



# Memo

**Date:** March 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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**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.**

**Christ the King Catholic School (CTK)**, a K-8 archdiocesan parish school, located in the Buckhead community of north Atlanta, is seeking a **physical education teacher** for the 2021-2022 school year. CKS is a 3-time National Blue Ribbon School of Excellence and offers a competitive benefits package. Applicants should possess a valid teaching certificate and a Bachelor's or Master's degree in education. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Application, cover letter and resume may be emailed to Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School (CTK)**, a K-8 archdiocesan parish school, located in the Buckhead community of north Atlanta, is accepting applications for part-time **teacher assistants** for the 2021-2022 school year. CKS is a 3-time National Blue Ribbon School of Excellence. Applicants should enjoy working with children. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its

employment. Non-teaching applications may be obtained via website at [www.christking.org](http://www.christking.org). Please email Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School (CTK)**, a K-8 archdiocesan parish school located in the Buckhead community of north Atlanta, is accepting applicants for **certified teachers** for the 2021-2022 school year. CKS is a 3-time National Blue Ribbon School of Excellence and offers a competitive benefits package. Requirements include a bachelor's or master's degree in education. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Application, teaching certificate, cover letter and resume may be emailed to Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School (CTK)**, a K-8 archdiocesan parish school located in the Buckhead community of north Atlanta, seeks a **curriculum coordinator** for the 2021-2022 school year. CKS is a 3-time National Blue Ribbon School of Excellence and offers a competitive benefits package. The successful candidate will be a thoughtful, experienced educator who demonstrates the following qualifications: a personal commitment to Catholic education; current master's degree in curriculum and instruction, educational leadership or related field; certified administrator or eligible for certification; a minimum of five years academic classroom instruction experience; ability to maintain confidentiality; thorough understanding of curriculum alignment K-8; highly developed organizational and technology skills; knowledge of current educational research and best practices; ability to analyze test data; excellent oral and written communication skills. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Professional educator application is available via website at [www.christking.org](http://www.christking.org). Application and resume should be emailed to Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Holy Family Preschool** in Marietta is seeking **preschool teachers** –lead, assistant and substitute– for the 2021-22 school year. Qualified candidates must have a positive and nurturing attitude, and enjoy watching children develop and grow in a loving, Catholic environment. A degree in education is ideal but not required. A degree in a related field and experience working with children is preferred. Holy Family offers ongoing professional development and a creative, collaborative and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets, [kviets@holymfamilycc.org](mailto:kviets@holymfamilycc.org). Find us online at [www.holymfamilycc.org/preschool](http://www.holymfamilycc.org/preschool).

**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).

**Our Lady of Mercy Catholic High School** in Fayetteville, is accepting applications for full-time **Spanish, Social Studies and Theology** teachers for the 2021-2022 school year. Candidates for Spanish and Social Studies should have a bachelor's degree. A state certification is preferred. Candidates for Theology should have a master's degree. OLM offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should submit a cover letter and resume to [jam@mercycatholic.org](mailto:jam@mercycatholic.org).

**The Catholic Foundation of North Georgia** has an immediate opening for a part-time **accountant**. The Accountant assists with all financial and administrative functions, to include (but not limited to): performing monthly bank reconciliations of the general ledger to bank statements; preparing financial statements and reports; maintaining the general ledger for major organizational projects, etc. Qualified candidates will possess the following: bachelor's degree in accounting; Two to five years of accounting experience; strong computer skills; good interpersonal and writing skills. Must have strong verbal and written communication skills. Cover letter (with salary requirements) and resume should be directed to: [catholicfoundation@cfnga.org](mailto:catholicfoundation@cfnga.org). **No phone calls please.**

**St. Joseph Catholic Parish School** in Athens, is seeking a full-time **lower elementary lead teacher** for the 2021-2022 school year. SJS is a family-oriented community and a wonderful place to work! Applicants must hold current certification. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, via email - [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

**St. Joseph Catholic Parish School (SJS)** in Athens, is seeking part-time, as needed **bus drivers** for the 2021-2022 school year. SJS is a family-oriented community and a wonderful place to work! Applicants must have a CDL. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please contact Theresa Napoli, principal, via email - [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

**St. Joseph Catholic Parish School (SJS)** in Athens, is seeking **substitute teachers** for the 2021-2022 school year. SJS serves students in grades Pre-K through 8th. We are a small, family-oriented community and a wonderful place

to work! St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, via email - [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

**St. Joseph Catholic Parish School (SJS)** in Athens, is seeking part-time **Extended Day Program (EDP) assistants** for the 2021-2022 school year. EDP runs from 3:30-6 p.m. M, T, Th. and Fri, and from 2:30-6 p.m. on Wednesdays. SJS is a small, family-oriented community and a wonderful place to work! EDP assistants help supervise students, assist with homework and work under the EDP Director to implement any other extracurricular programs. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, via email - [theresa.napoli@sjsathens.org](mailto:theresa.napoli@sjsathens.org).

**St. Joseph Catholic School**, a National Blue Ribbon School of Excellence, is seeking a **learning specialist** for the 2021-2022 school year. This position is a full-time position and comes with a competitive salary and benefits. The successful candidate for this position should have current teaching certification with a degree in Special Education, knowledge of alternate learning strategies and excellent communication skills. St. Joseph Catholic School offers a drug-free working environment and is in full compliance with federal statutes for non-discrimination in its employment practices. The right candidate should be an energetic educator. To apply for this position, please send your resume to Dr. Patricia Allen at [pallen@stjosephschool.org](mailto:pallen@stjosephschool.org).

**St. Joseph Catholic School**, a National Blue Ribbon School of Excellence, is seeking an **advancement director**. This position is a part-time position for an energetic, goal-oriented person. The primary duties of the position are community building, fund raising, grant writing, event planning and database management. This position requires a self-starter with excellent oral and written communication skills, a high level of organization, experience in fund raising and a working knowledge of various computer software programs, including Microsoft and Google. A practicing Catholic, with previous fund raising experience is preferred. St. Joseph Catholic School offers a competitive salary in a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please submit a resume, including three professional references, to Dr. Pat Allen, at [pallen@stjosephschool.org](mailto:pallen@stjosephschool.org).

**Mary Our Queen Catholic Church** has an immediate opening for a part-time **parish receptionist/registrar** to serve as the initial contact for those visiting the parish office, as well maintaining sacramental records and certificates, parish registrations and the accuracy of our parish database and records. Other administrative duties include answering and directing calls, liturgical support, mail sorting, documentation of receipts and general support as needed. Position is for five (5) workdays (Monday to Friday) and up to a

maximum of 26 hours per week. Qualified candidates must possess: a minimum of two to three years of related work experience, preferably in a church setting; strong computer skills 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. Please submit cover letter (with salary expectations) and resume to [office@maryourqueen.com](mailto:office@maryourqueen.com). **No phone calls please.**

**Most Blessed Sacrament Catholic Church** in South Fulton is seeking a part-time **office manager**. The Office Manager will coordinate administrative processes, spearhead parish communications, serve as the point of contact for vendors and caringly interact with parishioners and the public. The ideal applicant is people-oriented, flexible, tech-savvy and a self-starter. Please email resume to Fr. Desmond Drummer at [ddrummer@mbschurch.com](mailto:ddrummer@mbschurch.com).

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