

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 19, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, chief human resources officer, Office of Human Resources

Re: Position vacancies

St. Mary's Catholic Church, located in Toccoa, has an immediate opening for a part-time **administrative assistant**. This position organizes office procedures and operations to ensure the parish's organizational effectiveness and efficiency. Qualified candidates should possess a high school diploma and two to three years of general administrative and clerical work experience. Must have strong computer skills and working knowledge of Microsoft Office (Word, Excel and Outlook). Prior light bookkeeping and accounting experience is highly desirable. Candidates are encouraged to apply by forwarding a cover letter (with salary requirements) and resume to Reverend Henry M. Pham, pastor, at pham@archatl.com. To learn more about the position, call (770) 561-3918.

The Cathedral of Christ the King seeks an **associate director of liturgy**. This role oversees and directs all liturgical movement, including the collaboration with the rector, priests, archbishop, auxiliary bishops and director of music and liturgy. Duties include particular attention to altar servers, ensuring that proper decorum and ceremonial style is observed at weekend Masses, overseeing recruitment and operation of liturgical volunteers and assisting with special liturgies. Learn more and apply online at <https://cathedralctk.com/employment>.

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