



# Memo

**Date:** April 22, 2024  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**Our Lady of the Assumption Catholic School (OLA)**, a PK-8 twice-recognized National Blue Ribbon School of Excellence, located in Brookhaven, seeks an **assistant principal** beginning July 1. We offer a competitive salary and a comprehensive benefits package along with opportunities for professional development. Candidates must be a practicing Catholic in good standing and committed to Catholic education. Additional requirements include a minimum of a master's degree in educational administration or curriculum and instruction; a minimum of three years of teaching experience; excellent communication skills; knowledge in current areas of professional development and excellent instructional leadership skills. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to Mrs. Mandy Crock, principal, at [mcrock@olaschool.org](mailto:mcrock@olaschool.org). **No phone calls, please.**

**St. Thomas the Apostle Catholic Church** in Smyrna seeks a part-time **administrative assistant** for the Education Department. Responsibilities include: assist director of religious education with administrative duties; assist with Parish School of Religion classes; be responsible for VIRTUS Safe Environment coordination; outreach assistance to parents and other administrative duties as assigned. Qualifications: A Roman Catholic in good standing who understands and values the practices of the faith and our Church's teachings. The applicant must be a person who works well in community in collaboration with parish staff. The candidate needs to be a self-starter. Bilingual English-Spanish is a must. Must be available to work some nights and weekends. Please send resume to: Saint Thomas the Apostle Religious Education Department, Attention: Deacon Michael Garrett, DRE, 4300 King Springs Rd. Smyrna, GA. 30082, email: [mgarrett@stthomastheapostle.org](mailto:mgarrett@stthomastheapostle.org).

**Saint Jude the Apostle Catholic School**, a PK-8 parish school located in Sandy Springs, seeks a **principal** beginning July 1, 2024. A three-time U.S. Department of Education Blue Ribbon School, Saint Jude the Apostle Catholic School enrolls 483 students with a dedicated and professional staff of 37 teachers and 26 ancillary staff members. The school is fully accredited through Cognia District-Wide Accreditation and is a candidate for Cognia stem accreditation. The successful candidate will be a practicing Catholic in good standing with the Catholic Church who exhibits the ability to continue the tradition of high academic achievement while maintaining the school's strong Catholic identity. Additional requirements include: hold a minimum of a master's degree in educational leadership and three to five years of Catholic school administrative experience, possess superior communication skills and a collaborative leadership style to lead others in the mission of Catholic education, be knowledgeable in current areas of professional development and exhibit excellent instructional leadership. The schools in the Archdiocese of Atlanta offer drug-free environments and are in full compliance with federal statutes for non-discrimination in employment. Send resume and letter of interest by May 6, 2024 to: Debbie Wheeler ([dwheeler@archatl.com](mailto:dwheeler@archatl.com)), Office of Catholic Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080. **No phone calls, please.**

**Holy Redeemer Catholic School**, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a full-time **K-5 teacher** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in teaching at the elementary level and a minimum of a bachelor's degree in education. Experience preferred but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to [jrice@hrcatholicsschool.org](mailto:jrice@hrcatholicsschool.org).

**All Saints Catholic Church** in Dunwoody is hiring a **middle school youth minister** to further our mission of forming, building and sending disciples of Jesus Christ. This position is responsible for the planning, implementation, delivery and sustainability of the middle school youth ministry program. Candidates must be an active, practicing Catholic with an understanding of middle school youth models of catechesis, available to work nights and weekends, have excellent communication and organizational skills and hold a bachelor's degree (theology preferred) or comparable work experience in a related field. For full details and to apply, please visit [www.allsaintsdunwoody.org/work](http://www.allsaintsdunwoody.org/work).

**St. Thomas the Apostle Catholic Church**, in Smyrna, seeks a part-time **bilingual (English/Spanish) youth ministry administrative assistant** to assist the confirmation coordinator and youth minister with serving 400+ teens every school year. Qualifications: Excellent verbal and written skills in English and Spanish; working knowledge of the Roman Catholic Church; ability to share one's faith with ease and confidence; proficiency in Microsoft Office (i.e.

Outlook, Word, Excel); ability to follow set business practices and requirements; good time management skills; high level of discretion and confidentiality. Please send resume with salary requirements to: Saint Thomas the Apostle Religious Education Department, Attention: Deacon Michael Garrett, DRE 4300 King Springs Rd. Smyrna, GA 30082 or via email to: [mgarrett@stthomastheapostle.org](mailto:mgarrett@stthomastheapostle.org).

**All Saints Catholic Church** is a growing and vibrant community in Dunwoody. We are seeking to hire a dedicated and organized individual to serve as the **secretary to the pastor** in a part-time role. Among other responsibilities, this role plays a crucial part in supporting the pastor in various administrative tasks, assist in facilitating communication within the parish, maintaining up-to-date sacramental records and ensuring the smooth operation of day-to-day activities. Applicants must be a practicing Catholic in good standing with the Church, have previous experience in administrative support, demonstrate proficiency in Microsoft Office and Google Drive and possess strong organizational and interpersonal skills. Please email resumes to Sean Lee at [slee@allsaintsdunwoody.org](mailto:slee@allsaintsdunwoody.org). **No phone calls, please.**

**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).

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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 April/May. Thank you.