



Memo

Date: March 20, 2023

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a **full-time high school counselor**. This position is responsible for providing guidance and support to students, providing student feedback, maintaining clear communication with deans of students, assisting with overall well-being of students and providing a moral and ethical role model both in and out of the school. Resumes, cover letters and three references may be sent to hr@crstoreyatlanta.org. For full job description, [please visit our website](#).

St. Pius X Catholic High School is seeking a qualified individual to serve as our **assistant director of campus ministry**. A master's degree in Catholic theology, religious education or catechetical is preferred. The ideal candidate must be a practicing Catholic, possess excellent interpersonal skills, be able to collaborate effectively with all areas of school culture and student life, meet deadlines and work within the framework of the school schedule and calendar, exhibit flexibility to reprioritize work as needed, and positively represent the school and our Catholic faith to the public. This position assists with the management of the Campus Ministry Department and the planning of all liturgical celebrations, administration of the sacrament of reconciliation, management of the student volunteer/service hours program, and planning and implementation of all class retreats and pilgrimages. All within the parameters set forth by the Archdiocese of Atlanta and its Safe Environment program. St. Pius X is a drug free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in working in a college preparatory high school and strong community-oriented environment,

please send a cover letter and resume to Marsha Free, executive assistant to the principal and president, St. Pius X Catholic High School, at mfree@spx.org.

St. Pius X Catholic High School is seeking a full-time **professional school counselor** to begin the 2023-2024 school year. Candidates should have a master's degree in the counseling/social work field with a minimum of two years' experience in a direct counseling position. Experience with college admissions preferred. Ideal candidates are individuals committed to the mission of Catholic schools. If you are interested in working in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, executive assistant to the principal, St. Pius X Catholic High School, at: mfree@spx.org.

St. Thomas More Catholic Church has an immediate opening for a full-time nonexempt **parish administrative assistant** to serve as the initial contact for inquiries to the parish office and to provide administrative support to parish staff and volunteers. Qualified candidates must possess a high school diploma or GED; minimum of two years of related work experience, preferably in a church setting; strong computer skills with intermediate knowledge in Microsoft Office Software (Outlook, Word and Excel); capacity to work in a collaborative team environment; willingness and ability to learn new software; and strong organizational, customer service and communications (verbal and written) skills. Please send a cover letter (with salary expectations) and resume to Parish Administrator Leigh Holbrook at lholtbrook@stmga.org.

Transfiguration is seeking a PT **hospitality coordinator**. A detailed oriented person who is responsible for leading, organizing and coordinating special initiatives and events at the parish as well as supporting ministries and parishioners. The following skills are required: knowledge of the teachings of the Catholic Church; possess organizational and logistical skills as well as the ability to multitask and manage time effectively, maintain inventory, process food orders, a working knowledge of the needs of a wide variety of events; working knowledge of all kitchen equipment for training purposes. Qualified candidates please email your resume, along with a cover letter with salary requirements, to resume21@transfiguration.com.

Transfiguration is seeking a FT **communications coordinator**. The communications coordinator is responsible for planning, scheduling and coordinating all church communications within and outside the church. Duties include overseeing and facilitating church communications through written, verbal and electronic media. The communication coordinator will develop and work in collaboration with the leadership team, staff and ministry leaders to achieve communications goals. Qualified candidates will possess a bachelor's degree in communication, journalism or other related field. Knowledge of the teachings of the Catholic Church; experience with content management, social media platforms, graphic design, adobe creative suite, Microsoft Office suite and online measurement platforms are just a few of the skills and experience required. Excellent written and verbal skills are a must. Please direct your

resume to resume21@transfiguration.com with a brief cover letter and salary expectations.

The **Office of Facilities Management** of the **Archdiocese of Atlanta** has an immediate opening for a full-time **facilities event technician**. Under the direction of the director of facilities, the facilities event technician implements event and meeting set up/break down of weekly meetings. Also maintains the physical assets of the properties of the Archdiocese of Atlanta. This position provides assistance in a range of skilled trades. The duties also focus on applications consistent with general contracting work. Other duties include providing assistance in repairing, installing and testing various types of systems and equipment. The daily hours set for this position are Tuesday through Saturday 7:30 a.m.- 4 p.m. Qualified candidates must have two to three years of work-related experience; ability to lift up to 100 pounds; must be able to work flexible hours, including weekends, evening hours and on-call on an as-needed basis, and climb on scaffolds and ladders. Interested candidates should forward a cover letter (with salary requirements) and resume to **Rob McKinnon, director of facilities, at rmckinnon@archatl.com**. No phone calls, please.

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