THE ROMAN CATHOLIC
ARCHDIOCESE OF
ATLANTA



EXECUTIVE ASSISTANT
TO THE DIRECTOR OF REAL ESTATE DEVELOPMENT AND OFFICE MANAGER

November 12, 2026

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The **Archdiocese of Atlanta** is a vibrant, diverse and rapidly growing community, serving about 1.2 million Catholics.

The archdiocese encompasses the central and northern part of Georgia, covering 21,445 square miles and 69 counties.

This history of the Archdiocese of Atlanta dates back to the 1700s. Originally part of the Diocese of Savannah, Atlanta was made a diocese in 1956 and an archdiocese in 1962.

Quick facts: 104 parishes and missions, 290 diocesan and religious priests, 324 deacons, 35 men in formation for the permanent diaconate, 35 seminarians for the priesthood, 99 religious sisters, 22 religious brothers, and 16 archdiocesan Catholic schools.

Archbishop: Most Reverend Gregory J. Hartmayer, OFM Conv.

Mission Statement

We, the faithful of the Archdiocese of Atlanta, are a people of prayer, love and joy who are dedicated to the salvation of all. As disciples and believers in our Lord and Savior Jesus Christ, we proclaim the good news and grow in faith, hope, love and service to others. We are unified in our commitment to sacramental life, pastoral care and life-long formation in our Roman Catholic faith. We express our love through evangelization, fellowship, Catholic education, social services and charity in the full pursuit of effective discipleship.

Job Functions:

- Perform various administrative assistant duties for the Director of Real Estate Development
    - Calendar: meeting scheduling both virtual & in-person, reserve and/or set up appropriate meeting space, communicate meeting delays/changes immediately
    - "To Do" organization, tracking and implementation for Catholic Construction Services (CCSI) and Director of Real Estate Development
    - Create, track and process monthly expenses and expense reports
- Various department and committee meeting preparation, materials compilation and ppt/pdf presentation set-up & display including but not limited to PRC, ABO, Department Overview, Business Manager, Extraordinary Budget Review meetings, etc.
- Project Review Committee Meeting Minutes and materials to Finance Council
- Oversee and finalize compilation of annual projects list and selected project pictures for CCSI Annual Report
- Schedule and draft agendas for CCSI staff meetings
- Assist the team in finding/implementing new applications and software as needed
- Verify and process CCSI employee expense reports
- Process department payroll approval bi-weekly
- Track CCSI employees and Archdiocese of Atlanta Facility Director sick/vacation days and scheduling
- Inventory, order, track and invoice office supplies
- Maintain files, tag renewals and pertinent documentation for CCSI automobile fleet
- Due Diligence management: schedule and manage all due diligence responsibilities for land acquisitions and dispositions; surveys, appraisals, environmental testing, title searches, attorney fees, etc.
- Prepare, organize and file real estate contracts and documentation
- Update Archdiocese of Atlanta properties smartsheet
- Process various real estate/due diligence related invoices and submit to Finance
- Process various construction project related invoices and submit to Finance
- Process real estate acquisitions/dispositions Catholic Mutual Notice forms
- Calculate attorney fees per entity each month
- Maintain and update Real Estate transaction information in Access
- Update CCSI project management tools (ie. Staff Resource Chart, PM Mileage, CCSI Approval Stamp, etc.)
- Update CCSI marketing materials and presentations (ie. LCPP resources on web, etc.)
- Submit CCSI Real Estate fees for real estate transactions to Finance

- Facility Inspections management: maintain inspection schedule, review, log, and distribute Facility Inspections as well as process inspection invoices
- Log and forward Safety Inspections to Facilities Inspectors from Catholic Mutual
- Supervise digital file maintenance
- Protocol Letter management: preparation and distribution of Protocol Letters to Archbishop's Office
- Prepare, maintain, and update monthly Access Database reports for meetings with the Archbishop, plus distribution of reports monthly
- Assist with preparation and maintenance of department budget
- Any other tasks, assignments, projects, or requests as deemed necessary by the Director

Knowledge, Skills, Degrees, Licenses, Certifications:

- Practicing Catholic in Good standing with the Church *(Preferred)*, Understanding of Catholic institutions and structures and willingness to work in a Catholic environment *(Required)*
- Three to five years overall administrative real estate experience *(Preferred)*
- Five to 10 years overall general administrative skills *(Preferred)*
- Computer skills as well as knowledge of Word, Excel, Outlook, and PowerPoint *(Required)*
- Good technical skills (typing, telephone, etc.) *(Required)*
- Organizational skills *(Required)*
- Notary Public Registration (paid for by CCSI) *(Required)*
- Flexibility with respect to work assignments and hours *(Required)*
- High school diploma *(Required)* and some college or technical training *(Preferred)*



Working Environment & Other Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Normal office environment
- Work is performed primarily in an office setting. The position regularly requires sitting, using a computer, and communicating by phone and in person; it occasionally requires standing, walking, and moving supplies weighing up to 10 pounds.
- Occasional evening and/or weekend work may be required
- Must be able to pass a criminal background screening

The work week is generally 40 hours per week on a year-round basis; however, the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and Procedures prescribed for all personnel.

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.) Based on established department or facility standards, employee may not perform all of the duties listed in this job description.

The Archdiocese of Atlanta does not discriminate in employment on the basis of race, color, sex, sexual orientation, national origin, age, disability, military status or religion (except for certain positions which require applicants of the Catholic faith based upon bona fide occupational qualifications).



Salary: $70,000. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: December 31, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Bryan Burnett
Vice President, Parish and Ministry Engagement
Catholic Recruiter Associates
Bryan@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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