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**Date:** March 11, 2024  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

**St. John Neumann Catholic School, Columbia, SC**, a parochial school within the Diocese of Charleston, seeks a mission-centered, dynamic, innovative, visionary, results-driven, spiritual and academic leader who is a strong Catholic in faith and practice for the position of **principal**. Reports to: Pastor/Catholic Schools Office of the Diocese of Charleston. Start Date: July 1. Overview: St. John Neumann Catholic School is the parish school for the St. John Neumann Catholic Church and is the largest PreK 3-6th grade Catholic school in the Columbia area. It is growth focused, serving an increasingly diverse student population. God enables us to educate through care grounded in faith. Through a rigorous curriculum, all students are provided the necessary tools to succeed in the next stage of their educational journey. For more information and consideration, please email Rev. C. Alexander McDonald at [amcdonald@sjnchurch.com](mailto:amcdonald@sjnchurch.com).

**Queen of Angels Catholic School**, a National Blue Ribbon School of Excellence located in Roswell, is seeking an **advancement assistant** for the 2024-2025 school year. Aspects of this position include fundraising, communications and maintaining relationships with constituents as well as managing the donor/constituent database and providing administrative support to the Advancement office. The Advancement Assistant should understand constituent databases, maintain all donor files (individual, foundation and corporate) and ensure the confidentiality of donor information. Additional tasks include the ability to create mailing lists, email lists and other reports and queries from the database; processing gifts and acknowledgments; daily data entry; creating fundraising reports and coordinating various advancement-related events. This is a part time position with a minimum of two days per week and additional days during special events throughout the school year. Queen of Angels offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment

practices. If you are interested, please send a cover letter and resume to Dr. Jamie Arthur at [jarthur@qaschool.org](mailto:jarthur@qaschool.org). **No phone calls, please.**

**St. Pius X Catholic High School** seeks a qualified full-time **Latin teacher** to join our thriving Latin program for the 2024-2025 academic year. Our Latin program offers Latin I through AP Latin and runs a GJCL program. We are looking for someone with a strong background/degree in Latin and/or Classics, a desire to teach at the secondary level and either certification or a willingness to become certified within three years. Additional qualifications include strong interpersonal and communication skills, including a demonstrated ability to work with colleagues, and a knowledge of teaching technologies appropriate to the discipline. St. Pius X offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please send resume and references via email to: Marsha Free, executive assistant to the principal, at [mfree@spx.org](mailto:mfree@spx.org).

**St. Mary Roman Catholic Church**, located in Toccoa, is a diverse parish community of Vietnamese- and English-speaking parishioners. Currently, we have an immediate opening for a part-time **parish administrative assistant and coordinator (PAA&C)**. Under the leadership of the pastor, the PAA&C is responsible for providing daily assistance in the management and oversight of parish operations; maintaining the schedule of parish events; coordinating with committee and sub-committee leaders in matters that pertain to liturgy, faith formation and other parish ministries; assisting the pastor in the administration of human resources, property management and parish databases; assisting with the management of financial records, sacramental entries and accounts payable. Experience: Ability to multi-task in a Catholic parish environment; accounting degree or bookkeeping experience and knowledge of general accounting information systems; excellent communication skills (verbal and written); sound working knowledge of Windows, Microsoft Office 365 suite (Word, Excel, PowerPoint) and Publisher. A Christian and ideally a practicing Catholic with a heart for the mission of the Catholic Church. Interested candidates are encouraged to apply by submitting a cover letter and resume to: Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**Holy Redeemer Catholic School**, a regional Catholic school located in Johns Creek, seeks an **assistant principal** beginning July 1. Holy Redeemer serves students in grades K-8 and is a twice-awarded Blue Ribbon School of Excellence. We offer competitive salaries and a comprehensive benefits package along with opportunities for professional development. Candidates must be a practicing Catholic in good standing. Additional requirements include a minimum of a master's degree in Educational Administration or Curriculum and Instruction; a minimum of three years of Catholic school experience; excellent communication skills; knowledge in current areas of professional development and excellent instructional leadership skills. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be

submitted by April 10 via email to [jrice@hrcatholicschool.org](mailto:jrice@hrcatholicschool.org). **No phone calls, please.**

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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.