catholic Church in the United States and Canada. We have an excellent opportunity available for a full-time in-person **service office assistant/claims processor** in our Atlanta Service Office located in Smyrna. The person in this position will provide administrative support to the Assistant Claims/Risk Manager by processing all incoming and outgoing mail, photocopying documents and maintaining an accurate filing and diary system for all claims and safety inspections. Additional duties include: Preparing certificates of coverage, reports, correspondence and other materials in a timely and accurate manner; placing special events coverage, answering all incoming calls and relaying all changes, requests and other information to the Assistant Claims/Risk Manager and/or appropriate individual in the home office in a timely and accurate manner; handling and adjusting claims of up to two thousand, five hundred dollars in a timely and professional manner; utilizing claims procedure manual and advising the Assistant Claims/Risk Manager of any potential risk problems. Requirements of this position include a high school degree, proficiency with computer skills including Microsoft Office, attention to detail and excellent phone etiquette and organizational skills. At least two years' experience in property and casualty insurance is preferred. The ability to maintain confidentiality and work well independently is a must. Benefits include a competitive salary, paid holidays, generous vacation and sick accruals, a 403(b) plan with company match, paid life and AD&D insurance at five times the annual salary, long-term disability leave, paid job-related continuing education and an excellent medical/vision/dental group insurance plan. To apply, please visit the careers page on our website at www.catholicmutual.org/careers. Catholic Mutual Group is an equal opportunity employer.

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