



# Memo

**Date:** March 18, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**The Archdiocese of Atlanta** has an immediate opening for a full-time **Director of the Office of Intercultural Ministries** to provide leadership and assistance to ministries that serve the various cultural and ethnic groups in the Archdiocese. The Director guides the office in providing resources for parishes, schools, and agencies in the Archdiocese in order to further the aim of cooperation among the cultural groups while providing services that may be distinct for the needs of individual entities. The Director sees that the office's efforts are directed toward realizing the goals of the Archdiocese's Pastoral Plan. Qualified candidate should possess the following attributes: be a practicing Roman Catholic with an ability to articulate the teachings of the Roman Catholic Church; have an advanced degree in a relevant field (e.g., Theology, Religious Education, Religious Leadership); and have experience in ministry or leadership in a multicultural setting, preferably in parish or diocesan context. Prior supervisory and managerial experience is a must. Please send cover letter and resume to the Office of Human Resources at The Chancery, attention Chuck Thibaudeau, Director of Human Resources, [cthibaudeau@archatl.com](mailto:cthibaudeau@archatl.com). **No phone calls please.**

**The Office of Archives and Records** of the Roman Catholic Archdiocese of Atlanta has an opening for a full-time **Records Manager/Assistant Archivist**. Under the direction of the Director of the Office of Archives and Records, the Records Manager/Assistant Archivist will appraise, schedule, and manage all analog and digital information in accordance with Archdiocesan Records Policy and Procedures. The Records Manager/Assistant Archivist will also assist the Archivist with appraisal, archival research and reference questions, and outreach. Qualified candidate should possess a master's degree (MLIS, MSI, MARA, etc.) with a specialization in the field of Archives and Records Management. Two-three years of experience in a professional records management setting is required. Preferred qualifications include experience with Micro Focus Content Manager (previous HPE CM) and Certified Records

Analyst (CRA), or Certified Records Manager (CRM) certification or willingness to pursue certification. The following skills are necessary: knowledge of archival techniques and records management principles; working knowledge of databases and spreadsheets; demonstrated conceptual knowledge of electronic records management principles; and knowledge of Microsoft Office Software. To apply, please forward cover letter and resume to the Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com) . **No phone calls please.**

**Christ Our Hope Catholic Church**, located in Lithonia, Georgia, has an immediate opening for a part-time **Parish Administrative Assistant**. The Parish Administrative Assistant organizes and manages office operations and procedures in order to ensure parish office effectiveness and efficiency. This position also acts as a liaison between the parish and the archdiocese in human resources and other business related matters. Qualified candidate should possess the following: two years of college and two to three years of related work experience, preferably in a church setting and be an active member of a Roman Catholic parish community or have a strong knowledge of and willingness to function in a manner consistent with the mission of the Catholic Church. Applicant must have strong computer skills with a strong working knowledge of Microsoft Office Software (Word, Excel and Outlook). Cover letter and resume should be directed to the Office of Human Resources at The Chancery, attention Marquita Richburg at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**St. Thomas the Apostle Catholic Church** has an immediate opening for a full-time **Bilingual (English/Spanish) Parish Secretary/Receptionist**. The Parish Secretary/Receptionist welcomes all who come into or phone the parish office and provides administrative and related office services to our priests, staff, and members of our parish community. Qualified candidates should possess a high school diploma and one to two years of related work experience; a caring, compassionate and professional demeanor; excellent verbal and written communication skills in English and Spanish; exercise of confidentiality and discretion relating to sensitive information; strong organizational and customer service skills and attention to detail; high energy, upbeat individual with the ability to work in a dynamic environment; proficiency in Microsoft Office Software (Outlook, Word, Excel), including proficient typing skills. Please submit cover letter (with salary requirements) and resume to Galina Martin at [gmartin@stthomastheapostle.org](mailto:gmartin@stthomastheapostle.org) or drop off at the parish office.

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of March 2019. Thank you.