



Memo

Date: January 16, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Transfiguration Catholic Church in Marietta seeks a part-time non-exempt (20-25 hours per week) **music and choir coordinator**. Reporting to the director of Evangelization and Discipleship, this candidate will be responsible for the selection, coordination and rehearsal of music for presentation at all liturgical and sacramental celebrations. This position also requires the coordination of music volunteers and ministers. Please send a cover letter, recordings and resume to resume2021@transfiguration.com. See complete job description at www.transfiguration.com.

Immaculate Heart of Mary School, conveniently located off I-85 in northeast Atlanta, is seeking a long-term **substitute** for middle school science. The term would be from the end of January through the end of April. Interested candidates should email resume to Laura Cichanski, principal, at lcichanski@ihmschool.org.

Transfiguration Catholic Church seeks an **IT/AV/ livestream specialist** who will provide technical support to all staff, employees and volunteers and manages livestream, lighting and audio systems for liturgical and other events. This candidate must be able to build teams to manage Mass live streaming and audio systems. Must be proficient in Microsoft Office products (Word, Excel, PowerPoint and Publisher) and Microsoft Office365 administration; proficient in Microsoft server operating systems, malware protection, firewalls and VPN; solid knowledge of Windows OS and proficient in graphic design and multimedia software. Full-time position with benefits with weekend availability. Please send a resume and cover letter to resume2021@transfiguration.com and view the complete job description at www.transfiguration.com/news/job-opportunity-it-av-tech-livestream-specialist.

Life Teen is seeking candidates for a **vice president of marketing**. The Life Teen vice president of marketing is a pivotal leadership role responsible for building and driving the overarching marketing strategy of the organization. Overseeing four integral teams – creative design, web, digital engagement/social media and resource – this position crafts campaigns that amplify Life Teen’s resources, camps and events. With a mandate to enhance visibility and deepen engagement, the vice president of marketing collaborates closely with key personnel including the creative director, web director, digital engagement coordinator and fulfillment coordinator. As a member of the Life Teen executive team, this leader ensures that all marketing initiatives resonate with the organization’s mission and values, fostering a cohesive and impactful brand presence. As a Eucharist-centered movement within the Roman Catholic Church, Life Teen leads teenagers and their families into a deeper relationship with Jesus Christ and His Church. With the Blessed Virgin Mary as our intercessor and guide, Life Teen seeks to unleash the fullness of the Sacramental power present within the young Church. Please email resume and cover letter to Andreas Reinoso at areinoso@lifeteen.com.

Life Teen is seeking candidates for a full-time **Hidden Lake camp director**. As the camp director you would be responsible for the overall mission and operation of Life Teen Camp Hidden Lake to ensure the camp is serving the mission of Life Teen. Ensure that summer camp and all activity at the camp facility is deeply rooted in prayer and community so that the camp will be more than a site or facility; it will be a home and a lighthouse. As a Eucharist-centered movement within the Roman Catholic Church, Life Teen leads teenagers and their families into a deeper relationship with Jesus Christ and His Church. With the Blessed Virgin Mary as our intercessor and guide, Life Teen seeks to unleash the fullness of the Sacramental power present within the young Church. Please email resume and cover letter to Sean Delaney at sdelaney@lifeteen.com.

Life Teen is seeking candidates for a full-time **director of facilities**. The Life Teen director of facilities holds a pivotal role in ensuring the optimal operation, safety and growth of both Life Teen camps – Hidden Lake and Covecrest, located in Georgia. Entrusted with comprehensive facility oversight, this position encompasses the direct managing of all maintenance activities, spearheading construction and renovations and ensuring adherence to organizational benchmarks. The director collaborates closely with camp directors, oversees budgetary concerns, maintains vendor relationships and is diligent about site inspections, reporting and continuous improvement. The role emphasizes safety, staff training and responsiveness to feedback, ensuring the camps remain welcoming, sustainable sanctuaries for all attendees. As a Eucharist-centered movement within the Roman Catholic Church, Life Teen leads teenagers and their families into a deeper relationship with Jesus Christ and His Church. With the Blessed Virgin Mary as our intercessor and guide, Life Teen seeks to unleash the fullness of the Sacramental power present within the young Church. Please email resume and cover letter to Sean Delaney at sdelaney@lifeteen.com.

Life Teen is seeking candidates for a full-time **accounting manager**. This position is responsible for the completion and oversight of all day-to-day accounting operations; supervising the finance team of employees and contractors. Ensuring that procedures are followed to support effective program implementation with the goal of flawless audits. As a Eucharist-

centered movement within the Roman Catholic Church, Life Teen leads teenagers and their families into a deeper relationship with Jesus Christ and His Church. With the Blessed Virgin Mary as our intercessor and guide, Life Teen seeks to unleash the fullness of the Sacramental power present within the young Church. Please email resume and cover letter to Andreas Reinoso at areinoso@lifeteen.com.

Pinecrest Academy is seeking resumes for a **high school social studies teacher** for the 2024-2025 academic year. Candidates must have a degree in the field and be prepared to assist in athletic and co-curricular activities. Advanced educational degree and certification desired. This is a full-time position and offers a competitive salary and benefits. Position overview: The high school teacher creates and maintains an effective learning environment for their students. The teacher knows, assimilates and fully practices the ideals, principles and teaching methodology of the school. The teacher carries out their work professionally and with a spirit of initiative, creating an environment of confidence and respect. To apply, please visit our website at <https://www.pinecrestacademy.org/about/careers>.

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