



Memo

Date: January 30, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Archdiocese of Atlanta seeks to hire a full-time, **bi-lingual** (English and Spanish) administrative professional to serve as **ecclesiastical notary** in matrimonial nullity cases at the **Metropolitan Tribunal**. Responsibilities include all tasks and duties consigned to the notary in canon law, including but not limited to, transcribing in real time testimonies of parties and witnesses under the direction of the judge, and updating the case management software system. This individual will also assist with other tasks and projects related to the efficient organization and operation of the Tribunal. The qualified candidate must be a Catholic in good standing and full communion with the Catholic Church and hold at least a bachelor's degree or equivalent from an accredited college or university. He or she will also possess at least three to five years of administrative work experience, very strong verbal and written communication skills in both English and Spanish, and an excellent typing ability. In addition, the qualified candidate must possess the capacity for close attention to detail and the ability to work well with others as a part of a collaborative team. Those interested and qualified should contact Christine Martineck at cmartineck1@archatl.com or call 404-920-7509.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **high school math teacher**, who is responsible for the instruction and evaluation of students, providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and references may be sent to hr@crstoreyatlanta.org. For full job description [please visit our website](#).

Divine Mercy Catholic Mission is looking for a part-time bilingual English-Spanish **parish secretary**. This position will be the first point of contact for our parish and it will provide administrative support across it. This position's responsibilities include manage parish software database, keep a detailed record system and provide support to the front desk reception, as well as with social media, student registration, attendance, classroom preparation, sacraments, Safe Environment, social media, preparation of programs for holiday/special liturgies, other various administrative duties and similar tasks as needed. Candidates will need to have excellent organizational skills with the ability to multi-task. People and time-management skills are necessary along with strong computer skills, excellent written and verbal communication skills and the ability to work with ParishSoft. A detailed record-keeping management system for the parish is required. This position works directly with the business manager and the priest. To apply, contact Evelin Soto, business manager, at esoto@divinemericyatl.com. **No phone calls, please.**

The Cathedral of Christ the King in Atlanta has an immediate open position for a part-time **coordinator of children's choirs** who reports to the director of liturgy/ choirmaster. This position is responsible for all children choirs under the direction of the choirmaster. The coordinator plans all aspects of music for each of the children's choirs, chooses and teaches appropriate repertoire for the liturgy, schedules and conducts the weekly choir rehearsals and performances, and maintains and organizes the choral library, among other duties. See the full description and apply online at <https://cathedralctk.com/employment>.

The Newman Catholic Community is a Roman Catholic parish of the Diocese of Raleigh ministering to students, faculty and staff of the University of North Carolina as well as alumni, families, friends and visitors to Chapel Hill. **The Associate Director of Campus Ministry** has primary leadership and supervisory responsibility for Newman's mission to the undergraduate student community, reporting directly to the pastor/campus minister. The Associate Director invites undergraduate students to encounter Jesus Christ and accompanies them towards deeper discipleship and commitment to continue his mission through weekly programming, an annual retreat and forming student leaders. Working collegially with a full- and part-time staff of ten, the Associate Director of Campus Ministry supervises a full-time academic year campus ministry assistant. Additional details and instructions for application are at www.uncnewman.org/employment. Application deadline **Feb. 17.**

The Newman Catholic Community is a small Roman Catholic parish of the Diocese of Raleigh ministering to students, faculty and staff of the University of North Carolina as well as alumni, families, friends and visitors to Chapel Hill. **The Pastoral Associate for Catechesis** has primary responsibility for Newman's program of faith formation and sacramental preparation for preschool and elementary school-aged children, high school youth and adults seeking the sacraments of initiation. This position, reports to the pastor and works collegially and collaboratively with a full- and part-time staff of ten. See

additional details and instructions for application at
www.uncnewman.org/employment. **Deadline Feb. 17.**

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