



Memo

Date: June 5, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Advancement Office Intern at St. Philip Benizi Catholic Church (SPB), Jonesboro, is responsible to the Director of Advancement. The intern works closely with all parish staff to ensure that all stakeholders are provided the information necessary to foster the SPB mission of empowering disciples, walking united. Duties include assisting the Director of Advancement in collecting, organizing, and maintaining parishioner data through our Census23 initiative and aiding the Director of Advancement and the Director of Communications as they maintain a communications plan across a wide range of platforms targeting diverse audiences to advance our mission. The intern will also contribute to the success of the Office of Advancement by performing a variety of office tasks, including making/returning phone calls, scheduling meetings and other duties as assigned. Candidates should be able to communicate effectively with parishioners and visitors in person and via email/telephone and should be matriculating toward a college degree. Experience in Office Suite (Word, Publisher, Excel) needed; experience in media/office operations, graphic design and audio/video desired. Bilingual is a plus. Employment span is negotiable. Pay commensurate with experience. Flexible 25 hour work week. Please send a resume and letter of interest to Melissa Langlois at mlanglois@stphilipbenizi.org.

St. Catherine of Siena Catholic School (SCS), in Kennesaw, is seeking a part-time **guidance counselor** for the 2023/2024 school year. SCS is a National Blue Ribbon School of Excellence and offers a competitive pay package. Requirements include a bachelor's degree and certification in counseling. St. Catherine's offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants

should email a cover letter, resume and references to Kelly Wood, principal, at kwood@scsiena.org.

Blessed Trinity Catholic High School, in Roswell, has an immediate opening for a full-time **business manager**. The business manager is a key member of the leadership team who manages the financial operations of the school and implements the policies of the Office of Catholic Schools. Being Catholic is preferable for this role, as the business manager will work within the context of Blessed Trinity Catholic High School's mission, values and faith-based activities. Interested candidates, please email your resume, cover letter and references to Cathy Lancaster at resumes@btatholic.org.

Good Samaritan, in Ellijay, is seeking a parish **business manager**. This position is full-time. Candidate must be bilingual (Spanish/English) with good people skills. Ability and desire to learn is essential. Experience in Office 365 applications and ParishSOFT database a plus. Duties include all aspects of parish management including coordinating weekly collection and bank deposits with counting team, keeping parish calendars, scheduling various parish events, preparing invoices for payment, maintaining parish database, general office duties and sacramental records. Candidate must be a practicing Catholic in good standing. Occasional weekend duties required. This position reports directly to the pastor. Interested applicants send resume to Fr. Bradley Starr, parochial administrator, at: bstarr@archatl.com.

Prince of Peace Catholic Parish is focused on offering opportunities for people to authentically encounter Christ and to live as disciples, the way Christ commissioned his twelve. We are looking for a full-time **youth ministry coordinator** (YMC) that has a relationship with Christ and an openness to the Holy Spirit working within him/her, can think outside the box with respect to parish life, is unafraid of doing things differently and can commit to trust-based, team-style leadership where our motivating factor is Jesus Christ. The YMC recruits, trains, disciples and collaborates with adult volunteer teams who carry out an authentic relational ministry with our middle and high school youth for youth ministry and confirmation sacramental preparation. Interested candidates, please contact Deacon David at deacondavid@popfb.org.

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