



# Memo

**Date:** October 7, 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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**Pinecrest Academy**, a private PreK3 - 12 college preparatory Catholic school in Cumming, has an immediate opening for an **aftercare assistant**. The role provides children with a safe, academically enriching and fun environment every day after school ends. The assistant's job is to help ensure the proper supervision and safety of the children, assist in designing appropriate activities and help record the progress of the program. The assistant helps the supervisor provide an enriching and educationally sound experience for students based on their needs and interests. This is a part-time 20 hours a week, 42-weeks-a-year position. Pinecrest seeks motivated faculty and staff who are committed to implementing our educational philosophy of integral formation, developing the human, intellectual, spiritual and apostolic dimensions of the whole child. Our mission is to form our students into Christian leaders who will transform society. If you are interested, please visit our career page at [www.pinecrestacademy.org](http://www.pinecrestacademy.org). Please review the job details and qualifications. To apply, send us a cover letter and resume along with the completed application.

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