



# Memo

**Date:** April 24, 2023  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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As a **coordinator of youth ministry** (CYM) (middle school) at **St. Peter Chanel** in Roswell, you'll commit to continually grow in your own personal relationship with Jesus; we cannot give what we do not have. This includes building a healthy ministry-life balance and participating in our staff formation and prayer gatherings. Prayer has to be the fuel that drives our ministry. As you continually grow your understanding of and live out our parish vision and mission, you'll be empowered to help us move forward through what you are entrusted with. That means the freedom to try new ideas, the flexibility to be creative with the support of fellow staff and a team leader who desires to see you be successful. The CYM will establish and foster healthy relationships with adults who make up teams of people that serve our youth. The success of this position will be measured in how well the CYM builds teams, recruits, trains and supports adult volunteers who carry out relational ministry to our teenagers. Our parish is focused on building partnerships with parents who pass on the gift of faith to their teenagers. Therefore the CYM, with the support of a volunteer team, must cultivate this partnership in various ways (effective communication, opportunities for formation with a focus on parents with teenagers, authentic relational ministry - to name a few). Full job descriptions can be viewed at <http://www.stpeterchanel.org/employment>. Interested candidates who discern a calling to apply for this position should submit their cover letter and resume directly to Rob Montepare, director of mission, [Rob@stpeterchanel.org](mailto:Rob@stpeterchanel.org).

**St. Andrew Catholic Church**, a vibrant, diverse 1500+ family parish in Roswell, is looking for a full-time **director of music**. Responsibilities include: guiding parish's liturgical ministries; planning and accompanying weekend liturgies; directing and rehearsing choirs and cantors in English and Spanish;

performing on holydays, weddings, funerals and Quinceañeras; 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 and references to [jdooley@standrewcatholic.org](mailto:jdooley@standrewcatholic.org). Position available immediately.

**Christ the King Catholic School (CKS)** is seeking well qualified, enthusiastic applicants for **part-time teacher assistants** for the 2023-2024 school year. CKS is a K-eight independent Catholic school within the Archdiocese of Atlanta and three-time National Blue Ribbon School of Excellence. CKS is the parish school for the Cathedral of Christ the King located in the Buckhead community of Atlanta. We offer competitive salaries and a comprehensive benefits package including financial support to earn an advanced degree or certification endorsement, professional development opportunities and affordable pre-school starting at 12 months of age. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants may obtain the non-teaching application via website at [www.christking.org](http://www.christking.org). Application, cover letter and resume may be emailed to [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School (CKS)** is seeking well qualified, enthusiastic applicants for a full-time **guidance counselor** for the 2023-2024 school year. CKS is a K-eight independent Catholic school within the Archdiocese of Atlanta and three-time National Blue Ribbon School of Excellence. CKS is the parish school for the Cathedral of Christ the King located in the Buckhead community of Atlanta. We offer competitive salaries and a comprehensive benefits package including financial support to earn an advanced degree or certification endorsement, professional development opportunities and affordable pre-school starting at 12 months of age. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants should possess a master's degree in counseling, certification and three years' experience. Qualified applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Application, teaching certificate, cover letter and resume may be emailed to [mbryan@christking.org](mailto:mbryan@christking.org).

**St. Thomas More Catholic School (STM)** seeks a **school technologist**. Available Immediately! A bachelor's degree and experience with technology in a school setting preferred. Responsibilities include ability to maintain all computer hardware within the school and familiarity with their applications needed; support teacher devices and student-issued iPads and Chromebooks, troubleshoot minor problems and maintain security; interface with technologies throughout the building including news show equipment, Clear Touch smartboards, security system and sound system. Familiarity with FACTS Student Information System, Google Suites for Education and technology in the classroom a plus. Other tasks includes short and long-range

planning, purchasing and working with vendors. Interested candidates should send resume to Kim Kissell at [kkissell@stmga.org](mailto:kkissell@stmga.org). STM offers a competitive salary and benefits package, including paid health care, for this 12 month, full-time position. This is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

**Cristo Rey Atlanta Jesuit High School**, located in the heart of Atlanta, is in search of a full-time **operations manager**, who is responsible for teaching students job skills, managing the relationships between the school and its job partners and assisting in the coordination and operations of the overall program, as well as providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to [hr@crstoreyatlanta.org](mailto:hr@crstoreyatlanta.org). For full job description, please visit our website.

**Cristo Rey Atlanta Jesuit High School**, located in the heart of Atlanta, is in search of a full-time high school **social studies teacher**, who is responsible for the instruction and evaluation of students, providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to [hr@crstoreyatlanta.org](mailto:hr@crstoreyatlanta.org). For full job description, please visit our website.

The **Cathedral of Christ the King**, located in Atlanta, is seeking a part-time **front desk associate** for a three-month position, starting in May. The successful candidate will be responsible for greeting visitors, answering phone calls, directing inquiries and providing administrative support. This position includes an opportunity to transition to a floating position at the end of the three-month term, staffing the desk as needed. To inquire, please contact Vivian Davila at [vdavila@ctking.com](mailto:vdavila@ctking.com).

**St. John the Evangelist Catholic School**, a PK–eighth grade three-time National Blue Ribbon School of Excellence, seeks a full-time **curriculum coordinator** for the 2023-24 school year. The curriculum coordinator serves as a member of the administrative team and is responsible for assisting the principal in the leadership, coordination, supervision and Catholic identity of the school. The ideal candidate will be an experienced, faith-driven educator skilled in curriculum/instruction with excellent communication and leadership skills. Job responsibilities include collaboration with colleagues, supervision of instruction and mentoring, professional development planning and utilizing data to inform instruction. Qualified candidates should submit a resume via email to Bernadette Boisis, principal, at [bboisis@sjecs.net](mailto:bboisis@sjecs.net).

**St. Mary's Academy**, a new PK4-12 Catholic school in Fayetteville, in the Archdiocese of Atlanta, is seeking qualified **elementary school teachers** for the 2023-24 school year. These are full-time positions and offer a competitive benefits package. Applicants should possess or be working towards a valid teaching certificate and a bachelor's or master's degree in education. St. Mary's Academy is a drug free workplace and offers a competitive benefits package. If

you are interested in working in a dynamic community setting, please send a cover letter and resume to Principal JoAnn McPherson at: [jam@smaschool.org](mailto:jam@smaschool.org).

**A communications coordinator** is critical to the success of the parish and its efforts. **Transfiguration** is a community which we feel is being called by the Holy Spirit to do something amazing. We have made this position full-time to help us move in the direction the Lord is calling us to go. The Communications coordinator will develop and work in collaboration with the pastor, staff and ministry leaders to achieve communication goals. Duties include overseeing and facilitating church effective communications through written, verbal and digital media; ability to build and manage teams to accomplish the overall goal of communicating to the parish; high level of organizational skills; ability to set priorities and organize work effectively and efficiently; good interpersonal skills, team player, pastoral and welcoming attitude; practicing Catholic; parish membership highly suggested to be successful; some evening and/or weekend work will be required for some parish-wide events. Please send resume and salary requirements to [resume2021@transfiguration.com](mailto:resume2021@transfiguration.com).

**Saint Jude the Apostle Catholic School** is a twice-recognized National Blue-Ribbon School of Excellence in Sandy Springs serving students from Kindergarten to eighth grade. We are accepting applications for **intermediate grades and middle school teachers** for the 2023-2024 school year. Teacher certification required. The position offers a competitive salary with excellent benefits. Saint Jude School is 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 Patty Childs, principal, at [pchilds@saintjude.net](mailto:pchilds@saintjude.net).

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