



Memo

Date: March 25, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Pius X Catholic High School is seeking a qualified candidate in the field of **Social Studies** for the 2019-2020 School Year (availability for extracurricular activities required and lacrosse coaching experience preferred). Teaching certification is required. St. Pius X is a drug-free workplace. We offer a competitive salary and a complete benefits package. If you are interested in teaching in a college preparatory high school and a strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School at: mfree@spx.org.

The Communications Department for the Archdiocese of Atlanta has an immediate opening for a full-time **Media and Communications Specialist**. Under the direction of the Director of Communications, the Media and Communications Specialist assists with media relations, copyediting, social media and email marketing, press conferences, writing press releases, and negotiating media interviews. This position's responsibilities also include, but are not limited to managing the approval and delivery process for the weekly Archdiocesan Pastoral Communiqué; sending out daily communications; maintaining a regular social media presence for the Archdiocese; and organizing and assisting with various organizational and public events. Qualified candidates must possess the following: college degree in communications, public relations, or other related field; three to five years of experience in a communications related career, must be a practicing Catholic in full communion with the teachings of the Church; proficient in Microsoft Office Software (Word, Excel, Outlook, Publisher and PowerPoint); and strong knowledge of Adobe Software (Photoshop, Acrobat, Illustrator) and WordPress (or other content management system). Cover letter (with salary requirements) and resume should be directed to Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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