



## DIOCESE OF SACRAMENTO

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

OFFICE OF LAY PERSONNEL

# Memo

To: Parish Bulletin Editors  
From: Rosa Miramontes, HR Generalist of Lay Personnel  
Date: May 24, 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.

Assistant Director of Finance  
Associate Director, Operations – The Catholic Foundation  
Executive Administrative Assistant (Bilingual)  
Kitchen Manager, Camp Pendola  
Program Director for Teen Programs  
Program Director – Family Camp, Sierra Foothills  
Camp Counselor – Family Camp, Sierra Foothills  
Camp Counselor – Day Camp Program  
Coordinator- Davis Newman Catholic Center

*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.