



# Memo

**Date:** January 21, 2025  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

**Marist School** seeks a **high school chemistry teacher** for the 2025-26 school year. Teaching candidates must have a degree in this field or equivalent, along with the ability and willingness to contribute to the athletic or extra-curricular life of the school. Experience teaching Chemistry or AP Chemistry is required. This full-time faculty member is hired by the principal and reports additionally to the Science Department Chair and Academic Dean. For more information and to apply please visit [marist.com/careers](http://marist.com/careers).

**St. Ann's Children's Faith Formation, LAUNCH**, is seeking a part-time **assistant director** to support sacramental preparation, Vacation Bible School and family enrichment programs. This role involves planning, coordinating and delivering events aligned with the Archdiocese of Atlanta guidelines, while collaborating with staff and volunteers to nurture spiritual growth. The ideal candidate is an active Catholic with experience in leadership or education, strong organizational skills and a passion for serving children and families. If you are eager to make a meaningful impact in a faith-filled community, please send your cover letter and resume to Linda Field at [lfield@st-ann.org](mailto:lfield@st-ann.org). You can find the full job description at [www.st-ann.org/job-openings](http://www.st-ann.org/job-openings).

**Marist School** seeks an **assistant to the vice president for institutional advancement**. This position is a full-time, 12-month role. The assistant to the vice president for institutional advancement provides a full range of administrative support to the vice president and works closely with the director of advancement operations to conduct research, update records and assist with general office operations. Applicants must have a bachelor's degree and two to four years of experience serving in an administrative assistant-type role. For additional information and to apply, visit [marist.com/careers](http://marist.com/careers).

**St. Peter Chanel Church** is seeking a **media specialist** to be a visual storyteller, who understands the media's power in influencing a heart for

Jesus. Candidate must share in the parish vision to see people fully alive, rooted in Christ, reflecting his love and mercy. Our mission is to invite, encounter, equip and send disciples of Jesus into the world. This role includes capturing the stories of our church: the parishioners and people affected by their relationship with Christ. The media specialist is primarily responsible for the execution of print, digital and multimedia projects. Must have two-plus years' experience in graphic design/digital media, film production and post-production. This is a part-time, hybrid role. For a full job description please visit [www.stpeterchanel.org/employment](http://www.stpeterchanel.org/employment). To apply, please send your portfolio/work samples, cover letter and resume to Rob Montepare, director of mission, by email to [rob@stpeterchanel.org](mailto:rob@stpeterchanel.org).

**St. Peter Chanel Church** is seeking a dynamic and organized **first steps coordinator** to join our outreach team. Our mission at St. Peter Chanel is to invite, encounter, equip and send in order to see the world around us to become fully alive, rooted in Christ, reflecting his love and mercy. This position, supported by the engagement coordinator and in collaboration with the next Steps coordinator, helps people take their first steps into discipleship. For a full description visit: [www.stpeterchanel.org/employment](http://www.stpeterchanel.org/employment). Please send resume and cover letter to Rob Montepare, director of mission, [Rob@stpeterchanel.org](mailto:Rob@stpeterchanel.org).

**Marist School**, a co-educational, college-preparatory, Catholic school in Atlanta seeks a full-time **middle school science teacher** for the 2025-2026 school year. Teaching responsibilities will include life science and/or physical science. Applicants must have a bachelor's degree from an accredited college in education or the specified teaching area. Teaching experience in a Catholic or an independent school is preferred. For additional information and to apply, visit [marist.com/careers](http://marist.com/careers).

**Marist School**, a co-educational, college-preparatory, Catholic school in Atlanta seeks a full-time **high school biology teacher** for the 2025-26 school year. Teaching candidates must have a degree in field or equivalent, along with the ability and willingness to contribute to the athletic or extra-curricular life of the school. Experience teaching AP Biology is preferred. For additional information and to apply, visit [marist.com/careers](http://marist.com/careers).

**Marist School**, a co-educational, college-preparatory, Catholic school in Atlanta seeks a full-time **math teacher** for the 2025-2026 school year to teach a range of grade levels, including grades 7-12. Applicants must have a bachelor's degree from an accredited college in education or the specified teaching area. Teaching experience in a Catholic or an independent school is preferred. For additional information and to apply, visit [marist.com/careers](http://marist.com/careers).

**Marist School** is seeking an **advancement officer** with a passion for building relationships. This is an opportunity to join our team in a new role as we expand the Advancement Office during an exciting phase of launching a new strategic plan and capital campaign. Your collaborative nature will thrive in our dynamic environment. If you are eager to make a difference and support Marist School's mission of forming the whole person in the image of Christ, we invite you to apply at [marist.com/careers](http://marist.com/careers).

**Our Lady of the Assumption Church**, located in Brookhaven, is seeking an **administrative assistant**. This is a full-time position. Primary responsibilities include maintaining sacramental records, updating parishioner records, scheduling baptisms and greeting visitors to the parish office. Please send your resume to [bstrozier@olachurch.org](mailto:bstrozier@olachurch.org). **No phone calls, please.**

**The Archdiocese of Atlanta** has an immediate opening for a **chief human resources officer** (CHRO). The CHRO is the primary human resources leader for the Archdiocese of Atlanta, providing strategic counsel to the archbishop, senior staff, pastors, school principals and other management employees. This role is a key member of the secretariat and is appointed by the archbishop in consultation with the bishops and the chancellor. The CHRO provides oversight of human resources, payroll and benefits functions for the archdiocese, which includes 102 parishes and missions, 18 archdiocesan Catholic schools, Catholic Charities of Atlanta and the Catholic Foundation of North Georgia. Qualified candidates possess the following: bachelor's degree in business, human resource management or equivalent experience; a minimum of ten (10) or more years of experience in human resources at a senior professional level, including at least five years in a broad management position. A cover letter with salary requirements and resume should be directed to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**Holy Spirit Catholic Church** seeks an **executive assistant** reporting directly to the pastor. The executive assistant will provide administrative and calendar support and be the primary contact person for the pastor. The ideal candidate should have experience working in an office environment and providing support to senior staff. Candidate must be a proactive problem solver with exceptional communication skills, excellent attention to detail, and embody the mission and values of the Catholic Church. This is a full-time position, with a minimum of 40 hours per week on site, with occasional evenings and weekends. For a complete job description and instructions for applying, contact Kelly Angelo [at kangelo@hsccatl.com](mailto:kangelo@hsccatl.com).

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

