



Memo

Date: October 14, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

The Office for Life, Dignity, and Justice (OLDJ) has an immediate opening for a full-time **bilingual (English/Spanish) administrative assistant**. This position is responsible for providing program support and administrative services to various program directors and other offices and/or ministries. Requirements include: practicing Catholic in good standing; high school diploma or GED and three years of administrative support experience; must be bilingual with strong verbal and written communication skills in English and Spanish; strong computer skills with working knowledge of Microsoft Office Applications (Word, Excel and Outlook). Qualified candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: Office of Human Resources, 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 October. Thank you.