



Memo

Date: July 15, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Holy Trinity Catholic Church, in Peachtree City, is seeking a full-time **director of music**. The music director performs all duties/functions relevant to the parish music program as concerns the traditional, contemporary, youth or other choir music programs and works to coordinate all aspects of music for liturgical and worship services of the parish community. Please send a cover letter and resume to director of operations at mmobley@holytrinityptc.org. **No phone calls, please.**

Saint Brigid Day School (preschool) located in Johns Creek/Alpharetta is accepting applications for a part-time **music teacher** for the upcoming 24/25 school year. If you love your faith and would like to share your time and talents with our day school community, please contact Colleen Hannah at 678-393-0060 x/138 or via email at channah@saintbrigid.org.

Saint Brigid Day School (preschool) located in Johns Creek/Alpharetta is accepting applications for a part-time **teacher** for the upcoming 24/25 school year. If you love your faith and would like to share your time and talents with our day school community, please contact Colleen Hannah at 678-393-0060 x/138 or via email at channah@saintbrigid.org.

St. Brendan Catholic Church is looking for an energetic, well-organized leader to coordinate parish events. This part-time position provides continuity and consistency across the church calendar and ensures facility usage guidelines are met. The **event coordinator** also manages rental agreements and associated marketing materials. Ideal candidates have excellent interpersonal and communication skills and are self-motivated and detail oriented. Candidates should be able to manage their time effectively in a fast-paced environment. Proficiency with Microsoft Office is recommended. Bilingual English/Spanish is a plus but not required. This position offers a flexible

schedule with some evening and weekend hours. To apply, send a cover letter and resume to Shannon Meister at smeister@stbrendansatl.com.

The Office of Child and Youth Protection for the Archdiocese of Atlanta has an immediate opening for a part-time (20 hours per week) **program assistant**. Under the direction of the director for the Victims Assistance Program (VAP), the program assistant's responsibilities include (but are not limited to): Providing program support and related services to the director; responding to routine VAP calls, emails and written correspondence; respond to routine communications about policies and activities of Office of Child and Youth Protection with emphasis on victim assistance programs. Qualified candidates possess the following: High school diploma; three to five years of experience in program, ministry or office support; excellent organizational skills; strong computer skills with strong working knowledge of Microsoft Office Software (Word, Outlook and Excel). Candidate must be customer service oriented. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources, catholicjobs@archatl.com. **No phone calls, please.**

Marist School seeks a full-time **grounds crew member**. The grounds crew member is responsible for performing tasks associated with daily maintenance of athletic fields and surrounding landscapes, maintenance of other campus landscapes, irrigation maintenance and repair, annual flower and new landscape plant installation, trash/debris pickup, special event preparation, setup and breakdown and other duties as assigned by the Marist campus planning and operations department. Candidate must have experience with athletic turf or landscape maintenance industry or associate degree or technical school certification in horticulture/turfgrass/landscape management. A working knowledge of small engine maintenance and repair is helpful. This is a full-time, year-round position. To view the complete job description and to apply visit www.marist.com/careers.

The Office for Priest Personnel of the Archdiocese of the Atlanta has an immediate opening for a full-time **administrative assistant**. The administrative assistant provides general administrative support to the office auxiliary bishop and the executive assistant. Qualified candidates are those who possess the following: High School Diploma/GED; two to three years of related work experience; strong computer skills with a strong working knowledge of Microsoft Office Software (Word, Excel and Outlook); practicing Catholic with knowledge of the Catholic Church; excellent organizational, time management and customer service skills. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: The Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

St. John Neumann Parish seeks a **middle school Edge youth minister** for a very active, comprehensive youth ministry program. You will foster relationships with pre-teens and teens, parents, volunteers and parish team members to ensure program success. Responsibilities include managing

program records, facilitating activities and ensuring compliance. This role requires flexibility for evenings and weekends. College degree and/or previous experience preferred. Bilingual English/Spanish preferred, but not required. Immediate opening, 25 hours per week. To apply, send resume to Paul Hayes at paul.hayes@sjnlilburn.com.

Catholic World Mission is a Catholic charity that spreads the message of the Catholic Church and rebuilds communities worldwide. Our mission is to bridge the gap between donors and partners to uplift those in spiritual and material poverty through projects of evangelization, dignified living and education. One of the many types of generous donations we receive is gifts in kind (GIK) products, such as medical supplies, food, clothing, computers, etc., for communities in need. We are looking for a passionate **GIK and operations coordinator** to help us with arranging shipments of donated products to our partners worldwide as well as support business operations. The GIK and operations coordinator will be a member of the business team with responsibilities that include, but not limited to, coordinating all activities related to shipping and receiving such as timely product deliveries, logistics, cargo policies, supply chain systems and other gifts in kind transport initiatives. Likewise, the GIK and operations coordinator will provide administrative support to the director of business and HR administration including paying vendors, processing donations, data entry, generating reports, research and arranging organizational events, among other tasks. Interested candidates can send a resume to James Flanagan, executive director of Catholic World Mission, at JFlanagan@catholicworldmission.org.

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 (5) 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 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@stgeorgewnan.org.

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