



# Memo

**Date:** November 11, 2019  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Cristo Rey Atlanta Jesuit High School**, now in its sixth year of operation with 533 students and 237 graduates, has an immediate opening for a **VP of Advancement and Corporate Partnerships**. Located in downtown Atlanta, the high school serves only low-income students (87% qualify for free and reduced lunch) with a unique educational modality. All students work in corporate settings five full days a month, in part to offset the cost of education. To apply, please see the position profile with job description, qualification requirements and contact information [here](#).

**Cristo Rey Atlanta Jesuit High School**, is looking for a **Principal**, we are currently seeking qualified applicants to fill this position. The successful candidate for principal would likely start in July 2020, but the school could accommodate an earlier start date. To apply, please see position profile with job description, qualification requirements and contact information [here](#).

**Blessed Trinity Catholic High School** is accepting applications for an **employee** for its **school store**. This position is part-time, approx. 20 hours per week during the school year, with some weekend, evening and summer hours required. This position is a non-benefit hourly position. Retail and customer service experience is required. Must be very detail oriented and have strong data entry/computer skills, including Microsoft Word, Excel and Google Docs. Selected candidate must successfully pass a background and drug screening. Some job duties include: manage the register; stock and maintain inventory; manage displays of inventory; work special events such as football games, registration night, fine arts events, etc.; help coordinate with coaches and club moderators ordering team/club specific apparel and uniforms; obtain multiple bids from vendors on various items; maintain relationships with local vendors; and create flyers, order forms, etc. Ability to lift a minimum of 20 lbs. required. Please send resumes to Monica Chambers at [mchambers@btcatholic.org](mailto:mchambers@btcatholic.org) or by

mail to 11320 Woodstock Road, Roswell, GA 30075. Position will begin in January 2020.

**St. Andrew** in Roswell has an immediate part-time position for a **Business and HR Manager**. This position is responsible for overseeing several employees, accounting, safe environment and HR processes and management of facility 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 Laurie Johnson at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

**St. Andrew** in Roswell has an immediate full-time position for a **Pastoral Executive Secretary**. This position supports the pastor in his activities within the parish. The job is varied in nature, set in a fast-paced environment. A fully bi-lingual candidate (oral and written, in both English and Spanish) is critical to the success of this position. The ideal candidate has previous experience working in a Catholic pastoral environment. For the right candidate, this position could be part-time, not to exceed 28 hours per week. Please send letters of interest to Laurie Johnson at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

**St. Andrew** in Roswell has an immediate part-time opening for an **Adult Discipleship Coordinator**, this person needs to coordinate several programs designed to meet the faith development of adults in the parish. The position works closely with the pastor. Work hours and days are flexible, which may include weekends and evenings, but do not exceed 25 hours per week. Must have experience in catechetical work in a Catholic environment. Please send letters of interest and resume to Laurie Johnson at [ljohnson@standrewcatholic.org](mailto:ljohnson@standrewcatholic.org).

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of November 2019. Thank you.