



Memo

Date: September 27, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

The Office of the Archbishop has an immediate opening for a full-time **administrative assistant/receptionist**. This position is responsible for the following duties (but not limited to): greeting all visitors of the Archbishop Office; answer and route incoming calls properly; provide administrative support to various ministries and offices; assist with the set up and planning of meetings and events; assist with the Safe Environment compliance of visiting clergy, men in formation and others. Qualified candidates will possess a high school diploma or GED; three to five years of work-related experience; strong computer skills with a good working knowledge of Microsoft Office Applications (Word, Excel and Outlook). Excellent written and verbal communications skills is a must. Bilingual (English/Spanish) is preferred, but not required. Cover letter (with salary expectations) and resume should be forwarded 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 October. Thank you