

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



## Memo

**Date:** October 27, 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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The offices of **Senior Priests and Victims Assistance** for the Archdiocese of Atlanta have an immediate opening for a full-time **administrative coordinator** to provide high-level administrative and operational support to both departments. This position reports to the director of Human Resources and Safe Environment. This role requires independent decision-making, coordination of complex logistics, management of sensitive information and initiative and judgment in supporting strategic and operational functions aligned with the mission and values of the Catholic Church. Must have a high school diploma or GED; three to five years of administrative experience, proficiency in Microsoft Office (Word, Excel and Outlook), working knowledge of Smartsheet, strong customer service and interpersonal skills (written and verbal) and basic understanding of child and sex abuse issues. An associate's degree or higher and experience in healthcare social services or pastoral care settings is preferred. Interested candidates are encouraged to apply by submitting a cover letter (with salary requirements) and resume to: The Office of Human Resources; [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls, please.**

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