



# The Weekly

Feb. 11, 2019

A Chancery publication for the employees, parish staff, clergy and religious of the Diocese of Oakland. Please consider using the texts below to promote these events and programs in parishes.

To submit announcements to *The Weekly*, [click here](#).

## **Clergy Suitability for Ministry**

Article 13 of the Charter for the Protection of Children and Young People states that "When a priest or deacon, not incardinated in the diocese/eparchy, is to engage in ministry in the diocese/eparchy, regardless of the length of time, the evaluation of his background may be satisfied through a written attestation of suitability for ministry supplied by his proper ordinary/major superior to the diocese/eparchy." The letter is specific to the event happening in the receiving diocese – the celebration of sacraments, a retreat, a presentation, etc. These letters must come directly from the major superior or bishop. They cannot be carried by the visiting clergy, nor can we accept "celebret" cards sent or carried by the visiting clergy. The letter of suitability for ministry should be sent to Chancellor Steve Wilcox, 2121 Harrison St., Oakland 94612. If schedules do not allow the letter to be sent via postal mail, please email to [swilcox@oakdiocese.org](mailto:swilcox@oakdiocese.org) or call 510-267-8334.

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## CHANCERY NEWS

### **Registration open for Association of US Catholic Priests conference**

Priests are invited to the Association of US Catholic Priests (AUSCP) Eighth Annual Assembly in St. Louis on June 24-27, 2019. Under the theme, "God's Priestly People: The Baptized and the Ordained," speakers include Cardinal Blase Cupich, Dr. Richard Gaillardetz, Sister Norma Pimentel, MJ and Father Thomas Rosica, CSB. For more information, visit [www.uscatholicpriests.org](http://www.uscatholicpriests.org).

### **NEW New law regarding sexual harassment and abusive conduct prevention training for all employees**

Effective Jan. 1, 2019, California law requires sexual harassment and abusive conduct prevention training to be completed by ALL employees, not just supervisors. Non-managerial employees must complete one hour of training every two years and managerial (supervisory) employees two (2) hours of training every two years. The Diocese of Oakland will provide and monitor this training for all employees in the Diocese. Our current provider of this training, Everfi, has updated their trainings to comply with this law. The DFEH's regulations define employees as: full-time, part-time, and temporary employees. For supervisors, regardless of when your last sexual harassment training was completed (even as late as 2018), the state requires ALL employees to comply in the year 2019. [Click here](#) for the FAQ.

In the next week, each Diocesan location will receive an Excel file to enter required information for all employees at your site, no matter the hours worked, including all clergy, principals, presidents, faculty, independent contractors, etc. PLEASE DO NOT MODIFY THE SPREADSHEET IN ANY MANNER. Only enter information per the instructions. Each diocesan entity will have a unique spreadsheet (file) to complete. This is the time to evaluate whether those "independent contractors" you pay are in fact, employees. Gloria Espinoza, associate director of Human Resources is available to help you make the right determination regarding classification at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org). All spreadsheets are due electronically to Diana Bitz in the Safe Environment office (please do not mail your spreadsheet) no later than Feb. 20. For questions, please contact Diana Bitz at [dbitz@oakdiocese.org](mailto:dbitz@oakdiocese.org) or 510-267-8315.

### **CRS Rice Bowl Workshops**

Come to get spiritually inspired for Lent and to participate in Rice Bowl by hearing Thomas Awiapo, Catholic Relief Services staff person from Africa, share his powerful story of overcoming extreme poverty in his African village to go on to college and earn a graduate degree. Following his talk, there will be a slide presentation on what is new for Rice Bowl in 2019 and some best practices. This free workshop will be held in Spanish on Saturday, Feb. 16, 10 a.m.– noon at the Cathedral of Christ the Light. Please see [attached flyer](#). Although primarily for DRE's, parish and school educators and Rice Bowl coordinators, all are welcome to attend. For more information and to RSVP, please contact Marc McKimmey at [mmckimmey@cceb.org](mailto:mmckimmey@cceb.org) or 510-768-3176.

### **Catholic Charities Transforming Lives Tour**

Catholic Charities of the East Bay is the social services arm of the Diocese of Oakland, and one of the largest providers of social services in Alameda and Contra Costa Counties. We help families in need and who are marginalized. To learn more about how you can volunteer and get more engaged, please sign up for a Catholic Charities Transforming Lives Tour. At the Tour you will learn about legal immigration and refugee resettlement services, homelessness prevention through housing, school-based behavioral health services programs for youth, grief counseling and family support for victims of crime. To register please visit [www.cceb.org/get-involved/transforming-lives-tour](http://www.cceb.org/get-involved/transforming-lives-tour).

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## **EVENTS, CONCERTS & ACADEMIC PROGRAMS**

Enjoy the experience of singing, praising in African American Gospel spirituality at the **Annual M. Roger Holland Gospel Music Workshop Experience**, to be held for three nights, Feb. 13-15, 7-9 p.m., and Feb. 16, 9 a.m. to 12:30 p.m., at St. Columba Church, 6401 San Pablo Ave., Oakland. Participate in learning and singing songs composed by Roger Holland featured in GIA publishing. Come early (6:30 p.m.) for snacks, refreshments and socializing. The Saturday morning session will be followed by lunch hosted by St Columba Choir. Registration fee \$35 (high school and college students \$10) payable to St Columba Gospel Choir. To register using a credit card, please contact Jo Ann Evans, 510.913.5695.

**NEW** St. Joseph, Fremont Music Director Ronald McKean will dazzle with a **free organ concert** showcasing Old Mission San Jose's rare and historic Rosales Opus 14 Spanish organ on Feb. 16 at 43300 Mission Blvd., Fremont. The evening begins at 7 p.m. with a presentation on

the rare organ on which he will perform, with the concert at 7:30 p.m. featuring organ pieces intricate and choral-like, passionate and programmatic, and conclude with wine, hors d'oeuvres, desserts, and beverages served in the historic setting of the Old Mission museum. For more information, call 510-657-1797.

San Damiano Retreat Center, 710 Highland Drive, Danville, is hosting a **pasta dinner** on Feb. 17. Doors open at 4:30 p.m.; \$20 for adults; children under 13 \$10. For more information, call 925-837-9141

The Dominican School of Philosophy and Theology welcomes Dr. Mirela Oliva, University of St. Thomas, to present the **28th Annual DSPT Aquinas Lecture**. Her talk will focus on "Causality in the Human Life" where she will look at the meaning of life that regards the life narrative. Dr. Mirela will analyze various forms of causality in the human life referring to Thomistic scholars such as MacIntyre and Stump, but also philosophers such as Gadamer. Wednesday, Feb 20, 7:30 pm at DSPT. RSVP recommended at [dspt.edu/aquinas2019](http://dspt.edu/aquinas2019).

**King Solomon Salmon Dinner (Priests only event)** will be held Feb. 25, beginning at 5 p.m. at St. Barnabas Church rectory, 1427 Sixth Street in Alameda. Please rsvp by Feb. 22 at the parish office, 522-8933 ext. 10 or [sbparishoffice@comcast.net](mailto:sbparishoffice@comcast.net).

Esperanza y Sanación después de aborto: **El viñedo de Raquel** los invita el 1 de marzo al 3 de marzo, 2019. El retiro es un lugar especial para renovar y redimir corazones rotos por la pérdida de un niño por aborto. El viñedo de Raquel es para mujeres y hombres que tienen dolor por la pérdida y quienes buscan la sanación. Llámenos para obtener más información. Póngase en contacto con Gloria por teléfono al 510.485.2574 o por correo electrónico en [AftertheChoice@OakDioAdmin.org](mailto:AftertheChoice@OakDioAdmin.org). Todas las llamadas y los contactos son estrictamente confidenciales.

**Alpha** is a tool for evangelization based on hospitality, sharing and open conversation. An interactive training to experience what it is like to run Alpha at your parish is coming to St Michael Parish Hall, 326 Maple Street, Livermore, on March 2, 9 a.m. to 3 p.m. This is an international, non-denominational program. Millions of people have experienced Alpha in over 100 countries and over 100 languages around the globe. Registration is \$25 and can be made online at [Alpha.ticketspice.com/run-alpha-livermore-ca](http://Alpha.ticketspice.com/run-alpha-livermore-ca). Please contact Eric Horn at [EricHom@StMichaelLivermore.com](mailto:EricHom@StMichaelLivermore.com) for more information.

**NEW Magnificat SOTI, a Ministry for Catholic Women**, invites all women for their **prayer breakfast** on March 9, 9:30 a.m. to 12:30 p.m., Crowne Plaza, 45 John Glenn Drive, Concord. Barbara Nicolosi Harrington, a Hollywood writer, producer, story consultant and production company executive for over 20 years will be the speaker. Some of her projects include The Passion of the Christ, Joan of Arcadia, and Saving Grace. She is the founder of ACT ONE, a non-profit educational program to help Christians enter careers in the entertainment industry. Men are always welcome. Tickets are \$33/\$40 after March 2. For more information: <https://magnificat-ministry.net/ca-walnut-creek>. Email [Magnificatsotirsvp@gmail.com](mailto:Magnificatsotirsvp@gmail.com) or call Kim Sullivan at 925-683-8220 for tickets or questions.

**NEW** **Walking on Holy Ground with your Dominican Sisters**, a two-part series, will be held April 28 and May 5, 2-4 p.m. both days, at the Dominican Center - 43326 Mission Circle (entrance off Mission Tierra) in Fremont. A free will offering will be taken. Register by April 25 at <http://bit.ly/2019HolyGround> or call 510-933-6360.

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## RETREATS and LITURGIES

**NEW** Father Chris Alar, Marian Fathers of Immaculate Conception, is the retreat director for the **Divine Mercy Parish Mission**, Feb. 23-25, 6:30 p.m. each evening, at St. Lawrence O'Toole Church, 3725 High St., Oakland. Father Alar wrote and produced the popular "Divine Mercy 101" DVD series. Topics include "The Message & Devotion of Divine Mercy," "The Importance of the Marian Consecration," "The Meaning of the Mass" and more. For a complete list of topics and our weekend Mass schedule visit [divinemercoak.org](http://divinemercoak.org).

**San Damiano Retreat Center**, 710 Highland Dr., 925-837-9141, ext. 315

[katerik@sandamiano.org](mailto:katerik@sandamiano.org), [Sandamiano.org](http://Sandamiano.org) offers the following retreats:

Feb. 12 and following second Tuesdays of the month: Circle of Compassion with Kathy Miranda

March 6: Ash Wednesday Day of Renewal with the Franciscan Friars of San Damiano, 9:30 a.m.-3 p.m. (includes lunch), \$45

March 6: Ash Wednesday Evening of Renewal with the Franciscan Friars of San Damiano, 5-8 p.m. (includes dinner), \$30

March 29-31 Lenten Retreat: "All Shall Be Well" A Retreat with the Revelations of Julian of Norwich with Veronica Mary Rolf

**NEW** Dominican Sisters of Mission San Jose Center for Education & Spirituality, 43326 Mission Circle (entrance off Mission Tierra) Fremont, present:

**Paths to Grace – Lenten Prayer Through Art**; \$25 each session. Register at <http://bit.ly/2019PathsToGrace> or call 510-933-6360

March 3, 1:45-4:30 p.m.: "I Am The Way"

March 9, 9 a.m.-noon: "I Am The Truth"

March 13, 6:45-9:30 p.m.: "I Am The Life"

**Ash Wednesday Day of Prayer**, 9 a.m.-2 p.m.; \$40. Register by March 1 at <http://bit.ly/2019AshWed> or call 510-933-6360

**Spiritual Guides for Today - The Return of the Prodigal Son**; \$10 per session. Four part series March 7, March 14, March 21 and , March 28, 1-2:30 p.m. each session. Group size is limited. Register early at <http://bit.ly/2019ProdigalSon> or call 510-933-6360

**Something About Nones: Exploring the Spirituality of Unaffiliated Young Adults**: March 16, 9 a.m.-noon. \$30, scholarships available. Register by March 10 at <http://bit.ly/2019AboutNones> or call 510-933-6360

**Women & Spirit – A Documentary** narrated by Cokie Roberts, presented by S. Cecilia Canales, OP: March 17, 2-4 p.m. Free will offering. Register by March 13 at <http://bit.ly/2019WomenAndSpirit> or call 510-933-6360

**Stations of the Cross for Seniors** with S. Mary Mark Schoenstein, OP: March 29, April 5 and April 12, 2:30 p.m.

**Taizé - Prayer around the Cross** will be offered from 8-9 p.m. on Feb. 15, March 15, and May 17 at the Dominican Sisters of Mission San Jose Chapel, 43326 Mission Circle, Fremont. For more information call 510.657.2468.

**37<sup>th</sup> Annual African American Celebration Series** will be held Jan. 19-Feb. 17 at St. Columba Catholic Church, 6401 San Pablo Ave, Oakland. Our theme this year is “Called to Follow...Called to Worship...Called to Lead.” Come and celebrate with us at one of our liturgies: Saturday 4 p.m., Sunday 8 a.m. or 10:30 a.m. We have an esteemed line-up of speakers:

Rev. Michael-Ray Mathews – Deputy Director at Faith in Action formerly PICO California (Feb 16/17)

We welcome you to share in the M. Roger Holland Experience Gospel Choir workshop Wednesday, Feb. 13 to Friday, Feb. 1, 7-9 p.m. each evening; Saturday, Feb. 16 from 9:30 a.m. to 12:15 p.m., followed by lunch in the parish hall; and the multi-congregation Gospel Choir performance on Sunday, Feb. 17 at 10:30 a.m. Mass. For more information regarding this celebration, please contact the church office at (510) 654-7600.

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## JOB OPENINGS

### **NEW Development/Communications Manager, Sisters of the Holy Family, Fremont**

The Sisters of the Holy Family (SFH) have an opening for a full-time Development/Communications Manager. The person in this role is responsible for communicating the mission of SHF to our donors and Family of Friends through general communications and through fundraising programs. This includes overseeing the donor data base and various social media means of communications such as the SHF website, Facebook and Twitter. Communications responsibilities include the development and distribution of the Family of Friends newsletter, ensuring quality and timeliness of distribution; overseeing website and social media. Development responsibilities include developing and implementing a strategic and effective fundraising plan, proposing new fundraising opportunities, managing the donor base system, creating development reports, generating thank you letters, and providing direct supervision to volunteers. Bachelor’s degree from a four year college or university in related field and a minimum of five years related experience and/or training or an equivalent combination of education and experience.

The Congregation of the Sisters of the Holy Family, a community of Roman Catholic Sisters, was founded in San Francisco, California in 1872 and is located today in Fremont, California. The Sisters of the Holy Family take strong local and national leadership in religious education for children, adults and the physically and mentally challenged. To learn more about the mission and vision of the Sisters of the Holy Family visit: <http://www.holyfamilysisters.org> To apply, submit letter of interest and resume to: [jobs@snjmuson.org](mailto:jobs@snjmuson.org).

### **NEW Development Assistant, Diocese of Oakland Office for Mission Advancement, Oakland**

The Development Assistant reports to the Major Gifts Officer and will be responsible for supporting parish and corporate campaigns in Contra Costa and Alameda Counties. The role will

involve database management, gift processing, and producing gift acknowledgement letters. Proficiency in Microsoft Office Suite and Blackbaud Raisers Edge is necessary. For a complete job description [click here](#). This is a full-time, temporary and non-benefitted position. After review there is a possibility of this position transitioning to a regular hire. Please submit resume and cover letter to Gloria Espinoza at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org).

### **Principal, St. Joseph Elementary, Alameda**

Saint Joseph Elementary School, a TK through Eighth Grade Catholic elementary school, who prides itself on educating the whole child, is located in the city of Alameda in Alameda County serving the cities of Alameda and the San Francisco Bay Area. Saint Joseph Elementary School enrolls 252 students with a maximum capacity of 320 students, employs a professional staff of 26 and is a fully accredited school by the WCEA/WASC. Saint Joseph Elementary School houses a before and after school Extended Care Program along with a strong after school enrichment offering. The school serves a diverse community that celebrates many different ethnicities. Saint Joseph Elementary School works closely with Saint Joseph Notre Dame High School and resides on the same campus. Candidates for principal must be active practicing Catholics, who possess a California Teaching Credential and a California Administrative Credential or are enrolled in an Administrative Credential Program, as well as have at least five years of experience, as an administrator or a teacher, in a Catholic school. The candidate must be able to provide spiritual, administrative, financial and educational leadership for the school as well as be able to assume responsibility for the day-to-day administration. The successful candidate is expected to be an active member of the parish staff and a strong partner to the high school principal. Candidate must demonstrate excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity and a rigorous academic program. Saint Joseph Elementary School is a community supported by the Pastor, Faculty and Staff, School Board, Parent Group and Parents. Salary is based upon the Diocesan Scale and depends on qualifications and experience. Benefits include: Health, Dental and Vision Insurance, Long and Short Term Disability Insurance, and Retirement. **Send Letter of Intent and**

**Application by Feb. 28, 2019 to:**

Gloria Espinoza at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org) ,

Department of Human Resources

Diocese of Oakland

2121 Harrison Street, Suite 100

Oakland, CA 94612

510-893-4711

### **Principal, St. Francis of Assisi Catholic School, Concord**

St. Francis of Assisi Catholic School is a K through 8<sup>th</sup> grade school located in the city of Concord in Alameda County serving the cities of Concord, Pleasant Hill and surrounding cities. St. Francis of Assisi School enrolls 270 students with a maximum capacity of 370 students, with a professional staff of 30 and is fully accredited by WCEA/WASC with before and after school Extended Care. Candidates for principal must be active practicing Catholics, possess a California Teaching Credential and a California Administrative Credential or enrolled in an Administrative Credential Program as well as have at least five years in Catholic educational teaching or administration. The candidate must be able to provide spiritual, administrative, financial and educational leadership for the school as well as be able to assume responsibility for the day-to-

day administration. The school serves a diverse community; Spanish-speaking skills and familiarity with Hispanic culture would be very helpful. The successful candidate is expected to be an active member of the parish staff. Excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic identity, and academic program are a must. St. Francis of Assisi School has supportive Pastor, Faculty and Staff, School Board, Parent Group and Parents. Salary is based upon the Diocesan Scale and depends on qualifications and experience. Benefits include: Health, Dental and Vision Insurance, Long and Short Term Disability Insurance, and Retirement.

**Send Letter of Intent and Application by Feb. 28, 2019 to:**

Gloria Espinoza at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org) or mail to:

Department of Human Resources

Diocese of Oakland

2121 Harrison Street, Suite 100

Oakland, CA 94612

510-893-4711

**Facilities Coordinator, Divine Mercy Parish, Oakland**

Divine Mercy Parish is seeking a Facilities Coordinator to be responsible for developing and executing short-term and long-term Facilities plans that meet the needs of a merged parish with two campuses. The primary role of the Facilities Coordinator will be to assist the pastor/parochial administrator in effectively managing the needs of multiple facilities that the parish owns and rents at both sites. The Facilities Coordinator will engage and supervise outside contractors and will personally perform a variety of semi-skilled maintenance duties related to the physical operations of the parish's facilities. This position requires a working knowledge of facilities concepts and terms, as well as excellent project management and communication skills. For a complete job description [click here](#). This is a part-time, non-exempt position of 22.5 hours per week and is classified as S-5 according to the Salary Classification Guidelines for parishes. Please submit letter of intent and resume to: Fr. Brandon Macadaeg at <mailto:fr.macadaeg@gmail.com>.

**Deadline to apply: Feb. 28, 2019**

**Principal, Corpus Christi Catholic School, Piedmont**

Corpus Christi School is a K through 8<sup>th</sup> parish school located in the city of Piedmont in Alameda County serving the cities of Oakland and Piedmont. Corpus Christi School enrolls 260 students with a maximum capacity of 280 students, with a professional staff of 20 and is fully accredited by WCEA/WASC and offers an after school Extended Care Program. Candidates for principal must be active practicing Catholics, possess a California Teaching Credential and a California Administrative Credential or enrolled in an Administrative Credential Program as well as have at least five years in Catholic educational teaching or administration. The candidate must be able to provide spiritual, administrative, financial and educational leadership for the school as well as be able to assume responsibility for the day-to-day administration. The school serves a diverse community, therefore cultural sensitivity is helpful. The successful candidate is expected to be an active member of the parish staff. Excellent communication skills and enthusiasm for developing and maintaining a school with a strong Catholic Identity, and rigorous academic program are a must. Corpus Christi School has supportive Pastor, Faculty and Staff, School Board, Parent Group and Parents. Salary is based upon the Diocesan Scale and depends on qualifications and experience. Benefits include: Health, Dental and Vision Insurance, Long and

Short-Term Disability Insurance, and Retirement. **Send Letter of Intent and Application by February 15, 2019**, to: Gloria Espinoza at [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org) or mail to:  
Department of Human Resources  
Diocese of Oakland  
2121 Harrison Street, Suite 100  
Oakland, CA 94612  
510-893-4711

**St. Joseph Notre Dame High School – Principal**

Please see <https://www.oakdiocese.org/offices/human-resources/employment/SJNDPrincipalSearch2019.pdf> for more information.

**US-China Catholic Association, Berkeley - Part-time Bookkeeper**

The US-China Catholic Association (USCCA) seeks a part-time bookkeeper to perform customary functions (log financial transactions, maintain orderly financial records, reconcile our records with our bank and credit accounts on a monthly basis, and prepare quarterly and annual financial reports). Willingness and ability to prepare accurate Federal and California short-form tax returns (for nonprofits) also desired, depending upon the applicant experience and interest. Hours are flexible. Much of the work can be done remotely. The USCCA is willing to contract out for this service.

More information can be found at <https://tinyurl.com/USCCABookkeeper>

Salary information: Hourly wage, \$18 to \$22 / hour, based on experience and skills

Part-time: Approximately 10 to 15 hours per month. Position begins: Now

**To apply, submit letter of intent and brief resumé to:**

Fr. Michael Agliardo [director@uscatholicchina.org](mailto:director@uscatholicchina.org) / (510) 900-2015

1646 Addison Street

Berkeley, CA 94703

**Director of Marketing and Communications, Lumen Christi Academies**

The Lumen Christi Academies of the Diocese of Oakland are searching for a Director of Marketing and Communications. The Director will be charged to create and communicate a compelling story about Lumen Christi Academies (LCA), which supports the efforts to increase admissions applications and donor contributions. Under the guidance of the Executive Director and in collaboration with the academies principals the Director will create, lead, plan, direct and implement innovative strategies for all marketing and communications on behalf of the Lumen Christi Academies (LCA) in order to raise LCA's visibility, advance its brand, and articulate clear messaging to internal and external stakeholders including donors, students, parents, faculty and staff, alumni, community groups, neighbors, media outlets and other target audiences. In addition, the Director will oversee and actively participate in the creation, design, budget and production of all LCA network publications and will collaborate on development efforts to ensure the marketing and communication activities are aligned with the development strategy. The Director will coordinate all advertising, publicity and public relations and may serve as an LCA spokesperson when so designated by the Executive Director.

Candidate must possess outstanding spoken, written and editorial skills and have well-versed knowledge of the principles of marketing and communications and fluency in using and measuring social media effectively. Must be able to create print materials using Photoshop, InDesign, or another comparable layout software. Possess a BA/BS degree from an accredited



college or university in a field related to marketing and communications; an advanced degree is preferred. Have five (5) to seven (7) years of increased leadership experience in marketing and communications, preferably in an independent school or other non-profit organization. For a complete job description [click here](#).

**To apply please submit resume and letter of intent to:**

Gloria Espinoza

Associate Director, HR

[gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)

**Position open until filled. First review of applications will be January 31, 2019.**

### **Treasurer's assistant, Franciscan Friars, Oakland**

Franciscan Friars of Ca in Oakland is looking for a part-time assistant to work three to four days, 16-20 hours a week. Hours are flexible which makes this job perfect for a college student, or someone just looking for part time work. Duties include but not limited to: Data entry and maintaining data base, producing monthly billing, faxing and light mail correspondence, filing, and other miscellaneous duties. Will train but must know basic typing and computer skills. Some knowledge in Microsoft Word and Excel. Starting pay \$17.00/hour. For more information please call Reyna Piña-Lupian at (510) 536 3722 x106.

### **Maintenance Support Staff, St. Bonaventure, Concord**

St. Bonaventure Parish is looking to hire a part-time Maintenance Support Staff person. This is a 16-24 hour a week position, 2-3 days a week including nights and weekends. The responsibilities include routine custodial work and event set-up and clean-up. This is a S-4 classification. For more information and a full job description visit: <https://www.stbonaventure.net/director-childrenaposs-faith-formation> or contact Christa Fairfield [cfairfield@stbonaventure.net](mailto:cfairfield@stbonaventure.net).

### **Food Server, San Damiano Retreat, Danville**

San Damiano Retreat in Danville is hiring a food server for up to 24 hours per week for the evening shift. Pay is \$12.50/hour. For more information and to apply, please call Janet Gardner at 925-837-9141 x 306.

### **Bookkeeper, Corpus Christi School, Piedmont**

Corpus Christi School is searching for a Bookkeeper responsible to the principal for accurate operation of the main bookkeeping duties for the school including related reports and responsibilities as required by the school, diocese, and government agencies. In the absence of the secretary the bookkeeper will answer the phone, give information as appropriate, and administer first aid when necessary. The bookkeeper is a support to the secretary in areas that are needed with the approval of the principal. Qualifications: Minimum of 5 years finance/accounting experience and experience with non-profit financial accounting; Experience forecasting, creating, and working within budgets; Ability to collaborate and communicate transparently with colleagues, principal, pastor and school community parents; Excellent written and oral communication skills; High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction; Advanced computer skills with particular knowledge in advanced applications, e.g. Microsoft Word, Excel, QuickBooks, Peachtree or other accounting software and knowledge of Google applications.

This is a year-round (12 months) non-exempt, part-time position of 25-30hrs per week. Salary is competitive and commensurate with experience and includes benefits. Click here for a complete job description. Please submit resume and cover letter to Katie Murphy, Principal, Corpus Christi School, Piedmont, at [kmurphy@cndo.org](mailto:kmurphy@cndo.org). Position open until filled.

**Catholic Funeral and Cemetery Services (CFCS)**

Catholic Funeral and Cemetery Services (CFCS) is seeking Managers, Sales Associates (Family Service Advisors), Funeral Directors (Family Service Directors), Funeral Assistants, Preparation Employees and Administrative Assistants. View all current openings:

<http://www.cfcsoakland.org/about-us/job-opportunities/>. If you, or someone you know, might be interested, please contact Bill Clark for more information -- [bclark@thinkhr.com](mailto:bclark@thinkhr.com).