

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** April 22, 2025

**To:** Pastors/administrators and department heads

**Cc:** Parish secretaries

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

**Re:** Position vacancies

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**Peach Procurement Solutions** is hiring a part-time **Catholic religious education coordinator** to support the Maxwell Air Force Base chapel community in Montgomery, Alabama. The position requires 20 hours per week, including Sundays, with additional hours during holidays and Vacation Bible School. This is a 1099 contractor role contingent upon contract award. This position involves planning and leading religious education programs for all ages, coordinating sacraments and seasonal events, and supervising volunteers. Responsibilities include maintaining Catholic literature displays, preparing and submitting lesson plans in advance, attending parish advisory council and chapel staff meetings, and coordinating with the director of music ministries during liturgical seasons. Additional administrative tasks include submitting facility requests, managing curriculum inventory and preparing after-action reports following major events. Candidates must be a practicing Catholic with experience in religious education and strong administrative skills. To apply, please submit your resume and a brief statement of your experience and interest to [contact@peachprocurementsolutions.com](mailto:contact@peachprocurementsolutions.com).

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