



Memo

Date: March 15, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Mary Our Queen Catholic Church, in Peachtree Corners, is seeking a part-time **coordinator of faith formation**. This position reports to the Director of Faith Formation and is responsible for coordinating all facets of religious education pre-kindergarten to grade 5. This includes coordinating volunteer catechists and aides, implementing assigned faith formation curriculum and overseeing sacramental preparation for First Holy Communion. Position requires excellent interpersonal, communication and organizational skills. Qualified candidate must be a practicing Catholic in good standing, fully committed to the teachings of the Catholic Church. Other qualifications include: proficiency in Microsoft Office and flexible schedule, with ability to work on weekends. Two to three years minimum faith formation experience preferred. If interested, please email your resume and salary requirements to office@maryourqueen.com.

Mary Our Queen Catholic Church, in Peachtree Corners, is seeking a part-time **director of faith formation**. This position is responsible for all facets of faith formation including: recruiting and training volunteer catechists for K-12 grade; organizing and supervising coordinators for Elementary Faith Formation, Youth Ministry, RCIA and Family Catechesis, as well as other sacramental preparation programs; coordinating Adult Faith Formation and evangelization within the parish. Qualified candidate must be a practicing Catholic in good standing, invested in the church's teachings. Other qualifications include, proficient in technology and Microsoft Office; strong organizational and communication skills; work well with families within the community and parish staff. The position requires a flexible schedule that includes working occasional evenings, weekends and some holidays to support year-round programming. A minimum of a bachelor's degree in theology,

pastoral ministry, catechesis or equivalent required. Email cover letter with salary expectation and resume to office@maryourqueen.com.

Catholic World Mission is looking for a resourceful, self-motivated **office support specialist** with a can-do attitude to join our team. This is a part-time position currently remote (24 hours a week). Some of the responsibilities include, but are not limited to: be a backup gift processor; prepare correspondence, reports and project materials as requested; maintain hard copy and electronic filing system; research products and prices; purchase office supplies; support the administrative needs of the management team. Two-three years of work experience preferred. The right candidate will be a team player, who has outstanding communication and interpersonal abilities, excellent writing/copy editing skills, organizational and problem solving skills, familiarity with office management procedures and basic accounting principles; well-versed in Dropbox and Microsoft Office Suite. Please email resume, cover letter and earnings history with job title in the subject line to careers@arcol.org.

Catholic World Mission is looking for a **direct mail coordinator** who is responsible for our direct mail appeals fundraising program. Some of the responsibilities include, but are not limited to: manage production schedule for a variety of appeals to ensure mail dates are met; track and manage schedules and deliverables by coordinating with outside consultant and the internal team; proofread, compile team edits and approve copy and art for campaigns; maintain relationships with partners and make requests for timely collateral as proof-of-use of funds; establish appeal codes for proper tracking of funds. The right candidate should be well-versed in Google Docs and Microsoft Office Suite and self-motivated. The Direct Mail Coordinator must have attention to detail, thoroughness and organization, problem solving and time management skills; ability to learn new software; knowledge on content management systems, such as WordPress; ability to work with limited direction. Please email resume, cover letter and earnings history with job title in the subject line to careers@arcol.org.

St. Benedict Catholic Church in Johns Creek has an opening for a full-time **facilities manager**. Primary responsibilities are the preventive, routine and emergency maintenance and care of the church's buildings and property, including HVAC, plumbing, electrical, irrigation and grounds, along with the campus's general upkeep. Candidate should have the expertise to perform routine repairs. Must have the ability to operate a variety of tools and power equipment; knowledge of standard practices, materials, tools and terminology of building trades. Will supervise maintenance employees and direct outside contractors. The Facilities Manager will work standard daily business hours, Monday through Friday, but must be available 24/7 for emergencies. Please send cover letter and email to Kit Mastrangelo at kmastrangelo@stbenedict.net.
No phone calls please.

St. Gabriel Catholic Church in Fayetteville is seeking a part-time **Sunday elementary religious education coordinator** for the 2021-2022 school year. This person is responsible for coordinating and overseeing all aspects of the elementary programs, including preparing class rosters, classrooms and attendance reports, as well as assisting volunteer catechists. This member of the religious education team reports to the pastor. The position is for 15 hours per week, with Sunday mornings required during the academic school year. A passion for working with children is necessary. Two years of experience and Basic Catechetical Certificate are preferred. The candidate must be a practicing Catholic in full communion with the church. Please send cover letter and resume to Yen Nguyen at yen.nguyen@stgabrielga.com. **No phone calls, please.**

St. Clare of Assisi Catholic Church in Acworth has an immediate opening for a part-time **associate director of Hispanic faith formation**. This role will assist the Director of Faith Formation and Evangelization spiritually and administratively, supporting the needs of Spanish-speaking parishioners at St. Clare. The ideal candidate for this position will be fluent in Spanish and English, both in written and spoken form; be prompt/dependable; and have a bachelor's degree in theology or similar parish experience. Course work in marriage and family ministry or religious education highly preferred. Must be faithful, reverent and in good standing with the Catholic Church. All positions on faith and morals must be in agreement with the teachings of the Catholic Church. The ideal candidate will have strong time management skills, a positive attitude, good communication skills, ability to work in a team environment and ability to take constructive criticism. To apply, please send resume and cover letter to Fr. Tim Nadolski at frtim@stclarecc.org.

St. Thomas More Catholic School in Decatur, serving students in grades PK4-8, is seeking a qualified **STEM teacher**. Valid elementary teaching certificate required. Degree in a STEM field and STEM certification preferred. This position will assist in designing and implementing a project based STEM program. St. Thomas More is a drug-free workplace, offering a competitive salary and a full benefits package. Qualified applicants should submit a letter of interest and resume to kkissell@stmga.org.

St. John the Evangelist Catholic School seeks a part-time **school nurse** for the 2021-2022 school year. The position is five (5) days per week from 10 a.m. - 2 p.m. Current nurse license is required. Qualified candidates may submit a resume via email to bboisis@sjecs.net.

St. John the Evangelist Catholic School, a three time National Blue Ribbon School of Excellence, seeks a **PE teacher** for the 2021-22 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a resume to bboisis@sjecs.net.

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