



# Memo

**Date:** November 29, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**Catholic Charities Atlanta** is seeking an independent, self-starter to create and drive all marketing, communications and social media efforts. **The Engagement Marketing Specialist** will engage stakeholders in the activities of the organization, support its brand, increase social media presence, drive volunteerism and support the efforts of program services and supporter engagement teams. Must have at least five years' experience in executing marketing and communications plans. **Must be Catholic.** The right candidate will have a BA/BS or equivalent and experience with marketing, communications and social media. Candidate must be computer proficient and have a working knowledge of Microsoft Word and Power Point, with strong writing and communication skills. Ability to plan, prioritize, follow-through within a given timeframe, work independently and as a member of a team is critical. Must work well with deadlines. Some of the responsibilities include the use of strategic and resourceful content to engage supporters in order to create meaningful interactions over time; determine strategies for connecting individual supporters and grantors based on their behaviors; use social media and marketing to engage supporters; manage all aspects of marketing and communications for the organization. Necessary skill sets: Ability to work with stakeholders, staff and volunteers in a supportive manner; strong knowledge of marketing, communications and social media; strong organizational and analytical skills; excellent verbal communication skills; ability to excel in fast-paced, changing and challenging environments. To apply, please send resume and cover letter to [ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org).

**St. Mary Magdalene Catholic Church** in Newnan has an immediate opening for a part-time **administrative assistant**, needed for (5 days-27.5 hours/week). Duties include assisting in daily office needs and general administrative activities. Microsoft Office 365 required. Proficiency in Spanish a plus. Please email resumes to Carrie Clemens at [clemens@smmcatholic.org](mailto:clemens@smmcatholic.org).

**Cristo Rey Atlanta Jesuit High School** is seeking a **dean of students**. Details can be found at <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Faculty>.

**Transfiguration Catholic Church** has an immediate opening for a part-time **facility staff member**. This position is responsible for keeping the sanctuary and Family Life Center in clean and orderly condition. Additional responsibilities include setting up classrooms for events and meetings, among others. Available for weekend hours, 10-12 hours per week. Please send resume to [resume21@transfiguration.com](mailto:resume21@transfiguration.com).

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