

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 4, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Cristo Rey Atlanta is currently seeking to fill the position of **technology specialist**. The IT Specialist provides level one technical support to faculty, staff and students, acting as a first line of support for hardware and software technical questions. This position will be assigned to support students and staff as they work with and use technology and will play a critical role in learning support. Please visit <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff> for more details. Resumes can be sent to hr@cristoreyatlanta.org.

St. Thomas More Catholic Church in Decatur is hiring for a full-time **parish administrative assistant**. This position organizes office operations and procedures; greets, welcomes and refers visitors and callers to the parish; supports youth faith formation and social justice ministry; and provides support to staff and volunteers. Qualities we are looking for include: Able to work with the variety of personalities who come to the door; work well effectively in a team setting as a resource to a variety of individuals and group; excellent communication skills: written, email and verbal. To apply, please provide a cover letter, with your resume outlining how your experience and interests align to create success in this role, to Darija Pichanick at dpichanick@stmga.org on or before October 6. We welcome all applicants, however, only those who have been selected for an interview will be contacted. **No phone calls, please.**

The Catholic Church of the Transfiguration in Marietta has an immediate opening for a full-time **facilities and maintenance manager**. This position manages the operations and future planning of facility needs of the church by establishing procedures for maintenance, repair and replacement of the

campus' facilities system equipment and grounds; provides supervision, management and direction to the maintenance staff members; maintains contract employees and vendors on-site; is responsible for the upkeep and any minor remodeling of the campus buildings and facilities, including all mechanical and electrical systems; manages and enforces fire and life safety policy and procedures. The Facilities and Maintenance Manager may also perform hands-on maintenance functions when required. To apply, please send resume to info@transfiguration.com.

Cristo Rey Atlanta Jesuit High School is currently seeking to fill the position of **receptionist**. Click [here](#) for the job profiles and requirements for the position and other open positions.

Holy Spirit Preparatory School is seeking an **upper school counselor/student success**. Holy Spirit Preparatory School is a Catholic, independent Pre-K to 12 school in North Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful in future studies and his or her unique vocation. The Upper School Counselor/Student Success is responsible for fostering a positive experience for every student and family 9th through 12th grade, maximize student success, promoting access and equity for all students. Upper school counselor/student success is an exempt, full-time, summer schedule position that reports to the Upper School Principal. Interested and qualified candidates can apply [here](#).

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