



Memo

Date: July 22, 2024
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Gabriel Catholic Church, in Fayetteville, has an immediate position for a part-time **elementary religious education coordinator**. This person is responsible for coordinating and overseeing all aspects of the elementary programs, including preparing class rosters, classrooms and attendance reports, and assisting volunteer catechists. This member of the religious education team reports to the pastor. This position will be required to work Sunday mornings. A passion for working with children is necessary. Two years of experience and basic catechetical certification are preferred. The candidate must be a practicing Catholic, in full sacramental communion with the church and must be a person committed to prayer and the authentic teaching of the Catholic Church. Please send cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

St. Gabriel Catholic Church, Fayetteville, has an immediate position for a part-time **youth religious education coordinator**. We are seeking an individual to further our mission of forming, building and sending disciples of Jesus Christ to our youths. This person will be responsible for the planning, implementation, delivery and sustainability of the middle and high school youth ministry program. This role will participate in middle and high school youth ministry activities and meetings, which will require evening and weekend hours. This person will develop and build effective working relationships with youth, parents, volunteers and parish teams to ensure successful operation of youth ministry programs and related activities. Additionally, they will oversee and manage required records, information and budget for the middle and high school youth ministry program. Candidates must have an understanding of the youth models of catechesis and have excellent communication and organizational skills. The candidate must be a practicing Catholic, in full sacramental communion with the church and must be a person committed to prayer and the authentic teaching of the Catholic Church. The successful

candidate must be familiar with Microsoft Office, be a self-starter and possess strong communication and organizational skills. Please send the cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

The Catholic Church of the Transfiguration has an immediate opening for a full-time **director of operations**. The director of operations serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings, grounds and human resources management. This position directs these efforts with technical and legal expertise within the framework of shared ministry in Christian and Catholic values. The director of operations forms the core management team that ensures that the financial, pastoral and administrative needs of the parish are sustained. Qualified candidates possess the following: Bachelor's degree in business administration, accounting, finance or other related field and five to ten years of work-related experience. Candidates are expected to have a strong knowledge and understanding of the Catholic Church and its mission. Interested and qualified candidates are expected to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

Saint Jude the Apostle Parish, in Sandy Springs, is seeking a part-time **organist/pianist** to accompany two weekly Sunday morning Masses and Wednesday evening choir rehearsals (choir rehearsals suspend during summer months). The ideal candidate possesses the following: Strong familiarity with Catholic Liturgical flow, music and traditions; a bachelor's degree or higher in music; strong sight-reading ability, including keyboard, lead sheet and SATB parts; ability to improvise in order to support liturgical action and to take direction from the director of music; and weekly preparation of appropriate prelude & postlude material. Candidates should submit a resume to Bryan Archer at barcher@judeatl.com and will be contacted to schedule an audition if chosen to move forward in the process.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, is accepting applications for an **extended care assistant** for the 2024-2025 school year. Holy Redeemer serves students in grades K-8. Applicants should possess skills to work in a flexible and fast-paced environment and be able to work part-time after school during the hours of 3-6 p.m. Experience working with children ages 5-13 preferred, but not required. Holy Redeemer offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Cover letter and resumes may be submitted via email to jrice@hrcatholicsschool.org.

We are looking for a fun and enthusiastic **teacher** for a three-year-old teaching position in our preschool at **St. Michael the Archangel** in Woodstock. The days are Tuesday - Thursday from 8:30 a.m. to 1:30 p.m. Experience is

necessary, but you do not have to be a certified teacher. To apply, please email tbarnhill@saintmichaelcc.org.

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St. John Neumann seeks a full-time **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. Contact Paul Hayes at paul.hayes@sjnlilburn.com.

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