



Memo

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

Holy Family Catholic Church in Marietta, GA is looking for a full-time (salary with benefits) **Administrative Assistant**. Responsibilities include, but are not limited to greeting visitors, family and class registrations, data entry and reporting, weekly announcements and event calendar management. The successful candidate will have excellent organizational, time management and computer skills, and the ability to multi-task. Must have good communication and customer service skills, strong knowledge of the Catholic faith and fluent in English and Spanish. If interested, please email resume with salary requirements to tcoblebeck@holyfamilycc.org. **No phone calls please.**

St. John Vianney Catholic Church in Lithia Springs, GA has an immediate opening for a full-time **Choir & Liturgy Coordinator**. This position will lead and coordinate the music ministry to engage worshipers in liturgical celebrations. Must have a degree in music, good communication and organization skills, be available during the week for funerals and weekend Masses, a practicing Catholic and familiar with Catholic liturgical music and worship. To apply, please send resume and salary requirements to Christine Butler at cbutler@sjvpar.net.

Shared Accounting Services (SAS) in the Office of Finance for the Archdiocese of Atlanta has an immediate opening for a part-time (25 hours per week on Tuesdays, Wednesdays and Thursday) **Accounting Assistant**. This position assists staff accountants with accounting functions for various parishes, schools and other offices and/or ministries of the archdiocese for whom the Office of Finance has assumed administrative support and financial record keeping. Responsibilities include, but are not limited to bill payment services, check processing, payroll, data entry. Qualified candidates will have a high school diploma or GED (some college preferred, but not required); basic

knowledge of accounting principles; able to multi-task and communicate effectively and be computer literate with a working knowledge of Microsoft Office programs, including Word, Excel and Outlook. Cover letter and resume should be sent 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 December 2018. Thank you.