



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Bulletin Editors
From: Anna Schiele, HR Director
Date: September 11, 2017
Subject: Job Openings at the Pastoral Center

Please include these job openings in your parish bulletins the next two weeks as you are able. Thank you!

JOB ANNOUNCEMENTS AT PASTORAL CENTER

Full-time Openings

Payroll Staff Accountant

The Finance Department at the Diocese of Sacramento has an immediate opening for a full-time (35 hour per week) Payroll Staff Accountant. This person will be responsible for processing payroll and serving as a liaison between service provider and locations. Applicants should have payroll experience with large automated payroll systems (ADP), supervisory experience, and experience in all processes of the accounting cycle.

Associate Director for Youth & Young Adult Ministry

The Diocese of Sacramento seeks an enthusiastic, bridge-builder to form, support, and partner with youth and young adult ministry coordinators to make disciples of Jesus. The Associate Director is tasked with leading a team of three to create, direct, and maintain ministry to youth (junior high and high school) and young adults (women and men, married and single, in college and in their twenties and thirties) within the diocese, and serve the parishes of the Diocese in the outreach and evangelization to, and pastoral care and faith formation of youth and young adults. Ideal candidate will have at least a Bachelor's Degree with formal training in ministry, pastoral ministry and/or catechesis (Master's Degree preferred), 5 years' experience as a leader in a parish context, and a good understanding of the church in California. A bilingual candidate (English and Spanish) is preferred, but not required. This is a full time, salaried exempt position with benefits.

Associate Director for North State Revival

The Diocese of Sacramento seeks an enthusiastic, bilingual leader to direct the effort to revitalize the parishes in the Northern Counties of the Diocese through evangelization, lay leadership development and training, and the formation of small faith communities. Home base of position is in Redding, CA. This position requires travel (1-4 hours) and evening and weekend availability. Ideal candidate has a BA degree or extensive training in ministry at a Diocesan or college institute, and 5 years of experience in parish ministry (paid or volunteer), experience working with the Hispanic community, and experience working with rural parishes. Candidate must be bilingual (English and Spanish).

Coordinator for Lay Ministry Formation and Support

The Coordinator for Lay Ministry Formation & Support works as part of a team of four to support efforts to recruit, train, equip and orient new lay ministry leaders (i.e. parish catechetical leaders, RCIA coordinators, confirmation coordinators, etc.) from parishes and movements and provide on-going support, consulting and resourcing to existing leaders. Ideal candidate has a BA degree, Master Catechist Certificate or extensive training, and 3 years' experience in ministry at a parish in a coordinator role (paid or volunteer). Bilingual (English and Spanish) is preferred, but not required.

Administrative Assistant

The Catholic Foundation of the Diocese of Sacramento has an opening for a full-time Administrative Assistant. This position provides primary department telephone support as it relates to donors, volunteers, parishes, and national appeal offices. Ideal candidate must have the ability to perform a variety of general clerical duties, multitask, be extremely organized, communicate effectively, and complete work with many interruptions.

Associate Director for Lay Ministry Formation

The Associate Director for Lay Ministry Formation leads a team of four to recruit and form lay ministry leaders and to support existing ministry leaders in their efforts to make disciples of Jesus. The team creates and coordinates trainings, seminars and workshops for Catechetical Leaders, RCIA Coordinators, & Confirmation Coordinators, including basic formation, advanced formation, on-going formation and Masters' degree programs. The formation team also provides orientation, consultation and support services to pastors, ministry leaders and parish staffs. The ideal candidate will have a masters' degree in Theology or Pastoral Ministry, five years' experience as a parish and/or diocesan ministry leader, experience training and forming a diverse group of ministers, an understanding of and ability to work well with Catholics from different cultures and ideologies, and has some experience working with Catholic communities in California. Bilingual (English & Spanish) preferred, but not required.

All the positions posted offer a complete benefits package along with paid vacation and holidays. To apply for a position, please email a short cover letter, resume, and application to personnel@scd.org. Positions are open until filled. For more information and complete job descriptions, visit the diocesan website www.scd.org and look under employment.