



# Memo

**Date:** February 26, 2024  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**Saint Clare of Assisi Catholic Church**, in Acworth, is a vibrant and growing parish dedicated to knowing, loving and serving the Lord. Rooted in the teachings of Jesus Christ and guided by the wisdom of our patron saint, we strive to create a culture of discipleship where individuals of all ages and backgrounds can grow in their relationship with God and one another. We are seeking a passionate and visionary individual to join our team as the full-time **director of mission and evangelization**. In this role, you will have the opportunity to lead initiatives that promote evangelization, spiritual growth and active discipleship within our parish community and beyond. As a key member of our pastoral team, you will inspire others to come to know, love and serve the Lord in their daily lives. Key responsibilities include: developing strategic plans for evangelization, providing support and ongoing formation for staff, building partnerships within the community. Fostering a culture of authentic discipleship. Qualifications: A committed disciple of Jesus Christ who possesses strong leadership and communication skills, experience in strategic planning and program development, a knowledge of Catholic teachings and traditions and three-five years' experience working in a parish setting. To apply, please submit a resume and cover letter to [frtim@stclarecc.org](mailto:frtim@stclarecc.org).

**Catholic Construction Services Inc.**, of the Archdiocese of Atlanta, has an immediate opening for a full-time **civil engineer/project manager**. This position provides design and construction management guidance from conceptual planning through the completion of the project. Qualified candidates possess the following: bachelor's degree in civil engineering, construction management or other related field; two to five years of experience in development, design and construction management. Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com).

**St. Mary's Academy (SMA)**, an archdiocesan PK-12 school in Fayetteville, is seeking full-time qualified **teachers** for the 2024-2025 school year in the following disciplines: chemistry, biology, middle/high school social studies and English. Additionally, SMA is seeking a part-time Spanish teacher. Qualified candidates must possess a minimum of a bachelor's degree and Georgia teacher certification is preferred. Please send a cover letter and resume to JoAnn McPherson, principal, St. Mary's Academy, at [jam@smaschool.org](mailto:jam@smaschool.org). **No phone calls, please.**

**St. Peter Chanel's** vision is to see people fully alive, rooted in Jesus Christ, reflecting His love and mercy. Our mission is to Invite, Encounter, Equip and Send disciples of Jesus into the world. We value joyfulness, humility, having a servant's heart, active listening, compassion and empowerment. We are seeking an experienced leader as our **Communications Team Leader** within the outreach team. You will be instrumental in amplifying the Gospel message and our church's vision through effective communication practices. Responsibilities include developing clear and captivating communication across all channels, crafting comprehensive strategies to engage our parish and the broader community. This role demands creativity, planning and project management skills to ensure timely completion of tasks. You will oversee a team consisting of a coordinator and volunteers, with support from the Director of Mission. For a full job description, please visit [stpeterchanel.org/employment](http://stpeterchanel.org/employment). Please send resume, cover letter and work samples to Rob Montepare, director of mission, at [Rob@stpeterchanel.org](mailto:Rob@stpeterchanel.org). Applicants are encouraged to be creative in their submissions to demonstrate an understanding of the position and display their skill set ([stpeterchanel.org/brand](http://stpeterchanel.org/brand)).

**Transfiguration Catholic Church in Marietta** is looking for two part-time maintenance team members to join their staff. We need a **facilities member** and a **custodial member**. If you are interested, please email [resume21@transfiguration.com](mailto:resume21@transfiguration.com) or call 678-223-7324.

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