



Memo

Date: January 13, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

St. Mary's Catholic School, a PreK three through eighth-grade parish school located in Rome, seeks a **principal** beginning on July 1. St. Mary's Catholic School enrolls 219 students with a dedicated and professional staff of 19. The school is fully accredited through Cognia District-Wide Accreditation. The successful candidate will be a practicing Catholic in good standing. This candidate will exhibit strong leadership skills and the ability to maintain the school's strong Catholic identity. Additional requirements include a minimum of a master's degree in educational leadership; a minimum of three years of Catholic school experience; superior communication skills; collaborative leadership style to lead others in the mission of Catholic education; knowledge in current areas of professional development and excellent instructional leadership. Send resume and letter of interest by February 20, to Connie Urbanski, Ed.D, Associate Superintendent of Schools Archdiocese of Atlanta, 2401 Lake Park Dr. SE Smyrna, Georgia 30080 or to curbanski@archatl.com. **No phone calls please.**

Prince of Peace in Flowery Branch has an immediate full-time opening for an **audio visual production coordinator (AVPC)**, who serves an integral role in how parishioners and guests are engaged while on campus attending Mass, special feasts, sacramental celebrations, funerals and activities that support our dynamic approach to parish life at Prince of Peace. The AVPC will grow, train, mentor and supervise an existing team of volunteers. The AVPC assists the parish in enhancing events where people encounter Christ through various forms of new media and production. Working in a team environment, the AVPC will collaborate with staff and key volunteer leadership to ensure all event presentation needs are taken care of in a timely and professional manner. The AVPC will work to deliver high quality, professional event presentations across the spectrum of the parish, and share this expertise with staff, clergy, key leadership and parishioners. Position Description: View detailed description here: <https://www.catholicjobs.com/job/7868139992>. The right candidate

must be a practicing Catholic in full communion with the Roman Catholic Church. Having excellent interpersonal and pastoral skills and being a team player is important, as well as possessing an approachable and welcoming attitude, most especially with key volunteers and parishioners. Applicants must possess and demonstrate an active, working knowledge of ProPresenter, sound mixing with digital soundboard and DMX lighting systems. Other qualifications include understanding of Adobe Creative Cloud Suite and Planning Center Online; demonstrated ability to set priorities and organize work, manage deadlines effectively and efficiently; effective communication skills, verbal and written, and ability to compose correspondence. Please submit resume and cover letter to employment@popfb.org.

Prince of Peace in Flowery Branch is looking for a **director of worship**. As part of the pastoral leadership team, the director of worship (DoW) oversees worship, music and liturgy to continually enhance the quality of our community's worship life. For a complete job description, please visit: <https://www.catholicjobs.com/employers/view/7868139993>. Prince of Peace is a vibrant parish community in northeast Georgia (50 minutes north of Atlanta). We offer the world opportunities for people to encounter Christ and to live as disciples. Following the great commission, we provide a model of intentional discipleship we call, "THE WAY", which is a methodical approach for everyone to grow in the faith that will affect generations to come. Our parish shares the same philosophies as spoken in the Amazing Parish Conferences, Divine Renovation and Forming Intentional Disciples/Parishes. We offer ALPHA as our presentation of the Kerygma and empower parishioner leadership to oversee our revamped approach and model of parish operations. We work in a team environment, constantly reliant on the Holy Spirit. The right candidate will have experience as a music director and/or liturgist in a previous parish. Must be a practicing Catholic. Should have a minimum of an undergraduate degree preferably in music and a high level of proficiency in piano and vocal performance. Master's degree preferred. An understanding of Catholic liturgy and liturgical ministries is necessary. Other qualifications include great interpersonal communication, collaborative ministry and public speaking skills; experience in effective leadership in a multi-cultural parish or ministry setting; basic computer skills such as Microsoft office; willingness to master programs such as Pro-Presenter, Planning Center Online, Ministry Scheduler Pro and Adoration-Pro; working knowledge and understanding of Audio/Visual equipment. Must demonstrate eagerness to pursue continuing education opportunities within the scope of music, liturgy and parish ministry. The director of worship must be able to honor and maintain a high level of confidentiality; actively engage in pastoral leadership within a collaborative, leadership team setting; have a pastoral and welcoming manner and attitude as befits the remarkably warm and hospitable charism that characterizes the Prince of Peace parish community. Please submit resume, cover letter and music samples to employment@popfb.org.

Blessed Trinity Catholic High School has an opening for a **Spanish 1 teacher** for the remainder of the 2019-20 school year. Candidates must have prior high school teaching experience. Bachelor's degree in Spanish and certification in Georgia required. Preference is given to those with a master's degree. Must be able to teach beginning Spanish to high school students and

follow the established curriculum. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking to fill a full-time **engineering and robotics or computer science position** within the Business and Technology Education Department. Bachelor's degree in engineering or computer science required. Experienced engineering and/or computer science teachers, current or retired engineers, or computer science professionals are encouraged to apply. The successful candidate will be asked to teach introductory level engineering and computer science courses as well as AP computer science principles. Candidates will be expected to help coach the school's competition robotics team. Any experience with robotics is desired. 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. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or PDF to resumes@btcatholic.org.

The Catholic Center at the University of Georgia (UGA) has an immediate opening for a part-time **business manager**. The business manager is responsible for overseeing several employees, accounting, safe environment, HR processes and management of facilities operations. Oversight of all accounting and payroll processes, posting and reconciliations, monthly and annual reporting are required. The position does not exceed 28 hours per week. Please send letters of interest and resume to the chancery's Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. Francis of Assisi Catholic Church, located in Cartersville, is looking for a **faith formation director**. A qualified candidate will have a professional preparation for, and sensitivity to, the catechetical and spiritual formation of the parish youth. This is a part-time position, requiring the flexibility in work hours when necessary to fulfill job responsibilities. Some of the responsibilities of this position are recruit, provide training and assign catechists for all parish educational programs related to the children of the parish. Create core team and prepares guidelines for core members, core meetings, teen responsibilities and implementation thereof. Provide opportunities for core members to meet basic catechist and youth ministry education requirements. Prepare the department budget and monitor all expenses along with the parish finance department. Publicize program activities through all media outlets. Determine appropriate curriculum for various grade levels. Assure proper balance among program components and implementation, i.e., catechesis, prayer, worship, social, outreach and ministry opportunities. Coordinates, with the youth coordinator, all aspects of planning and implementation of the youth programs and related teen activities, e.g. retreats, fundraisers, work days, trips, etc. The right candidate should be a Catholic in good standing and have working knowledge of Microsoft Office. Interested candidates please send your resume and cover letter to dborgelt@stfac.org.

A parish located in the north metro Atlanta area, has an immediate opening for a part-time **director of adult education**. This position works directly with the religious education staff to assist the priests in their duty to provide ongoing catechetical formation for the adult members of the parish, with particular emphasis on supporting parents in their role as primary catechists of their children in the domestic Church. This individual will be responsible for coordinating the adult education classes on Sunday mornings and Wednesday evenings. To apply, please send a resume and cover letter to catholicjobs@archatl.com.

St. George Catholic Church in Newnan has an immediate opening for a full-time **administrative assistant**. This position reports to the pastor. Responsibilities include preparing Mass binder and church bulletin, managing all communication outlets and parish website, entering all registration data, providing support to all staff, parish ministries and organizations. Candidate should have good communication and interpersonal skills, as well as strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. ParishSOFT Family Suite experience is a plus, but not required. Qualified candidates will possess a minimum of two years' office experience, knowledge of the Catholic faith and should be active Catholics. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. George Catholic Church in Newnan is searching for a part-time **director of music/organist**. Responsibilities include a Saturday evening Vigil Mass at 5 p.m. and two Sunday morning Masses at 8 and 10 a.m. Choir currently sings at all Masses. Rehearsals are on Tuesdays from 7 to 8:30 p.m. The candidate will coordinate the children's choir with a curriculum from Chorister's Guild in place. Other responsibilities include all Holy Days of obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day and other activities as requested by the priest. Instruments include an Allen 3-manual Bravura custom organ, 3 manuals, French terraced console design, installed October of 2016 and a Clavinova purchased in 2015. Salary is negotiable based on education and experience. Interested parties, please email your resume to Mer Cormier at mcormier@stgeorgenewnan.org.

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