



# Memo

**Date:** April 3, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. Thomas the Apostle Catholic Church** is seeking a full time **Parish Secretary**. Qualified candidates are bilingual in English/Spanish and proficient in Microsoft Office. Knowledge of graphic design software is highly desired. Strong organizational and communication skills, attention to detail, and the ability to work in a dynamic environment are required. Responsibilities include: providing assistance to parishioners; offering skilled secretarial support to clergy and staff (including translation service and maintaining pastor's calendar); maintaining online parish calendar; designing weekly church bulletin and helping with communication channels, such as website, social media, etc. Please send cover letter (with salary requirements) and resume to Galina Martin at [gmartin@stthomastheapostle.org](mailto:gmartin@stthomastheapostle.org) or St. Thomas the Apostle Catholic Church, 4300 King Springs Rd SE, Smyrna, GA 30082.

**The Offices of the Archbishop and Priest Personnel at the Archdiocese of Atlanta** has an immediate opening for a full time **Executive Assistant**. This position provides senior level administrative support to the Auxiliary Bishop. The Executive Assistant's duties include, but are not limited to: organizing and coordinating office operations and procedures to ensure departmental effectiveness and efficiency; establishing and maintaining filing system of all clergy records; coordinating all clergy meetings, workshops, seminars and conferences; preparing minutes for in-house and external meetings for the Director of Priest Personnel and maintaining the Auxiliary Bishop's calendar. Qualified candidates will possess the following: two years of college (associate's degree preferred) or two years of business education or certification in business practices (or five years of equivalent experience); five years of experience at the executive support level; knowledge of modern office practices, procedures and equipment and prior experience of calendar management. Must be able to organize and manage multiple priorities; have excellent interpersonal, oral and written communication skills; ability to maintain confidentiality of privileged

and sensitive information and strong knowledge of the Catholic faith. Cover letter (include salary requirements) and resume should be directed to: Marquita Richburg, Office of Human Resources at [mrichburg@archatl.com](mailto:mrichburg@archatl.com). **No phone calls please.**

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of April 2018. Thank you.