



## 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: Lilian Heredia , HR Generalist

Date: October 10, 2022

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.

Payroll Specialist

Auditor (Bilingual), Tribunal

Administrative Assistant, Office of the Bishop

IT Network Administrator

Program Coordinator- Sacramento 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.