



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Parish Bulletin Editors
From: Anna Schiele, Director of Lay Personnel
Date: July 12, 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.

Director of Social Ministry, Catholic Charities and Social Concerns
Executive Administrative Assistant, Bishop's Office
Associate Director, The Catholic Foundation
Database Administrator, The Catholic Foundation
Program Coordinator, Davis Newman Center
Shared Services Accounts Receivable Clerk, Catholic Schools Department
Bookkeeper and Admin., Radio Santisimo

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.

Chief Financial Officer
Family Service Advisor
Funeral Assistant
Funeral Arranger/Director (Part-Time and Full-Time Positions)
Community Outreach Coordinator
Receptionist
Cemetery Grounds Foreman
Cemetery Groundsman (Part-Time and Full-Time Positions)

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.