



# Memo

**Date:** September 9, 2024  
**To:** Pastors/administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, director, Office of Human Resources  
**Re:** Position vacancies

---

**The Office for Mission Advancement** has an immediate opening for a full-time **digital marketing specialist**. The Digital Marketing Specialist is responsible for collaborating with the Office of Mission Advancement team to contribute to our increased marketing efforts to promote the brand, organization and engagement with prospects and donors. The incumbent will use marketing automation and will design and implement digital marketing campaigns aligned with business goals to promote the Life of the Church, Archbishops' Annual Appeal, second collections, Catholic Mission Outreach and other donor facing projects, ministries and programs. Qualified candidates will possess the following: Bachelor's degree in marketing or a related field and previous experience (two years) with Google Analytics and digital marketing platforms such as HubSpot (or similar). Must be highly creative with experience in audience segmentation and creating digital campaigns that inspire others to put their faith into action. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources, at [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

**The Georgia Bulletin**, the newspaper of the Archdiocese of Atlanta, seeks a full-time **photographer/multimedia journalist**. Requirements include a degree in journalism or related field, or proven full-time experience in print and online news outlets. Videography and video production experience a plus. Photographer is responsible for taking news, sports, portrait and feature photographs for use in print, web and social media platforms, as well as for various archdiocesan projects. Assignments will include travel as well as evening and weekend events, in addition to breaking news. Writing experience helpful; photographer is responsible for writing all captions and may contribute to editorial content. A good candidate will have a good working knowledge of the Catholic faith, liturgy and familiarity with the north Georgia Catholic

community. A working knowledge of the Associated Press and Catholic News Service stylebooks is needed. The candidate should have the ability to take photographs or shoot video in an unobtrusive manner at liturgical and religious ceremonies, have attention to detail and be proficient in Microsoft Word and Adobe Photoshop, Lightroom and Camera Raw. The photographer maintains a well-organized archive. Flexibility with schedule and reliable transportation is a must. To apply, please send resume, samples and cover letter to [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com).

**St. Thomas the Apostle Catholic Church**, in Smyrna, is seeking a full-time **administrative assistant** for its Religious Education Department.

Responsibilities: Assisting the director of religious education with administrative duties. Assisting with Parish School of Religion (PSR) classes and activities, including all aspects of the program, from curriculum implementation to classroom responsibilities. Consistently engaging in outreach assistance to parents via telephone and in person. The position requires candidates to assist with other administrative duties as assigned.

Qualifications: Must be cooperative, patient and adaptable, with a strong willingness to learn from others. Must be a Roman Catholic in good standing, who understands and values the practices of the faith and the teachings of the church. The candidate needs to have initiative, a strong work ethic and the ability to learn from and collaborate with other parish staff, ministry volunteers and parishioners. Bilingual English/Spanish is a must. This is a non-exempt (hourly) position. Please send resume to: Saint Thomas the Apostle Religious Education Department, Attention: Deacon Michael Garrett, DRE, 4300 King Springs Rd. Smyrna, GA. 30082, email: [mgarrett@stthomastheapostle.org](mailto:mgarrett@stthomastheapostle.org).

---

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