



DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

To: Bulletin Editors

From: Anna Schiele, HR Director

Date: July 3, 2017

Subject: Job Openings at the Pastoral Center

Please include these job openings in your parish bulletins the next two weeks as you are able. Thank you!

JOB ANNOUNCEMENTS AT PASTORAL CENTER

Full-time & Part-time Openings

Payroll Staff Accountant

The Finance Department at the Diocese of Sacramento has an immediate opening for a full-time (35 hour per week) Payroll Staff Accountant. This person will be responsible for processing payroll and serving as a liaison between service provider and locations. Applicants should have payroll experience with large automated payroll systems (ADP), supervisory experience, and experience in all processes of the accounting cycle.

Director of Community Outreach

The Catholic Cemetery and Funeral Center (CFCS) within the Diocese has an immediate opening for the Director of Community Outreach. This person is responsible for connecting families with Catholic Funeral and Cemetery Services of the Diocese of Sacramento and their local Catholic parishes. This task is to be accomplished thru a broad outreach in to the Catholic community and educating families about the benefits of Pre-Planning their funeral and cemetery services. This person must establish great working relationships with local clergy and staff. There must be frequent and direct contact with Pastors and their parish staff across the Diocese of Sacramento. Great oral and written presentation skills are required. Presentations in front of large groups are required. Employee will interact directly with staff, families and prospective families. This is a full-time, exempt position.

Donor Relations and Parish Services Manager

The Diocese of Sacramento is looking for a Donor Relations and Parish Services Manager. Under the supervision of the Executive Director of The Catholic Foundation and working closely with the Associate Director, and the Department of Finance, the Donor Relations and Parish Services Manager is responsible for cultivating long-term relationships with major donors and implementing strategies that will build a strong base of ongoing support in an effort to advance the ministries of the Church. This is a full-time, exempt position.

All three positions offer a complete benefits package along with paid vacation and holidays. 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 the diocesan website www.scd.org and look under employment.