



Memo

Date: January 12, 2026

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

Holy Spirit Catholic Church in Atlanta seeks a mission-driven professional to serve as the part-time **development and stewardship manager**. This position will be responsible for the planning, coordination and implementation of parish stewardship initiatives, with primary responsibility for the annual offertory campaign and coordination of the Archbishop's Annual Appeal. This role supports parish engagement, communication and offertory-related data tracking while upholding the mission and values of the parish and the archdiocese. Qualified candidates have an associate's degree or equivalent professional experience, or a bachelor's degree, and experience in parish administration, stewardship, development or non-profit fundraising. Must have strong organizational skills, attention to detail, proficiency with databases and spreadsheets, effective written and verbal communication skills and the ability to work collaboratively in a parish environment. This is a part-time position with hours adjusted based on campaign and parish needs within the stated range. Occasional evening or weekend work may be required during peak campaign periods. Must comply with all parish and archdiocesan employment policies, including safe environment requirements. To apply, submit a cover letter and resume to Debbie Slinkard at dslinkard@hsccatl.com.

The Metropolitan Tribunal for the Archdiocese of Atlanta seeks a full-time **receptionist**. This position is responsible for managing the front desk and serving as the first point of contact for all visitors and incoming telephone calls. Responsibilities include greeting guests, providing assistance as needed, ensuring a professional environment, processing all incoming and outgoing mail and supporting general administrative tasks as assigned. Must be fluent in both English and Spanish, with demonstrated excellence in verbal and written communication in both languages. The ideal candidate will be able to

effectively convey complex information and engage with diverse audiences. Please send a resume to czubillaga@archatl.com.

Saint Helena Catholic Church in Clayton seeks a full-time **business manager and office administrator** to oversee financial administration, human resources, facilities and daily office operations. Key duties include budgeting, audits, vendor management, maintaining financial records, supervising volunteers, maintaining calendars and facility requests, coordinating office activity, assisting parishioners with courtesy and confidentiality and keeping the parish in compliance with archdiocesan guidelines. Qualified candidates have at least three years of accounting or management experience, strong organizational and communication skills, proficiency in Microsoft Office, especially Excel, and the ability to maintain confidentiality. Must have a bachelor's degree and more than three years of administrative experience, interpersonal skills and a proactive mindset. Bilingual in English and Spanish (written and oral), interpersonal skills, sound judgment, detail-oriented, flexible and able to manage multiple projects are required. Can be a practicing Catholic or someone who respects the mission and teachings of the church. To apply, submit a cover letter and resume to pastor@sthelenacc.org.

Christ Our King and Savior Church (COKAS) in Greensboro is seeking a part-time **director of youth faith formation**. This role is responsible for guiding the spiritual growth and faith development of parish youth. Working closely with the pastor, parish staff and volunteers, this position will assess the spiritual and formational needs of the youth in a diverse and growing community and develop dynamic programs that nurture their lifelong relationship with Christ and the church. Key responsibilities include overseeing program coordination and administration, managing budgets, recruiting and supporting volunteers, selecting and implementing curriculum and preparing youth for the sacraments of reconciliation, Eucharist and confirmation. This role also encourages youth participation in parish life, liturgy and service, while pursuing ongoing professional and spiritual growth. Candidates should be practicing Catholics in good standing, with strong leadership, communication and organizational skills, and a sincere desire to accompany young people on their faith journey. A bachelor's degree in theology, religious studies or education, and experience in faith formation or youth ministry are preferred. Bilingual in English and Spanish is a plus. Interested and qualified candidates should email resume to the pastor, Fr. Adam Blatt, at frblatt@cokas.org.

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