



Memo

Date: April 27, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Office of Intercultural Ministries (OIM) for the Archdiocese of Atlanta has an immediate opening for a full-time assistant director of Hispanic and Latino cultures. The responsibilities of the assistant director of Hispanic and Latino cultures include, but are not limited to: develop, execute and follow-up on the goals, strategies, programs, events and activities for each area under the direct responsibility of this position, following the OIM mission, the archdiocesan pastoral plan, and with the approval of the director; provide creative leadership to enable all OIM constituents/customers to become more diverse and inclusive in their staffs, ministries, formation, programs, services and partnerships. Qualified candidates will possess a bachelor's degree in religious education or theology; two years' of program development experience; knowledge and understanding of Catholic Church doctrine, including documents from Vatican II, the V National Encuentro of Hispanic/Latino Ministry, pastoral guidelines for multicultural ministry and Catholic social teachings. Candidate should demonstrate communication skills, including public speaking; a strong knowledge of social media, mass media and internet communications; strong communications skills (verbal and written); and be bilingual (English/Spanish). Candidates are encouraged to apply by submitting a cover letter (must include salary requirements) and resume to Lucía Luzondo, director for the Office of Intercultural Ministries at lluzondo@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 May. Thank you.