



## DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

# Memo

To: Parish Bulletin Editors

From: Anna Schiele, Director of Lay Personnel

Date: May 16, 2022

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.

Camp Director, Camp Pendola  
Camp Counselor, Camp Pendola  
Kitchen Manager, Camp Pendola  
Payroll Specialist, Office of Lay Personnel  
IT Network Administrator, Office of Information and Technology  
Administrative Assistant, The Catholic Foundation  
Data Entry Specialist, The Catholic Foundation  
Assistant Coordinator, Office of Family & Faith Formation  
Coordinator for The Gabriel Project, Office of Family & Faith Formation  
Program Coordinator, Newman Catholic Center - Davis  
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.

Director of Parish and Community Outreach  
Transportation Assistant  
Senior Accountant  
Funeral Arranger  
Funeral Director  
Sales Manager  
Service Director  
Manager of Funeral Services  
Cemetery Groundsman  
Family Service Advisor

*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.*