



## DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

# Memo

To: Parish Bulletin Editors

From: Bianka Torres, HR Generalist

Date: October 28, 2019

Subject: Job Openings for the Diocese of Sacramento

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Please include the following job openings listed below in your parish bulletins for the next two weeks as you are able.

### **PASTORAL CENTER**

Have you ever considered working for the Diocese of Sacramento? The Diocese of Sacramento is a place where you are able to grow your faith while serving the ministry and mission of the Bishop of Sacramento. As Catholics, we believe that all persons are called by God to contribute to the sanctification and transformation of the world, by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Listed below are openings that are currently seeking to be filled by our practicing Catholics.

Administrative Assistant, Sacramento  
Associate Director for Family & Pastoral Ministries, Sacramento  
Coordinator for Respect Life Ministries, Sacramento  
Diocesan Coordinator for Parish Security, Sacramento  
Executive Administrative Assistant, Sacramento  
Shared Services Accountant, Sacramento

### **CATHOLIC FUNERAL & CEMETERY SERVICES**

The Catholic Funeral & Cemetery Services (CFCS) is a non-profit organization founded in faith and dedicated to providing support and resources during life's most difficult moments. The mission of CFCS is to make every effort to achieve the final wishes of the departed and to empower their families to make thoroughly informed decisions.

Building & Property Maintenance 1, Sacramento  
Cemetery Groundsman, Vallejo  
Grounds Manager, Sacramento  
Funeral Arranger, Sacramento  
Funeral Director, Sacramento  
Part-Time Receptionist, Sacramento

*To apply for a position, please email a short cover letter, resume, and application to [personnel@scd.org](mailto:personnel@scd.org). Positions are open until filled. For more information and complete job descriptions, visit [www.scd.org/employment](http://www.scd.org/employment).*

Thank you.