



Memo

Date: April 2, 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.

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: math, chemistry, biology, social studies and English. Additionally, SMA is seeking a part-time Spanish teacher. Qualified candidates must possess a minimum of a bachelor's degree. Georgia teacher certification is preferred. Please send a cover letter and resume to JoAnn McPherson, principal, St. Mary's Academy, at jam@smaschool.org. **No phone calls, please.**

St. George Catholic Church in Newnan is seeking a full-time **director of faith formation**. This position reports to the pastor and is responsible for leading and implementing all facets of the faith formation department, as well as the recruitment and training of all volunteer catechists and aides. The position is responsible for Kindergarten – grade 12 faith formations, RCIA and adult faith formation. The applicant must have a degree in theology or extensive religious education experience. Must be a self-starter with excellent interpersonal,

communication and organizational skills; and proficient in Microsoft Office. Bilingual (Spanish speaking) is a plus. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgewnan.org. **No phone calls, please.**

St. Peter Claver Catholic School seeks a **coordinator of enrollment and marketing**. Duties include managing the admissions process using best practices in enrollment management, marketing and communication. This is a part-time position commensurate with education and experience.

Qualifications include bachelor's degree in communications or related field, professional experience in marketing and communication and a desire to work in a faith-based and collaborative school community. Candidate should possess solid technology skills for social media management and digital and print communications. A candidate who is bilingual in Spanish and English is preferred, but not required. To apply, please provide resume and cover letter to Susanne Greenwood, sgreenwood@spc-school.org.

St. Peter Claver Regional Catholic School (SPC), a pre-K through eighth grade school in Decatur, is seeking applications for qualified part-time **teachers** for the 2024-2025 school year for health/PE, Spanish, art and Technology. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. SPC offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. If you are interested in working and teaching in a faith-based community, kindly submit a cover letter and a resume to Susanne Greenwood at sgreenwood@spc-school.org.

St. Peter Claver Regional Catholic School, a PK-8 elementary school in Decatur, seeks qualified applicants for the position of **middle school social studies and religion teacher** for the 2024-2025 school year. We offer a competitive salary, a comprehensive benefits package along with opportunities for professional development and a tuition discount for employee children. Teacher certification is required and candidate must be a practicing Catholic in good standing with the Catholic Church. The schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal statutes for non-discrimination in employment. Please send a cover letter and resume to Susanne Greenwood, sgreenwood@spc-school.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 April. Thank you.