



Memo

Date: August 26, 2019

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

The Metropolitan Tribunal of Atlanta has an opening for a part-time (20-28 hours per week) **Notary**. Responsibilities of this position include (but are not limited to): process cases under the guidance of the Judicial Vicar, Court Administrator, and Senior Notary; translate all Spanish incoming documents into English as needed; file all cases in accordance with the Tribunal policies; maintain timely and accurate documentation of any actions performed; schedule appointments with clients for court activity, etc. Qualified candidates will possess a high school diploma; two to three years of administrative/secretarial experience or other related experience; intermediate knowledge of Microsoft Word and Excel; ability to maintain confidentiality; and excellent organizational, customer service and communications skills. Applicants should be fluent in English and Spanish with the ability to interpret/translate each language. Cover letter and resume should be directed to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

The Office of Stewardship of the Archdiocese of Atlanta has an opening for a full-time **Administrative Assistant**. This position assists the Database Administrator with the following duties among others: importing of gift records into Raiser's Edge; processing of online gifts; donor records maintenance and gift processing . Requirements include high school diploma; two years of work-related experience; good interpersonal communication skills; working knowledge of Microsoft Excel and Raiser's Edge software; ability to maintain confidentiality. Candidates should be computer literate with a general knowledge of office equipment and must be able to work under and meet regular deadlines and multitask. Qualified candidates are encouraged to

submit a cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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