



Memo

Date: May 28, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Saint John Neumann Regional Catholic School, conveniently located off I-85 in Lilburn, is seeking a full-time **middle school religion teacher** for the 2024-2025 school year. Applicants should possess teacher certification, be a certified catechist or have a degree in theology. St. John Neumann offers a drug-free environment and fully complies with federal statutes for non-discrimination in employment practices. We offer a competitive salary, great benefits and a family-like work environment. Please send a cover letter and resume to Mike Remshik, principal, at mremshik@sjnracs.org.

The Cathedral of Christ the King (CTK) seeks a **high school youth ministry and confirmation coordinator**. A full-time position that supports the high school ministry program (grades 9th – 12th grade). This position reports to the Director of Religious Education. CTK's high school ministry program typically operates on Sunday evenings following the 4 p.m. Life Teen Mass. Programming starts after Labor Day and ends early to mid-May. Sacramental meetings, events, summer camps, missions and leadership conferences round out the current offering. Learn more about the position and how to apply at <https://cathedralctk.com/employment>.

The Office for Mission Advancement has an immediate opening for a full-time **gift processing lead**. The Gift Processing Lead is responsible for collaborating with the Office of Mission Advancement team to offer excellence in service to our donors, parishes and others while performing daily gift processing for the Archbishop's Annual Appeal and other programs and projects for the Archdiocese of Atlanta. This role serves as an integral part of the team and works with our parishes to address gift processing inquiries and resolve issues. The Gift Processor Lead collaborates with our Office of Finance and outside vendors to ensure the implementation of appropriate controls, timely and accurate reconciliations, enhance processes and resolve issues. This

role exhibits strong attention to detail, responds to donor inquiries promptly and delivers exceptional customer service. Must be a dynamic team player who uses sound judgement both independently and as a part of a team. Experience in gift processing preferred. Experience with Blackbaud Raisers Edge a plus. Interested 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.**

The Office for Mission Advancement has an immediate opening for a full-time **digital marketing specialist**. The Digital Marketing Specialist is responsible for collaborating with the Office of Mission Advancement team to contribute to our increased marketing efforts to promote the brand, organization and engagement with prospects and donors. The incumbent will use marketing automation and will design and implement digital marketing campaigns aligned with business goals to promote the Life of the Church, Archbishops' Annual Appeal, second collections, Catholic Mission Outreach and other donor facing projects, ministries and programs. Qualified candidates will possess the following: Bachelor's degree in marketing or a related field and previous experience (two years) with Google Analytics and digital marketing platforms such as HubSpot (or similar). Must be highly creative with experience in audience segmentation and creating digital campaigns that inspire others to put their faith into action. Interested 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.**

St. Mary's Academy (SMA) is seeking a **school counselor** for the 2024-2025 school year. Candidates should have a bachelor's degree. State certification preferred. SMA offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter and resume to Ms. JoAnn McPherson, principal, St. Mary's Academy, 861 GA-270, Fayetteville, Georgia 30214, or attach a PDF and send to jam@smaschool.org.

The Catholic Church of St. Ann is looking for an **Order of Christian Initiation (OCI) coordinator**. The OCI coordinator's purpose is to lead those who have not experienced the Good News of Jesus Christ into a relationship with him and the Church and to prepare them to receive the sacraments of the Catholic Church. It is also to prepare those of other faith traditions to make a profession of faith and to be received into the Catholic Church through the sacraments of Eucharist and confirmation. This person prepares and implements a year-round strategic plan for OCIA, OCIT and OCIC that accompanies people into a deeper faith and involves them in the life of the parish. This includes formation in the word, liturgy, service and community. Please send resumes and cover letters to Linda Field at lfield@st-ann.org. Full job description available at <https://www.st-ann.org/job-openings>.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **high school social studies instructor**, who is responsible for the instruction and evaluation of students, as well as for providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@cristoreyatlanta.org. For a full job description visit our website at www.cristoreyatlanta.org.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **high school senior seminar instructor**, who is responsible for the instruction and evaluation of students, as well as for providing student feedback, maintaining good order in the classroom by managing student conduct, taking daily attendance and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@cristoreyatlanta.org. For a full job description visit our website at www.cristoreyatlanta.org.

St John Neumann Church Preschool has an opening for a **lead PreK teacher**. This family friendly position follows the Gwinnett County schools calendar (mid-August/mid-May). Seeking candidates with education and experience in early childhood education lesson planning, positive behavior management and a heart for prayer with young children. If you seek to welcome, learn about and help children explore the world God gave us, send your resume to sue.balcom@sjnlilburn.com or call 770-833-0404.

The Office of Human Resources for the Archdiocese of Atlanta, located at the chancery in Smyrna, has an immediate opening for a full-time **benefits coordinator for priests**. The Benefits Coordinator for Priests is accountable to the Director of Benefits and serves as the primary contact for senior and retired priest benefits. This responsibility includes, but is not limited to coordinating communications of relevant benefits information, managing the Long-term Care Plan and Retiree Health Plan, maintaining up-to-date records, managing invoice payments and reimbursements, etc. Qualified candidates must possess the following: A bachelor's degree in business or a related field (candidates without a degree must have five (5) years of work-related experience); proficiency in Microsoft Office Suite (Word, Excel and Outlook); excellent organizational skills; attention to detail; good analytical skills and an ability to prioritize tasks and delegate when appropriate. Interested candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and a resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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