



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Parish Bulletin Editors
From: Bianka Torres, HR Generalist
Date: June 19, 2018
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.

JOB ANNOUNCEMENTS AT PASTORAL CENTER

Regional Coordinator for Hispanic Youth & Young Adult Ministry – Sacramento

JOB ANNOUNCEMENTS AT CATHOLIC FUNERAL & CEMETERY SERVICES

Assistant Office Manager – St. Mary Cemetery & Funeral Center, Sacramento
Building & Property Maintenance 1 - St. Mary Cemetery & Funeral Center, Sacramento
Cemetery Groundsman – All Souls Cemetery, Vallejo
Cemetery Grounds Foreman – All Souls Cemetery, Vallejo
Family Service Advisor – All Souls Cemetery, Vallejo
Family Service Advisor – St. Mary Cemetery & Funeral Center, Sacramento
Financial & Business Analyst – St. Mary Cemetery & Funeral Center, Sacramento
Funeral Assistant – St. Mary Cemetery & Funeral Center, Sacramento
Funeral Arranger – St. Mary Cemetery & Funeral Center, Sacramento
Location Manager – St. Mary Cemetery & Funeral Center, Sacramento
Mechanic – Catholic Funeral & Cemetery Services, Sacramento

*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.