



# Memo

**Date:** May 10, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Ignatius House Jesuit Retreat Center** at 6700 Riverside Dr. NW, Atlanta, seeks to urgently fill three open positions. Part-time **kitchen assistant**, part-time **housekeeping assistant** and part-time **groundskeeper**. We welcome referrals from parishes and St. Vincent de Paul conferences as they encounter individuals who are seeking work. To enquire, contact Robert Holsten, director of operations at [rholsten@ignatiushouse.org](mailto:rholsten@ignatiushouse.org) or call 404-255.0503 ext.228.

**St. Pius X Catholic High School** has an immediate opening for a **technologist specializing** in Student Information System & Data Integrity. Qualified candidates should have a Bachelor of Arts Degree preferably with a concentration in business, education and/or technology. The ideal candidate must have demonstrated experience administering PowerSchool or another student information system, which includes importing/exporting data, building value-added reports, determining system enhancements, handling scheduling, working with relational databases, writing SQL queries, managing system customizations, custom field migration, database extensions and training users. Proficiency in the utilization of the Microsoft Office suite, particularly Excel, is preferred. Other required skills include problem-solving and analyzing data. Will work closely with the Dean of Academics & Registrar to handle yearly processes, such as setting-up new academic year, creating master schedule, running end-of-year processes and ensuring that the school's grading policies and practices are followed. 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 and a detailed resume, to Mrs. Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls please.**

**Holy Family Preschool** in Marietta, is seeking a part-time **music teacher** for our half-day program beginning in August 2021. The position will be two days a week plus occasionally additional time preparing for special events. Qualified candidates should have a degree, certification and/or experience in a combination of music and education, particularly with young children. Must have a positive and nurturing attitude with an appreciation for helping children grow in a loving, Catholic preschool. Holy Family offers a creative, collaborative and joy-filled working environment. To apply, email resume highlighting background in music and experience with the very young to Director Kate Viets, [kviets@holyfamiycc.org](mailto:kviets@holyfamiycc.org). Find us online at [www.holyfamiycc.org/preschool](http://www.holyfamiycc.org/preschool).

**Holy Family Preschool** in Marietta, is seeking **preschool teachers**—lead, assistant and substitute—to start in August 2021. Qualified candidates must have a positive and nurturing attitude, and enjoy watching children develop and grow in a loving, Catholic environment. A degree in education is ideal, but not required. A degree in a related field and experience working with children is preferred. Holy Family offers ongoing professional development and a creative, collaborative and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets, [kviets@holyfamiycc.org](mailto:kviets@holyfamiycc.org). Find us online at [www.holyfamiycc.org/preschool](http://www.holyfamiycc.org/preschool).

**Saint Pius X Catholic High School**, in Atlanta, seeks a **dean of Catholic formation** to start July 1, 2021. The Dean of Catholic Formation will use the lens of faith and Catholic social teachings to develop and implement the school's strategic plan relating to fostering strong faith and promoting equity, inclusion and belonging—particularly around race. This work includes creating and managing programs designed to foster a culture of belonging among students, parents and teachers. The Dean of Catholic Formation is a full-time, academic administrative position, which is part of the executive leadership team and reports directly to the President. This person will be responsible for promoting a robust Catholic identity within our community, especially by implementing equity, inclusion and belonging strategies in line with the school's mission to form each student in accordance with the teachings of the Catholic Church and its focus on the dignity and worth of every person. St. Pius X Catholic High School offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates should send a resume and letter of introduction to Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). For more information regarding this position, please click [here](#).

**Catholic Charities Atlanta** is seeking a dynamic, experienced and mission driven **senior director of engagement** to lead our Mission Advancement team. In this key position, the Sr. Director of Engagement will be responsible for the overall leadership for fundraising and development programs including major gift fundraising, annual gift fundraising, sponsorship, planned giving, prospect research, fundraising special events and donor database management. You will

maintain good relationship with supporters of all levels. Additionally, you will be responsible for the on-going analysis and reporting of fundraising efforts. Occasional weekend and evening hours required. Must be Catholic. Bachelor's degree in a related field such as business, sales, fundraising or customer relations. Minimum of 10 years of experience in development work or sales and demonstrated success in fundraising. Minimum of five years of experience in effectively managing staff, teams and budgets. Experience in recruiting, hiring, mentoring and coaching to build a strong and effective fundraising team. Proficient in Excel, Word, Outlook and PowerPoint. Please submit a resume and cover letter detailing your interest in working for Catholic Charities Atlanta to [ccaemployment@cctlanta.org](mailto:ccaemployment@cctlanta.org).

**St. Thomas Aquinas Catholic Church**, in Alpharetta, has an immediate opening for a part-time **pastoral executive assistant**. This position reports directly to the pastor and provides assistance to primarily the pastor and secondly to the parochial vicars and deacons in matters that pertain to the sacramental life of the parish. Confidentiality, diplomacy, discretion and judgment are vital qualities for this position. Primary job responsibilities include, but not limited to: assist pastor in all matters and resolve such matters; schedule appointments; type liturgy schedules; coordinate meetings; screen/handle phone calls to the pastoral offices; be a liaison between the pastor, parish and staff; maintain sacramental records. The right candidate will have strong working knowledge of Catholic Church and Catholic teaching, strong human relations and effective communications skills, professional and proficient in Microsoft Office, Parish Soft (ability to be trained) and necessary technology essential for duties required of assignment, attention to details. Bilingual (Spanish/English) required. Please see [www.STA.org](http://www.STA.org) for full job description, qualifications and details. Please send resumes and inquires to [resumes@sta.org](mailto:resumes@sta.org). St. Thomas Aquinas is an equal opportunity employer.

**The Archdiocese of Atlanta** has an immediate opening for a part-time **administrative and accounting coordinator**. This position will serve two parishes, St. Joseph's Church in Washington and Queen of Angels in Thomson. The Administrative and Accounting Coordinator is responsible for organizing and managing office operations and procedures in order to ensure organizational effectiveness and efficiency of the parishes. Qualified candidates will possess the following: prior work related experience; knowledge of Microsoft Office Applications (Excel, Outlook, Word and Calendar); must have the ability to organize paper and electronic files effectively; must be adept in learning new computer and accounting software; strong attention to detail; ability to multi-task and work independently with minimum supervision. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of a **theology teacher** for the 2021-2022 school year with preferred teaching experience in church history and world religions. Qualified candidate must have a master's degree in theology and be an active practicing Catholic.

Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom, and have a passion for Catholic education. Please apply via email with a cover letter and a detailed resume, to Mrs. Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls please.**

**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of a **math teacher** for the 2021-2022 school year with preferred teaching experience in Algebra II and Geometry. Qualified candidates must have a Bachelor of Arts Degree or a Master Degree in Math and current teaching certification in Math or a desire to pursue Georgia Teaching Certification. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Please apply via email with a cover letter and a detailed resume, to Mrs. Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls please.**

**St. Pius X Catholic High School**, a Catholic college-preparatory school, is in search of **English teachers** for the 2021-2022 school year with preferred teaching experience in English I & II, World Literature and American & British Literature. Qualified candidates must have a Bachelor of Arts Degree or a Master Degree in English and a current Georgia teaching certificate in English or a desire to pursue a Georgia Teaching Certification. Qualifications include a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st century skills. Candidates should effectively communicate with students and parents, successfully manage a classroom and have a passion for Catholic education. Please apply via email with a cover letter and a detailed resume, to Mrs. Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls please.**

**St. Pius X Catholic High School**, an archdiocesan high school in Atlanta, is seeking qualified **teachers** for positions within the **Business and Computer Science Department**. Experienced certified computer teachers or computer science professionals working on teacher certification are encouraged to apply. Subjects include Computer Applications (Office, Google Apps, etc.), Computer Publishing and Graphics (Adobe Photoshop, Illustrator, Animate), Computer Programming and AP Computer Science Principles. St. Pius X Catholic High School offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates should send a resume and letter of introduction to Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org). **No phone calls please.**

**Christ the King Catholic School**, a K-8 archdiocesan parish school located in the Buckhead community of North Atlanta, is accepting applications for **certified teachers** for the 2021-2022 school year. CKS is a three-time National Blue Ribbon School of Excellence and offers a competitive benefits package. Requirements include a bachelor's or master's degree in Education. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Qualified applicants may obtain the professional educator application via website at [www.christking.org](http://www.christking.org). Application, teaching certificate, cover letter and resume may be emailed to [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School**, a K-8 archdiocesan parish school located in the Buckhead community of North Atlanta, is accepting applications for a full-time **resource teacher** for the 2021-2022 school year. CKS is a three-time National Blue Ribbon School of Excellence and offers a competitive benefits package. Applicants should possess a degree in education and have teaching experience. Orton-Gillingham training is preferred. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Teaching applications may be obtained via website at [www.christking.org](http://www.christking.org). Please email Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Christ the King Catholic School**, a K-8 archdiocesan parish school located in the Buckhead community of North Atlanta, is accepting applications for part-time **teacher assistants** for the 2021-2022 school year. CKS is a three-time National Blue Ribbon School of Excellence. Applicants should enjoy working with children. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applications may be obtained via website at [www.christking.org](http://www.christking.org). Please email Mimi Bryan at [mbryan@christking.org](mailto:mbryan@christking.org).

**Holy Family Church** in Marietta has an immediate need for a part-time **communications specialist** with experience in Microsoft Publisher, web site maintenance, Constant Contact and social media. Must be a team player with excellent customer service skills. Prefer three-five years' experience. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holymfamilycc.org](mailto:kdaigle@holymfamilycc.org).

**Saint Jude the Apostle Catholic School**, a K-8 twice-recognized National Blue Ribbon School of Excellence in Sandy Springs, is accepting applications for a **certified Spanish teacher** for the 2021-2022 school year. We seek mission-driven and engaging teachers who follow best practices. This full-time position offers a competitive salary with excellent benefits. Saint Jude is a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Patty Childs, Principal, at [pchilds@saintjude.net](mailto:pchilds@saintjude.net). **No phone calls please.**

**Saint Jude the Apostle Catholic School**, a K-8 twice-recognized National Blue Ribbon School of Excellence in Sandy Springs, is accepting applications for a highly-qualified **middle school science teacher** for the 2021-2022 school year. We seek mission-driven and engaging teachers who follow best practices. This full-time position offers a competitive salary with excellent benefits. Saint Jude is a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Patty Childs, Principal, at [pchilds@saintjude.net](mailto:pchilds@saintjude.net). **No phone calls please.**

**Saint Jude the Apostle Catholic School**, a K-8 twice-recognized National Blue Ribbon School of Excellence in Sandy Springs, is accepting applications for a certified **middle school language arts teacher** for the 2021-2022 school year. We seek mission-driven and engaging teachers who follow best practices. This full-time position offers a competitive salary with excellent benefits. Saint Jude is a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to Patty Childs, Principal, at [pchilds@saintjude.net](mailto:pchilds@saintjude.net). **No phone calls please.**

**St. Peter Chanel Preschool** in Roswell, is seeking part-time **lead and assistant teachers** for the 2021-22 school year. Our preschool provides a loving, Catholic environment for children ages 18 mths. to five yrs. qualified candidates should possess a love for children, have a positive and nurturing attitude and enjoy creating classroom experiences through which young children can develop and learn. A degree or certificate in education is desired but not required. Previous preschool or teaching experience is preferred. To apply or for more information, please contact Barbara Gordon, Director, at [mmo@stpeterchanel.org](mailto:mmo@stpeterchanel.org) or (678) 832-1231.

**St. Lawrence Catholic Church**, in Lawrenceville, is seeking a part-time **coordinator of elementary faith formation**. This position reports to the Pastor and is responsible for coordinating all facets of religious education kindergarten to grade five. This includes coordinating volunteer catechists, implementing assigned faith formation curriculum and overseeing sacramental preparation for First Reconciliation and Eucharist. Position requires excellent interpersonal, communication and organizational skills. Qualified candidate must be an energetic practicing Catholic in good standing, fully committed to the teachings of the Catholic Church. Other qualifications include proficiency in Microsoft Office, audio and video production experience, knowledge of MediaShout presentation software and flexible schedule, with ability to work on weekends. Bachelor's degree and two-three years elementary education experience (paid or volunteer) required. Bilingual a plus. If interested, please email your resume and salary requirements to Carol Ranft at [cranft@saintlaw.org](mailto:cranft@saintlaw.org). **No phone calls please.**

**St. Pius X Catholic High School** has a full-time opening for an **associate director of advancement**. This position works directly with the Director of

Advancement to further the mission of the school through the Annual Fund, capital campaigns and other giving. Primary responsibilities include database management and stewardship. Previous experience in Raisers' Edge a plus. Qualified and interested candidates must be self-starters; have a passion for fundraising & a desire to interact with donors; must be detail oriented and possess organizational, communication and technology skills, especially with Microsoft Office and Google applications. 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. Qualified candidates, please send your cover letter and resume to Jenn Sedlack at [JSedlack@spx.org](mailto:JSedlack@spx.org).

**Catholic World Mission, Inc.**, is looking for a resourceful and self-motivated **digital marketing specialist** with a can-do attitude. If you know how to creatively handle various online marketing tools such as websites, marketing automation software, web analytics, podcasts and blogs, this position is for you. You will coordinate and also lead our marketing initiatives to promote the organization and increase engagement with prospects and donors. Position requires to reside in the Atlanta area. Great people to work with in achieving the Catholic Church's modern evangelizing mission in a fast-paced, charitable work environment! Compensation DOE; excellent benefit package. With corresponding Digital Marketing Specialist in the subject line, please email resume, cover letter and earnings history to: [careers@arcol.org](mailto:careers@arcol.org). For a complete job description, requirements and responsibilities, please go to [www.catholicjobs.com](http://www.catholicjobs.com) Job ID#: 3425144437.

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