



# Memo

**Date:** February 1, 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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**Immaculate Heart of Mary Church and School** has an immediate opening for a part-time **bookkeeper**. This individual serves as a critical link with internal control and is responsible for accounts payable, payroll processing, recording receipts, reconciling statements and maintaining filing system. Approximately 20 hours per week. Qualified candidates will possess working knowledge of accounting systems and MS Excel, ability to meet mandatory deadlines, organizational skills, attention to detail and maintain the highest level of confidentiality. Please send resume to Rich Plachta, 2855 Briarcliff Road NE, Atlanta, GA 30329 or [rplachta@ihmatlanta.org](mailto:rplachta@ihmatlanta.org).

**St. Pius X Catholic High School** is seeking a qualified individual to serve as our **director of campus ministry**. A masters degree in Catholic theology, religious education or catechesis is required. The ideal candidate must be a practicing Catholic; possess excellent interpersonal skills; be able to collaborate effectively with all areas of school, culture and student life; meet deadlines and work within the framework of the school schedule and calendar; exhibit flexibility to reprioritize work as needed; work independently with little or no supervision; positively represent the school and our Catholic faith and religion to the public. St. Pius X is a drug free workplace and offers a competitive salary, as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls, please.**

**St. Pius X Catholic High School** is seeking qualified teachers for the 2021-2022 school year in the following fields: **Math**, with experience in teaching Algebra I & II, Geometry and Trigonometry; **Social Studies**, with experience in

teaching U.S./World History and Government, with AP experience being a plus; **English**, with experience in English I & II Literature & Composition; **Computer Science**, with experience in teaching AP Computer Science Principles, AP Computer Science A, Computer Applications and Web Design. We are also seeking qualified teachers for Computer Publishing and Graphics (Adobe Photoshop and Animate) and Media Tech (Video editing with Adobe Premiere and After Effects), as well as certified teachers who can teach Accounting, Business Law or Marketing. A bachelor's degree or higher and teaching certification are required. St. Pius X is a drug free workplace and offers a competitive salary, as well as a complete benefits package. If you are interested in teaching in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls, please.**

**Blessed Trinity Catholic High School** is looking for a **communications coordinator** to be part of a team dedicated to furthering the mission of the school and ensuring its future growth. We are seeking highly qualified candidates for a July 1, 2021 start date. Skills required excellent written, verbal and interpersonal skills; ability to organize and manage multiple projects; proficiency in digital communication technology. Practicing Catholic with knowledge of the Catholic educational system preferable, but not mandatory. To qualify for this position, the right candidate should have a bachelor's or higher degree in communications or related area. At least five years of successful experience in communications at a school or organization required. Knowledge of Blessed Trinity Catholic High School preferred. Please send resume and cover letter to Mrs. Nancy-Jane DiPrima, Assistant to the Principal, at [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**Blessed Trinity Catholic High School** is seeking to fill a full-time **computer science** position within the Business and Technology Education Department. Bachelor's degree in engineering or computer science required [or equivalent experience]. Experienced computer science teachers or computer science professionals are encouraged to apply. The successful candidate will be asked to teach introductory level computer science courses (Python), AP Computer Science Principles (JavaScript) and AP Computer Science A (Java). 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. Interested and qualified candidates should mail a cover letter, resume and references to Mrs. Nancy-Jane DiPrima, Assistant to Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or pdf to [resumes@btcatholic.org](mailto:resumes@btcatholic.org).

**Blessed Trinity Catholic High School** is accepting resumes for **science teacher** for the 2021-22 school year. Candidates must have prior high school teaching experience. A bachelor's degree in biology, anatomy or another life science is required. Certification in Georgia is preferred. Preference will be given to those with a master's degree and to practicing Catholics. A

requirement of the job is to promote the school's mission to transform lives in Christ. This occurs in the classroom and through contributions to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and references to Mrs. Nancy-Jane DiPrima, 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).

**Regnum Christi mission**, in Atlanta and the southeast, has an immediate opening for a part-time **development assistant** who will provide administrative and data management support for the Development Team. Using our Customer Relationship Management system and managing vendors, the Assistant will coordinate multiple large and small mailings throughout the year. We are looking for a self-starter with great customer service skills and the ability to work collaboratively with a small team. Some of the responsibilities are but not limited to help with local fundraising campaigns, plan and organize projects to reach out to supporters by mail or electronic means, maintain accurate records in customer relationship management (CRM) system (Salesforce), assist with planning and organize development events, including annual gala. For complete job description and how to apply, please go to <https://www.catholicjobs.com/job/3425143401>. Please email resume, cover letter and earnings history to [careers@arcol.org](mailto:careers@arcol.org), with "RC Atlanta Development Assistant" in the subject line.

**Saint Jude the Apostle**, in Sandy Springs, is seeking a part-time **coordinator of adult education**, a 25 hour a week position. Saint Jude is a vibrant, active parish. We are looking for a candidate with a passion for and thorough knowledge of the Catholic faith. This position collaborates with the Director of Religious Education; leads the RCIA program & adult sacramental preparation; develops and coordinates adult faith formation classes, enrichment programs and workshops that support lifelong learners of the faith. Candidates should demonstrate excellent interpersonal and communication skills. This position requires a flexible schedule that includes working some weekends, evenings and holy days to support the programming of the church. Qualified candidate will be a practicing Catholic, committed to the teachings of the church; with a B.A. in theology or religious studies, a certification as a catechetical leader and/or experience in teaching or pastoral ministry with catechetical knowledge. Interested candidates can submit a cover letter with salary expectation and resume to Colleen Tyner, Director of Operations, at [ctyner@judeatl.com](mailto:ctyner@judeatl.com) or fax to 770-415-3567.

**St. Matthew Catholic Church**, in Tyrone, has an opening for a part-time **communication specialist**. This position is responsible for streaming Masses and maintaining parish social media, website and YouTube channel. The candidate is also responsible for the creation of communications to the parish, utilizing broadcast email and text platforms, and the design of the parish bulletin and yearly calendar. In addition, this position will assist with

answering phones, scheduling Masses, and preparing Mass books. Bilingual preferred. Interested applicants please send resume to Fr. Kevin Hargaden at [fatherkevin@saintmatthew.us](mailto:fatherkevin@saintmatthew.us). **No phone calls please.**

**St. Thomas More Catholic School**, located in Decatur, has openings for the 2021-2022 school year for full-time **teachers** in Kindergarten - 5th grade, Spanish, and Technology. We are seeking energetic and engaging teachers that are good communicators and work well with others. Voted an AJC Top Workplace Award last year, we offer a full range of benefits. Previous teaching experience preferred, but not required. Bachelor's degree and educational certification required. St. Thomas More School is a drug-free workplace. Interested and qualified candidates should email a cover letter, resume and references to Kim Kissell at [kkissell@stmga.org](mailto:kkissell@stmga.org).

**St. Mary Magdalene Catholic Church** in Newnan has an immediate part-time opening for a **music director**. This position is responsible for liturgical planning, directing an ensemble, and leading rehearsals. Proficiency in piano, organ and/or guitar required. Knowledge of Catholic liturgy necessary. Please email resumes to Diane Jones at [djones@smmcatholic.org](mailto:djones@smmcatholic.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 February. Thank you.