



Memo

Date: January 13, 2025
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

The Archdiocese of Atlanta has an immediate opening for a **chief human resources officer** (CHRO). The CHRO is the primary human resources leader for the Archdiocese of Atlanta, providing strategic counsel to the archbishop, senior staff, pastors, school principals and other management employees. This role is a key member of the secretariat and is appointed by the archbishop in consultation with the bishops and the chancellor. The CHRO provides oversight of human resources, payroll and benefits functions for the archdiocese, which includes 102 parishes and missions, 18 archdiocesan Catholic schools, Catholic Charities of Atlanta and the Catholic Foundation of North Georgia. Qualified candidates possess the following: bachelor's degree in business, human resource management or equivalent experience; a minimum of ten (10) or more years of experience in human resources at a senior professional level, including at least five years in a broad management position. A cover letter with salary requirements and resume should be directed to catholicjobs@archatl.com. **No phone calls, please.**

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