

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: September 15, 2025

To: Pastors/administrators and department heads

Cc: Parish secretaries

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

Re: Position vacancies

Catholic Constructions Services is seeking a full-time program manager. This position provides design and construction management guidance from conceptual planning through completion. This includes master planning conceptual design, capital campaigns, final design, construction and warranty period. This role builds on-going client relationship with entity staff and key lay people; communicates and manages the large capital project process; develops and manages pre-development schedules; prepares requests for proposals; prepares and administers AIA and other related contract documents; develops project budgets; manages value engineering and investigate cost saving ideas; understands and manages the archdiocesan approval process; schedules, facilitates and documents construction meetings; manages the change order process; develops and resolves punch lists items; resolves warranty issues and conducts an 11-month warranty inspection. Qualified candidates have a bachelor's degree in civil engineering or construction management; strong written and verbal communication skills; two to five years of experience in development, design and construction management at a departmental responsibility level; comprehensive practice in successful management of development/construction program and proficient in Microsoft Excel and Word programs. Bilingual in English and Spanish is preferred. Interested candidates should email catholicjobs@archatl.com. **No phone calls, please.**

The Office of Human Resources and Safe Environment for the Archdiocese of Atlanta is seeking a full-time **administrative assistant**. This role requires a detail-oriented individual with a genuine enthusiasm for helping others. Responsibilities include assisting department staff and supporting all archdiocesan locations and volunteers with Safe Environment requirements. Qualified candidates have a high school degree (or GED) and three to five years of related work experience. Must have excellent interpersonal and computer

skills, with a background in customer service, data entry and cloud-based systems. Fluency in Spanish with an excellent command of the English language is a plus. Please forward resume and cover letter to catholicjobs@archatl.com.

Immaculate Heart of Mary Catholic Church is seeking a full-time **youth minister** to direct its middle and high school programs, including confirmation preparation. This position requires weekend hours and offers a flexible working schedule during the week. A qualified candidate is a faithful Roman Catholic who can manage adult volunteers and evangelize teenagers from a variety of social and cultural backgrounds. Previous experience in youth ministry or teaching is desired. Ability to communicate in Spanish is a plus. Send a cover letter and resume with references to Drew Denton, director of Faith Formation at ddenton@ihmatlanta.org.

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