



Memo

Date: January 25, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. John Chrysostom Melkite Catholic Church, in Atlanta, has an immediate opening for a part-time (2-3 hrs. for 3 days per week) **office assistant**. Duties include, but are not limited to: organizing and correcting the order of files on hand. Position may become full-time in the future. Interested candidates should send resume to Fr. John Azar at stjchrys@bellsouth.net.

St. Brendan the Navigator Catholic Church, in Cumming, has an immediate opening for a **middle school youth minister**. This part-time position (15-18 hours per week) reports to the Director of Youth Faith Formation. The Middle School Youth Minister has two roles: To prepare and facilitate the WayPoint Middle School program and WayOut events and to be the point of contact and communication for families participating in the WayPoint program. The right candidate will have excellent interpersonal and written communication skills, organizational expertise and independent, self-motivated personality. Bilingual (English/Spanish) a plus, but not required. To apply, send resume to Stacy Applegate, Director of Youth Faith Formation, at sapplegate@stbrendansatl.com.

Holy Cross Catholic Church in Tucker has an immediate opening for a part-time **facility maintenance coordinator**. Primary duties include: performing the preventative, routine and emergency maintenance and care of the church's buildings and property, including HVAC, plumbing, electrical, energy management, irrigation and grounds, along with the campus's general upkeep. Candidate should have the expertise to perform routine to mid-level maintenance functions. Current position is 20 hours per week with the possibility of becoming full-time. Please email cover letter and resume to ftanzosch@holycrossatlanta.org.

Holy Family Catholic Church in Marietta is seeking a **musician/cantor** for one Mass each weekend, and other potential celebrations as needed. The candidate must have a bachelor's degree in music, liturgy or related study and 1-5 years of demonstrated successful experience in liturgical music ministry. The candidate should be in full communion with the Catholic Church and be familiar with its liturgical traditions. Must be proficient in piano, must be able to sing and able to select music that is appropriate for use in the Mass and within the abilities of the congregation. Please send cover letter and resume to kdaigle@holyfamillycc.org.

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