



**CATHOLIC DIOCESE OF SALT LAKE CITY**  
**March 29- April 4, 2021**

**Chancery Office**

**• National Collections (See Collection schedule attached)**

**The Schedule for the 2021 National Collections follows:**

Please write Date, Collection and code on check

- |   |               |
|---|---------------|
| — April 25: Home Missions   | CODE: 20-2231 |
| — May 16: Communications  | CODE: 20-2205 |
| — June 27: Holy Father (Peter's Pence)  | CODE: 20-2202 |
| — July 18: Pastoral Solidarity for Church in Africa                           | CODE: 20-2210 |
| — August 1: Religious Retirement  | CODE: 20-2215 |
| — August 22: *Mt. Calvary Catholic Cemetery (Diocesan)                        | CODE: 20-2220 |
| <i>For parishes in the Greater Salt Lake area Only (see listing attached)</i> |               |
| — September 12: *Priests' Retirement (Diocesan)                               | CODE: 20-2209 |
| — October 24: Mission Sunday (Propagation of the Faith)                       | CODE: 20-2206 |
| — November 21: Campaign for Human Development                                 | CODE: 20-2207 |
| — December 5: †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 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: (801) 328.8642, Ext. 333.

### **Tribunal Office**

#### **Job Opportunity**

##### **● Full-time Secretary**

The Secretary of the Tribunal provides general office assistance in the Tribunal Office.

#### **Responsibilities**

- Serves as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
- Maximum efficiency as a typist, knowledge of office machines, computer skills (Word, Excel spreadsheet, etc.), good telephone skills, and confidentiality is very important. Knowledgeable in tribunal administration preferred.

- Prepares all correspondence regarding marriage cases and other matters required by Tribunal personnel, reproduce all questionnaires and forms used in the Tribunal office, transcribe all necessary testimony and other pertinent data, compose inquiry letters according to Tribunal personnel outlines.
- Prepares all briefs, notices and sentences of the Tribunal, gather all pertinent documents necessary for each case, establish and maintain a case file, type and maintain case cards, prepares and transmits cases to the Court of Second Instance, the Tribunal of the Diocese of Oakland.
- Screens phone calls for the office, provides requested information or refers caller to proper Tribunal official.
- Prepares and distributes correspondence, financial statements of Priest's Mutual Benefit Society.
- Maintains computer files of clergy, religious and parish/mission/institution mailing labels.
- Other responsibilities as assigned by the Judicial Vicar.

**Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures and familiarity with appropriate Church documents.
- Maximum efficiency as a typist, knowledge of office equipment, computer knowledge with emphasis on word processing software and appropriate telephone skills
- Knowledgeable in tribunal administration.
- Confidential dealing with sensitive issues.
- Excellent organizational and interpersonal skills, including oral communication skills.
- Detailed orientated.
- A practicing Catholic leader 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 resume to Dolores L. Lopez, Director of 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). Fax: (801) 328-9680.

**Office of Safe Environment**

The Office of Safe Environment is committed to the protection of children, youth, and vulnerable adults. All employees and volunteers wishing to work with minors or vulnerable adults must be safe environment certified. For information, please review the Diocese Safe Environment website at: <https://www.dioslc.org/offices/office-of-safe-environment>. Involvement and communication are important factors in helping to ensure safe environments for all of our children. Please contact the Office of Safe Environment at [safeenv@dioslc.org](mailto:safeenv@dioslc.org) with questions.

**Office of Life, Justice and Peace**

**• Global Solidarity During Pandemic Through Rice Bowl**

This year our annual Rice Bowl faith formation program will look a little different. To ensure parishioners are able to participate in this important global solidarity program, consider the following ideas:

### **Before Lent**

- Ensure families have their CRS Rice Bowls. Plan a designated date, time and location for your community to pick up their CRS Rice Bowls, or direct them to [crsricebowl.org](http://crsricebowl.org) to print their own DIY Rice Bowl label.
- Plan a virtual CRS Rice Bowl kick-off event. Consider hosting a virtual prayer service by adapting the Prayer to Begin the Lenten Season found in the CRS Rice Bowl Coordinator's Guide. Decide if it will be a livestreamed or interactive event. For an interactive event:
  - Invite families to create a prayerful space in their homes using candles, purple cloth, a cross or other religious symbols to use during the event and throughout Lent.
  - Select readers from different families ahead of time to make the event more participatory
  - Use the CRS videos to get your community excited about what they will be learning about throughout Lent. Visit [crsricebowl.org](http://crsricebowl.org) for options

### **During Lent**

- Feature the weekly prayer intention and/or Story of Hope in your parish or school's online bulletin or newsletter and on social media.
- Remind your community that they can access all the CRS Rice Bowl resources online at [crsricebowl.org](http://crsricebowl.org), including the calendar, Stories of Hope, worksheets and activities, Stations of the Cross and more.
- Promote and invite your community to join CRS Rice Bowl's virtual events being held throughout Lent.
- Invite families to make the weekly meatless meal recipes and share their photos on your parish or school's social media platforms using #CRSRiceBowl.
- Live stream the Stations of the Cross.
- Ask families to make a video of themselves praying one of the Stations of the Cross. Encourage them to make an altar based on the station assigned to them and consider incorporating music. Ensure you have all the stations assigned and compile the videos into one video to share with your community.
- Create an online **Community Giving page** and share it with your community to make giving easy throughout Lent.

### **After Lent**

- Host a virtual prayer service to end Lent and CRS Rice Bowl using the Offertory Prayer to End the Lenten Season found in the CRS Rice Bowl Coordinator's Guide. Remind your community of the ways they can give their CRS Rice Bowl gifts.

- If you have an online Community Giving page, invite families to make their donations during the prayer service, and watch your community get closer to reaching its goal!
- Schedule a designated date, time and location for your community to turn in their CRS Rice Bowl donations if they do not want to give online or via mail.

## 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.

## Intermountain Catholic

### Job Opportunity

#### • Ad Sales Representative

The Advertising Sales Representative manages the office and activity of advertising resources for the Intermountain Catholic Newspaper, the official newspaper of the Diocese of Salt Lake City, serving as a member of the Diocesan Pastoral Center Staff and responsive to expectations as delineated by the policy manual, the Bishop or Vicar General.

#### Responsibilities

- Manages advertising concerns of the newspaper from sales to placement in the paper.
- Assists in billing and scheduling of advertising in the Intermountain Catholic.

#### Required Education and Skills

- Understanding of Catholic ethics, traditions, procedure and organizational structures.
- Commitment to the mission of the Catholic Church and the policies of the Diocese.
- Excellent written, organization and interpersonal skills, including oral communication skills.
- Confidential dealing with sensitive issues.
- Knowledge required for human resources position, regulations and agency rules.
- Necessary computer skills and knowledge of standard office software programs.
- Occasional evening meetings and willingness to travel within the Diocese.
- Ability to resolve problems and analyze reports.

- A bachelor's degree, or master's degree or a minimum of five years advertising experience desired. Educational background and experience negotiable.
- A practicing Catholic who shows commitment to a parish and a willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*)

Please send resume to Dolores L. Lopez, Director of 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). Fax: (801) 328-9680.

### ● **Year of St. Joseph**

If your parish or Catholic organization is having an activity related to the Year of St. Joseph, such as a novena, please let the Intermountain Catholic know; we will be doing an article about these efforts in the diocese. Contact Marie Mischel, [marie@icatholic.org](mailto:marie@icatholic.org) or (801) 328.8641 ext 340

## **Office of Marriage, Family and Pro Life**

### ● **Marriage Preparation**

Need information about Catholic Engaged Encounter retreats and/or NFP Intro Session requirements? Visit the Marriage & Family Life Office Marriage Preparation page. <https://www.dioslc.org/offices/office-of-marriage-and/marriage-preparation>

### ● **Marriage Support & Resources** **Retrouvaille**

This program helps couples through difficult times in their marriages. It is a weekend retreat program led by lay ministers to serve the needs of couples whose marriages are experiencing difficulty. For confidential information about or to register for the program- call 801.450.4965 or email: [4007@retrouvaille.org](mailto:4007@retrouvaille.org) or visit the web site at [www.HelpOurMarriage.com](http://www.HelpOurMarriage.com).

A Retrouvaille weekend will take place on April 22nd – 25th, 2021. Call or email to register.

### ● **Marriage Encounter**

For more information about the Marriage Encounter, please contact Nathan and Maria at 801.942.1060 - you can leave a voicemail -, or call Bill and Mary Ann Vena at 909.821.5783 or by visiting their website at: Utah Worldwide Marriage Encounter

\*A voluntary donation will be asked for to cover the costs the end of the weekend.

### ● **Respect for Life:**

#### **Sidewalk Advocacy in Utah**

Sidewalk advocacy is one of the single most effective ways to end abortion. It involves reaching out to women in need directly outside of an abortion facility and offering them tangible help and resources in their communities. We are loving, peaceful, and 100% law-abiding.

Utah Sidewalk Advocates are trained using the methods of Sidewalk Advocates for Life, a national organization that provides support and resources for those who have a regular

presence outside of their local abortion facilities. Our advocates receive extensive training, are equipped with literature, and will always have at least one other advocate with them. Learn More and get involved by visiting - <https://www.utahadvocatesforlife.org/>

### **The Annunciation and the Gospel of Life - Parish Bulletin Insert**

<https://www.usccb.org/resources/bulletin-insert-he-made-his-dwelling-among-us>

### **• Divine Mercy Sunday Parish Action Guide**

<https://www.usccb.org/resources/divine-mercy-action-guide>

### **• Other Divine Mercy Parish Resources**

Divine Mercy Novena

Homily Considerations Regarding Healing After Abortion

Prayer Service for Forgiveness and Healing

Eucharistic Holy Hour for Divine Mercy Sunday

HopeAfterAbortion.org

[usccb.org/abortionhealing](https://www.usccb.org/abortionhealing)

More information related on Respect for Life can be found on the Diocesan Respect for Life page - <https://www.dioslc.org/respect-for-life>

### **• Year of Amoris Laetitia Family 2021-2022**

On March 19, 2021, the Church celebrates the fifth anniversary of the publication of Pope Francis's apostolic exhortation *Amoris Laetitia*, on the beauty and joy of love in the family. On this same day, Pope Francis will launch the year "Amoris Laetitia Family," which will conclude on June 26, 2022, during the X Meeting of Families in Rome with the Holy Father.

Printable Brochure- [Amoris Laetitia Family](#)

Through a series of 10 videos, beginning with the chapters of the Apostolic Exhortation *Amoris Laetitia*, the Holy Father, with the help of several families, invites us to journey together to rediscover the family as a gift, despite every problem, obstacle and challenge that families have to face today. Each video is accompanied by a guide that can be used flexibly either by families or by various ecclesial groups (diocesan, parochial, community). Each guide is then subdivided into 4 parts. Each of these can be used for further reflection in the family or in a community, in different moments as well. This tool is intended to be helpful for pastoral ministry to families, and contains proposals and suggestions that can be adapted to the local situation.

Watch the first video released by Pope Francis on The Feast of the Annunciation - [Amoris Laetitia Journey Together 2021.03.25](#)

**The Dicastery for Laity, Family and Life has provided a guide to accompany the video - [Laity Family Life Guide 1](#)**

**Learn More here:**

<http://www.laityfamilylife.va/content/laityfamilylife/en/amoris-laetitia.html>

<https://www.usccb.org/topics/marriage-and-family-life-ministries/year-amoris-laetitia-family>

## **Office of Stewardship and Development**

### **Job Opportunities:**

#### **● Full-time Operations Assistant**

#### **Summary:**

The Operations Assistant provides project coordination, computer And operations assistance for the Office of Stewardship and Development as supervised by the Director.

#### **Responsibilities:**

- Coordination of solicitation mailing, thank-you letters and pledge reminders.
- Printing of in-house mailings.
- Desktop check process and data entry into fundraising database.
- Assist with census updates in database.
- Assist in the preparation of manuals for the annual Diocesan Development Drive and Stewardship.
- Maintain Office Procedure Manual.
- Assist with Stewardship and Development events.
- Attend to physical arrangements for room and/or facility reservations, meeting/event set-up and clean up, audiovisuals coordination, catering and entertainment.
- Track RSCP's and attendance to events.
- Assist with preparation of meeting and event materials.
- Maintain Inventory Database for Stewardship and Development Materials.
- Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director.

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## **• Full-time Data Specialist**

### **Summary:**

The Data Specialist provides database management, solicitation files, data processing, and computer support for the Office of Stewardship and Development as supervised by the Director of Stewardship and Development.

### **Responsibilities:**

- Maintain the Stewardship and Development database (Gabriel Software) to ensure current and accurate information for effective gift solicitation, acknowledgment, correspondence, history, reporting and auditing.
- Maintain and update lists for DDD mailings.
- Prepare database files for solicitation packages.
- Prepare and send donor thank you letters weekly to mail house.
- Prepare and send Pledge Reminders monthly to mail house.
- Validate pledge, recurring and one-time gifts in database.
- Upload GiveCentral processing of electronic giving to Gabriel database.
- Process checks through Wells Fargo Desktop Deposits.
- Prepare weekly/monthly campaign progress reports.
- Perform census updates to Gabriel database per postal notices.
- Participate as an active member of the Office of Stewardship and Development in all other duties and events as assigned per the Director of Stewardship and Development.

### **Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- A high school diploma or equivalency required with a preference for additional education.
- Skilled in advanced database techniques preferably with knowledge of Microsoft SQL Server Management Studio.
- Knowledge of Microsoft Office required.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced environment.
- Ability to work some weekends and evenings.

Please send resume to Dolores L. Lopez, Director of 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). Fax: (801) 328-9680.

## ● The Pastors Promise Program

The Utah Catholic Schools office has sent out information and scholarship certificates to priests on The Pastors Promise Program. This is a new program which offers a one-year introductory scholarship (60% off first year tuition) for Catholic families. If priests have a parishioner interested in having their children attend one of our 16 Utah Catholic Schools, we ask that our priests and their staff get these certificates out to interested families. Tours and registration for the 2021-2022 school year is happening now at all of our schools. If you need more certificates or flyers please email Carol Barman at [carol.barman@dioslc.org](mailto:carol.barman@dioslc.org).

## **Diaconate Formation Office**

The Diocese of Salt Lake City is pleased to announce the beginning of a Diaconate Formation Program for Catholic men fluent in English. More information about this program will be provided for interested single men and married couples at the Inquiry Sessions. All Inquiry Sessions will be held virtually.

For more information please call or e-mail Deacon Drew M. Petersen at 801. 328.8641 ext. 337 or by e-mail ([deacon.petersen@dioslc.org](mailto:deacon.petersen@dioslc.org)) or Mirna Gomez at 801.328.8641 ext. 322 or by e-mail ([mirna.gomez@dioslc.org](mailto:mirna.gomez@dioslc.org)) to receive dates, times of Virtual Sessions and provide essential information. Thank you for your attention and action regarding this announcement.

## **Catholic Community Services**

### ● Refugee Foster Care Case Manager

Full-time, Non-exempt with full benefits Hiring Range: \$17.00-19.00/hr DOE

Job Description: Assume primary responsibility for ensuring the service delivery system is responsive to all the needs of each refugee youth during the service period. Provision of case management services as outlined in the USCCB/MRS cooperative agreement, Reception and Placement regulations, state and federal regulations and in compliance with policies and procedures of Catholic Community Services Migration and Refugee Services Program. All services are provided in a manner that will facilitate self-sufficiency within the service period.

Responsibilities include: Coordinate placement with foster parents or parent representative prior to the arrival and then again if new placement is ever needed. Complete monthly in-home visits with every foster youth assigned. Seek reports from family consultants or foster parents on a monthly basis, therapists on a bi-monthly basis, and schools a minimum of once per semester. Be available for some evening and weekend work, including being on call on for emergencies on a rotating schedule. Assess youth's progress in independent living skills, academic development, and adjustment to culture and set up any necessary supports. Prepare court reports in a timely manner and attend all court hearings. Attend regular scheduled staff meetings. Document what happens to youth, case coordination, agency interaction and

interagency coordination efforts. Maintain case files in compliance with all state and federal regulations. Other duties as may be assigned.

Work will be performed primarily inside but will occur in youths' homes, places of employment, educational institutions, and other locations as needed in addition to being performed in an office. This position is in a professional office environment using standard office equipment, such as computers, phones, photocopiers, filing cabinets, and fax machines.

Work requires the ability to sit and stand for long periods, to walk moderate distances, to drive, and occasionally to assist youth with physical activities such as carrying groceries or household supplies. Driving is required for this position.

Works independently in a safe, appropriate manner. Demonstrates both problem solving and problem prevention. Displays sensitivity to the needs of the youth, foster families, CCS staff, volunteers and other persons with whom the employee may interact. Proficiency in English oral and written communication. Ability to prioritize multiple tasks; flexibility to respond to changes and responds appropriately to crisis situations. Ability to work in a team environment. Bilingual in Spanish strongly preferred Proficiency in computer skills that are required for the position: ability to write professional court reports, scanning and uploading documents, navigating an online database, Office365. Ability to relate to individuals of diverse ages and backgrounds

Bachelor's degree in Social Work or a related field from an accredited institution. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience with multi-cultural populations and the refugee community. Experience working directly with children, preferably including experience with teenagers. It is also preferred that an applicant have experience working with families regarding youth development and parenting.

Must pass a national to pass a BCI/FBI background check. SSW preferred. 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 a full-time and non-exempt. The general schedule will consist of a 40-hour work week Monday through Friday between the hours of 8:00 AM and 9:00 PM. Rotating weekend on-call 3-4 times a year.

To apply please go the company website: [ccsutah.org](http://ccsutah.org) and apply under the employment tab.

Position closes: Open until filled

Requisition #: 21.03.01

**• Migration and Refugee Services Legal Support Staff**

Full-time, Non-exempt with full benefits Salary: \$16.00-16.50/hr DOE

CCS offers an outstanding benefits package including group health and dental Insurance for employees working 30+ hours per week, 401a and 403b retirement plans, life insurance, and a generous PTO/holiday schedule.

**Job Description:** Provide professional bilingual clerical support to the Immigration Program and provide Immigration case management and direct services to the Refugee clients.

**Responsibilities include:** Commitment to mission of Catholic Community Services of Utah (CCS) and the Migration and Refugee Services programs. Screen refugee clients for family reunification, green card applications, confirm eligibility and assist with completing applications for those who qualify. Experience working as a paralegal, social worker, or in refugee services case management preferred. Ability to communicate clearly verbally and in writing in both English and Spanish preferred. Clerical work and data entry is are major components of this position.

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands** including bending, sitting, lifting and driving. This is largely a sedentary role and applicants must have the capacity to perform several hours of data entry without restriction. The position also requires filing of documents and applicants should have an ability to lift file boxes (weight between 25-45 pounds), open filing cabinets, kneel, bend, reach or stand as necessary. This position requires driving. Ability to maintain confidentiality regarding client cases. Proficiency in computer software such as Microsoft Office365 and experience with Access software. Must have an ability to travel AND work some nights and weekends. Demonstrate personal qualities of openness, compassion, and graciousness when helping clients assess and face legal obstacles. Ability to perform clerical and data entry work independently and with little supervision. Strong organizational and planning skills 7. Ability to prioritize tasks and responsibilities. Data management and data entry skills 9. Attention to detail and accuracy. Problem solving skills. Flexibility and adaptability. Demonstrate the ability to work in a team environment and ability to work with a diverse group. Proficiency in Spanish and English and written communication. Fluency in a language spoken by resettled refugees is helpful, but preference will be given to applicants who are fluent in Spanish and English.

**Education, training and or experience:**

Paralegal certification or bachelor's degree preferred. Knowledge of administrative and clerical procedures. Experience working in a law office preferred.

Must pass a national 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 is a full-time position and non-exempt. The general schedule will consist of 40 hours a week Monday through Friday, but the schedule can be flexible with up to 20 hours a week worked on nights and or weekends.

To apply, please go the company website: [ccsutah.org](http://ccsutah.org) and apply under the employment tab.  
Position closes: Open until filled

Requisition #: 21.02.02

**• Youth Mentoring Program Specialist**

Full-time, Non-Exempt with full benefits. \$16.00-16.50/hr DOE

**Job Description:**

Responsible for supervising refugee students and mentor volunteers participating in the youth mentor program. Coordinate all activities involved with the safe and effective operation of the mentoring program. Coordinate mentor match meetings and provide support for mentors throughout their service time. Develop program knowledge and provide additional training to participants.

**Responsibilities include:** Coordinate meetings to complete the paperwork needed for participation. Coordinate introduction between the mentor, student, and family. Provide volunteers with activities that promote physical and intellectual development in their mentees. Assist and monitor mentors and their mentees throughout their service. Maintain accurate and up to date records for student, staff, and after school program. Complete required reports for Catholic Charities. Provides oral and written reports to the Refugee Youth Coordinator. Attend bi-monthly program staff meetings with Refugee Youth Coordinator. Monitor attendance of all students participating in the youth mentoring program and report attendance to refugee youth coordinator; follow up on children or mentors who are absent. Report all concerns regarding children, staff, volunteers, parents, or facility issues immediately to Refugee Youth Coordinator or Refugee Resettlement Program Manager. Continue supporting and communicating with students, volunteers, and youth coordinator about issues or progress being made. Attend monthly mentor practitioner meetings. Other duties as assigned.

This position is in a professional office environment using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Some local travel may be required.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. This role includes driving locally to mentor match meetings, field trips, and local schools.

**Skills, knowledge and abilities:**

Works independently in safe, appropriate manner. Demonstrates both problem solving and problem prevention skills. Displays sensitivity to the needs of clients, client's families, visitors, co-workers, volunteers, and other persons with whom the employee may interact. Recognizes time as a valuable resource and responds promptly to needs of clients, and co-workers. Consistently performs work assignments in a time-efficient manner and adheres to deadlines. Proficiency in English oral and written communication. Must maintain confidentiality regarding clients. Proficiency in Microsoft Suite and strong computer skills to maintain financial data, spreadsheets, database, and scheduling. Personal qualities of openness and respect for

co-workers and clients, with compassion and graciousness in helping clients to assess and face their situations, and to accept assistance

**Education, training and or experience:**

Bachelor's degree from an accredited university equivalent experience. Experience serving multicultural and diverse populations preferred. Prior experience working with the youth.

Must pass BCI/FBI background check. Current Utah driver's license, proof of auto insurance, 21 years of age or older, a clean driving record, and ability to meet CCS vehicle safety requirements.

This position is full-time, non-exempt. The general schedule will consist of 40 hours to be worked between Monday and Friday between the hours of 8:30 am- 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 #: 21.01.03

**● Foster Parent Training and Retention Specialist**

Full-time, Non-Exempt with full benefits. Salary: \$17.00-19.00

Job Description:

Train prospective foster families to qualify them for licensure. Increase the retention of foster families and minimize burn-out and turnover.

Responsibilities include:

Become an expert on the foster parent pre-service training curriculum. Create training schedules for foster parents and assign family consultants to co-teach the units. The Training and Retention Specialist is the lead teacher for each unit, rotating which family consultant they teach with. Help family consultants build their training skills, prepare to train, and ensure the overall quality of the training. Facilitate at least four pre-service trainings per year for new foster families and expedited training as needed. Assess the efficacy of the training curriculum used and make suggestions for improvements to the Foster Family Supervisor. Help foster families in training complete the licensing process and prepare for placements. Plan and facilitate continuing education opportunities for licensed foster parents. Track retention data and analyze results; research best practices. Facilitate support groups for foster parents; match foster parents with peer mentors; facilitate regular respite opportunities; lead other retention and appreciation efforts. Collaborate with family consultants to assess the needs of the foster families. Develop and manage community partnerships to improve retention. Participate in weekly Refugee Foster Care staff meetings and monthly family consultant meetings. Demonstrate a commitment to quality improvement. Assist the foster parent recruiter as needed. Other duties may be assigned.

Work will be performed primarily inside an office but will also occur in the homes of foster families and other locations as needed.

Work requires the ability to sit and stand for long periods, to walk moderate distances, and to drive. Driving is required for this position. Work independently in a safe, appropriate manner. Demonstrate both problem solving and problem prevention. Display sensitivity to the needs of clients, client's families, visitors, co-workers, volunteers, and other persons with whom the employee may interact. Recognizes time as a valuable resource and responds promptly to the needs of clients, and co-workers. Consistently performs work assignments in a time-efficient manner and adheres to deadlines. Proficiency in English oral and written communication. Strong communication, presentation, and interpersonal skills. Ability to build and manage a classroom environment that is conducive to learning. Knowledge of adult learning styles. Must maintain confidentiality regarding client information. Proficiency in computer skills to teach online using PowerPoint and Zoom, to complete documentation, and to schedule and e-mail in Outlook

Education, training and or experience:

Bachelor's degree in social work, education, or a related field from an accredited institution preferred. Experience teaching adult learners and knowledge of methods to teach adult learners. Familiar with and supportive of the mission of Catholic Community Services of Utah and the vision of the Catholic Church articulated by the diocesan bishop. Experience teaching adults. Experience with multi-cultural and refugee communities

Must 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.

The general schedule will consist of 40 hours to be worked between Monday and Friday between the hours of 8:00 AM and 9:30 PM. Occasional weekend hours will be needed for emergency response.

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 #: 21.01.05

#### ● **Client Intake**

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

Assist the day-to-day client intake activities and related services at the Weigand Homeless Resource Center.

Make sure clients scan-in at the intake desk. Make sure clients without scan cards complete intake. Close down the building and lock all doors at the end of each day. Engage with security guards keeping them informed if safety issues arise. Keep the WHRC Manager advised of any information or developments that may have an impact on the Agency. Exercise a "team effort" with both staff and volunteers. Clean and maintain the main room and bathrooms at WHRC when the janitor is not available. Enter data into UHMIS. Coordinate the work of volunteers. Attend and contribute to staff meetings. Other duties as assigned.

Clean bathrooms when needed. Properly dispose of drug paraphernalia when found.

Ability to move around a large room and yard frequently each hour, Ability to work on feet for extended hours. Ability to lift up to 30 lbs. Salt walkways during winter months. Ability to get along with people. Ability to approach problem situations with tact and sensitivity. Ability to listen and consider issues, options, and alternatives to solving a problem. Must possess the personal qualities of integrity, compassion, and empathy, which encourage the trust, and confidence of others. Proficiency in oral and written communication. Must be able to maintain confidentiality. Ability to assert authority with sincerity and respect of others. Ability to write and communicate effectively in English. Experience in computer software including, MS Word, Excel, and the internet. High School Diploma or GED preferred.

BCI/FBI background check is required.

This position is full-time and non-exempt. The general schedule will consist of 40 hours to be worked between Saturday and Wednesday between the hours of 11:00 AM to 7:00 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 #: 21.02.03

### **Around the Diocese**

#### **• Divine Mercy Holy Hour at Blessed Sacrament Catholic Church**

All are invited to a Divine Mercy Holy Hour at Blessed Sacrament Catholic Church at 3 p.m. on April 11<sup>th</sup>, 2021, 9757 S 1700 E, Sandy, UT 84092

Divine Mercy Stations of the Cross, Adoration and Singing of the Divine Mercy Chaplet with Scott Larrabe & 3 Deacons. For more info call 385-787-7729 or email [gwerking@blessedsacschool.org](mailto:gwerking@blessedsacschool.org)

#### **• Juan Diego Catholic School Open House/Shadow Days**

Students can spend a day at JDCHS. For more information, contact Kamee Jordan at 801.984.7661 or at [KameeJordan@jdchs.org](mailto:KameeJordan@jdchs.org)

*Please see Attached Flyers*

**Spend the Day at Juan Diego Catholic High School** Have a student heading to High School next year? Have them spend the day with us at Juan Diego Catholic High School! Our Shadow Day experiences are open to all those entering or currently in High School and are making high school plans for the 2021-2022 school year. Come see what you have to look forward to as a Soaring Eagle! **Contact, Kamee Jordan** [kameejordan@jdchs.org](mailto:kameejordan@jdchs.org) or call her at 801-984-7661. **\*See attached Shadow Flyer**



**Juan Diego Hockey Summer League** Attending JDCHS next year and play ice hockey? Come join the Juan Diego Hockey Summer League Team! Open to all those enrolled at Juan Diego Catholic High School for the 2021-2022 school year...including 8th graders who plan on being a Soaring Eagle in the fall...you get to start practicing with the team this SPRING and play this SUMMER! Questions? Contact **Coach, Maurice van der Sluys** 801-232-4584 [maurice.vandersluys@gmail.com](mailto:maurice.vandersluys@gmail.com)  
**\*See attached Hockey flyer**

● **NEXT LEVEL Flag Football**

Games will take place at Juan Diego Catholic High school (For more information, please see attachment).

● **Our Lady of Lourdes Middle School Academy**

Our Lady of Lourdes Catholic School and Judge Memorial Catholic High school are excited to introduce Our Lady of Lourdes Middle School Academy, an innovative 7<sup>th</sup>-8<sup>th</sup> grade program to be housed in the fourth floor Learning Commons at Judge Memorial.

Based on the Salt Lake Diocese's strategic plan, and in conjunction with the recent study and recommendation from Catholic School Management, the Lourdes Academy will open its doors in the fall of 2021.

Academy Benefits: Advance & exploratory course offerings. Specialized teachers. Counseling and resource programs designed to meet the needs of early adolescents. Increased collaboration and vertical alignment of curriculum between high school, middle school, and elementary school. Increased athletic/sports opportunities & enhanced extracurricular. Opportunity for early childhood program creation at Lourdes.

Now accepting applications by contacting Cheri Wright, Director of Admissions at [cwright@lourdesschool.org](mailto:cwright@lourdesschool.org) . Inquire or apply online at : [www.lourdesschool.org/admissions](http://www.lourdesschool.org/admissions)

Priority Application Deadline is March 5. See flyer attached.

● **Guardian Angel Daycare** now accepting applications for the 2021-2022 school year. Please visit our website, [guardianangeldaycare.org](http://guardianangeldaycare.org) for information or call 801-984-7135.

**JOB OPENINGS AROUND THE DIOCESE**

**St. Thomas More Catholic Church :**

**Facilities and property Custodial**

This position is to maintain the cleanliness, functionality, and repair of the parish's facilities and property. Normal work schedule is Monday through Friday. Some exceptional weekend hours are needed on occasion, and rotated among the facilities team. This position is 20-25 hours per week, and pays \$12.00 - \$15.50 per hour.

Custodial and maintenance duties of the parish center and church buildings include cleaning, working with chemicals, industrial equipment, and power tools. Supplemental lawn care and snow removal, sprinkler repair, pruning, and maintenance of the grounds is required. We do have contracts with lawn care and snow removal vendors for the majority of the outside work. Setup and cleanup of activities and events requires repeated lifting of tables and chairs. Assisting office staff and ministry leaders as needed with logistical, operational, and practical matters. Painting, upkeep, and general maintenance of the facilities. Good communication skills, and the ability to repeatedly lift 50 lbs. Must pass safe environment, background check, and e-verify.

To inquire please contact: **Fr. John Evans, 801-942-5285 ext. 102**

### **Blessed Sacrament Catholic Church :**

#### **Office Administrator**

Blessed Sacrament Catholic Church in Sandy is currently seeking an office administrator. This is a full-time position with benefits. Some training will be provided, however applicants should meet the following criteria. The duties encompass a wide spectrum and will be discussed in more detail during an interview if applicant is being considered.

Practicing Catholic, in full communion with the faith, and firm knowledge of the Catholic faith and her practices. Strong work ethic. (Dependable, honest, respect for authority, proactive.), Good to advanced computer and technology skills, including MicroSoft products; Word, Publisher and Excel. Comfortable navigating online websites, e-mail, etc. Ability to learn new applications. Excellent organizational skills. Maintain quality communication with pastor and other staff members. Ability to initiate discussions, address issues, present suggestions and concerns directly, honestly and calmly. Excellent written and verbal (phone) communication skills. Excellent social skills. Compassionate yet honest response to needs and issues of parishioners and all who contact the parish. Ability to recruit, train and direct volunteers for various ministries and events. Excellent time management skills, able to prioritize tasks with continued flexibility.

If interested, applicants should submit resume to Sharon Jackson at [sjackson@blessedsacschool.org](mailto:sjackson@blessedsacschool.org). All resume's will also be reviewed by Fr. Sam Dinsdale.

### **Nano Nagle Children's Center :**

#### **• Part Time and Gull Time positions**

Nano Nagle Children's Center is hiring! Looking for full and part time employees to work in all age groups: infants, 1s, 2, and 3s Experience preferred but not required. Please call or email Jeramie Green at [jgreen@gmail.com](mailto:jgreen@gmail.com) 801.272.9670

### **The Skaggs Catholic Center:**

## **Part Time Cafeteria Staff**

We are looking to hire hard working fast paced individuals for part time positions Monday, Tuesday, Thursday, and Friday from 9:00am to 1:30 pm. Must be able to lift 50 pounds and stand for long periods of time with repetitive motion. Great job for a parent or anyone looking for part time employment!

Contact our campus food service manager, Kristina Baker at 801.984.7628 or [kristinabaker@skaggscatholiccenter.org](mailto:kristinabaker@skaggscatholiccenter.org)

## **Guardian Angel Daycare Teacher :**

Full-time 9a - 6pm, and part-time positions 3pm - 6pm available. A Catholic Child Development Center in Draper, Utah is searching for qualified Early Childhood Specialists/Teachers. 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. Salary Range:\$10,000 - \$30,000.

### **Responsibilities**

Sincere love for children, curriculum and teaching. Candidates will attend ongoing professional development classes in Early Childhood Education and may participate in a Pay Step Program. 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. Light cleaning duties throughout the day will be required. Must be able to lift 35 lbs. Must be able to stand for long periods of time. Must demonstrate ability to bend, kneel, handle, reach, grasp and perform repetitive motions. Must be able to move tables and chairs quickly and efficiently.

### **Qualifications**

Graduation from an accredited high school. Demonstrated organization and the ability to work in a fast paced environment. Demonstrated reliability and the ability to work within a team. Demonstrated work ethic with 24+ months of experience. Must meet the pre-employment requirements of safe environmental program, fingerprints, Background Check, Immunizations, Flu Shot, Food Handlers Card, CPR Card, First Aid Card are required. Must be able to work as part of a team and follow policy and procedure. Must be self-started, with the ability to work in an unsupervised, objective/assignment. Strong communication and time management skills are Essential.

Contact information: 801.984.7135 [Jodykearney@skaggscatholiccenter.org](mailto:Jodykearney@skaggscatholiccenter.org) and [Vanessamorales@skaggscatholiccenter.org](mailto:Vanessamorales@skaggscatholiccenter.org)