

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# Memo

**Date:** September 8, 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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**Christ the Redeemer Catholic Church** in Dawsonville has an opening for a part-time (20-24 hrs/week) **administrative assistant**, preferably bilingual in English and Spanish. This position is responsible for supporting the pastor in various administrative needs, including greeting all visitors, answering phones, entering registration data, posting contributions and publishing the weekly bulletin. Qualified candidates have a strong working knowledge of the Catholic Church and Catholic teachings, customer service skills, proficiency in Microsoft Office programs, ParishSOFT (ability to be trained) and excellent verbal and written communication skills. Submit a cover letter with salary requirements, references and resume to Liz Cruz at [lcruz@ctrcc.net](mailto:lcruz@ctrcc.net).

**Our Lady of the Assumption Catholic Church** is seeking a **residence coordinator** to support the parish rectory. This part-time role (20–25 hr/week) involves planning and preparing healthy meals, coordinating household supplies, managing housekeeping services and assisting with special gatherings and events. The ideal candidate will have strong cooking, organizational and interpersonal skills; flexibility to work evenings and weekends and respect for confidentiality. A valid driver's license and prior related experience are required. Culinary arts certification preferred. If interested, please send your résumé to [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org). **No phone calls, please.**

**Good Shepherd Catholic Church** in Cumming, GA is seeking a part-time **coordinator of high school youth ministry**. This position is responsible for coordinating youth nights, retreats, service and social opportunities for high school youth, as well as the recruitment and training of volunteers. The ideal applicant has a degree in theology or experience teaching religious education. Must be open to a flexible working schedule that includes weekends, a practicing Roman Catholic in good standing and committed to the teachings of

the Catholic Church. Bilingual in English and Spanish is preferred. Email resume to Mariann Norman at [mnorman@gsrcc.net](mailto:mnorman@gsrcc.net).

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