

Memo

To: Bulletin Editors / Parish Secretaries
From: Kathy Conner, Chancellor
Date: 8/27/2010
Re: Job Opening

Please put the following announcement in your parish bulletin twice as soon as possible. THANK YOU.

Job Opening: The Office of the Bishop at the Diocesan Pastoral Center has an immediate opening for a full-time (35 hour per week) Administrative Assistant. This position serves as a member of the Bishop's secretarial pool. The successful candidate will provide primary support to the Bishop and secondary support to the Vicar General, Vicar for Clergy, and Chancellor. Proficiency in Microsoft Office products (Word, Excel, Access) with excellent phone and organizational skills are required. Applicants must be fluent in both English and Spanish. Of particular importance will be excellent translation skills. For more information and a complete job description, visit the diocesan website www.diocese-sacramento.org and look under employment. To apply, please email cover letter and resume to personnel@diocese-sacramento.org. The position will remain open until filled.