



**CATHOLIC DIOCESE OF SALT LAKE CITY**  
**Oct. 26- Nov. 1, 2020**

**Job Opportunity**

**• Chief Financial Officer**

**Summary:** The Diocesan Chief Financial Officer (CFO) is the principal advisor to the Diocesan Bishop in matters of finance in cooperation with the Diocesan Finance Council. The CFO is responsible for administering the temporal goods of the Diocese under the authority of the Bishop, in accordance with the plan of the Diocesan Finance Council, and to make those payments from diocesan funds which the Bishop or his delegates have legitimately authorized.

***Responsibilities:***

- Serves as a member of the Bishop's Senior Staff and the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, and Vicar General.
- Must be a practicing Catholic who shows commitment to a parish and willingness to abide by the Code of Conduct (Appendix A of the Pastoral Directives).
- Supervise department's staff accountant, internal auditors, accounts receivable/payroll clerk and secretary/accounts payable clerk.
- Oversee parish deposit and loan accounts for each parish borrowing funds, determine proper interest charges
- Serves as staff support for Diocesan Finance Council, Boards of the Diocesan Real Estate Corp, Diocesan Capital Corp, Lay Employee's Pension, Catholic Foundation of Utah, Vivian Skaggs Foundation and Priests Mutual Benefit Society.
- Invest according to diocesan policies and as monitored and directed by Diocesan and Catholic Foundation Investment Committees and track performance of certificates of deposit, bonds and equity portfolios handled by investment firms.
- Implement and maintain internal controls on accounting policies and procedures.
- Examine, adjust and approve input and journal entries for preparation of monthly financial statements and reconcile account balances.
- Prepare and monitor annual budget information for directors and department heads, facilitate the annual budget process, review accuracy of departmental budgets, and produce budget spreadsheets for examination by Diocesan Finance Council.
- Supervise distribution of monthly financial statements and reports to Bishop, Vicar General, directors and department heads.
- Prepare annual financial statements in accordance with USCCB guidelines and GAAP (Generally Accepted Accounting Principles).

- Prepare annual IRS 990 nonprofit return for Mt. Calvary Catholic Cemetery and Vivian Skaggs Armstrong Foundation.
- Examine journal entries, main cash and payroll cash reconciliations, deposit and loan requests for payment and payroll documents and supervise bi-weekly lay employee payroll.
- Coordinate annual audits of the Pastoral Administration, Diocesan Capital Corp, Diocesan Real Estate Corp, and Catholic Foundation of Utah, generate audit schedules as requested by independent auditors and oversee timing and exit interviews for each audit.
- Negotiation of renewals of insurance policies.
- On a monthly basis: 1) oversee interdepartmental charges, parish assessment billings, journal entries, bank reconciliation, priest and religious payroll and deposit and loan transaction and statements and 2) reconcile general ledger accounts and prepare adjusting journal entries.
- On a monthly basis, record investment changes and fixed income securities maturities, realized capital gains/losses, unrealized capital gains/losses and interest and dividend income.
- On an annual basis; 1) generate fiscal year end accruals for interest and dividend income, deposit and loan interest, accounts receivable, payroll, accounts payable and insurance, 2) perform final account reconciliations, 3) facilitate fiscal year end closing, 3) prepare annual financial statements, 4) generate data for budget process, 5) oversee maintenance, filing, storage and disposition of financial records according to diocesan policies and legal requirements, 6) distribute, collect and codify parish financial reports and 7) communicate annual assessment levels after determined by the Diocese.
- Other responsibilities as assigned by Vicar General.

**Requirements:**

- CPA License and/or a Master's Degree plus a Bachelor Degree with emphasis in accounting.
- Working familiarity with Catholic Church structures (e.g., parishes, dioceses, and schools).
- A minimum of five years of experience covering all accounting functions - A/R, A/P, Payroll, Investments, Budgeting and Independent Auditor support.
- A minimum of five years of supervisory experience
- Strong computer skills - Experience with Accounting software a plus.
- Excellent written and verbal skills.
- Experience with fund accounting is highly desirable.

Send resumes to Dolores L. Lopez, Director of Human Resources, or Nell Cline, Assistant, Human Resources, Diocese of Salt Lake City, 27 C Street, Salt Lake City, UT 84103-2302. E-Mail: [dolores.lopez@dioslc.org](mailto:dolores.lopez@dioslc.org) or [nell.cline@dioslc.org](mailto:nell.cline@dioslc.org) . Telephone: 801-328-8641

## **Chancery Office**

### **● Voluntary Special/Emergency Collection**

Prompted by Hurricane Laura and the California wildfires, Archbishop Jose H. Gomez, President of the USCCB, sent a letter (please see the attached) to all bishops asking them to consider taking up a voluntary special collection to support the humanitarian and Church needs arising from these and any future disasters.

We ask that a voluntary collection be taken up as soon as possible and funds should be submitted in a timely manner to the Diocese with the code 20-2234 in the memo of your check.

We recognize, as stated by Archbishop Gomez in his letter, that COVID-19 has severely impacted our activities and fund raising capacity, but any consideration you can give will be deeply appreciated.

### **● National Collections (See Collection schedule attached) The Schedule for the 2020 National Collections follows.**

- Nov. 22: Campaign for Human Development CODE: 20-2207
- Dec. 6: †Catholic Community Services (Diocesan) CODE: 20-2214

PLEASE REMIT COLLECTION MONIES WITHIN 14 DAYS OF COLLECTION

\*Envelopes for Good Friday, Mt. Calvary and Priests' Retirement collections will be mailed from the

Chancery Office. Envelopes for all other collections will be mailed to the parish from the National office. -

†The Catholic Community Services collection is coordinated by their office. Please call them for information regarding materials, envelopes, etc. Monies can be sent to CCS directly, or to the Chancery Office. For information, call (801) 328.8641 ext. 364.

## **Hispanic Ministry Office**

For information about meetings and events, call the Office of Hispanic Ministry, (801) 328.8641 ext. 361 or ext. 332.

## **Office of Faith Formation**

### **● Faith Formation Resources**

**The Diocese of Salt Lake City YouTube channel** (Catholic SaltLakeCity) offers English and Spanish Stations of the Cross, spiritual communion and Eucharistic adoration.

## **The United States Conference of Catholic Bishops**

(<https://catholiccurrent.org/covid19/>) offers Resources in Response to COVID-19, including links to online Masses and adoration, daily readings in English and Spanish, and maternal Intercession of Our Lady of Guadalupe from Archbishop Gomez in English, Spanish and Vietnamese

-Communication Center a faith formation resource based on South Bend, Indiana, is offering free materials from several religious education publishers. Parents may search this site for texts or they can use for home-based Faith formation. Website: Comcenter.com. phone: 800-348-2227

- **Magnificat** ([us.magnificat.net](http://us.magnificat.net)), a monthly prayer resource, offers free access online with their app. They are offering at their link a celebration of the Word families could used for Sunday family prayer. The website also has the MagnifiKid page with resources, including coloring pages, for children.

- **RCL BENZIGER** ([rclbenziger.com](http://rclbenziger.com) or 877-275-4725) is supporting families by providing the Order of Mass and the Act of Spiritual Communion for adults and children in both English and bilingual Spanish/English. DREs may arrange free access to digital curricula of RCL Benziger for 60-day periods.

- **Give Us This Day** ([giveusthisday.org](http://giveusthisday.org)), a daily prayer resource from Liturgical Press, is offering a free film series featuring biographies of “the Cloud of Witnesses,” stories of holy persons whose faith and wisdom inspire us.

-**Maryknoll** offers many videos about their missionary work around the world. Access these by typing in Maryknoll videos on Google search and previewing films that would be of interest for family catechesis.

-**Teaching Tolerance.org** offers resources, including videos and discussion suggestions, that may be adapted for independent learning online. This website is effective for middle school students and teens and emphasizes social justice issues.

-**Liturgy Training Publications** (<https://www.ltp.org/LOH>) is sharing the order of prayer each day of the week.

-**The Word Among Us** (<https://wau.org/meditations>) with the help of the USCCB, is providing complimentary access to the daily Mass readings and their entire website to help people pray from home.

-**Bishop Barron Daily Gospel Reflection** (<https://dailycatholicgospel.com>) is a free resource available in English and Spanish.

-**Loyolapress.com** has free prayer resources in English and Spanish, and at-home activities for families. They also are connected through Twitter, Instagram and Facebook.

-**Pinterest.com** offers many creative projects, including Lenten crafts, for Catholic homeschooling families.

## Office of Worship

### Job Opportunity

#### ● **Part-Time Secretary**

Summary: The Secretary provides general secretarial assistance to the Director of the Office of Worship.

Responsibilities:

- Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
- Arrange, attend and take minutes at Commission and committee meetings and prepare and send correspondence.
- Maintain records and files.
- Prepare and send mailings to parishes and others as requested.
- Assist with special liturgical events such as Rite of Election, Adult Confirmation and Ordinations.
- Prepare worship aids and handle licensing reports.
- Assist directors with classes, presentations and workshops.
- Answer phone calls, perform office scheduling, maintain office equipment and purchase supplies as needed.
- Pay bills and maintain office accounts.
- Review and update ParishSoft data.
- Help parish staff with problems or questions as needed.

Required Education and Skills:

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- Bi-Lingual (English/Spanish) preferred.
- Committed to the Catholic Church with sufficient knowledge of the Church's teaching background and sacramental practice.
- Excellent written, organizational and interpersonal skills.
- Flexibility to accommodate changes in work schedule.
- Excellent computer skills.
- High school education or equivalency required with additional training/education preferred together with two years general secretarial experience.
- A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives* ).

Please send resumes to Dolores L. Lopez, Director of Human Resources, via e-mail: [dolores.lopez@dioslc.org](mailto:dolores.lopez@dioslc.org) ; Fax: (801) 328-9680; or call: Phone: (801) 328-8642, Ext. 333.

● **First Use of New Liturgical Texts for Sts. John XXIII, and John Paul II**

As reported in the November 2019 Newsletter, three new texts were confirmed by the Holy See last September for liturgical use in the United States beginning this year. They may be found on the USCCB website in both English and Spanish:

October 22: Optional Memorial of Saint John Paul II, Pope (revised Mass Collect and Office of Readings texts) <https://www.usccb.org/prayer-and-worship/liturgical-year-and-calendar/saint-john-paul-ii>

**Office of Life, Justice and Peace**

As we near general election season, a few important reminders that Parishes and other IRS-designated section 501(c)(3) church organizations are prohibited from participating in political campaign activity. Thus, certain political activities that are entirely appropriate for individuals may not be undertaken by church organizations or their representatives.

Parishes and schools are often asked by candidates or political groups for permission to speak or distribute literature. The Diocese supports distribution of the U.S. Conference of Catholic Bishops' *Faithful Citizenship* materials. We do not support distribution of other voter guides from any other entities, even those that purport to be Catholic.

Activities that are Allowed and Encouraged

**Sharing the Principles of Catholic Social Teaching:** Parishes and other Catholic organizations are encouraged to share the Church's teaching on the relationships between Christian faith and political life. The Church's teaching on political responsibility, human life, human rights, and justice and peace need to be shared more widely and effectively. The *Forming Consciences for Faithful Citizenship* statement, bulletin insert, and other materials at [www.faithfulcitizenship.org](http://www.faithfulcitizenship.org) are useful for developing educational programs.

**Voter Participation:** Parishes and other church organizations can encourage members to participate in the electoral process: to register, to vote, to become informed on a broad range of issues, and to become active in the political life of the community. Parishes and other church organizations can also sponsor non-partisan voter registration and "get out the vote" drives. (See the resources, "Tips for Conducting Candidate Forums" and "Voter Education and Voter Registration.")

**Non-Partisanship:** The Church does not and will not engage in partisan politics. Pastors may wish to publish the following bulletin announcement in the weeks before the election.

*Bulletin Announcement:*

*We strongly urge all parishioners to register, to become informed on key issues, and to vote. The Church does not support or oppose any candidate, but seeks to focus*

*attention on the moral and human dimensions of issues. We do not authorize the distribution of partisan political materials on parish property.*

## **Activities to Avoid**

In order to avoid violating the political campaign activity prohibitions, parishes, other church organizations, and their representatives should remember these guidelines:

- **Do not endorse or oppose candidates, political parties, or groups of candidates**, or take any action that reasonably could be construed as endorsement or opposition.
- **Do not make available the use of church facilities**, assets, or members for partisan political purposes.
- **Do not authorize distribution of partisan political materials** or biased voter education materials (those that support or oppose—or exhibit bias for or against—any candidate or party) on church property, in church publications, or at church activities.
- **Do not invite or permit only selected candidates to address your members.** Before inviting candidates, make sure such events are consistent with diocesan policy. If so, it is important that all candidates be invited.

Please remember that the IRS rules against political campaign activity also apply to materials posted on parish or other church organization web sites.

## **Catholic Foundation of Utah**

### • **For Parish/ School bulletins**

Please include the following in parish/school bulletins:

Please prayerfully consider (please name parish/school here) in your will and estate planning.

Thank you and May God bless you.

Or

Please prayerfully consider a percentage \_\_\_\_% or amount \$\_\_\_\_ in your will and estate planning for (please name parish/school).

Thank you and May God bless you.

Faith Gratitude Love

With God's grace, the Foundation is here to help and be in partnership with you.

For information, contact The Catholic Foundation of Utah, Jennifer L. Carroll, Executive Director, (801) 456.9306.

## **Catholic Community Services**

### • **Marketing Coordinator**

Full-time, Non-exempt with full benefits Salary: \$16.00 – 18.00/hr DOE

Oversee social media presence, maintain the agency website, organize promotions and marketing materials for the agency, including a quarterly newsletter and the annual report, assist with media relations. Provide administrative support to the CCS Board of Trustees and Public and Community Relations Committee, and back-up the HR Administrator. Maintain adoption records and responds to adoption inquiries.

Responsibilities include: Prepare and distribute the quarterly newsletter and annual report. Maintain the CCS website, making all updates and changes required to keep the website current. Maintain the CCS social media presence by creating engaging content and keeping postings current and topical. Assist with press relations including, but not limited to drafting press releases, maintaining a current media list, and generating CCS story ideas. Design, write content for and proofread all CCS marketing materials, including brochures, flyers, posters, invitations, and one-sheets for all CCS programs. Provide Program Directors with timely marketing and promotion support. Maintain an up to date calendar detailing current projects and assignments. Support and attend the Community and Public Relations Committee meetings. Provide support to the HR Administrator Work with the Development team on planning and implementing special appeals and events. Specific duties include design, copywriting, and ordering of all promotional items. Provide administrative support to the Board of Trustees, including. Organize bi-monthly board meetings and monthly Executive Committee meetings. Prepare the agenda with approval from Board President and Executive Director. Coordinate with board members on meeting attendance and establish a quorum. Place food orders as directed by the Executive Director. Take minutes summarizing each meeting, including any action items for any members and any decisions voted on by committee or board. Distribute minutes to each board member. Make corrections as directed and redistribute minutes before the next meeting so the board and committee may vote to approve corrected minutes III. Prepare board binder with all necessary board information for new board members. Create a nameplate to be used at the board meeting. Have the new member complete the Department of Human Services code of conduct and a background check application. Provide updated board information to each member at the beginning of each year. Submit background check applications for board members annually to HR. Attend CCS events sponsored by the board VI. Other duties as assigned

This role is mostly sedentary. However, some filing is involved that requires the ability to lift files, open filing cabinets, and bend or stand, as necessary.

Bachelor's degree in field related to marketing, public relations, journalism, communications, or business or equivalent experience. Demonstrated competency in major social networking platforms (Facebook, Instagram, YouTube, Twitter, etc.)

Must be able to pass BCI/FBI background check. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements



This position is non-exempt, 40 hours per week. Monday through Friday from 8:30 am to 5:00 pm, with a half-hour for lunch

CCS is an equal opportunity employer.

To apply: Please go to the company website: [ccsutah.org](http://ccsutah.org) and apply under the employment tab. Position closes: Open until filled. Requisition #: 20.10.05

### ● **Warehouse Driver**

Non-exempt, Full-time, with full benefits Salary: \$13.00-15.00/hr DOE

Drive the box truck to pick up donated food commodities on scheduled days from local donation sites. Also, deliver the lunch and dinner meals to the resource centers every day. Manage the product inside the kitchen warehouse, coolers, and freezer, keeping them organized and clean. Drive truck to various food outlets in the Salt Lake Valley on scheduled days. Deliver lunch and dinner meals to the resource centers. Load donated food items into the truck. Keep the kitchen warehouse clean and organized.

Communicate with the kitchen manager regarding any commodity exchange. Pick up food commodities from the Utah Food Bank and LDS Bishop's Storehouse.

Load/unloading donated/exchanged food commodities. Maintain accurate documentation of donated items from each trip. Keep daily mileage records. Perform daily safety checks on the truck(s) used each day. Operate forklift when needed. Other duties as assigned

Ability to safely lift and move objects up to 100 lbs. Use personal protective equipment (PPE) as needed. Able to work independently both safely and appropriately. Able and willing to work as a team player. Has sensitivity to the clients' needs. Able to deal appropriately with donor location staff. Knows Health Department requirements for handling food commodities. Has proficient English oral and written skills. Able to lift 100 pounds

High School Diploma or equivalent. Familiar and supportive of the mission of CCS and the Basic Needs programs. Must pass a background check. Food Handlers Permit. Current Utah driver's license, proof of auto insurance with minimum policy liability limits of \$50,000 per person and \$100,000 per occurrence, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements. Able to obtain Utah DOT medical card. Forklift certification preferred

Full time, 40 hours per week position. Wednesday through Sunday from 9:30 am to 5:30 pm.

To apply: Please go to the company website: [ccsutah.org](http://ccsutah.org) and apply under the employment tab. Position closes: Open until filled. Requisition #: 20.10.06

## **Around the Diocese**

### **JOB OPPENINGS AROUND THE DIOCESE**

## **The Madeleine Choir School**

### **• Academic Interventionist for elementary grades**

The Madeleine Choir School is looking for an academic interventionist for elementary grades. Teaching experience or education degree (any kind) is required. Special education and/or reading or math endorsement preferred. Please contact Dr. Kristen Fuoco, Director of Student Services, at [kstokesfuoco@utmcs.org](mailto:kstokesfuoco@utmcs.org) for more information.

## **Saint Francis Xavier Catholic School:**

### **• Part-Time Receptionist**

7:30-11:30 p.m. or 11:30-3:30 p.m. General office and administrative skills needed: greet and welcome guests and assist parent inquiries, maintain office security, order supplies, clerical tasks, familiarity and/or ability to learn various software. Bi-lingual preferred. Hourly \$9-11

Please send resume to [mrozahegyi@stfxcs.org](mailto:mrozahegyi@stfxcs.org)

### **• Admissions/Advancement Director**

**Part-time, hourly**

The candidate should have a warm collaborative nature, positive energy, sense of humor, possess superior organization and prioritization skills and is self-motivated in the completion of his/her work. Candidate will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. Preferred candidate possesses creativity and experience in admissions, recruitment and communications. This job best fits someone who enjoys working for the development of children from all backgrounds and taking part in making a difference in their lives. For further information, please send resume to [mrozahegyi@stfxcs.org](mailto:mrozahegyi@stfxcs.org)

### **• Kitchen Services Director**

Oversee and coordinate the National School Lunch program for our K-8 elementary school. Training provided for National School Lunch program guidelines.

Approx. 20-25 hours/week, Monday-Friday.

- Preps 165+ student lunches with kitchen staff and volunteers in the cafeteria.
- Determine production quantities, compile, and place food orders and supplies from approved vendors.
- Create monthly menus and order food supplies weekly.
- Prepare monthly operational summary for the school to issue and process State reimbursement.
- Assist in the monitoring and review lunch program procedures in order to maintain compliance with the National School Lunch Program guidelines.
- Maintain necessary files and records.
- Perform other duties as assigned.

For further information, please send resume to [mrozahegyi@stfxcs.org](mailto:mrozahegyi@stfxcs.org)

## **The Skaggs Catholic Center:**

### **● Accountant**

The Skaggs Catholic Center LLC (a non-profit organization) is looking to hire a full-time accountant to work under the direction of the School principals and the Director of Finance.

Responsibilities: Maintenance of general ledger system Recording of revenues and expenses Extensive recording of journal entries Assist with payroll processing of financial aid applications Input of annual budgets Maintenance of accounting records Control of annual audit/review Assist tuition administrator Other accounting tasks and projects

Qualifications: Bachelor's degree in Accounting (preferably 5 years work experience) Knowledge of non-profit accounting principles and GAAP Proficiency in MS office , including strong EXCEL skills Experience with general ledger software Ability to work in a team environment Send applications to [judygreene@skaggscatholiccenter.org](mailto:judygreene@skaggscatholiccenter.org)

## **Guardian Angel Daycare**

### **●Teacher**

Full-time and part-time positions available. Candidates must be knowledgeable in child development .

Guardian Angel Daycare cares for children ages 6 weeks to 10 years old and is open from 7:00AM to 6:00PM. Full-time Benefits offered are Health Insurance, Dental Insurance, Vision Insurance, Prescription Benefits, 401K Contributions, Life Insurance and Tuition Discounts for schools located on the Skaggs Catholic Center Campus.

Sincere love for children, curriculum and teaching. Candidates will attend ongoing professional development classes in Early Child Education and may participate in a Pay Step Program. Strong communication and time management skills are essential. Fingerprints, Background Checks, Immunizations, Flu Shot, Food Handlers Card, CPR Card, First Aid Card are required. Salary Range:\$10,000 - \$30,000.

Maintain an educational, healthy and safe classroom environment for children at our child care center. Teachers will guide children toward self discipline, instill the love of learning and create an environment where children learn through exploration and play. Responsible for assisting in planning curriculum, classroom environment, daily schedule and routine.

Qualifications

Experience and or education in early child development. Training on site is available along with educational classes for a Child Development Associates (CDA). Years of Experience: 1-2 years

Contact information: 801-984-7135 [Jodykearney@skaggscatholiccenter.org](mailto:Jodykearney@skaggscatholiccenter.org) and

[Vanessamorales@skaggscatholiccenter.org](mailto:Vanessamorales@skaggscatholiccenter.org)

## **Saint John the Baptist Elementary School**

### ● **ParaEducators**

Saint John the Baptist Elementary currently has openings for ParaEducators for the 2020-2021 School Year. These are part time, school year positions. Under the supervision of an administrator and direction of a classroom teacher, ParaEducators are responsible for assisting the teacher in the education of students including management of student behavior; record-keeping; instructional assistance; classroom safety, security and organization. Applicants must possess an understanding of Catholic values and promote the school's mission of educating the whole child through our Catholic faith, model the school wide learning expectations of being Christians, learners, communicators and citizens and be willing to assist with both recess and lunch supervision,

Candidates will attend ongoing professional development classes in Early Child Education and may participate in a Pay Step Program. Strong communication and time management skills are essential. Fingerprints, Background Checks, Immunizations, Flu Shot, Food Handlers Card, CPR Card, First Aid Card are required.

Maintain an educational, healthy and safe classroom environment for children at our child care center. Teachers will guide children toward self discipline, instill the love of learning and create an environment where children learn through exploration and play.

Responsibilities: Responsible for creating a curriculum and educational environment. Each employee is required to follow our vision, which entails keeping the children's needs met at all times. Qualifications: Experience and or education in early child development. Training on site is available along with educational classes for a Child Development Associates (CDA). Years of Experience: 1-2 years. Salary Range:\$10,000 – \$30,000.

To apply and/or for questions, please contact Nikki Ward at [nikkiward@sjbelementary.org](mailto:nikkiward@sjbelementary.org).

### **Juan Diego Catholic High School**

#### ● **Cafeteria positions**

We are looking to hire hard working fast paced individuals for either part time positions Monday, Tuesday, Wednesday, Friday from 9:00am to 3:00pm and/or full time positions Monday to Friday from 8:00am to 3:00pm.

Must be able to lift 50 pounds. Full time position (30+ weekly hours) benefits include health insurance, 401a retirement contributions, life insurance, tuition discount (part time discount is prorated), daycare discounts, paid holidays, and accrued sick time.

Drop your students off at school and walk on over to work! You're off when your student is off! Great job for a parent! If interested contact our campus food service manager, Kristina Baker at 801-984-7628 or [kristinabaker@skaggscatholiccenter.org](mailto:kristinabaker@skaggscatholiccenter.org)

### **Saint Thomas More Creek Road Childcare Job Opening:**

We are currently looking to hire a wonderful teacher for our 4-5 year old class, or Pre-K4. Pre-K4 will run from 8:45am to 11:45am from Monday through Thursday.

This teaching position offers up to 20 hours per week for both class instruction and prep time. The teacher will instruct children in Music, Art, Gross Motor play, Math, Pre-Reading, Science, and some Catholic teachings.

Teachers must help students understand behaviors and social interactions that are appropriate for elementary education.

It is not a job requirement for the teacher to be Catholic, however, they must be willing to learn about and incorporate Catholic teachings into the curriculum. Some perks include holiday and sick pay.\

Please send your resume to Claire Cushing at [childcare@stmutah.org](mailto:childcare@stmutah.org).

● **Local parishes offering in-person Masses**

Some parishes around the Catholic Diocese of Salt Lake City are offering in-person Masses. For more information of how to register when your parish/mission will be offering in-person Masses please contact your parish.