



Memo

Date: June 3, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. James the Apostle, in McDonough, has an immediate full-time opening for a passionate, dedicated, intentional disciple to serve as **director of high school youth ministry**. This individual will engage our youth and support their relationship with Christ, leading them into Christ's sacrificial presence in the church. Job requirements include coordinating the high-school youth ministry program, developing an annual budget, supervising youth events, preparing youth for the sacrament of confirmation and planning and attending social and recreational activities including weekend retreats and other duties as assigned. Interested candidates should submit your resume with cover letter, including salary requirements, to the St. James the Apostle business manager at tmitchell@stjamesapostle.com.

St. George Catholic Church, in Newnan, is seeking a part-time **coordinator of faith formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of the Religious Education department, as well as the recruitment and training of all volunteer teachers and aides. The position is responsible for kindergarten – grade five faith formation and sacramental preparation for First Holy Communions. The applicant must have a degree in theology or a two-year religious education experience; must be a self-starter with excellent interpersonal, communication and organizational skills and be proficient in Microsoft Office. This person must be fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. Joseph Catholic School, a PK4 to eighth School of Excellence, located in Marietta, is seeking a highly qualified and certified (or eligible for certification) **elementary teacher** (grades 1st to 5th) for the 2024-2025 school year. This is a full-time position that offers competitive salary, attractive benefit package,

incentives and tuition expenses for children attending any archdiocesan school. St. Joseph Catholic School is a faith driven community committed to the development of our children in a strong partnership with our parents. Excellence is our standard, service is our purpose, collaboration is our way. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates must submit a cover letter, resume and three references to Mrs. Rita Hohman, assistant principal, at resumes@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

Immediate opening for a part-time **faith formation administrative assistant** at **Transfiguration Catholic Church**, in Marietta. Detailed and organized person; familiarity with Microsoft Word, Publisher and Excel; effective communication skills. Bi-lingual preferred. Please submit resume to resume21@transfiguration.com.

St. Pius X Catholic High School is seeking a qualified individual to serve as **director of campus ministry**. The qualified candidate must be a practicing Catholic in good standing, hold at least a bachelor's degree in a field applicable to ministry and have prior school or youth ministry experience. Responsibilities include: supporting the school's mission by managing the operations of the Campus Ministry Department; planning all liturgical celebrations; planning, staffing and implementing all school-wide/grade level retreats; planning and organizing reconciliation services; overseeing the student volunteer/service hours program; ensuring volunteers are compliant with the policies of the Archdiocese of Atlanta and its Safe Environment program. In addition, candidate must be able to work collaboratively with our school chaplain, senior leadership team, faculty and students; must be available to work nontraditional hours, including after school and some weekends; must be highly organized, an effective manager of time and personnel; must be able to meet deadlines while exhibiting flexibility; and should positively represent our Catholic faith through relational ministry to the students and community. St. Pius X is a drug free workplace, offers a competitive salary and benefits package. Please send cover letter/resume to Marsha Free, executive assistant, at mfree@apx.org. **No phone calls, please.**

Pinecrest Academy is seeking a **bus driver** for the 2024-2025 academic year. Driver must hold a valid CDL, conduct pre-trip inspections, have the ability to sit for extended periods of time and use appropriate behavior with student/parents/faculty. CPR and First Aid required. Hours vary. For details or to apply, go to <http://www.pinecrestacademy.org/about/careers>.

The Life Teen program at the **Catholic Church of St. Ann** is hiring a dynamic **middle school/confirmation youth minister**. The ideal candidate is a self-starter who thrives on working with middle school teens, has excellent organization and communication skills and has prior youth ministry experience. This is a full-time position requiring some afternoon, evening and weekend hours, including summer mission trips and weekend retreats. Learn

about our robust middle school EDGE program at www.st-ann.org/edge. Direct questions to Director of Youth Ministry Jill Orban, jorban@st-ann.org. Send resumes to Office Manager Linda Field, lfield@st-ann.org.

Join our team at the **Catholic Church of St. Ann** as the **middle school Edge and confirmation program coordinator**, where you will oversee the planning, execution and continuity of our youth ministry programs. Reporting to the Director of Youth Ministry, you will foster relationships with teens, parents, volunteers and parish team members to ensure program success. Your responsibilities include managing program records, facilitating activities and ensuring compliance. This role requires flexibility for evenings and weekends. If you have a passion for youth ministry and building community, apply now to make a meaningful impact! See the full job description at <https://www.st-ann.org/job-openings>. Send resumes to Office Manager Linda Field, lfield@st-ann.org.

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