



# Memo

**Date:** May 22, 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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**Saint Jude the Apostle Catholic Church**, in Sandy Springs, seeks a part-time **communications assistant**. This position assists our Director of Communications with promoting parish meetings, events and liturgies across all parish communication channels some of which include: the Sunday bulletin, parish website, email software platform and live streams via our YouTube channel. A qualified candidate will have three-five years of experience in a similar role, be creative and a team player, have some knowledge or experience in graphic design, be proficient with Microsoft Office suite and have the desire to use technology and learn new software. The position is 20 hrs. per week. Saint Jude the Apostle parishioners are given preference. Interested candidates can submit a cover letter and resume to Director of Operations Colleen Tyner [ctyner@judeatl.com](mailto:ctyner@judeatl.com).

**St. Thomas More School** is a PreK-eight school located in Decatur, a few miles east of Atlanta, and a National School of Excellence. Applications are being accepted for a **Spanish teacher** for 2023-2024 school year. Join Art, Music, PE, STEM and Library as one of our specials. This is a permanent, full-time position with paid health care and great benefits. This position could also be part-time. St. Thomas More School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested, please send a cover letter and resume to Kim Kissell at [kkissell@stmga.org](mailto:kkissell@stmga.org). We are an AJC Top Workplace 2020 - come join us!

**St. Brendan** is seeking a part-time **maintenance technician** to perform light building maintenance and event support through minor housekeeping and setting up furniture. This is an hourly position with scheduled hours every

Sunday (including holidays and Holy Days). Candidates should be comfortable in indoor and outdoor working conditions and have the ability to lift 50lbs. Contact Deacon Bill Lange at 770-205-7969 x31 or [blange@StBrendansATL.com](mailto:blange@StBrendansATL.com) for more information.

The **Office for Mission Advancement** of the **Archdiocese of Atlanta** has an immediate opening for a full-time **social media specialist**. Reporting to the director of Stewardship and Development, the social media specialist is responsible for collaborating with the leadership team, vendors and other team members to create, edit and post compelling content and graphics to support various donor initiatives via various media. Qualified candidates will possess the following: Bachelor's degree in marketing, advertising, design or a related field and previous experience with website content creation and posting; experience with WordPress is required. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Bridgett Calia, director of operations, at [bcalia@archatl.com](mailto:bcalia@archatl.com). **No phone calls, please.**

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