



Memo

Date: October 28, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

Holy Spirit Church seeks a **director of operations**. The Director of Operations is a full-time, senior staff position responsible for managing the day-to-day administrative, operational and finance functions of the parish and parish staff of approximately 25 (some part-time and some full-time). This includes key areas of oversight in human resources, maintenance operations and finance. The role ensures that all systems, processes and staff are aligned to support the mission and values of the parish. The ideal candidate will bring a combination of business acumen, leadership skills and a deep understanding of the Catholic Church's mission, or a willingness to grow in understanding of that mission. Interested candidates are asked to apply by submitting a cover letter (with salary requirements) and resume to: Jackie Bohling at jbohling@hscatl.com.

St. Andrew Catholic Church in Roswell is seeking a part-time **bilingual receptionist**. Come join our team! This person is the first point of contact for our parish and will provide administrative support across it. This includes greeting visitors, answering phone calls, handling registrations and Mass intentions as well as keeping detailed sacramental records. We are looking for someone who wants to work in a church environment. The right profile is someone who is motivated, a team player with good customer service and communication skills. Computer knowledge, including Microsoft Office, is very important. Qualified candidates must have a high school diploma or GED. To apply, please email your resume to Marquita Richburg at mrichburg@archatl.com.

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