

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: September 5, 2022

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

The Diocese of Knoxville is looking for a full-time **administrative assistant** to the offices of Youth & Young Adult Ministries and Marriage Preparation & Enrichment. This position collaborates with other diocesan offices in planning events and programs including, but not limited to the Bishop's Office, Office of Worship and Liturgy, Office of Hispanic Ministry and Office of Justice and Peace. This position is a non-exempt status, a full-time member of the diocesan staff and an experienced professional. Click here for [full job description](#). To apply, send resumes and cover letters to Brittany Garcia at bgarcia@dioknox.org.

St. Joseph Catholic School, a PK4 to 8th grade archdiocesan parish School of Excellence located in Marietta, is accepting applications for part-time **After Care Program staff** for the 2022-2023. Applicants should enjoy working with children and be able to provide assistance with activities, games, crafts and homework for participants in the program. After school staff must provide the participants with a leadership role and be a positive role model to them. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants must submit their resumes via email to Mrs. Rita Homan at rhohman@stjosephschool.org. For more information about our school, please visit www.stjosephschool.org.

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