



Memo

Date: April 8, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

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. The specific responsibilities include, but are not limited to: Recognizes and supports the unique Catholic Mission of the school by speaking, acting and instructing consistent with the teachings of the Catholic Church; gives evidence of lived Gospel values by being an active member of a faith community and being open to the importance of personal faith journey; strives to model the teaching of Jesus by attitude and example. Apply via <https://www.pinecrestacademy.org/about/careers>.

Pinecrest Academy is currently seeking resumes for an experienced **HR operations coordinator** is responsible for providing project coordination and management of a cost-effective Human Resource Management System while concurrently facilitating efficient operations of current and future business needs within the HR department. This position serves as a technical point of contact and assists with ensuring data integrity, testing system changes, report writing and analyzing data flows for process improvement opportunities. This position administers employee health, welfare and retirement plans for Pinecrest employees and acts as a liaison between employees, benefit brokers and insurance providers to resolve benefits-related problems. It recommends

changes and ensures effective plan utilization and positive employee relations. This exempt, full-time position, 40 hours a week, 52 weeks a year, offers a competitive salary and benefits. HR operations coordinator should meet the following qualifications: Minimum associate's degree in business or human resources; minimum three years of HRIS, benefit administration and specialized payroll and two years of administrative experience; Paylocity experience a plus; experience with functionality of education environment preferred; excellent teamwork capabilities, organization and communication skills - written and verbal. Apply via <https://www.pinecrestacademy.org/about/careers>.

Holy Family Catholic Church in Marietta has an immediate opening for a part-time **maintenance assistant**. Responsibilities include assisting with the day-to-day facilities operations and maintenance of the church buildings; completing activities assigned by the Facilities Manager to include general cleaning, room set ups, light maintenance and repairs; assisting any other staff, volunteers or vendors in the overall effort to maintain the church facilities. To apply, please send resume to Kathleen Daigle at kdaigle@holymfamilycc.org.

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.

Immaculate Heart of Mary School (IHM), a PK-8 elementary school located off I-85 in Atlanta, is seeking a middle school social studies teacher and an elementary grade teacher for the 2024-2025 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. Please send cover letter and resume to: Laura Cichanski, principal, lcichanski@ihmschool.org. IHM offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

St. Joseph Catholic School, a PK4-8 School of Excellence located in Marietta, is seeking a highly qualified and certified (or eligible for certification) **theology teacher** for the 2024-2025 school year. This is a full-time position that offers competitive salary, attractive benefit package, incentives and tuition expenses for children attending any archdiocesan school. Master's degree in theology or

master/advanced catechetical certification from the archdiocese is required. Practical and administrative experience in religious education is preferred. Candidates must be practicing Catholic in good standing with the Church. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

St. George Catholic Church in Newnan is seeking a part-time **coordinator of faith formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of the Religious Education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for kindergarten-grade five faith formation and sacramental preparation for first Holy Communion. The applicant must have a degree in theology or a two-year religious education experience, must be a self-starter with excellent interpersonal, communication and organizational skills, and proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgewnan.org.

Divine Mercy Catholic Church has an immediate opening for a part-time **cleaning and maintenance member**. The individual is responsible for assisting with the day-to-day facility operations and maintenance of the church buildings and rectory. Completing assigned activities to include general cleaning, room set-ups, light maintenance and repairs of the buildings. In addition, the position will assist any other staff member to maintain the church and rectory facilities. The candidate for this position works directly with the business manager and the priest. To apply, contact Evelin Soto, business manager, at esoto@divinemericyatl.com. **No phone calls, please.**

Corpus Christi Catholic Church, in Stone Mountain, seeks a **director of faith formation**. This position reports directly to the pastor. The applicant will be responsible for implementing all aspects of the Faith Formation department including recruiting and training all volunteer catechists and overseeing RCIA, RCIT and adult faith formation. This position is also responsible for planning and overseeing the Advent and Lenten missions. The ideal candidate must have a degree in theology or extensive religious education experience, must be self-starter with excellent interpersonal, communication and organization skills, and be proficient in Microsoft office. This applicant must be committed to the teachings of the Catholic Church as well as an active practicing Catholic in good standing. Interested candidates should submit a cover letter and resume to Marlice S. Casnave at mcasnave@corpuschristicc.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.