



Memo

Date: June 24, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Saint Joseph Catholic Church, in Marietta, seeks a part-time **assistant to the EDGE middle school youth minister**. We are looking for a candidate with strong organizational skills and prior experience with youth, catechetical or other church ministries. Saint Joseph has a strong Hispanic community; therefore, conversational and written Spanish is required to communicate with families. Candidate will assist the EDGE youth minister with administrative tasks, attend EDGE functions, help set up and break down for each session and be able to present catechesis on occasion. Candidate should be in full sacramental communion with the Catholic church and have a regular personal prayer life. This position is 15-20 hours per week (Sunday afternoons, Wednesday afternoon/ evening, one additional weekday for preparation and occasional weekends or additional nights for retreat and sacrament preparation). Please email cover letter and resume to Bruce Reed at breed@saintjosephcc.org.

St. Brendan the Navigator, in Cumming, is seeking a full-time **preschool director** for our vibrant and diverse preschool. We are looking for candidates that are passionate about nourishing and supporting families through a child-centered approach to preschool administration. The preschool director serves children from 18 months to five years and leads a team of dedicated educators. Ideal candidates exhibit competence in managing day-to-day school operations, supervising and developing staff, administering finances and maintaining archdiocesan safe environment standards. Experience with emotional, physical, cognitive and spiritual development of preschool-aged children is required. Ideal candidates possess at least three years of directorial experience in an early childhood setting as well as a bachelor's degree in early childhood, elementary education, child development or related field. Because the preschool director acts as a professional and spiritual role model for staff, parish and the community, ideal candidates will be practicing Catholics with

familiarity of Catholic teaching and tradition as well as an understanding of the role of family as the domestic church within the mission of evangelization. Interested candidates should submit a cover letter with salary requirements and resume to Business Manager Dennis Mallon at dmallon@stbrendansatl.com.

St. John the Evangelist Catholic School, a PK-8 National Blue Ribbon School of Excellence, seeks a part-time **school nurse** for the 2024-25 school year. Current nurse licensure is required. St. John School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. If you are interested in working in a spirit-filled community, please email your resume to bboisis@sjecs.net.

St. John the Evangelist Catholic School, a three-time National Blue Ribbon School of Excellence, seeks an **instructional classroom aide** for the 2024-25 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a resume to bboisis@sjecs.net.

Consolidated Catholic Administrative Services in Roswell, a Catholic non-profit administrative services organization serving Catholic apostolates nationwide, is seeking an energetic, flexible and proficient full-time **gift processor**. The Gift Processor is responsible for processing gifts including sorting, data entry, bank deposits and gift research. Duties include handling the requests from fundraising office administrators, processing high-end gifts and processing adjustments and exceptions. Discretion and prudence are critical attributes of this role—confidential information is to remain during and after employment. Responsibilities: Check scanning and remote electronic deposit to bank. Communication w/fundraising office administrators and accounting, responding to inquiries, solving problems, gift adjustments, gift amendments, gift refunds. Handling exceptions, pledges, recurring gifts, soft credits, matching gifts, event registration fees. Credit card and ACH gifts (EFT (adding, updating, and terminating, electronic transmissions). Reporting. Gift acknowledgements. Canadian tax receipts. Maintaining an archive of transaction documents, cancelled checks, pledge cards, Canadian tax receipts, EFT authorizations. Other tasks and projects as directed by supervisor. For complete job description and to apply please click [here](#). Cover Letter is required.

St. Gregory the Great Catholic Church in Bluffton, South Carolina, a church with its rich history of providing high-quality music for the liturgy, is looking for a talented **music director/organist** who can build upon the existing program. The Music Director/Organist is an active member of the parish team, and, in communion with the pastor, is responsible for the design, facilitation and implementation of the parish liturgical music program in a manner that promotes “that full, conscious and active participation,” called for by the very nature of liturgical rites in the Roman Catholic tradition. In collaboration with the pastor and clergy, staff member and parishioners, the Music Director/Organist is charged with integrating music ministry into the overall

parish mission, facilitating music for liturgical celebrations, cultivating an appreciation of sacred music, selecting team members to facilitate the development of the parish music repertoire and leading liturgy(s). Additionally, the Music Director/Organist will provide organ and piano music in a professional manner for liturgies and special parish events and sacraments, including, but not limited to weddings and funerals. Submit their resumes/credentials to Dr. Chris Trott, parish manager, at chris.trott@sgg.cc.

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