



# Memo

**Date:** September 3, 2024  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

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**Christ the King Catholic School (CKS)** is seeking to fill a **front office coordinator** twelve-month position for the 2024-2025 school year. CKS is a K-8 independent Catholic school and three-times National Blue Ribbon School of Excellence located in the Buckhead community of north Atlanta. We offer a competitive benefits package, including financial support to earn an advanced degree, certification endorsement, affordable pre-school and professional development opportunities. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Requirements include a bachelor's degree. Job responsibilities include: Ensure all incoming visitors and outside constituents follow the proper sign in/out procedure; professionally field and direct incoming phone calls and manage incoming and outgoing correspondence; act as the school event scheduler and ministry liaison; oversee attendance, reconcile credit card statements and maintain handbooks/manuals; be an effective communicator and a successful multi-tasker; have computer proficiency and the ability to thrive in a fast-paced environment; and perform other administrative duties. The applicant should possess a friendly demeanor and joyful spirit. For more specifics concerning this position, please contact [mbryan@christking.org](mailto:mbryan@christking.org).

**Our Lady of the Assumption Catholic School (OLA)**, a PK-8 twice-recognized National Blue Ribbon School of Excellence in Brookhaven, is accepting applications for qualified **full-time teachers**. We offer competitive salaries, a comprehensive benefits package along with opportunities for professional development and tuition discount for employee children. Teacher certification required. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover

letter and resume to Mandy Crock, principal, at [mcrock@olaschool.org](mailto:mcrock@olaschool.org) . **No phone calls, please.**

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