



Memo

Date: September 26, 2022

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Cristo Rey Atlanta seeks a **relationship manager** for their Corporate Work Study department. Please visit our website for full job description, <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff>. Send resumes and cover letters to hr@cristoreyatlanta.org.

Saint Jude the Apostle Catholic Church is seeking a **bilingual administrative assistant** to work with our Spanish clergy & community. This is a part-time position, 15-18 hrs. a week, to support the clergy and community concerning ministries, liturgical celebrations and sacramental preparation. The position requires fluency in both Spanish and English with good administrative skills, knowledge of Microsoft Office software; proficiency with English/Spanish translations, availability to work occasional evenings and weekends, and active member status with a Roman Catholic parish community. Excellent hourly pay, flexible schedule. Interested candidates should send a resume to Fr. Vanderley Oliveira at voliveira@judeatl.com.

Saint Jude the Apostle Catholic Church, in Sandy Springs, seeks a part-time **audio video coordinator (AVC)**. The ideal candidate is knowledgeable with various audio and video equipment systems, software and protocols, and has experience in mixing live music and video live streaming. Strong communication skills and the ability to train and coordinate parish volunteers of various ages and abilities are key. The position requires presence on-site Sundays and occasional holy days with additional hours throughout the week for equipment maintenance, volunteer training and planning. The AVC should be knowledgeable with the format of Catholic liturgies and the Mass. This is a part-time position with excellent pay, typically 12-15 hours per week.

Interested candidates should send a resume to the Director of Music and Liturgy Bryan Archer at BArcher@judeatl.com.

St. Thomas More School, a PreK-eighth grade school located in the historic city of Decatur, near Atlanta, is accepting applications for a **coordinator of religious education** for the 2022-2023 school year. The candidate will oversee Catholic formation and religion instruction, provide catechist training, coordinate reception of the sacraments for second grade students and prepare school liturgies and other services. Candidate will teach two sixth grade religion classes. Full-time (10 months) preferred but will consider part-time. Applicant **MUST** be a practicing Catholic; have a minimum of a bachelor's degree, preferably with a catechetical and/or theology background or master/advanced catechetical certification from the archdiocese. This is a permanent, full-time/part-time position with great benefits. St. Thomas More School, who is a National School of Excellence and was nominated one of AJC's top workplace in 2020, offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Visit our website at www.stmga.org for additional information on our school. To apply, send resume to kkissell@stmga.org.

The Legion of Christ, North America, is pleased to invite applicants for the position of the **Direct Mail/Mass Program Director**. The Direct Mail/Mass Program Director is expected to build upon the base of support of our benefactors and increase the number of direct mail and Mass program donors. He/she will report directly to the Chief Development Officer (CDO), and he/she will work in the execution of a "next-stage vision." The director, in supporting the vision of the CDO, will build upon his/her deep understanding of the philanthropic landscape to cultivate and identify opportunities for prospective benefactors to meaningfully engage with and support the mission of the Legion of Christ and Regnum Christi. The Legion of Christ seeks a professional with a minimum of five (5) years of demonstrated success in development, project management, philanthropy or relevant experience in strategic planning/business development. He/she will be a strong communicator, collaborator and gifted storyteller, and exude joy in accompanying the team and bringing prospective donors to the mission. For a complete job description and responsibilities, please click on this [link](#). Application must include a meaningful cover letter and resume.

St. Clare's has an immediate opening for a part-time **bookkeeper** (15 hours a week). This person will be responsible for overseeing weekly collection counting, maintaining the general ledger, making journal entries and handling accounts payable. Accounting degree or equivalent experience required. If interested, please email Fr. Tim at ftim@stclarecc.org.

Holy Spirit Preparatory School (HSP) is seeking exceptional, enthusiastic, motivated individuals to join us as a **middle school faculty-STEM** for the 2022-23 school year. This position is responsible for fostering a positive experience for every student and family sixth through eighth grade, providing

classroom instruction and assisting with other elements of the HSP enrichment programs. The middle school faculty-STEM is an exempt, full-time, summer schedule position which reports to their respective department chair and the lower school principal. Holy Spirit Preparatory School is a Catholic, independent Pre-K to 12 school in North Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful not only in future studies but also in his or her unique vocation. The right candidate will be a practicing and informed Catholic in communion with the Holy Roman Catholic Church who knows and follows the precepts of the Church. Bachelor's degree from an accredited college or university in elementary education or related field required. Other skills needed include, basic knowledge of technology (e.g., use of a laptop, document camera and projector; use of MS Word or equivalent); three to five years of teaching experience. Salary commensurate with education and experience. Full benefits package available. Please send cover letter and resume to eceyssens@holyspiritprep.org.

Holy Spirit Preparatory School is seeking a full-time **facilities associate** at the lower school campus, in collaboration with the facilities manager, this position is responsible for the maintenance, security and physical condition of the lower school campus, as well as enhancing the school's facilities and property by implementing industry best practices. This non-exempt, 12-month position, reports to the facilities manager, while maintaining an integral working relationship with the campus principal. Please send resumes to eceyssens@holyspiritprep.org.

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