



# Memo

**Date:** April 12, 2023  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, manager, Office of Human Resources  
**Re:** Position vacancies

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**The Office of Catholic Schools** is seeking an **administrative assistant** for the school psychologist. The assistant provides full clerical support and assistance while working with families to schedule educational testing for students in archdiocesan schools. The successful candidate must have a strong knowledge of the Catholic Church with excellent computer and organizational skills along with exceptional written and verbal communication. Prior experience in a school setting is preferred along with some college (AA degree). This is a part-time, full-year position working 27.5 hours per week which includes vacation and sick leave time. The position is available immediately and will be open until filled. The Office of Catholic Schools maintains a drug free work environment. Please send resume and letter of interest to Debbie Wheeler at [dwheeler@archatl.com](mailto:dwheeler@archatl.com). **No phone calls, please.**

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