



# Memo

**Date:** January 11, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**St. Thomas More Church** has an immediate opening for a full-time non-exempt **parish administrative assistant** to serve as the liaison between the pastor and parishioners. Responsibilities include: organizing office operations and procedures to ensure efficiency of the parish, maintaining parish records, scheduling parish calendar, and other routine office duties. The incumbent will be expected to work five (5) days (Monday-Friday) from 8:30 a.m. to 4:30 p.m. for a maximum of 40 hours per week. Qualified candidates must possess high school diploma or GED; minimum of two to three years of related work experience, preferably in a church setting; ability and a willingness to learn new software. Strong computer skills are a must, with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel). Strong organizational, customer service and communications (verbal and written) skills and abilities are a must. Cover letter with salary expectations and resume should be directed to [cpalmer@stmga.org](mailto:cpalmer@stmga.org) or [catholicjobs@archatl.com](mailto:catholicjobs@archatl.com). **No phone calls please.**

**Holy Family Preschool**, in Marietta, has an immediate opening for a **lead teacher** to begin in early January 2021. Qualified candidates must have a positive and nurturing attitude and enjoy watching children develop and grow in a loving, Catholic environment. Degree in education ideal, but not required. Degree in related field and experience working with children preferred. Candidates should have excellent communication skills and display creativity in promoting fun, rich learning experiences. Holy Family offers ongoing professional development and a collaborative and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets at [kviets@holyfamilyycc.org](mailto:kviets@holyfamilyycc.org).

**St. Matthew Catholic Church**, in Winder, has an immediate opening for a **bilingual receptionist**. This part-time (28 hours per week) position is responsible for providing administrative support to the parish, including: receiving and placing phone calls, preparing written communication and assisting coordination of sacramental preparation and weekend Masses. Requirements include two to three years' experience in an office environment with working knowledge of Microsoft Office. Candidate should be a practicing Catholic who is courteous and interacts with parishioners and ministries in a professional manner. Written and oral communication in Spanish is a must. Interested candidates should submit resume with cover letter, including salary requirement, to the business manager at [busmgr@saintmatthewcc.org](mailto:busmgr@saintmatthewcc.org). **No phone calls please.**

**The Archdiocese of Atlanta** has an opening for a full-time **director for the Office of the Metropolitan Tribunal**. The Director of the Tribunal is a canon lawyer experienced in the practice of canon law and in personnel management. Working under the supervision of and in collaboration with the Judicial Vicar, the Director of the Tribunal coordinates and oversees the day-to-day processing of all marriage cases submitted to the Metropolitan Tribunal, in both first and second instance, to ensure the effective and efficient administration of justice. In this role, the Director of the Tribunal has supervisory responsibilities for judges, defenders of the bond and other ministers of the tribunal. The Director of the Tribunal works closely with the Judicial Vicar and other office leaders to maintain proper staffing and operation of the tribunal and to establish and execute both short-term and long-term goals. Qualified candidates will possess a doctorate (JCD) or licentiate (JCL) in Canon Law from a recognized Pontifical University; expertise in ecclesiastical marriage law, dispensations, procedural law and a mastery of all other areas of Canon Law; at least five (5) years of experience as a full-time judge and/or defender of the bond in a Latin Church Tribunal; at least three (3) years of supervisory experience; a working knowledge of Microsoft Office (Word, Excel and Outlook); ability to maintain confidentiality; excellent verbal and written communication skills. Proficiency in Spanish and experience with Case Master tribunal case management software a plus. Must be a practicing Catholic in full communion with the Roman Catholic Church. Cover letter (with salary requirements) and resume should be forwarded to Chuck Thibaudeau, Director of Human Resources, at [cthibaudeau@archatl.com](mailto:cthibaudeau@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 January. Thank you.