



Memo

Date: May 6, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a part-time K-2 **French teacher** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. This particular position would be for the kindergarten and second-grade classes for a once-per-week class in conversational French. Applicants should possess certification in teaching at the elementary level or be working towards certification. 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 letters and resumes may be submitted via email to jrice@hrcatholicsschool.org.

Immaculate Heart of Mary School, conveniently located off I-85 in northeast Atlanta, is seeking a full-time **middle school social studies teacher** beginning with the 2024-2025 school year. Applicants should possess certification in teaching social studies at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. We offer a competitive salary, great benefits and a family-like work environment. Please send cover letter and resume to: Laura Cichanski, principal, at lcichanski@ihmschool.org or 2855 Briarcliff Road, NE, Atlanta, GA 30329.

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. 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 Communions. 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.

St. Mary's Catholic Church, located in Toccoa, has an immediate opening for a part-time **parish administrative coordinator**. The Administrative Coordinator is accountable to the pastor and is responsible for organizing and managing the office operations and procedures in order to ensure effectiveness and efficiency. Qualified candidates must exhibit the following: prior experience in office management; strong administrative skills and abilities; excellent computer skills with a strong working knowledge of Microsoft Office applications (Word, Excel and Outlook); strong organizational, customer service and communications skills; effective oral and written communications skills. Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and a resume to: St. Mary's Catholic Church, to the attention of Father Henry Pham, pastor, at tpham@archatl.com.

St. Mary's Catholic Church, located in Toccoa, Georgia, has an immediate opening for a part-time **Business Manager**. The Business Manager is accountable to the pastor and is responsible for fulfilling the parish administrative needs in finance and personnel. This role acts as a liaison between the parish and the archdiocese in human resources and finance. Qualified candidates must exhibit the following: College Degree in Business, Finance, or a related field; experience in management and/or accounting; knowledge of accounting and record keeping principles and practices; knowledge of cash flow management and budgetary principles; excellent computer skills with a strong working knowledge of Microsoft Office applications (Word, Excel, and Outlook); strong organizational, customer service, and communications skills; effective oral and written communications skills. Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and a resume to: St. Mary's Catholic Church, attention Father Henry Pham, pastor, tpham@archatl.com.

St. Philip Benizi Catholic Church, located in Jonesboro, has an immediate opening for a full-time **parish business manager**. The Business Manager

reports directly to the pastor and is responsible for fulfilling the parish administrative needs in finance and personnel. Other responsibilities include, but are not limited to: preparing financial reports; preparing and administering the budget process; providing oversight of collection, counting, recording and depositing of parish revenue; directing operations of the parish business office, etc. Qualified candidates will possess the following: College degree in business, finance or a related field; five years of work-related experience; knowledge of accounting and finance principles and best practices and prior experience in management, preferably in a church setting. Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources, at catholicjobs@archatl.com. **No phone calls please.**

Good Samaritan Catholic Church, in Ellijay, is seeking a part-time office **receptionist**. This person must have great computer skills and have knowledge in using Word, Excel and Access. The position requires great people skills as this position requires answering the telephone and greeting people at the door. This person will assist the pastor and business manager in coordinating various church activities. The position is Monday-Friday from 10am-2pm. Please send your resume to office@goodsamaritanellijay.com.

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