



Memo

Date: April 3, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Diocese of Savannah is adding an **associate director of development** to the leadership team. This is a full-time, exempt position reporting to the Managing Director of Stewardship and Development. This position supports the comprehensive development efforts, activities and functions of the Stewardship and Development Office. It will assist with the Annual Catholic Appeal and offertory Enhancement, as well as coordinate and manage all grant activities. Minimum educational and experience required are three-five years of experience as a development professional and an associate degree. Candidates must be practicing Catholics with a sound working knowledge of the Catholic faith, demonstrated experience in capital campaigns, feasibility studies, grant writing and experience in soliciting and securing major gifts. Excellent oral and written communication skills are required as well as strong organizational skills. Bilingual is preferred, not required. Interested applicants should send a resume, salary history and references to: jgreen@diosav.org.

Our Lady of the Assumption Catholic School (OLA), a PK-eight twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is accepting applications for **primary and intermediate school teachers** for the 2023-2024 school year. Teacher certification required. These are full-time positions and offer competitive salaries with excellent benefits. 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-eight twice-recognized National Blue-Ribbon School of Excellence in Brookhaven, is

accepting applications for a certified **middle school social studies teacher** for the 2023-2024 school year. Teacher certification required. This is a full-time position and offers a competitive salary with excellent benefits. 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.**

Prince of Peace Catholic Parish is focused on offering opportunities for people to authentically encounter Christ and live as disciples, the way Christ commissioned his twelve. We are looking for a full-time **youth ministry coordinator** (YMC) that has a relationship with Christ and an openness to the Holy Spirit working within him/her, can think outside the box with respect to parish life, is unafraid of doing things differently and commits to trust-based, team-style leadership where our motivating factor is Jesus Christ. The YMC recruits, trains, disciples and collaborates with adult volunteer teams who carry out an authentic relational ministry with our middle and high school youth for youth ministry and confirmation sacramental preparation. Interested candidates, please contact Deacon David at deaondavid@popfb.org.

Our Lady of the Mountains Church is seeking a part-time **director of sacred music**. The director will oversee and maintain the operation of the music department to provide liturgical music for the parish. The music director plans and conducts four Masses per weekend (including one in Spanish) every weekend, as well as Masses for holy days of obligation and special liturgies throughout the year as directed by the pastor. Choir directing is expected. The candidate should have knowledge of Gregorian chant, Mass propers and polyphony as instructed by Roman Catholic liturgy. We will consider candidates who may not have all these qualifications but exhibit a desire to become proficient. Salary commensurate with education and experience. Please email your resume to Father Tri J.B. Nguyen at: tnguyen2@archatl.com.

St. Mary's Academy, an archdiocesan PK-12th Catholic school located in Fayetteville, seeks a full-time **elementary school assistant principal** for the 2023-2024 school year. The elementary school assistant principal reports to the principal and works with a dedicated and experienced administrative team to ensure the smooth and effective operations of the school's PK-eighth grade classrooms. The successful candidate will be a practicing Catholic in good standing with the Church, have at least three years of teaching experience and hold a master's degree in educational administration or curriculum and instruction (with additional administrative coursework). Prior experience in a Catholic school is highly desirable. St. Mary's Academy offers a competitive salary, a rich benefits program and a drug-free work environment. Interested and qualified candidates should submit a letter of interest, vitae and three references to JoAnn McPherson, principal, St. Mary's Academy, at jam@smaschool.org. The position will remain open until filled. **No phone calls, please.**

Immaculate Heart of Mary Catholic Church, a vibrant, diverse 2500+ family parish in the Emory-Toco Hill neighborhood of Atlanta, is looking for a full-time **director of finance and administration** who collaborates with the pastor to ensure that the financial, administrative and human resources needs of the parish are sustained. A college degree or its equivalent required, as well as a major in business administration, accounting or finance. Five-10 years' experience in business or management preferred. Open, collaborative manner and understanding of the Catholic Church and its mission essential. Send cover letter, resume, references and salary requirements to finance@ihmatlanta.org. www.ihmatlanta.org

Immaculate Heart of Mary Catholic Church, a vibrant, diverse 2500+ family parish in the Emory-Toco Hill neighborhood of Atlanta, is looking for a full-time **director of liturgy and music**. Responsibilities include: guiding parish's liturgical ministries; planning and accompanying weekend liturgies; directing and rehearsing choirs and cantors; holydays, weddings and funerals; collaborating closely with supportive staff and parishioners. Ideal candidate will have strong organ/piano/vocal/conducting skills, conversational ability in Spanish, comfort in a program of varied liturgical music styles, thorough knowledge of Catholic liturgy and appreciation of the ecclesiology and spirituality of Vatican II. Email cover letter, resume, references and salary requirements to music@ihmatlanta.org. Position available immediately. www.ihmatlanta.org

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