



# Memo

**Date:** April 19, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Saint Jude the Apostle Catholic Church**, a vibrant parish of 2,800 families in metro-Atlanta, seeks a full-time **director of music and liturgy**. The responsibilities include organization of the overall liturgical worship and music ministry of the parish, piano or organ musicianship at parish Masses, recruitment and development of adult and children's choir, scheduling of cantors and accompanists and leadership within the parish Liturgy Committee. A degree in music or higher, plus five years of parish experience is preferred. The candidate must be Roman Catholic, well organized and possess the ability to manage varied music ministries of the parish. The individual should have strong skills in the following: organ/piano performance, leading assembly in song, choir direction and arrangement of liturgies, ability to collaborate with the pastoral team and Microsoft Office skills. Position includes full benefits, salary commensurate with experience. Interested candidates please submit a cover letter (with salary requirements) and resume to Colleen Tyner, [ctyner@judeatl.com](mailto:ctyner@judeatl.com) or fax to (770)415-3567.

**Blessed Trinity Catholic High School** is seeking a **math teacher** for the 2021-2022 school year. Candidates must have prior high school teaching experience. Bachelor's degree in mathematics or mathematics education and certification in the state of Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, Assistant to Principal, Blessed Trinity Catholic High School,

11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to: [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**Blessed Trinity Catholic High School** is seeking a **theology teacher** for the 2021-2022 school year. Candidates should have experience in teaching high school. Master's degree in theology, catechetics or related degree is required. Teaching Theology involves both communicating the Catholic faith in a vibrant way and providing an authentic witness as a disciple of Jesus Christ. Involvement in other ministries, which have helped to shape the spiritual life of young people, is a plus. An expectation of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and three current references to: Mrs. Nancy-Jane DiPrima, Assistant to Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**The Archdiocese of Atlanta** has an immediate opening for a full-time **director of stewardship and development**. The Director is responsible for building, directing and coordinating a comprehensive stewardship and fund development programs of the Archdiocese of Atlanta and its agencies while ensuring implementation of proper planning, communications, stewardship training and fund-raising activities. In alignment with the archbishop's plan and vision of stewardship, this position is responsible for building a deeper awareness of the role of spiritual, practical and fiscal stewardship in support of the needs of the people of the Archdiocese of Atlanta through planning, implementing and evaluating diocesan fund-raising efforts, including the Archdiocese Annual Appeal and provide support for parish capital campaigns. Qualified candidates will possess a bachelor's degree in marketing, business, nonprofit administration/leadership or a related field; five to 10 years of professional management in planning and administering fund-raising programs, supervising staff and working with volunteer groups; experience in stewardship, planned giving, annual and capital campaign; excellent public speaking and written communication skills; ability to effectively supervise others in a style that results in motivated and satisfied employees; proven ability to process varied types of gifts with an extremely high degree of accuracy, and within legally established parameters. Interested and qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to David Spotanski, Chief Operating Officer, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080, or email [dspotanski@archatl.com](mailto:dspotanski@archatl.com). **No phone calls please.**

**St. Andrew Catholic Church** in Roswell has an immediate part-time (24-28 hours per week) position for a **lay parish administrator**. This position is responsible for several employees, accounting, safe environment and HR processes. Oversight of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. The lay Parish

Administrator oversees the Director of Facilities. Experience in a pastoral environment, specifically in administration is a plus. Please send letters of interest (with compensation requirements) and resume to Marquita Richburg at [mrichburg@archatl.com](mailto:mrichburg@archatl.com). **No phone calls please.**

**Our Lady of Victory Catholic School** (OLV) is accepting applications for a part-time **teaching assistant** for the 2021-2022 school year. OLV is located in Tyrone and is a PreK-8th grade archdiocesan school. Applicants should enjoy working with children. Prior work experience in a school setting preferred. Our Lady of Victory offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Interested candidates should email resumes to George Wilkerson, Principal, at [gwilkerson@olvpatriots.org](mailto:gwilkerson@olvpatriots.org).

**St. Thomas More School**, a National Blue-Ribbon School of Excellence, in Decatur, is accepting applications for a **curriculum coordinator** for the 2021-2022 school year. The responsibilities include curriculum alignment for K-8th grade and implementation of the standards. This position involves collaborating with teachers, providing professional development using current research and best practices, and analyzing test data to inform instruction. At least five years of teaching experience is required along with a master's degree in curriculum and instruction, educational leadership or a related field. This is a full-time position and offers a competitive salary with excellent benefits. St. Thomas More offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Voted a Top Workplace by the AJC in 2020, we invite you to learn more about working in our faith-based school community. Please send a cover letter and resume to Shaun Bland, Principal, at [sbland@stmga.org](mailto:sbland@stmga.org).

**St. Thomas More School**, a National Blue-Ribbon School of Excellence, in Decatur, is accepting applications for a certified **middle school teacher** for the 2021-2022 school year. The responsibilities include teaching two 6th grade language arts classes and one 7th grade social studies class. This is a full-time position and offers a competitive salary with excellent benefits. St. Thomas More offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Voted a Top Workplace by the AJC in 2020, we invite you to learn more about working in our faith-based school community. Please send a cover letter and resume to Shaun Bland, Principal, at [sbland@stmga.org](mailto:sbland@stmga.org).

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