



Memo

Date: June 10, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a full-time **director of corporate work study**, who is a strategic contributor to the leadership team and a key business partner to the president. The successful candidate is a hands-on and participative leader who will develop and manage an internal team with responsibility for the associated day-to-day operations of the following areas: leadership and team management, sales and business development, corporate partnership management, program operations and student placement, education and development. In the corporate work study (CWS) program, students work four days a week in a professional setting, such as law firms, hospitals, banks, insurance companies, nonprofits, government entities and more. The program covers more than half of the cost of the students' education, and students obtain tremendous experience and education being mentored by professionals in the Atlanta community. The successful candidate must be a collaborative leader who is self-directed, can work with little supervision or instruction and who embraces and drives continuous operational improvement based on data analysis. He or she must hold themselves to the highest standard of integrity and will be motivated by the mission of the school—providing a pathway to college and career for students from diverse and economic backgrounds. Resumes, cover letters and three references may be sent to hr@crstoreyatlanta.org. For full job description visit our website at www.cristoreyatlanta.org.

St. Peter Chanel's parish vision is to see people fully alive, rooted in Christ, reflecting his love and mercy. Our mission is to invite, encounter, equip and send disciples of Jesus into the world. We are seeking a visual storyteller who understands the media's power in influencing a heart for Jesus. This role includes capturing the stories of our church: the parishioners and people affected by their relationship with Christ. The **media specialist** is primarily responsible for the execution of print, digital and multimedia projects. For a

complete job description please [CLICK HERE](#). Are you interested? We would like to get to know you. To start the conversation please send us your portfolio/work samples, cover letter and resume to rob@stpeterchanel.org.

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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 Communion. 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.

Want a chance to do fun and rewarding work with young children and a creative and supportive team? Part-time weekday hours (9-1) and all Cobb County breaks off. **Holy Family Preschool**, in Marietta, is seeking **preschool teachers—lead, assistant and substitute**—to begin in August 2024. Some positions are just a couple of mornings a week, others flexible days! Qualified candidates must have a positive and nurturing attitude and enjoy helping children develop and grow in a loving, Catholic environment. A degree in education is ideal but not required. A degree in a related field and experience working with children is preferred. Holy Family offers ongoing professional

development. To apply and learn more, email resume highlighting work or volunteer experience with young children to Director Kate Viets, kviets@holyfamillycc.org. Find us online: www.holyfamilycc.org/preschool.

The Catholic Foundation of North Georgia has an immediate opening for a **senior philanthropic officer** to expand the ways we engage with donors in the community. You will work with a passionate team of Foundation professionals to increase the impact of the organization's work in the Archdiocese of Atlanta and help Catholics give with more meaning in alignment with their values. As a trusted philanthropic partner, you will develop sustained relationships with donors and their families, providing consultation to donors and their professional advisors to retain and grow contributions through philanthropic vehicles to meet donors' needs to deepen and maintain relationships in the Catholic community. Bachelors' degree and six-plus years' development experience in charitable giving, fundraising, estate planning or financial planning. Catholic preferred. Please send cover letter and resume to catholicfoundation@cfnga.org.

Saint John Neumann Regional Catholic School (SJNRCS), in Lilbun, is seeking a **director of aftercare** for its Extended Day Program. The Director of Aftercare plays a crucial role in the mission to provide children with a safe, academically enriching and fun environment every day after school ends. The director's primary responsibility is to ensure the proper supervision and safety of the children, coordinate support staff schedules and maintain records of student attendance to the program. This is a part-time 20-hours a week, 38-weeks a year position. The Director of Aftercare reports to the school's principal. All employees of SJNRCS must show respect for the institutions and teachings of the church. If you are interested in applying for this position, please call Saint John Neumann Regional at 770-381-0557 or email Mike Remshik at mremshik@sjnracs.org.

St. Mary Roman Catholic Church, located in Toccoa, is a diverse parish community of Vietnamese- and English-speaking parishioners. Currently, we have an immediate opening for a part-time **parish administrative assistant and coordinator (PAA&C)**. Under the leadership of the pastor, the PAA&C is responsible for providing daily assistance in the management and oversight of parish operations; maintaining the schedule of parish events; coordinating with committee and sub-committee leaders in matters that pertain to liturgy, faith formation and other parish ministries; assisting the pastor in the administration of human resources, property management and parish databases; assisting with the management of financial records, sacramental entries and accounts payable. Experience: Ability to multi-task in a Catholic parish environment; accounting degree or bookkeeping experience and knowledge of general accounting information systems; excellent communication skills (verbal and written); sound working knowledge of Windows, Microsoft Office 365 suite (Word, Excel, PowerPoint) and Publisher. A Christian and ideally a practicing Catholic with a heart for the mission of the Catholic Church. Interested candidates are encouraged to apply by submitting

a cover letter and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

The college apostolate at **Georgia College & State University (GCSU)** is seeking a full-time **director of campus ministry**. Applicants must be practicing Catholics, with a zeal for mission, evangelization and making disciples. The campus ministry at GCSU is in an exciting phase of growth with the opportunity to be involved in ministry that makes an impact on the next generation of leaders in Church and society. A detailed job description can be found [here](#). Please send a cover letter, resume and two references to bkuhr@archatl.com.

Pinecrest Academy is seeking a P/T **aftercare assistant** for the 2024-25 academic year. Duties include supervision/safety of students on the playground and in study hall. Hours are 2-6p.m., M-F. Please see our website for details. Apply at <http://www.pinecrestacademy.org/about/careers>.

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