



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

OFFICE OF LAY PERSONNEL

Memo

To: Pastors, Office Managers, School Principals, and Parish Bulletin Editors

From: Anna Schiele, Director of Lay Personnel

Date: January 4, 2021

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 for the Catholic School Department
Coordinator for the Office of Catholic Charities and Social Concerns
North State Coordinator, Office of Family & Faith Formation
Director Newman Catholic Center – Chico
Program Coordinator Newman Catholic Center – 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.

Receptionist
Funeral Assistant (Temporary)
Funeral Arranger/Director (Temporary)
Cemetery Grounds Foreman
Cemetery Groundsman (Temporary)
Family Service Advisor
Director of Operations, Grounds and Facilities

*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.