

## High School Full-Time Campus Ministry Coordinator

*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.*

### JOB DESCRIPTION

<b>Job Title:</b> Campus Ministry Coordinator	<b>Location:</b> Cristo Rey Atlanta Jesuit High School, Atlanta, GA
<b>Position Type:</b> Full-Time for School year 2025-2026	<b>Reports to:</b> Director of Campus Ministry

### Responsibilities/Main Duties

The Campus Ministry Coordinator, in collaboration with the Director of Campus Ministry, has a key role in ensuring that Cristo Rey Atlanta Jesuit High School is faithful to its mission as a Jesuit school that is rooted in its Catholic faith. The Campus Ministry Coordinator plays a pivotal role in retreat programming, is highly organized, and focus on logistics for campus ministries programs, ensuring smooth retreats and liturgical events.

#### *Specific Responsibilities:*

##### Retreats & Spiritual Programming Support

- Coordinate logistics for all student retreats, including venue reservations, transportation, and materials.
- Ensure permission slips and student paperwork are collected and properly recorded.
- Assist with the Kairos retreat, grade-level retreats, and other spiritual formation opportunities.
- Support faculty and student retreat leaders with preparation and organization.

##### Liturgical & Faith-Based Activities

- Assist in planning and executing school-wide Masses, prayer services, and other spiritual gatherings.
- Support the organization of student involvement in liturgical roles (e.g., lectors, altar servers).
- Help manage the weekly school-wide Examen and daily morning prayer coordination.

##### Student Engagement & Leadership Development

- Work closely with student-led faith-based clubs and organizations to encourage participation in ministry activities.
- Coordinate service-learning opportunities and mission-based initiatives.
- Assist in the House System and student leadership formation within Campus Ministry.
- Manage the school's Service Program by providing students with regular service newsletters outlining service opportunities and ensuring that all students meet their service hour requirements.

##### Administrative & Operational Support

- Oversee scheduling and communication for all campus ministry events.
- Maintain accurate records of student participation in retreats and spiritual programming.
- Collaborate with the school's administration to promote Campus Ministry events through various platforms.
- Manage campus ministry resources, including maintaining chapel spaces and ordering supplies.



## Qualifications

- Strong organizational and communication skills
- Ability to manage multiple projects at one time
- Experience in campus ministry, retreat work, youth ministry, knowledge of Ignatian spirituality preferred
- Proficient in office technology, including Microsoft Office Suite and other relevant software applications
- Understanding of needs of a multi-cultural and multi-religious school community
- Practicing Roman Catholic
- BA in Theology, Pastoral Ministry, Social Justice or a related field preferred
- Bi-lingual in English and Spanish preferred
- Willingness to minister beyond the normal school day and week when necessary

## To Apply

To be considered for a position at Cristo Rey Atlanta Jesuit High School, please submit the following items to [HR@cristoreyatlanta.org](mailto:HR@cristoreyatlanta.org).

1. Resume
2. Cover letter
3. Official Transcripts

## Non-Discrimination and Equal Employment Opportunity Policy

**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.