

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: October 20, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

The Office of Mission Advancement for the Archdiocese of Atlanta seeks a full-time **administrative assistant** to coordinate meetings, manage calendars, handle correspondence and assist with event logistics and presentations. Responsibilities include clerical tasks, customer service, supply purchasing, maintaining invitation and contact lists and general support for the chief advancement officer and a campaign project. Qualified candidates have a bachelor's degree or more than three years of administrative experience, strong communication and editing skills, professional demeanor, interpersonal skills, sound judgment and a proactive mindset. Must be proficient in Microsoft Office, especially Excel; detail-oriented, flexible, able to manage multiple projects and fluent in English and Spanish. To apply, send cover letter and resume to bcalia@archatl.com.

St. Pius X Catholic High School located in Atlanta is seeking a dynamic and faith-filled **principal** to lead our vibrant community of students, faculty and families beginning July 1, 2026. The principal reports directly to the president and works in conjunction with the superintendent of Catholic schools in the Archdiocese of Atlanta. The ideal candidate must be willing to support and uphold the mission and teachings of the Catholic Church; demonstrate a deep commitment to Catholic education and be dedicated to nurturing the spiritual, academic, and personal growth of our students. Key qualifications include proven high school leadership experience, strategic and fiscal management skills and an appreciation for the history, traditions and culture of St. Pius X Catholic High School. Applications are open until December 12. Interested candidates should submit a cover letter addressing their personal and professional background, experiences in fostering positive organizational culture and examples of leadership impact, along with a current resume and three professional references to Aaron Parr, President, at aparr@spx.org.

Candidates who meet the criteria will be contacted in January 2026 for interviews. For more information, please visit <https://www.spx.org/about/employment-opportunities>.

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