



Memo

Date: September 19, 2022
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 is in immediate need of a qualified **long-term, full-time substitute art teacher** to take over its visual arts program immediately for the remainder of the fall semester of this school year, with the possibility of extending into the spring semester as well. The successful candidate should possess at least a bachelor's degree in fine arts, have experience with various media in both studio and gallery environments and be able to instruct learners from beginner-level to advanced-level in achieving desired results in their work. The successful candidate will teach the following six classes per day: Survey of Visual Arts, Drawing I, Ceramics, Advanced Studio Art, AP Studio Art and Design Fundamentals. There is a possibility that this position could become a full-time, year-to-year teaching position. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, executive assistant to the principal, at mfree@spx.org.

Divine Mercy Catholic Mission is looking for a full-time bilingual English-Spanish **maintenance team member**. This position is responsible for the safe and secure operations of all parish facilities and equipment and requires general knowledge of building maintenance, including HVAC systems, and the ability to perform minor repairs; manage applicable computer systems; lead building and grounds upkeep; manage contractors; ensure compliance with applicable fire, safety and building regulatory codes; support on-campus programming & special events. The facilities team member may also troubleshoot and respond to after-hour issues as needed regarding operational aspects of the facilities. Ideal candidates demonstrate problem-solving, decision-making and communication skills, and can manage multiple projects

and assignments in a fast-paced environment. Requires at least five years demonstrated experience. The right candidate will possess excellent oral communication skills; flexibility to work both independently and collaborative with all constituent groups, including pastor, staff and volunteers; strong desire to serve others in support of ministries and groups at the Divine Mercy Catholic Mission; ability to negotiate with vendors, facilities managers, etc.; ability to maintain confidentiality. Please send resumes to esoto@divinemercuryatl.com.

Divine Mercy Catholic Mission is looking for a part-time bilingual English-Spanish **parish secretary**. This position will be the first point of contact for our parish. It will provide administrative support across the parish. Responsibilities include, provide support to the front desk reception and the parish religious education program (student registration, attendance, classroom preparation, sacraments, safe environment requirements, social media and other tasks as needed); manage parish software database; prepare programs for holiday/special liturgies and other administrative duties. Candidates will need to have excellent organizational skills with the ability to multi-task. People- and time-management skills are necessary along with strong computer skills and excellent written and verbal communication skills. Ability to work with ParishSoft, a detailed record-keeping system for the parish, is required. This position works directly with the business manager and the priest. To apply, contact Evelin Soto, business manager, at esoto@divinemercuryatl.com. **No phone calls, please.**

St. Mary's Academy in Fayetteville, an archdiocesan PK-12 school, has an immediate, full-time opening for a **high school World History/AP World History teacher**. Preferred candidates will have a bachelor's degree in history or a related field and state teacher certification. Please contact JoAnn McPherson, principal, at jam@smaschool.org or at 770-461-2202, to express interest and to receive more information about the position.

The Cathedral of Christ the King seeks an **assistant organist and children's choir director**. This full-time position assists the cathedral organist, playing for five total weekend masses, holy days of obligation, holidays, special liturgies and other archdiocesan and parish Masses/events as requested. This position is responsible for three children's choirs (K-8th grade) under the direction of the choirmaster. See the full job description and apply for this position at <https://cathedralctk.com/employment>.

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