



# Memo

**Date:** May 30, 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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**Immaculate Heart of Mary School**, conveniently located near I-85 in northeast Atlanta, is seeking an **elementary paraprofessional** for the 2023-2024 school year. Position will assist the classroom teacher in a variety of ways including conducting small group supervision or remediation, supervising movement of students from place to place, grading and other classroom duties. Candidate should possess at least a high school diploma; some college preferred. Prior work experience in a school setting is preferred. We offer a competitive pay rate and a faith-based, family oriented work environment. Interested candidates should send resume and cover letter to Laura Cichanski, principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email [lcichanski@ihmschool.org](mailto:lcichanski@ihmschool.org).

**Saint Joseph Catholic Church**, in Marietta, seeks a full-time parish **faith formation middle school/EDGE youth minister**. Responsibilities include overseeing the sixth, seventh and eighth grade religious curriculum and activities, including, but not limited to, retreats and events as planned. The middle school/EDGE youth minister maintains a cooperative team spirit with staff, volunteers and parishioners. Experience in youth ministry and a solid theological background are essential elements. Please send resume and cover letter to Deacon Bruce Reed at [breed@saintjosephcc.org](mailto:breed@saintjosephcc.org).

**Catholic Construction Services (CCSI)** has an immediate opening for a **full-time project manager**. The Project Manager facilitates the Archdiocesan Large Capital Project process, which is designed to guide the parishes and schools through all stages of the development of facilities. Requirements include: One (1) year of experience in development, design and construction management at

a departmental responsibility level; comprehensive practice in successfully managing development/construction programs; computer proficiency in Excel and Microsoft Word software; Bachelor of Science in Engineering or Construction Management. Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**Saint Joseph Catholic Church**, in Marietta, is seeking a full-time **parish office administrative assistant**. This position is salaried and exempt. The candidate is expected to have excellent organizational skills, strong computer skills and the ability to multi-task and communicate effectively with staff and parishioners. Duties include data entry, maintaining parish records, compiling the weekly church bulletin and preparation of various reports. The candidate must be an active practicing Catholic. Knowledge of Spanish is strongly recommended. Saint Joseph offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Please submit resumes to Deacon Bruce Reed at [breed@saintjosephcc.org](mailto:breed@saintjosephcc.org).

**St. Mary's Academy**, a new PK4-12 Catholic school in Fayetteville, is seeking a **middle school language arts and social studies teacher** for the 2023-24 school year. This is a full-time position and offers a competitive benefits package. Applicants should possess, or be working towards, a valid teaching certificate and a bachelor's or master's degree in education. St. Mary's Academy is a drug-free workplace and offers a competitive benefits package. If you are interested in working in a dynamic community setting, please send a cover letter and resume to Principal JoAnn McPherson at: [jam@smaschool.org](mailto:jam@smaschool.org).

**St. Lawrence Catholic Church**, in Lawrenceville, is hiring a full-time **BILINGUAL front office receptionist** (Monday – Friday 9 a.m. until 5 p.m.) this person is responsible for welcoming, greeting and providing information to all who enter or telephone the parish front office. Duties include but are not limited to handling registrations, preparing welcome packets and bulk mailings, scheduling Mass intentions, updating phone messaging, distributing mail. Desired candidate qualifications: maintain confidentiality, communication skills in English and Spanish, knowledge of the Catholic Church, reliable and a quick learner. Interested candidate should email resume and salary requirements to: [blake@saintlaw.org](mailto:blake@saintlaw.org).

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