



Memo

Date: March 25, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Helena Catholic Church in Clayton, seeks a full-time or part-time **music director**. This person reports directly to the pastor and is responsible for the selection, coordination and rehearsal of music for all liturgical and sacramental celebrations. The ideal candidate will have a degree in music, organ or piano performance; minimum of two years' experience performing at Mass; have proficient keyboard skills on organ and piano; speak English and Spanish; and be knowledgeable of Catholic liturgy and music. Please send your cover letter and resume to Melissa Carpenter at sthelenachurchclayton@windstream.net.

St. Pius X Catholic High School is seeking qualified **theology teacher** for the 2024-2025 school year. A minimum of a bachelor's degree in a related subject area is required to apply with a willingness to attain a master's degree within two years. Experience with teaching scripture and foundational theological doctrines preferred. Coaching or club moderating experience and interest is preferred. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college-preparatory high school and a strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls, please.**

The Catholic Church of St. Ann is hiring a **communications director**. This organized team player manages the communications needs of our 4,000-family parish. The successful candidate has experience with content creation, copywriting, graphic design, website and social media management. This is a full-time position. For a complete job description, visit st-ann.org/job-openings. Send questions to Parish Administrator Dave Smith, dsmith@st-ann.org, and resumes by April 9 to Office Manager Linda Field, lfield@st-ann.org.

The Catholic Church of St. Ann is hiring a **preschool director** to oversee the 125-student preschool program. The successful candidate must possess an early childhood or education degree and strong organizational skills. This is a year-round, part-time position, with paid time off benefits. For a complete job description, visit st-ann.org/job-openings. Submit a cover letter, resume, philosophy of education, salary requirements and three work-related references by April 9 to Jennifer Hughes, director of parish preschools, Archdiocese of Atlanta, jhughes@archatl.com.

St. Lawrence Catholic Church has an immediate opening for a full-time **cleaning and maintenance assistant**. The individual is responsible for assisting with the day-to-day facilities operations and maintenance of the church buildings. Completing assigned activities by the Director of Facilities to include general cleaning, room set ups, light maintenance and repairs of the buildings. In addition, the position will assist with any other maintenance staff, volunteers or vendors in the overall effort to maintain the church facilities. Position qualifies for benefits and a competitive salary. Please contact Brandy Lake at blake@saintlaw.org with resume.

Our Lady of the Assumption Catholic School (OLA), a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for qualified **full-time teachers** for the 2024-2025 school year. We offer competitive salaries, a comprehensive benefits package along with opportunities for professional development and tuition discount for employee children. Teacher certification required. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Mandy Crock, principal, at mcrock@olaschool.org. **No phone calls please.**

Our Lady of the Assumption Catholic School (OLA), a PK-8 twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for **teaching assistants** for the 2024-2025 school year. Prior experience in a school setting preferred. Flexible days are available. Tuition discount for employee children. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Mandy Crock, principal, at mcrock@olaschool.org. **No phone calls please.**

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