



Memo

Date: January 22, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Gabriel in Fayetteville has an immediate opening for a part-time **parish music director**. This person reports directly to the pastor and is responsible for the selection, coordination and rehearsal of music for presentation at all liturgical and sacramental celebrations. The position also requires the coordination of music volunteers and ministers. The music director also works in conjunction with the Pastoral Care minister in the planning of music for funerals. The candidate must be a practicing Catholic in full communion with the Church. Please send cover letter and resume to Father Richard at Father.Richard@stgabrielga.com. **No phone calls, please.**

St. Matthew Catholic Church in Winder has an immediate opening for an **accountant**. This part-time (28 hours per week) position reports to the pastor and is responsible for maintaining and reporting the financial operations of the parish. Duties include processing and posting accounts payable, cash receipts and payroll transactions to the ParishSoft Accounting software; supervising weekly offertory and archdiocesan collections; reconciling and analyzing balance sheet and income statement accounts; reporting financial results to the pastor and Finance Council. Candidate must have basic knowledge of accounting principles with bachelor's degree in accounting and at least three years of related experience and be proficient in Microsoft Office 365 applications. Interested candidates should submit resume with cover letter, including salary requirements, to the Business Manager at busmgr@saintmatthewcc.org.

Christ the King Catholic School (CKS) is seeking a **Spanish teacher** for the 2024-2025 school year. This position will work alongside and collaborate with the current Spanish teacher. The successful candidate will be a thoughtful, experienced educator who is dynamic, self-driven, forward-thinking and innovative. Above all, the applicant will be joyful and excited to be part of a

Community of Caring. CKS is a K-8 archdiocesan independent Catholic school and three-time National Blue Ribbon School of Excellence. CKS is the parish school for the Cathedral of Christ the King located in the Buckhead community of Atlanta. Annual compensation will be competitive with area 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. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants may obtain the professional educator application via website at www.christking.org. Application, teaching certificate, cover letter and resume may be emailed to mbryan@christking.org.

St. Benedict Catholic Church in Johns Creek, needs a part-time (25 hr/wk) **Adult Formation coordinator** for our active parish of 3200+ families. This role involves promoting the Catholic faith, leading classes/meetings and requires a love and knowledge of Catholic teachings. You should have leadership experience, good communication and organizational skills. A theology or religious studies degree (or similar knowledge) and Microsoft Office proficiency are required. Being bilingual (Spanish/English) is a plus. Practicing Catholics in good standing with the Church are encouraged to apply. Some evenings and weekends will be needed. Send a cover letter (with salary expectations) and a resume if interested to kmastrangelo@stbenedict.net.

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