

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** November 12, 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. Michael the Archangel** in Woodstock has an immediate opening for a part-time (Sundays, 9:00 a.m.-1:00 p.m.) **Janitor** to clean and stock bathrooms during Masses. When religious education classes are in session, (mid-August through mid-May, excluding holidays) this position will also clean as needed from 4:00 p.m.-7:00 p.m. If you are interested, please email Greg Phillips at [gphillips@saintmichalcc.org](mailto:gphillips@saintmichalcc.org).

**St. George Village** in Roswell, GA has an immediate opening for a full-time **Service Technician**. This position works Monday- Friday from 8:00 a.m.-4:30 p.m. with rotating weekends. Responsibilities include dry wall touch up and repair; responding to emergency calls; apartment painting; site cleanup; lighting and bulb replacement on property; maintaining water temperature logs; minor plumbing repairs; painting trim work; wall construction; minor electrical tasks at the 120 volt level, including outlet and dimmer switch repairs and hanging electrical devices; minor service on HVAC equipment, including filter change and thermostat replacement and using power and hand tools safely and proficiently with personal protection equipment. The Service Technician will also mentor and train new hires. Must be able to work independently. Please send your resume and salary requirements to [SBrown@stgeorgevillage.com](mailto:SBrown@stgeorgevillage.com).

**St. George Village** located in Roswell, GA is looking for a full-time **Housekeeper**. This position works Monday-Friday, 7:30 a.m.-4:00 p.m. with rotating weekends. Duties include, but are not limited to cleaning resident apartments and common areas, maintaining communication and a clean, safe and home-like environment. Must have at least one year of experience in a hotel or nursing home environment. Our location is not on a bus line. Please email resume to [SBrown@stgeorgevillage.com](mailto:SBrown@stgeorgevillage.com).

**The Office of Corporate Formalities for the Archdiocese of Atlanta**, located in Smyrna, Georgia, has an immediate opening for a part-time **In-House Paralegal**. This position is responsible for providing general legal and administrative support to the Chancellor. The duties of this position include, but are not limited to: prepares Resolutions and Consent Actions as needed; tracks, distributes, compiles and submits required Federal and State regulatory applications and forms; conducts legal research; tracks litigation matters; calendars legal deadlines and notifies appropriate parties and maintains corporate records. Qualified candidates will possess the following: two years of college and three to five years of related work experience or a high school diploma/GED and paralegal certificate (or equivalent work experience) and one to two years of work experience in a legal office setting. Candidates must have strong computer skills with a strong working knowledge of Microsoft Office Products (Word, Excel and Outlook); excellent organizational and communications skills verbally and in writing; be able to maintain confidentiality and be a practicing Catholic in good standing with a strong knowledge base of the teachings of the Church. Candidates should submit a cover letter of interest (must include salary requirements) and resume to: Marquita Richburg, Office of Human Resources at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**Regnum Christi** is seeking a **Chief of Staff**, who reports directly to the Chief Development Offices and is a member of the development office's leadership team. This position is an "integrator" of the development office, coordination fundraising efforts across North America making possible the organization's goal of raising over \$20 million. The team of advancement officers and fundraising personnel serve the fundraising needs of a wide range of Catholic works of apostolates, including two seminaries for the formation of Catholic priests, the religious formation of consecrated personnel, thirty religious communities and many Catholic works of the apostolate. Regnum Christi is an established and growing movement within the Catholic Church composed of Legionaries of Christ, consecrated men and women, and lay people who serve the evangelizing mission of the Church by forming passionate apostles. Click [here](#) for a complete job description. Candidates may email a meaningful cover letter, complete resume and salary requirements to [careers@arcol.org](mailto:careers@arcol.org). For questions, please use the same email address listed above to the attention of the Director of Human Resources.

**The Sisters of the Missionaries of Charity** seek qualified and faith-filled **Adult Volunteers** who enjoy working with children to assist with homework and tutoring in their After School Program. Please contact Sister Drita at 404-892-5111.

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