



# Memo

**Date:** December 7, 2020  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Mary Our Queen Catholic Church** has an immediate opening for a part-time **parish administrative assistant** to serve as the initial contact for those visiting the parish office, as well as to provide administrative support to the parish and parish staff, volunteers and parishioners. The incumbent will be expected to work five (5) days (Monday to Friday) and up to a maximum of 26 hours per week. Qualified candidates must possess high school diploma or GED; minimum of two to three years of related work experience, preferably in a church setting; strong computer skills are a must with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel); ability and a willingness to learn new software; strong organizational, customer service and communications (verbal and written) skills and abilities are a must. Cover letter (with salary expectations) and resume should be directed to [office@maryourqueen.com](mailto:office@maryourqueen.com) OR [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. Catherine of Siena Catholic School**, a 2013 National Blue Ribbon PreK-8 school serving approximately 300 students in Kennesaw, seeks an experienced **principal** effective July 1, 2021 or as early as February 1, 2021. Successful candidate will be a practicing Catholic who reports directly to the parish pastor. Other qualifications include: strong mission-focused leadership and commitment to Catholic identity; exceptional knowledge of curriculum; familiarity with Church documents on Catholic school education; operates collaboratively in a team environment; at least 3 years teaching experience; MA in educational leadership/curriculum & instruction preferred; holds or qualifies for GA administrator's certification. Interested and qualified candidates are to submit a letter of interest, statement of educational philosophy and three references to [dwheeler@archatl.com](mailto:dwheeler@archatl.com) or in writing to

Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **Submission deadline: 12/15/20.** Position will remain open until filled; the school reserves the right to shorten application deadline/consideration if we have sufficient interest, so apply early to ensure consideration. SCS offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

**Immaculate Heart of Mary Catholic School**, a twice-recognized Blue Ribbon School, seeks an experienced **principal** effective July 1, 2021. A vibrant K-8 school community located in Atlanta, IHM serves approximately 475 children and is fully accredited through Cognia. Successful candidate will be a practicing Catholic. This position reports directly to the parish pastor. Other qualifications include: strong mission-focused leadership with strong commitment to Catholic identity; familiarity with Church documents on Catholic school education; exceptional knowledge of curriculum and pedagogy; at least three years teaching experience. MA in educational leadership/curriculum & instruction preferred. The ideal candidate should operate collaboratively in a team environment and hold or qualify for Georgia administrator's certification. Interested and qualified candidates are to submit a letter of interest, statement of educational philosophy and three references to [dwheeler@archatl.com](mailto:dwheeler@archatl.com) or in writing to Debbie Wheeler, Office of Catholic Schools, 2401 Lake Park Drive SE, Smyrna, GA 30080. **Submission deadline: 12/15/20.** We reserve the right to shorten application deadline/consideration if we have sufficient interest, so apply early to ensure consideration. IHM offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

**Holy Family Preschool** in Marietta is seeking a **lead teacher** to begin in early January 2021. Qualified candidates must have a positive and nurturing attitude and enjoy watching children develop and grow in a loving, Catholic environment. Degree in education ideal but not required. Degree in related field and experience working with children preferred. Candidates should have excellent communication skills and display creativity in promoting fun, rich learning experiences. Holy Family offers ongoing professional development and a collaborative and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets at [kviets@holyfamiycc.org](mailto:kviets@holyfamiycc.org).

**Atlanta Catholic Radio**, located in Roswell, has an immediate opening for a **programming and production associate**. Applicants must be passionate, orthodox Catholics in full communion with the Holy Catholic Church and adhere to all its precepts. The **programming and production associate** is responsible for maintaining programming, board operations, audio editing, research and show support as needed. Qualifications include knowledge of and prior experience in radio operations and audio production; excellent computer skills; strong organizational skills; ability to work with deadlines and work under pressure; high professional and ethical standards. Interested and

qualified candidates should email a cover letter, resume and references to [carol@thequestatlanta.com](mailto:carol@thequestatlanta.com).

**Pinecrest Academy** has just launched the search for a new **head of school** to begin in the fall of 2021. To learn more about the position and the plans, you can visit this link: [www.SchoolGrowth.com/PinecrestAcademy](http://www.SchoolGrowth.com/PinecrestAcademy). Pinecrest Academy is a private, PreK through 12, college preparatory Catholic school, located in South Forsyth, just minutes from Alpharetta, Milton, Johns Creek, Duluth and Suwanee. We form our students into Christian leaders who will transform society.

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