



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: Anna Schiele, Director of Lay Personnel

Date: June 20, 2023

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, The Bishop's Office – Responsible for providing secretarial and administrative support to the Bishop, Vicar General, Vicar for Clergy, Chancellor, Vice-Chancellor, and the retired Bishop.

Tribunal Auditor, The Tribunal – Responsible for working with Tribunal department regarding the canonical instruction of cases presented to the court for evaluation.

Technology Coordinator, Office of Family & Faith Formation - Responsible for consultation, training and support of parish staff in the Ridge, Siskyou and Shasta deaneries on technology, web, social media and communication tools.

CAMP PENDOLA

Are you looking for a summer job that will create lifelong memories for you and everyone you connect with this summer? Consider applying for a position with Camp Pendola. We are looking for fun, faith filled, caring and energetic applicants to be Camp Counselor. Camp Counselors serve at Camp Pendola for the summer leading games, crafts, hikes, prayer, and creating community within their cabins each week.

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. Various positions open.

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.