

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: March 22, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

St. Pius X Catholic High School seeks a qualified **Latin teacher** to join our thriving Latin program. Our three Latin teachers offer Latin 1 through AP each year and run a large GJCL program. We are looking for someone with a strong background/degree in Latin and/or classics, a desire to teach at the secondary level and either certification or a willingness to become certified within 2 years. Additional qualifications include strong interpersonal and communication skills, including a demonstrated ability to work collaboratively with colleagues and knowledge of teaching technologies appropriate to the discipline. Send resume and references via email to: Mrs. Marsha Free, Executive Assistant to the school Principal, mfree@spx.org. **No phone calls please.**

The Georgia Bulletin, the newspaper of the Archdiocese of Atlanta, is seeking a full-time **photographer/multimedia journalist**. Requirements include a degree in journalism or related field, or proven photography experience, preferably in print publications and online news outlets. Videography and video production experience a plus, but not required. Excellent photographic skills in both color and black and white needed. The photographer is responsible for taking news, portrait, sports and feature photographs for use in print, for the paper's website and for social media platforms, as well as for various archdiocesan projects. Assignments will include travel as well as evening and weekend events, in addition to coverage of breaking news stories. Writing experience helpful; photographer is responsible for writing all photo captions and may contribute to editorial content. A good candidate will have a good working knowledge of the Catholic faith, its liturgy and familiarity with the north Georgia Catholic community. A working knowledge of the Associated Press Stylebook and Catholic News Service Stylebook is needed. The candidate should have ability to take photographs or shoot video in an unobtrusive manner at liturgical and religious ceremonies, have attention to detail and be proficient in Microsoft Word and Adobe Photoshop, as well as Photo Mechanic

or Photo Mechanic Plus. The photographer maintains a well-organized archive and a public SmugMug page. Flexibility with schedule and reliable transportation is a must. A cordial attitude in representing the diocesan newspaper is required. A cover letter including salary requirements, resume with references, and a link to a portfolio of photography work should be directed to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls, please.**

Immaculate Heart of Mary School, conveniently located near I-85 in northeast Atlanta, is seeking a **music teacher** starting with the 2021-2022 school year. This position instructs all students in grades K-8, heads the music ministry during weekly school Masses and oversees the school choir. A degree in music and/or education required. Interested candidates should send resume to Laura Cichanski, Principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email lcichanski@ihmschool.org.

St. Oliver Plunkett Catholic Church in Snellville, is seeking a full-time **youth minister** to work with the high school youth program. This position involves developing and coordinating a parish based high school youth ministry. The youth minister will also coordinate the programs for confirmation. The candidate must have strong organizational, administrative and communication skills. An ideal youth minister will have experience in conducting retreats for teens, workshops for catechists and training for youth leaders. This ministry calls for collaboration with various activities and ministries within the parish. Qualified applicants may submit a resume to Pat Bulger, Business Manager, at pbulger@stolivers.com or mail it to 3200 Brooks Drive, Snellville, GA 30078.

St. Joseph Catholic Church, located in Marietta, is seeking a full-time **youth minister**. The desired candidate is an experienced high school youth minister/confirmation coordinator to serve a diverse community of faith centered on Jesus Christ. This position focuses on the formation and support of confirmation candidates and parish youth. The successful candidate must be a self-starter and possess strong communication and organizational skills, as well as the ability to lead a large group in the teaching and evangelization of the faith. In addition, the candidate must be able to gather and train a core team of volunteers to assist in this ministry, as well as oversee the Life Teen Mass on Sundays prior to programming; must be able to work Wednesday and Sunday evenings for in-person and/or virtual teleconferencing classes, as part of their regular workweek; and must have the flexibility to lead retreats, summer programs and trips. The ideal candidate must be a practicing Catholic, in full sacramental communion with the church. Candidate must be a person committed to prayer and the authentic teaching of the Catholic faith. Bachelor or master's degree in theology preferred. Knowledge of Spanish could be an advantage. Salary will commensurate with qualifications and experience. Please send resumes to Deacon Bruce Reed at breed@saintjosephcc.org.

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