



Memo

Date: August 29, 2022
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Blessed Trinity Catholic High School is seeking highly qualified candidates for a **director of advancement** position to lead a team dedicated to furthering the mission of the school and ensuring its future growth. The director of advancement reports to the principal of the school and supervises two assistant advancement directors. A bachelor's degree or higher is required along with at least seven years of successful fundraising experience at an independent school or non-profit organization. Please visit www.btcatholic.org for more information regarding skills required and job responsibilities. Please send resume and cover letter by September 2 to Cathy Lancaster, principal, at resumes@btcatholic.org.

Holy Spirit Preparatory School is seeking an exceptional, motivated individual to join our school. The **associate director of admissions and marketing** will be an integral part of our admissions team and will be involved in all aspects of our preschool - 12th grade admissions process. Duties include leading tours for prospective families, assisting families through the admissions interviews and applications, producing digital/print ads and managing our application database. Qualifications: Bachelor's degree in marketing, communications, education or related field. Educational or professional experience in marketing and communication. Possess solid technology skills for digital and print communications. Practicing Catholic in communion with the Roman Catholic Church who knows and follows the precepts of the Church is preferred. Salary commensurate with education and experience. Full benefits package available. Please contact Erika Ceysens at eceysens@holyspiritprep.org for more information.

The Preschool at Holy Spirit Preparatory serves students ages six months – four years old. The program is centered on Christ and recognizes that educating

the whole child really does matter. Our goals focus on providing hands-on, multi-sensory learning experiences and play activities that inspire spiritual, intellectual, social, emotional and physical growth. Openings at Holy Spirit Preparatory School: **Preschool lead teacher** (hours 8 a.m.-1 p.m.), **preschool assistant** (hours 8 a.m.-1 p.m.). Please contact Erika Ceyssens at ecyssens@holyspiritprep.org or Georgia Tate at gtate@holyspiritprep.org for more information.

Christ the King Catholic School, a K-eighth archdiocesan parish school and three-time National Blue-Ribbon School of Excellence located in the Buckhead community of North Atlanta, is accepting applications for part-time **After School staff** for the 2022-2023. 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. Applicants may obtain the non-teaching application via website at www.christking.org. Application and resume may be emailed to Mimi Bryan, at mbryan@christking.org.

St. Thomas More School is a PreK-eighth school located near Atlanta, in historic City of Decatur. It is a National School of Excellence and an AJC Top Workplace 2020. Applications are being accepted for a **coordinator of religious education** for the 2022-2023 school year. The candidate will oversee Catholic formation and religion instruction, provide catechist training, coordinate reception of the sacraments for second grade students and prepare school liturgies and other services. Candidate will teach two sixth grade religion classes. Full-time (10 months) preferred but will consider part-time. Applicant **MUST** be a practicing Catholic, have a minimum of a bachelor's degree, preferably with a catechetical and/or theology background or master/advanced catechetical certification from the archdiocese. This is a permanent, full-time/part-time position with great benefits. St. Thomas More School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. www.stmga.org Interested? Send resume to kkissell@stmga.org.

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