



# Memo

**Date:** March 18, 2024  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

**The Georgia Tech Catholic Center**, a campus ministry serving the community of Georgia Institute of Technology, seeks a mission-centered, dynamic, innovative **development coordinator** who is strong in belief and practice of the Catholic faith. This role reports to the chaplain for financial (budgetary, development and future) needs. While developing and maintaining relationships with donors as well as prospective donors, the Development Coordinator identifies, cultivates and solicits for capital campaigns, alumni giving, grant proposals, endowment contributions and annual gifts. This full-time position is an exciting opportunity to plan and organize events and interact through social media platforms by using strong communication and organizational skills. Significant experience with non-profit fundraising and use of CMS (Content Management System) software is required. For consideration, please send a resume to [lmachado@gtcatholic.org](mailto:lmachado@gtcatholic.org).

**St. Thomas Aquinas Catholic Church (STA)** seeks a **Faith Formation administrative assistant**, 20-28 hours week, who can communicate on behalf of the Faith Formation team in English and Spanish. Responsibilities include: Assist in the planning and execution of programs, activities and preparation of materials for K-12, adult formation and special events such as Vacation Bible School, retreats, first Communion and confirmation; assist with managing day to day interactions with parishioners, prospective parishioners, vendors, other parishes and STA staff. A top candidate will enjoy creative collaboration and have ministerial, organizational, administrative and communication skill sets. An ideal Faith Formation programs and events coordinator will have two to three years of apostolate, missionary or parish ministry experience. Cultural competency with Latin American traditions and fluency in English and Spanish is a must. Project management, habit stacking and ability to work proactively are needed. A strong sacramental prayer life and a desire to grow in holiness is

essential. Experience with Microsoft Office, Parish Soft and high adaptability is preferred. To apply, please send resume and cover letter to [resumes@sta.org](mailto:resumes@sta.org).

**Pinecrest Academy** is currently seeking resumes for an experienced **lower school 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. An advanced educational degree and certification are desired. This is a full-time position and offers a competitive salary and benefits. Position Overview - The lower 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. The lower school teacher fosters a love for the truth for learning and works to effectively carry out the mission of forming Christian servant leaders. Responsibilities - The specific responsibilities of the lower school teacher include, but are not limited to, the following: Recognizes and supports the unique Catholic Mission of the school by speaking, acting and instructing consistent with the teachings of the Catholic Church. To apply visit <https://www.pinecrestacademy.org/about/careers>.

**Pinecrest Academy** is seeking an **aftercare assistant**. The assistant plays a crucial role in the aftercare supervisor's mission to provide children with a safe, academically enriching and fun environment every day after school ends. The assistant's primary responsibility is to ensure the proper supervision and safety of the children, assist in designing appropriate activities and help record the program's progress. By assisting the supervisor, the assistant provides an enriching and educationally sound student experience based on their needs and interests. This is a part-time 20 hours a week, 42 weeks a year position. The aftercare assistant reports to the aftercare supervisor; the nurse or principal may provide direction and guidance regarding other protocols. To apply visit <https://www.pinecrestacademy.org/about/careers>.

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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.