



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Parish Bulletin Editors

From: Anna Schiele, Director of Lay Personnel

Date: June 29, 2026

Subject: Job Openings for the Diocese of Sacramento and The Catholic Foundation of the Diocese of Sacramento, Inc.

Please include the following job openings listed below in your parish bulletins for the next two weeks as you are able.

Have you ever considered working for the Diocese of Sacramento or a supporting organization? 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.

Assistant Coordinator, Events and Special Projects, Diocese of Sacramento

Supports the administration and organization needs of multiple offices in the Diocese of Sacramento including Events and Special Projects, Youth and Young Adult Ministry, Lay Formation, Respect and Family Life, and Cultural Ministries. The ideal candidate is high energy, organized, able to juggle many things at once, a team player, loves the Catholic church, loves to learn new things and is bilingual.

Administrative Assistant, The Catholic Foundation of the Diocese of Sacramento, Inc.

The Administrative Assistant provides administrative and clerical support to The Catholic Foundation in general and the Executive Director as directed. Works closely with other members of the department in accomplishing the mission of the Foundation: To witness to Christ and His Gospel values of love, justice, forgiveness and service to all by ensuring that financial donors can effectively support the well-being of Catholic works in our diocese.

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.