



Memo

Date: May 20, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Transfiguration Catholic Church seeks an **assistant youth minister** for a very active, comprehensive youth ministry program. Ideal candidate is a faith-filled practicing Roman Catholic, dynamic person with the ability to develop youth leadership, understand youth, youth culture and Catholic youth ministry and be able to relate well with youth and parents. College degree and/or previous experience preferred. Bilingual English/Spanish preferred, but not required. Immediate opening, approximately 40 hours per month, driven by activities, mostly evening and weekends. Send resume and references to resume21@transfiguration.com.

St. Thomas the Apostle Parish, in Smyrna, is seeking applicants for the position of **accounts receivable clerk**. Responsibilities: receiving, counting, logging, recording, transporting and depositing contributions; transmitting checks electronically; in-depth understanding of and compliance with archdiocesan policy and procedure on handling and recording of contributions and accounts receivable; preparing, reconciling and documenting contributions using Excel; being the point person for all aspects of Archbishop's Annual Appeal, facilitating and communicating progress toward annual Archbishop's Appeal goal; reconciling and reporting contributions from Hispanic community, including ensuring advance pay requests are properly prepared, recorded and reconciled; managing contracts with private and public event facilities. Requirements: Bilingual (Spanish/English); associate degree in business or accounting; two consecutive years in funds management; exceptional skill with Excel and a CRM system; high level of numeric accuracy and attention to detail. Onsite position only, Monday through Friday. Qualifications: Candidate needs to be a person of integrity, especially regarding the handling of funds, and be able to exercise independent judgment; develop and maintain a consistent and timely schedule of activities related to funds management; be a Roman Catholic in good standing with a sound understanding of and value for

the teachings of the faith, especially as they relate to stewardship of time and money; demonstrated skills in strategic planning; willing to work collaboratively with pastoral staff, lay ministers, volunteers and parishioners; strong work ethic and commitment to confidentiality. Please send resumes to Dawn Elaine Bowie, parish administrator, St. Thomas the Apostle, 4300 King Springs Road, Smyrna, Georgia, 30082. Email resume to:

dbowie@stthomastheapostle.org.

St. Pius X Catholic High School is seeking a full-time **ap calculus ab/bc teacher** for the 2024-2025 school year with experience teaching Calculus in the high school classroom. Candidates should possess a bachelor's degree or higher in math or commensurate subject and a clear and renewable Georgia Teaching Certificate. The ideal candidate should be able to effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. The desired candidate must be open to involvement in extracurricular activities. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org. **No phone calls, please.**

St. Monica Catholic Church is looking for a part-time **front desk administrative assistant/receptionist** for 14-24 hours per week. This job-sharing role welcomes and serves current parishioners and visitors through answering phone calls, handling registrations, updating parish database records, scheduling Mass intentions, keeping detailed sacramental records along and other administrative support. The right candidate is someone who is motivated, a team player with good customer service, communication skills and computer knowledge, including Microsoft Office. To apply, please email your resume to resumes@saintmonicas.com.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a full-time **resource teacher** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. The resource teacher assists the classroom teachers in supporting students with a wide range of academic exceptionalities to ensure they are maximizing their potential. Teacher certification in special education or another appropriate area is 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 Mrs. Jill Rice at jrice@hrcatholicsschool.org.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for a full-time **director of advancement** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. A deep knowledge base of donor databases, as well as excellent communication skills to deepen relationships with stakeholders is required. This position is responsible for the advancement of the school in its mission, as

well as its financial viability. 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 Mrs. Jill Rice at jrice@hrcatholicschool.org.

Holy Spirit Catholic Church is looking for a 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 Catholic; well-formed in theology, church teaching and ready to share the joy of being in love with Christ and his church to young people. 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. 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 and weekends. Send cover letter and resume to Aimee McDonald at amcdonald@hscatl.com.

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