



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Parish Bulletin Editors
From: Bianka Torres, HR Generalist
Date: December 2, 2019
Subject: Job Openings for the Diocese of Sacramento

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
Coordinator for Respect Life Ministries, Sacramento
Coordinator for Rural Ministry, 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
Family Service Advisor, Sacramento
Funeral Arranger/Director, Sacramento

*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 www.scd.org/employment.*

Thank you.