



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Position: Director of Communications and Special Projects

Report to: President

Communications

- Newsletters
- Media relations
- Press Releases
- Event Promotion
- Brand Management (logos, style guides)
- Develop relationships with CWS partners for marketing purposes
- Coordinate Photography/Video Projects
- Marketing Material – General, Admissions, CWS, Advancement, College Counseling
- Website Management and Editing
- Social Media
- Marketing Projects (Develop concept, find resources, execution, measurement of reach)
- Design and Purchase Signage (CWS Partner Banners, Event Logos, Step & Repeats, Video/Photography Needs)
- Keep all photos/video/marketing materials organized and accessible to the organization

Volunteer Management

- Mentor Program
 - Advertise program and solicit mentors
 - Matching Mentors and Mentees
 - Events
 - Day to Day management
 - Communications to mentors
 - Communications to students and parents
 - Mentor Newsletter
- Academic Resources
- General Volunteering Needs
- Manage relationships with entities who want to volunteer
- Days of Service Coordination
- Background Checks
- VIRTUS Training
- Manage Volunteer Corps Website and Volunteer Calendar



Special Events (Coordination; Communications to all constituencies; Invitations; RSVP Management; Coordinate Faculty, Staff & Volunteers; Audio Visual Presentations; Procure Resources; Execution, Evaluation)

- Draft Day
- Graduation
- Senior Week Program
- Ring Ceremony
 - Manage Relationship with Herff Jones

Qualifications: Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta’s team. In addition, applicants should meet or exceed the following requirements:

- Successful completion of Bachelor’s degree
- Valid drivers license, acceptable driving record, and ability to drive 14-passenger bus
- A focus on client satisfaction, ideally with experience in corporate America, aimed at deepening and expanding relationships with existing business partners and maintaining a high retention rate year over year
- Ability and desire to effectively communicate and build relationships with a wide variety of stakeholders including corporate partners and high school students
- Track record of working well independently and with others in a fast-paced environment
- Organized and technologically savvy.
- Fluency in Spanish preferred

Apply: To apply, submit the following items to Shatavia Richardson, Human Resources Manager, srichardson@crstoreyatlanta.org and include the position in the subject line:

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)
- Undergraduate transcript (Graduate if applicable)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.