



Memo

Date: May 1, 2023
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Saint Jude the Apostle Preschool, in Sandy Springs, seeks a part-time **administrative assistant** to the preschool director. The admin assistant is responsible for supporting the director and the preschool staff in varied administrative needs, some of which include: phone reception, email correspondence, registrations and data entry, attendance records, calendaring, classroom supply tracking, room reservations and special event management. The candidate must be proficient in Microsoft Outlook, Word and Excel. The position requires a friendly and cheerful disposition with pre-school aged children along with strong communication and customer service skills. The position is 25 hours a week; 10 months a year. Qualified applicants will have three-five years' experience providing administrative support. Interested candidates can submit a cover letter and resume to: Preschool Director Molly Dean at MDean@judeatl.com.

PRESCHOOL TEACHERS, SAINT JUDE THE APOSTLE PRESCHOOL, Sandy Springs, seeks part-time lead and assistant teachers for the 2023-24 school year. The preschool provides a warm, loving environment for children ages 16 mos. to five yrs. Candidates should possess creativity, a positive, nurturing attitude and enjoy assisting children in their developmental growth. Previous preschool or teaching experience preferred, along with some classroom management and lesson planning skills. A degree or certificate in early education preferred but not required. To apply or for more information, please contact Director Molly Dean at mdean@judeatl.com or 678-252-5981.

Cristo Rey Atlanta Jesuit High School, located in the heart of Atlanta, is in search of a **director of finance and human resources**, who is a strategic contributor to the senior leadership team and a key business partner to the president. The successful candidate is a hands-on, proactive leader who will develop and manage an internal team with responsibility for the associated day-to-day operations of the following areas: finance, human resources, administration and purchasing. The position will work with the finance committee, investment committee, board of trustees, corporate partners, school administration, suppliers, high school students and their families. The director must exhibit exemplary communication skills when working with these internal and external stakeholders. In this role, the Director will manage an \$8.5+ million annual operating budget and serve a community of approximately 70 employees and 500 students. The candidate must be a collaborative leader who is self-directed and embraces and drives continuous operational improvement based on data analysis. He or she must hold themselves to the highest standard of integrity and will be motivated by the mission of the school -providing a pathway to college and career for students from diverse and economically challenged backgrounds. Resumes, cover letters and three references may be sent to hr@crstoreyatlanta.org.

The Office of Mission Advancement has an immediate opening for a full-time **social media specialist**. Reporting to the director of Stewardship and Development, the social media specialist is responsible for collaborating with the leadership team, vendors and other team members to create, edit and post compelling content and graphics to support various donor initiatives via various media. Qualified candidates will possess the following: bachelor's degree in marketing, advertising, design or a related field and previous experience with website content creation and posting; experience with WordPress is preferred. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Bridgett Calia, director of operations, Office of Mission Advancement, at bcalia@archatl.com. **No phone calls, please.**

At **Catholic World Mission** (CWM), we bridge the gap between donors and partners to uplift those in spiritual and material poverty. We are looking for a **part-time bookkeeper** with the following skills: Robust background in nonprofit bookkeeping with a focus on recording transactions utilizing QuickBooks Online; Experience in Blackbaud's RE7 and NXT databases to process monetary gifts; Knowledge of nonprofit fundraising procedures, including the importance of tracking restricted donations appropriately; Solid alignment with the core values of Catholic World Mission; Attention to detail and a strong desire to promote the mission of the organization; Advanced in Microsoft Word, Excel, Outlook and Powepoint; Ability to provide general administrative support. CWM is based in Roswell. Please send resume to Angelica Figueroa at afigueroa@catholicworldmission.org.

Good Shepherd Catholic Church, in Cumming, an active parish with 3,200 families, is seeking a **high school youth minister**. This full-time position

works in collaboration with the pastor to develop and integrate faith formation and youth ministry initiatives serving our high school teens. This position requires flexibility in work schedule to include evenings and weekends, as well as overnight retreats and mission trips. The ideal candidate has excellent organization and communication skills, high energy, takes initiative and works well with teens. Qualified applicants will be practicing Catholics committed to the teachings of the Catholic church. A degree in theology or religious education is preferred or a pertinent bachelor's degree, with experience working in youth ministry. Interested candidates should submit a cover letter with salary expectation and resume to the business manager at Llrvine@gsrcc.net.

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