



Memo

Date: November 11, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

The Office of Communications for the Archdiocese of Atlanta seeks a part-time **administrative assistant** to help the team with processing memos, prayer requests, calendar postings, finance reports, maintaining contact lists and other day-to-day tasks as needed. Candidates should have at least a high school diploma or GED, two years of college or equivalent experience and three to five years of administrative work experience. The administrative assistant must be collaborative and have a working knowledge of journalism, project management and the Catholic community of North Georgia; possess excellent communications skills as well as good verbal and written communication skills and consistent attention to detail; be organized and have an ability to assist in writing, proofreading and editing. Candidates are expected to be proficient in Microsoft environment (Office products as well as 365/Teams/SharePoint). Experience with WordPress, MailChimp and AdobeSuite is helpful, but not necessary. Please send resume and cover letter to catholicjobs@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.