



Memo

Date: May 13, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Saint Clare of Assisi Catholic Church is vibrant, growing community of Roman Catholics that strive to better know, love and serve the Lord. We seek to know him more truly through our intentional formation programs that form disciples of all ages. We seek to love him more perfectly through worship that is noble and true to the heart of the church. We seek to serve him and our neighbor with the same selfless love by which he loved us from the cross through our various ministries, apostolates, services and teams. These core principles of "Come to Know, Come to Love, Come to Serve" lead us to eternal happiness in the presence of Almighty God in the Kingdom of Heaven. We adhere to the teachings and magisterium of the Roman Catholic Church as founded by Jesus Christ. We are seeking a full-time **coordinator of youth ministry** beginning July 1. The associate director of youth ministry will be a member of our family faith Team as well as the whole staff team of St. Clare of Assisi and therefore must thrive in a collaborative team environment yet be comfortable with leadership and teaching roles. The ultimate goal is to help families develop a lifelong devotion to sacramental life, especially to the graces of confirmation rather than simply celebrating a first milestone. To apply, please submit a resume and cover letter to Kate Curran kcurran@stclarecc.org.

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adhere to the teachings and magisterium of the Roman Catholic Church as founded by Jesus Christ. We are seeking a bilingual (English/Spanish) full-time **office manager** for our Faith Formation department. The Faith Formation office manager plays a vital role in the efficient operation of the Faith Formation office, supporting the team and facilitating the administration of sacraments and faith formation programs. This position requires a commitment to the mission of the Catholic Church and the ability to work collaboratively and effectively in a dynamic, faith-based environment. To apply, please submit a resume and cover letter to Kate Curran kcurran@stclarecc.org.

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St. James Preschool, in McDonough, is hiring part-time **lead teachers** and **teacher's aides** for the 2024-2025 school year! All lead teachers must have at least one year experience. Previous childcare experience is also preferred, but not required for teacher's aide positions. Come join a fantastic team in a warm, loving, play-based learning environment where we grow a heart for Jesus and a love of learning! To apply, please visit: <https://stjamesapostleatholicchurch.com/preschool/forms/>. A resume must also be submitted. For further information, you may contact the Director Vickie Spieth at vspieth@stjamesapostle.com.

Holy Spirit Catholic Church, in Atlanta, is looking for a dynamic, energetic, faith-filled disciple of Jesus Christ to serve as the **youth and young adult ministry leader**, helping to facilitate the evangelization, formation and discipleship of high school students and young adults in our parish. Candidates should be passionately Catholics; well-formed in theology, church teaching and ready to share the joy of being in love with Christ and his church to young people. We need someone who is willing to go "out to the peripheries" to bring students and young adults into a relationship with Christ. Someone who can relate to young people and their culture. The individual will join a team dedicated to the pastor's priorities of community, catechesis and

evangelization and service to the poor. This community needs an effective youth ministry program built from the ground up and a young adult ministry initiative which fosters discipleship and a relationship with Jesus Christ, both of which will work in conjunction with our Faith Formation and Evangelization programs. The ideal candidate is an excellent and effective communicator to all age groups and ready to recruit, motivate and lead young people and volunteers by example. This is a full-time position, with a minimum of 40 hours a week on site, including regular evenings, weekend and occasional overnight stays. Please send cover letter and resume to Aimee McDonald at amcdonald@hscatl.com.

St. Thomas the Apostle Parish, in Smyrna, is seeking two people to fill full-time positions as **administrative assistants for the Religious Education Department**. Responsibilities of the positions include assisting the Director of Religious Education with administrative duties; assisting with Parish School of Religion (PSR) classes and Life Teen activities; engaging parents in outreach assistance; assisting with other administrative duties as assigned; be willing and able to work a somewhat irregular schedule (days and evenings/weekends when classes are in session). In addition, one of these positions will be responsible for VIRTUS Safe Environment coordination. Qualifications include, be a Roman Catholic in good standing who understands and values the practices of the faith and our church's teachings; have initiative and a strong work ethic and be able to collaborate with other parish staff, ministry volunteers and parishioners. Bilingual, English/Spanish, is a must. 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.com.

The Catholic Church of St. Gabriel, in Fayetteville, has an immediate position for a part-time **Sunday elementary religious education coordinator**. This person is responsible for coordinating and overseeing all aspects of the elementary programs, including preparing class rosters, classrooms and attendance reports, as well as assisting volunteer catechists. This member of the religious education team reports to the pastor. The position is required for Sunday mornings during the academic school year. A passion for working with children is necessary. Two years of experience and basic catechetical certification are preferred. The candidate must be a practicing Catholic, in full sacramental communion with the church and must be a person committed to prayer and the authentic teaching of the Catholic Church. Please send the cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

The Catholic Church of St. Gabriel, in Fayetteville, has an immediate position for a part-time **youth religious education coordinator**. We are seeking an individual to further our mission of forming, building and sending disciples of Jesus Christ to our youth. This person will be responsible for the planning, implementation, delivery and sustainability of the middle and high school youth ministry program. This role will participate in middle and high school

youth ministry activities and meetings, which will require evening and weekend hours. This person will develop and build effective working relationships with youth, parents, volunteers and parish teams to ensure successful operation of youth ministry programs and related activities. Additionally, they will oversee and manage required records, information and budget for the middle and high school youth ministry program. Candidates must have an understanding of the youth models of catechesis, have excellent communication and organizational skills. The candidate must be a practicing Catholic, in full sacramental communion with the church and must be a person committed to prayer and the authentic teaching of the Catholic Church. The successful candidate must be familiar with Middle School Office, be a self-starter and possess strong communication and organizational skills. Please send the cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

St. Catherine of Siena Catholic School (SCS), a K-8 National Blue Ribbon School of Excellence, located in Kennesaw, 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. SCS 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. Kelly Wood, principal, at kwood@scsiena.org. **No phone calls, please.**

The St. Pius X's (SPX) Director of Enrollment is seeking a highly motivated, organized and outgoing individual to serve as full-time **enrollment administrative assistant**. This position's role is to assist with the events and supporting programs of the Enrollment Office. Duties and responsibilities include, but are not limited to: Assist director of enrollment with on and off campus enrollment events, open houses, shadow days, Pius preview and parent socials; be a Lion Leader program board member, help with welcome events, homeroom planning, etc.; coordinate Lion Leader tours for shadow days, order/organize marketing materials and assist with planning; provide support for parishes and grassroots events; manage inquiries and tours of SPX; assist with SSAT test site administration. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment, please apply via email with a cover letter and a detailed resume to Mrs. Sara Geiger Schmitt at sschmitt@spx.org and Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org.

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