

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: December 15, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Position vacancies—December 22

Immaculate Heart of Mary School, conveniently located off I-85 in Atlanta, is seeking a full-time **middle school math teacher** beginning January 2026. Applicants should possess certification in teaching math at the middle school level and a minimum of a bachelor's degree in education. Our school offers a very competitive salary and benefits package as well as a faith-based, family-oriented working environment. The school is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should forward a resume and cover letter to Dr. Laura Cichanski, principal, at Immaculate Heart of Mary School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or lcichanski@ihmschool.org.

Christ Our King and Savior Church (COKAS) in Greensboro is looking for a full-time **director of youth faith formation**. This vital role is responsible for guiding the spiritual growth and faith development of parish youth. Working closely with the pastor, parish staff and volunteers, this position will assess the spiritual and formational needs of the youth in a diverse and growing community and develop dynamic programs that nurture their lifelong relationship with Christ and the church. Key responsibilities include overseeing program coordination and administration, managing budgets, recruiting and supporting volunteers, selecting and implementing curriculum, and preparing youth for the sacraments of reconciliation, Eucharist and confirmation. This role also encourages youth participation in parish life, liturgy and service, while pursuing ongoing professional and spiritual growth. Candidates should be practicing Catholics in good standing, with strong leadership, communication and organizational skills; and a sincere desire to accompany young people on their faith journey. A bachelor's degree in theology, religious studies or education, and experience in faith formation or youth ministry are preferred.

Bilingual in English and Spanish is a plus. Interested and qualified candidates should email resume to the pastor, Fr. Adam Blatt, at frblatt@cokas.org.

All Saints Catholic Church in Dunwoody is seeking a full-time **parish accountant** to support the pastor and director of operations with fulfilling parish administrative needs in finance and accounting. This position provides comprehensive financial management, reporting and compliance with both GAAP and specific diocesan policies. Must have a bachelor's degree or equivalent. A bachelor's degree in business administration, accounting or finance; five to ten years' experience in business or management; knowledgeable in all areas of accounting; experience working with automated accounting, spreadsheet, database and word processing software; and experience with Sage, ParishSOFT Accounting and Paylocity preferred. For more information and/or to apply, please visit <https://allsaintsdunwoody.org/2025/12/18/now-hiring/>.

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