

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 8, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

A Catholic parish in the northwest Atlanta metro area is seeking a full- or part-time **music director**. This position reports directly to the pastor and is responsible for directing, coordinating and performing music for weekend liturgies and other designated celebrations. The candidate should have a bachelor's degree in music, liturgy or related study and one - five years of demonstrated successful experience in liturgical music ministry. The candidate should be in full communion with the Catholic Church and be familiar with its liturgical traditions. Must be proficient in piano/organ and cantoring, and be able to select music that is appropriate for use in the Mass and within the abilities of the congregation. We will consider candidates who may not have all these qualifications but exhibit a desire to become proficient. Please send cover letter and resume to catholicjobs@archatl.com.

St. George Catholic Church, in Newnan, has an immediate opening for a full-time **administrative assistant**. This position reports to the pastor. Responsibilities include prepare Mass binder and church bulletin; provide support to staff, parish ministries and organizations; data entry of all registration. This person should have excellent communication and interpersonal skills, as well as possess strong organizational, administrative and computer skills, including a working knowledge of Microsoft Office 365 suite. Parish SOFT Family Suite and managing parish website experiences are a plus, but not required. Qualified candidates will possess a minimum of two years of office experience, knowledge of the Catholic faith and be an active, practicing Catholic. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgewnanan.org. **No phone calls, please.**

Pinecrest Academy seeks a part-time **school bus driver** with a valid CDL driver's license. The bus driver is responsible for operating a school bus that transports students and authorized personnel safely to and from athletic events, class field trips and school retreats. This position offers a flexible work schedule and operates during the academic school year with summer months off. Contact careers@pinecrestacademy.org with questions or visit [our recruitment site to Apply](#).

Pinecrest Academy, in Cumming, is seeking resumes from experienced **English teachers** for the 2023-2024 academic year. Candidates must have a degree in the field and be prepared to assist in athletic and co-curricular activities. Advanced educational degree and certification desired. This is a full-time position and offers a competitive salary and benefits. Contact careers@pinecrestacademy.org with questions or visit [our recruitment site to Apply](#).

St. Brendan Catholic Church, Cumming, is seeking a part-time **preschool teacher** for the five-day three-year-old program for the 2023-2024 school year. The preschool provides a caring, warm environment for children 15 months to five years old. Candidates should possess a love of early childhood education and exhibit a positive nurturing attitude that fosters strong relationships with children as well as parents/caregivers. A degree or certification in education, childcare or child development preferred but not required. To apply or for more information, please contact Lori DeRoche at lderoche@stbrendansatl.com or (770) 205-7969 Ext. 19.

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