



# Memo

**Date:** January 18, 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 World Mission, Inc.** is looking for a resourceful and self-motivated **digital marketing specialist** with a can-do attitude. If you know how to creatively handle various online marketing tools such as websites, marketing automation software, web analytics, podcasts and blogs, this position is for you. You will coordinate and lead our marketing initiatives to promote the organization and increase engagement with prospects and donors. CWM works to spread the message of the church and rebuild communities worldwide. We empower the poor and spread the Gospel in over 35 countries. Some of the responsibilities are to design and implement digital email marketing campaigns aligned with business goals, manage and execute end-to-end digital projects, analyze digital data to draw key recommendations around website optimization, coordinate with social media specialist to create and publish contents, improve design of existing website, measure and report performance of digital marketing campaigns and assess against ROI and KPI goals. For a complete job description, please go to [www.Catholicjobs.com](http://www.Catholicjobs.com), Job ID#:3425143338. Position requires residing in Atlanta. Interested, qualified individuals should send a cover letter, salary expectations and resume to [careers@arcol.org](mailto:careers@arcol.org) with "Digital Marketing Specialist" in the subject line.

**Cristo Rey Atlanta Jesuit High School** has an immediate opening for a **director of building operations**. Please see complete job description at <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Staff>.

**St. Pius X Catholic High School** is currently accepting resumes for the varsity football **head coach** position for the 2021-2022 school year. The associated teaching position is in physical education. Bachelor's degree required. Georgia teaching certification required. Previous head football coaching experience at

the high school varsity or collegiate level required. The candidate must support and encourage our Catholic faith. Please send a letter of interest, resume including teaching experience and credentials, and contact information for three professional references to Todd Mooney, Athletics Director, at [TMooney@spx.org](mailto:TMooney@spx.org) no later than Wednesday, Jan. 27. **No phone calls, please.** St. Pius X offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices.

**Cristo Rey Jesuit High School**, located in Atlanta, has an immediate opening for a **high school counselor**. For more details, please visit: <https://cristoreyatlanta.org/Join-Our-Team/Join-Our-Faculty>. Please submit resumes to [hr@cristoreyatlanta.org](mailto:hr@cristoreyatlanta.org).

**The Archdiocese of Atlanta** has an immediate opening for a full-time **administrative assistant** to provide an efficient and professional clerical assistance to the Senior Executive Assistant to the Archbishop. Although the position is full-time, the standard work schedule may fluctuate between 30-40 hours per week. Requirements include: prior administrative assistance experience in an office setting; strong computer skills, including Microsoft Office applications (Word, Excel, Outlook) and willingness and ability to learn archdiocesan computer programs. Knowledge of the Catholic faith is required. Flexibility with work hours is a must. Qualified candidates should submit a cover letter of interest (must include salary requirements) and resume to Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No Phone calls please.**

**St. Philip Benizi** is seeking a part-time **business manager** with the expectation that the position will become full-time by July 2021. Education and background experience MUST include accounting, bookkeeping and prior use of an accounting software/system. Previous experience in management is highly desirable. Applicants must be able to multi-task, have excellent communication skills and be proficient with Microsoft Office, Outlook and Adobe. Applicants must be comfortable with using cloud-based technology, willing to complete continuing education while employed and be flexible in a changing environment. Applicants that meet these minimum requirements will be sent a full job description for further consideration. If interested, please email resume with salary expectations to: Attn: Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com).

**Holy Family Catholic Church** in Marietta is hiring a part-time **audiovisual technician** for an immediate opening. This position is responsible for streaming and simulcasting the Sunday Masses. Successful candidates will have knowledge of the Catholic Mass and experience in audio/visual production and troubleshooting. Other qualifications include troubleshooting, communication and time management. Knowledge of Matrox systems, switchers, Vimeo and Facebook is preferred. Cover letter and resume should be directed to [info@holyfamilycc.org](mailto:info@holyfamilycc.org) with "Audiovisual Technician" in the subject line.

**Blessed Trinity Catholic High School**, in Roswell, is accepting applications for a **head football coach** for the 2021-2022 school year. We are looking for a strong, energetic role model for our student athletes, who will not only lead them on the field but be committed to building them into faith-driven young men. The candidate must support and encourage our Catholic faith. We are a 5A program in the metro Atlanta area. Head coaching or coordinator experience is strongly preferred. The successful candidate will be familiar with and prepared to move forward, continuing to grow our school's SportsLeader Program, maintaining high academic standards for the student athletes, promoting parent and community involvement, and continuing our tradition of excellence in football. All interested candidates should submit a letter of interest and resume to the attention of athletic director, Mr. Ricky Turner, at [resumes@btcatholic.org](mailto:resumes@btcatholic.org). Deadline for applying is January, 31, 2021.

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