

**ST. JOHN VIANNEY CATHOLIC CHURCH
EMPLOYMENT MINISTRY**

JOB LISTING (*INDICATES NEW OPPORTUNITIES) – January 15, 2012

ST. JOHN VIANNEY DOES NOT SCREEN PROSPECTIVE EMPLOYERS. IT IS THE RESPONSIBILITY OF THE JOB APPLICANT TO DETERMINE THE CONDITIONS OF FEE PAYMENT, IF ANY, TO THE PERSONNEL SERVICE AND/OR THE PROSPECTIVE EMPLOYER. RESUME PREPARATION ASSISTANCE IS AVAILABLE. PLEASE CALL THE SOCIAL MINISTRY OFFICE AT 281-497-4434 TO MAKE AN APPOINTMENT. THIS LISTING IS UPDATED EVERY 15TH DAY OF THE MONTH AND AVAILABLE ON LINE AT www.stjohnvianney.org

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 DATABASE ADMINISTRATOR - The Archdiocese of Galveston-Houston is seeking a Database Administrator to administer Chancery database systems, analyze requirements and install updates. The position also provides support for Chancery IT development and maintenance staff as well as support for Archdiocese data warehouse and reporting systems. The position maintains database test, development and production environments, and database security. Also participates on special IT projects. Duties and Responsibilities: With the IT Director, develops and plans the master technical architecture to support of all computing needs; Supports database performance and tuning; Responsible for implementation, maintenance and support of the key applications; Establish and maintain security and data integrity controls; Recommends and monitors policies, procedures and standards relating to database management; Works with software vendors to effectively configure the database and environment to support their software; Document system design, integrations and upgrades; and other duties may be assigned. Knowledge, Skills and Abilities: Bachelor's degree in Computer Science or an appropriate discipline from a four year college or university and a minimum of 4 years of MS-SQL, Crystal and SQL reporting services and report writing. Technical aptitude and knowledge of Microsoft SQL, and Crystal reports. Experience may be substituted for the formal education and training requirements in this section at the discretion of management. If interested, please submit a cover letter along with a resume via email to hr@archgh.org. Please place job title on subject line.

2 ASSOCIATE DIRECTOR, SPECIAL YOUTH SERVICES - The Archdiocese of Galveston-Houston is currently seeking an Associate Director for the Special Youth Services department. The Associate Director will be responsible for the development of program curriculum in addition to offering consultation, resources and advocacy for ministry to at-risk and troubled youth. The Associate Director will recruit, train, and lead groups of volunteers who provide programs and group activities for at-risk and troubled youth as well as pastoral counseling for youth detained in juvenile probation facilities. This position reports to the Director of Special Youth Services and will also interface with members of the Office of Youth Ministry, the Office of Correctional Ministries, as well as other archdiocesan and parish staff, as appropriate. Minimum Qualifications: Required: Bachelor's Degree (Theology, Social Work or a related field) two to four years' experience in Catechesis and Youth Ministry; Strong interpersonal relation, communication, organization and execution skills; Group facilitation, program development and facilitation skills; Computer literacy. Preferred: Masters Degree (Theology, Social Work or a related field); Bi-lingual English/Spanish preferred; Familiarity with the Catholic faith. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org with AD, Special Youth Services in the subject field.

3 ASSOCIATE DIRECTOR OF MUSIC - St. Ignatius Loyola Catholic Community in Spring, Texas, a vibrant and growing faith community serving North Houston, is seeking a full time Associate Director of Music. The Associate Director of Music is a pastoral musician who is experienced in Catholic liturgy, music, and education. The Associate Director of Music will lead the children and youth of the parish to grow in their understanding of music's sacred role in our Catholic faith and to foster the youth's musical skills so they may serve the Church as music leaders. Duties include planning, preparing materials, leading practices and directing the three Children's Choirs: Cherubs, ages 4 through grade 1, Children: grades 2 through 5, and Christ's Crew: grades 6 through 12 in weekly Sunday Liturgies and Eucharistic celebrations, concerts, festivals and the St. Ignatius of Loyola annual summer Choir Champ. The Associate Music Director will be responsible for preparing worship aids for all liturgical celebrations and will be responsible for managing and maintaining the music library. Cantoring will be required as needed. Education/Experience: Applicants should have a bachelor's degree in music or related field, experience teaching children, excellent collaborative and communication skills, computer proficiency in Microsoft Word, Excel, and Publisher. Organ and piano proficiency will be considered a plus. A comprehensive job description may be found on our web site: www.silcc.org. Please send résumé and letter of interest by October 31, 2011, to searchcommittee@silcc.org or to: Reverend Norbert Maduzia, Jr., D. Min. St. Ignatius Loyola Catholic Church, 7810 Cypresswood Drive, Spring, TX 77379.

4 DIRECTOR OF RELIGIOUS EDUCATION - We require: A person of Catholic faith who is supportive of Catholic education A person with a pleasant, professional, and welcoming attitude and demeanor. A person who holds, as a minimum, a Bachelor of Arts degree preferably with a concentration in Theology and holds Archdiocesan certification to teach the Catholic faith and Archdiocesan certification as a catechetical leader. A person who is flexible enough to handle several tasks simultaneously and willing to accept more responsibility. when the need presents itself. Fluency (spoken and written) in both English and Spanish is a big plus for this position. Work Hours: 40 Hour work week with Flexible hours to accommodate teaching schedules and night time meetings. For further information please contact Estella Watts 713.946.8968. Please submit resume by mail or e-mail at sacc@staugustinecc.com.

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5 DIRECTOR OF LITURGY - Christ the Redeemer Parish is seeking a full-time Director of Liturgy. This person will work in collaboration with the full-time music minister, parish liturgy committee and other parish staff, and will serve as a resource to the community in liturgical matters. Responsibilities include coordinating the preparation and celebration of all parish liturgies and sacramental celebrations, and the recruitment and formation of liturgical ministers. Experience: Applicants should have significant background in Roman Catholic liturgy acquired through the study of liturgical theology, and/or through wide reading and experience in the field. Thorough knowledge of the liturgical documents of the Catholic Church, good communication skills and teaching ability are also essential. If interested, please send resumes via email to shorrigan@ctrcc.com or mail it to: Christ the Redeemer Parish, ATTN: Rev. Sean Horriagan, 1507 Huffmeister Road, Houston, TX 77065.

6 ASSOCIATE DIRECTOR - The Family Life Office Associate Director, along with the Office Director, promotes family ministry throughout the Diocese by providing resources in the areas of marriage preparation and enrichment, seeking ways to promote the well-being of all families, and by reaching out to the various apostolic services in the Diocese that focus on families. Job Relationships and Supervision: The Associate Director's position is within the general supervision of the Moderator of Education and Formation, Catholic Pastoral Center - Upper Valley. The Associate will report directly to the Family Life Office Director. The Associate also collaborates with other Diocesan Offices and parish staffs. Qualifications: Committed to the teachings of the Catholic Church. A Bachelor's Degree in any of the following fields: social work, sociology, psychology, or a related field, At least three years of recent experience in family education or a related field. Ability to relate to people of diverse family background, experience and education. Understand group dynamics and ability to work with groups. Ability to communicate effectively in English and Spanish. Knowledge of and recent association with parish community life. Ability to train adults. Job Elements: Marriage Preparation: Coordinates and/or presents workshops to train parish couples for marriage preparation and marriage enrichment ministry. Provides continuing education and resources to clergy, sponsor couples, and engaged encounter presenting couples to enhance marriage preparation. Consults regularly with parish staff responsible for marriage preparation. Coordinates Diocesan Marriage preparation and marriage enrichment programs. Assists pastors to strengthen their ministry in the areas of marriage preparation, marriage enrichment, ministry to troubled marriages, marriage education, and parenting. Family Life Perspective: Promotes family consideration and involvement in all aspects of parish community life. Promotes and maintains contact with parish Family Life Liaison through workshops and as resource person. Assists in the preparation of the monthly Diocesan newsletter inserts. Acts as resource person to parishes implementing the Diocesan Marriage Preparation Guidelines. Encourages, supports and promotes the work of all known groups working with families in the diocese. Administration: Become familiar with the administrative operations of the Office. Act in stead of Office Director as designated. Maintain necessary records to fulfill responsibilities and duties. Salary: Salary commensurate with experience. Working Conditions: The position is for full-time employment, averaging 40 hours per week. It requires some evening and weekend work. The use of a personal automobile is required, with mileage reimbursement for work related purposes. Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. Interested qualified applicants should submit a cover letter with resume via email to gtrevino@cdob.org. Please indicate job title on subject line.

7 DIRECTOR OF FAITH FORMATION OF CHILDREN - St. Mary Church is currently looking for a full time Director of Faith Formation of Children for our parish of 3,200+ families. The primary responsibility of this position is the comprehensive catechetical formation to children grades K through 5 with emphasis on sacramental preparation for children. Education/Experience: Applicants must have a Bachelor Degree (preferably in Theology) and full Archdiocesan Catechesis Certification as well as organization skills, administration/budgeting, recruitment and formation of volunteers, and teaching/supervisory experience. Applicant must be a practicing, confirmed Roman Catholic in good standing with the Church. If you are interested, please submit a cover letter and your resume via email to churchnews@saintmcc.org or via mail to: St Mary Catholic Church, Director of Faith Formation Search, 1612 E Walker Street, League City, TX 77573.

8 DIRECTOR OF CONTINUING CHRISTIAN EDUCATION - St. Dominic Center is looking for a full time Director of Continuing Christian Education. The potential candidate will direct and coordinate staff to provide resources and services throughout the Diocese for the Office of Continuing Christian Education. Education/Experience: Potential candidates must have a Masters' Degree in Religious Education, Religious or Pastoral Studies or Theology or four or more years equivalent experience. Will consider Bachelor's Degree with Theological background. Willingness to continue professional growth in the area of effective ministry. Fluency in writing and communication in Spanish desired. Sensitivity working in a multicultural setting. If interested, please submit your resume via email to hr@archgh.org. Please place job title on subject line.

9 DIRECTOR OF HISPANIC MINISTRY - The primary function of the Director of Hispanic Ministry is to serve as the central catalyst for visioning, integration, and administration of the ministerial needs of Hispanic people in the Diocese of Austin, ensuring that their talents, resources, culture, and faith are incorporated into the diocesan Church. This is a full-time position in Austin, Texas. Must be a practicing Catholic. Must be bilingual (Spanish/English). Resumes must be accompanied by completed application form. For detailed job description and application form, see website <http://www.austindiocese.org/employment.php>. General Responsibilities: Promote and implement the Diocesan Pastoral Plan and the National Plan for Hispanic Ministry. Ensure that the resources that are made available by the Diocese for the purpose of proclaiming the Gospel of Jesus Christ and sanctifying the people of God are accessible to the Hispanic community. Serve as a voice for the Hispanic community to diocesan, deanery, and parish structures, pointing out areas of pastoral need around the diocese. Collaborate closely with all diocesan offices (e.g., Worship, Youth, Religious Education, Vocations, Stewardship, etc.) in supporting their ongoing formation for Hispanics in the diocese, in order to increase their pastoral effectiveness without duplicating

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programs. Enable the clergy, parish administrators, religious, parish teams, and lay leaders to minister to Hispanics and newly arrived immigrants through visitation, workshops, and training sessions in parishes, in deaneries, and on a diocesan level. Oversee efforts to foster ministry to and evangelization of Hispanic Catholics, especially newly arrived immigrants, through outreach to pastors and parish leaders. Serve as liaison to lay movements, prayer groups, retreat movements, marriage apostolates, and prayer centers which are associated with Hispanic people. Education: Master's degree in Theology, related field, or equivalent. Experience: Five or more years of experience in Hispanic ministry at the parish and/or diocesan level. Experience in ecclesial/ministerial visioning and planning.

10 ASSOCIATE DIRECTOR FOR HISPANIC RELIGIOUS EDUCATION AND FORMATION - The Diocese of Austin is currently looking to fill the full-time position for an Associate Director for Hispanic Religious Education and Formation. This person will be responsible for the coordination of Catholic religious education and faith formation for Hispanics. Responsibilities include: assisting in the implementation and administration of Hispanic Catechesis programs; assisting parishes in the design of an overall integrated parish structure for Hispanic ministry with emphasis on Hispanic leadership formation and catechesis; catechist certification; assessment of religious education programs; teaching in various programs offered by the department; collaboration with Office of Hispanic Ministry and other Diocesan offices; maintenance of pertinent records; other duties as assigned. Education/Experience: B.A. in Theology or related field from a Catholic institution; excellent English and Spanish written and verbal skills; ability to work with Microsoft Office – Word, Excel and Access; well organized, self-motivated, attentive to details, and able to work well with others; must be bilingual in Spanish and English; must be a practicing Catholic. If you are interested, please complete an application. See website for more details and link to application form: <http://www.austindiocese.org/employment.php>. Submit application form along with a resume by email to DioceseJobsHR@austindiocese.org or by fax to (512)-949-2524, or mail to: Diocese of Austin, Human Resources, 6225 Hwy. 290 East, Austin, TX 78723-1025. No resumes will be accepted without a completed application form.

11 PARISH ADMINISTRATOR - St. John Neumann Church is currently looking for a Parish Administrator. The applicant must have love to work for the church, experiences in business and pastoral programs, computer and organization skills, and be a people person, team player and preferably bilingual. The parish has over 2000 registered families and bilingual ministries. If interested, please send resume via email to frsethh@aol.com or via mail to: Search Committee, St. John Neumann Church, 2730 Nelwood Drive, Houston, TX, 77038.

12 MAINTENANCE SUPERVISOR - Qualified candidates must be fluent in English. Bilingual, (English/Spanish) is a plus. Must have at least (5) years verifiable experience in building, construction and/or maintenance work. Candidates must have a working knowledge of mechanical, electrical, plumbing, and structural systems with respect to the maintenance and minor repairs of the same. Must be able to lift and move heavy objects (35-50 lbs). A friendly and hospitable personality a must. Candidates must be on-time and ready to take initiative on the job. Must complete "Virtus" training and background check as required by the Archdiocese of Galveston-Houston. Candidates must have their own transportation to and from work. Must be a self-starter and willing to handle problems when spotted. Please submit resume to bdanna@stmnews.com or fax to: 713.729.3294. Feel free to contact Betti Danna @ 713.729.0221. St. Thomas More Catholic Church, 10330 Hillcroft, Houston, Texas 77096.

13 BUSINESS ADMINISTRATOR - St. Michael Catholic Church and School seeks a full-time Business Administrator with primary responsibilities covering accounting and human resources. Major tasks include: Cash Management; Budget preparation/analysis, Reporting monthly results; Contract negotiations, Collections; Capital Campaign tracking; and all Human Resource functions. The person must have excellent computer skills and working knowledge of Logos is a plus. Education/Experience: The Business Administrator should have a Business/Finance Degree with banking/business experience and supervisory experience. Non-profit experience is also a plus. Application Deadline: Monday, January 30, 2012. If interested, please send letter of interest and resume only, via e-mail, (no phone calls) to rmccarthy@stmichaelchurch.net noting Business Administrator on subject line.

14 BERAN LIBRARIAN - The University of St. Thomas (www.stthom.edu), a private Catholic university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a librarian at the St. Mary's Seminary Cardinal Beran Library. The Cardinal Beran Library, located at 9845 Memorial Drive, is a central resource for learning and research in theological scholarship for the School of Theology at St. Mary's Seminary. Beran Library also serves as a resource for the Catholic clerical, religious, and lay ecclesial ministries of the Galveston-Houston Archdiocese. The Beran Library provides resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves. The University of St. Thomas enrolls more than 3,700 students with its main campus located in Houston's Museum District. The Beran Librarian will report to the Beran Library Department Chair. Responsibilities include the following: Provides research assistance for the St. Mary's Seminary scholarly community. Provides on-site and online reference service including telephone, e-mail, text messaging and chat. Assistance with special reference projects such as creating specialized online bibliographies, checklists, holdings lists, etc. Offer advice and consultation to other reference librarians in the development and evaluation of the Beran reference collections. Supports and promotes technology use in teaching, learning and research. Recommends, explains, and enforces library policies and procedures. Performs copy and/or original cataloging, using generally recognized cataloging practices and tools such as AACRII and OCLC. Maintains bibliographic data and records to ensure the integrity of the library catalog. This includes maintenance of monographic and serials records, including serials holdings lists. Must have proficiency with automated library systems. Performs materials acquisition duties such as ordering, receiving, and reconciling invoices. Responsible for the circulation of library materials, fine collection, interlibrary loan, book and periodical stack maintenance. Generates, maintains and analyzes statistical reports in areas of responsibilities. Addresses preservation issues through bindery, book repair, weeding and inventory control. Special assignments may be developed based on background expertise as determined by the Beran Library Department Chair. An occasional reference desk shift may be assigned at the Doherty Library, University of St. Thomas, at the discretion of the Dean of

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Libraries, Doherty Library. Other responsibilities may be assigned as needed. An ALA accredited Master's in Library Science is required. Must work cooperatively and collaboratively with all members of the library staff, faculty and administration. Knowledge of, and commitment to public and technical services required. This position requires computer skills, excellent written and oral communication, and organizational skills. This is a full-time, ten month non-tenure track faculty position. Some bending, lifting, stooping required in an office environment. Some evening and weekend hours are required. Please email your resume, cover letter and contact information for three professional references to: recruiting@stthom.edu. Office of Human Resources – Ref: Beran Librarian, University of St. Thomas, 3800 Montrose – Houston, Texas 77006, The University of St. Thomas is an Equal Opportunity Employer.

15 BERAN LIBRARY DEPARTMENT CHAIR - The University of St. Thomas, (www.stthom.edu), a private university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking a Beran Library Department Chair. This is a full-time tenure-track faculty position. The University enrolls more than 3,700 students with its main campus located in Houston's Museum District. The Cardinal Beran Library, located at 9845 Memorial Drive, is a central resource for learning and research in theological scholarship for the School of Theology at St. Mary's Seminary. Beran Library also serves as a resource for the Catholic clerical, religious, and lay ecclesial ministries of the Galveston-Houston Archdiocese. The Beran Library provides resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves. The Beran Library Chair will report to the Dean of Libraries and will be responsible for the daily management and supervision of the Beran Library. This includes all aspects of library services offered to the scholarly community at St. Mary's Seminary. The Beran Library Chair will evaluate all full and part-time staff at the Beran Library, including the annual staff evaluations; these evaluations are given to the Dean of Libraries. The individual will also coordinate and supervise the division of work among the full and part-time Beran Library staff as well as coordinate the collection development and acquisition of all library material for the Beran Library collection. He or she will insure that the Beran Library acquisitions budget is fully encumbered each year and insure that there are no spending overages in this budget. The Beran Library Department Chair will make the final decision regarding library collection development purchases. The ideal individual will manage the Beran Library budget and will be responsible for the purchase of all library materials, supplies, equipment, furniture and anything else required to meet the daily requirements of the Beran Library. The individual will submit a proposed annual budget for the Beran Library to the Dean of Libraries for approval and will make recommendations to the Dean of Libraries for strategic planning, capital expense requests, library acquisitions budgeting, operating expenses and facilities needs. The Dean of Libraries will make the final decision regarding all these areas and the Beran Chair will carry out the decisions of the Dean. The successful candidate will work cooperatively and collaboratively with the Dean of Libraries in planning and coordinating the movement of full and part-time staff between the Beran and Doherty Libraries. The candidate will promote a cooperative and collaborative work environment with all members of the library staff, faculty and administration and will meet regularly with the Dean of Libraries to report and discuss all aspects of the Beran Library. In addition to the managerial responsibilities, the Beran Department Chair must also have a commitment to, and experience with, public and technical services. Public services involve the provision of research assistance for the St. Mary's Seminary and for the University of St. Thomas scholarly communities, and the provision of library instruction classes for St. Mary's Seminary; library instruction may be done in coordination with the Doherty Library librarians. The candidate will create specialized online bibliographies, checklists, holdings lists, etc. He or she should offer advice and consultation with other Beran librarians in the development and evaluation of the Beran library collection. The candidate will recommend, explain and enforce library policies and procedures. Technical service responsibilities include copy and original cataloging using generally recognized cataloging practices and tools such as AACR2 and OCLC. Maintenance of monographic and serials records, including serials holdings lists, is required; the candidate must have proficiency with automated library systems. Other responsibilities may be assigned by the Dean of Libraries as needed. Eligible candidates are required to have an ALA accredited MLS degree. Experience in some or all areas of public and technical services is required as well as effective communication and organizational skills. This is a full-time faculty tenure-track position. Some evening and weekend hours may be required. Some bending, lifting, stooping required in an office environment. Please send a letter of application, curriculum vitae, and contact information for three professional references to: facultyrecruiting@stthom.edu. Office of Human Resources: Ref – Beran Library Department Chair, University of St. Thomas, 3800 Montrose Blvd – Houston, Texas 77006, The University of St. Thomas is an Equal Opportunity Employer.

CLERICAL/ADMINISTRATIVE JOBS

1 AIDE TO RETIRED CLERGY - Under general supervision of Coordinator of Clergy Pastoral Outreach department Aide to Retired Clergy provides transportation, personal care and regular activities for retired clergy. Duties include transporting retired clergy to doctor appointments, shopping, government offices, etc.; assisting retired clergy with activities of daily living and organizing living space; and helping the Office coordinator organize, encourage and facilitate regular social, intellectual and spiritual activities for the retired clergy. Duties also include, but are not limited to the following; establishes activity schedules of social, intellectual and spiritual activities and maintains a transportation log of where retired clergy are being transported to and from including a record of beginning and ending mileage and total mileage. Opens and enhances channels of communication to retired clergy regarding transportation and activities by preparing, distributing, and posting announcements on community bulletin boards. Assists & supports retired clergy concerning their physical, emotional and spiritual needs by active listening and helping with activities of daily living which may include dressing, providing assistance with personal items (TV, computer, telephone, walkers, wheel chairs etc.) and organizing living space to keep free of fall risks. Responsible for scheduling and confirming facility reservations, setup and clean up, etc. for all scheduled activities. Assists the Office secretary by performing related general secretarial duties such as photocopying, faxing and distributing correspondence to retired clergy. Organizes work load to comply with deadlines and priorities and works independently to complete routine tasks. Fulfills any other duty that may be assigned by the Office coordinator. Education/experience: Knowledge equivalent to two years in college. A minimum of two years of experience working with seniors in activities of daily living (prefer two years experience as a nurses aide) and in organizing and

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conducting activities for them. Must have a good driving record for the last five years which will be reviewed prior to being offered employment. Must be a practicing Catholic in good standing with the church. Ability to read and comprehend instructions, correspondence, and memos. Ability to effectively present information in one-on-one and small group situations with retired clergy, families, and others with interest. Bilingual in English & Spanish preferred but not required. If interested, please send a cover letter with resume to hr@archgh.org. Please place job title on subject line. Administrative Assistant for Music, Liturgy, and Marriage programs, St. Michael the Archangel, 1801 Sage Road, Houston, TX 77407.

2 ADMINISTRATIVE ASSISTANT - The Music and Liturgy departments are searching for a full-time (40 hour) Administrative Assistant. Among the duties of the assistant are: facilitating and assisting activities of all choirs, maintaining music files and music database, scheduling liturgical ministers, registering participants for baptism preparation process, preparing marriage information packets, and maintaining sacramental records pertaining to baptisms and marriages. Education/Experience: The applicant must have computer skills including publishing and scheduling software, working knowledge of Catholic liturgy and music. Must be organized, outgoing, flexible and a selfstarter. Some evening and weekend work may be required. If interested, please send letter of interest and resume, via e-mail to jalexander@stmichaelchurch.net noting Liturgy and Music support on the subject line.

3 NIGHT RECEPTIONIST - Office Manager seeks a part-time (4:30pm – 9:30pm, Mondays – Thursdays) individual to provide a welcoming and helpful environment for visitors and staff during the evening hours. Tasks would include the answering of multi-line phones; open and close facilities as scheduled; and provide support for the clergy and parish operations. Education/Experience: The Night Receptionist must have a minimum of a High School Diploma and experience operating multi phone lines. If interested, please send letter of interest and resume, via e-mail, to Lehong@stmichaelchurch.net noting Night Receptionist on subject line.

4 OFFICE SUPPORT STAFF - Office Manager seeks a full-time (8:00am – 5:00pm, Mondays – Fridays) individual to help with the operational aspects of the Office. Tasks would include the handling of all standard Office equipment; Office supplies; answer multi-line phones; greet our visitors; provide support for the clergy and parish operations. Education/Experience: The Office Support Staff individual must have a minimum of a High School Diplomas and a minimum of 3 years clerical or administrative/receptionist experience operating multi phone lines. Excellent computer skills, working knowledge of Parish Data Systems (PDS), and conversational Spanish are plusses. If interested, please send letter of interest and resume, via e-mail, to Lehong@stmichaelchurch.net noting Office Support Staff on subject line.

5 PART TIME MUSICIAN - Resurrection Church is seeking a part time Musician. The Musician must be experienced in Catholic liturgy and music who will help lead the English Sunday Mass choir to the joys of singing God's praises and learning their hidden vocal talents. Please send resume to cplant@rcchouston.org. Resurrection Catholic Church, Rev. Christopher Plant, 915 Zoe Street, Houston, TX 77020, (713) 675-5333.

6 TREASURY & RISK ANALYST - The Archdiocese of Galveston-Houston is currently seeking to fill the position of Treasury & Risk Analyst for the Treasury department. This position will be responsible for ensuring the timely and accurate completion of the required daily Treasury/Risk Management tasks, gathering data, producing regular and ad hoc reports, producing financial forecasts, models and information concerning cash flow, debt, investments, loans, insurance claims and risk exposures. The Treasury & Risk Analyst works under the direct supervision of the Treasurer to provide operational support and backup, reporting and forecasting for the Treasury and Risk Management functions. Minimum Qualifications: Required: Bachelors degree (business, accounting, finance or equivalent) with a good foundation academically. Strong attention to detail and the ability to remain organized and focused. Should have excellent time management skills and be able to work on multiple tasks with limited supervision while adhering to deadlines. Technical knowledge: Strong skills in the use of MS Office (Word, Excel, PowerPoint, Access and Outlook). Ability to perform tasks and functions of moderate to high complexity. Ability to work collaboratively and effectively with all levels in the organization, across departments and with various Archdiocesan entities. Excellent written and verbal communication skills are required. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org with Treasury & Risk Analyst in the subject field.

7 PENSION / RETIREMENT SAVINGS PLAN SPECIALIST - The Archdiocese of Galveston-Houston is currently seeking to fill the position of Pension/Retirement Savings Plan Specialist for the Human Resources department. This position will be responsible for accurate and timely processing of enrollments for the Pension Plan and the 403(b) Retirement Savings Plans, monthly billing, pension benefit estimates, applications and disbursements, correspondence and all retirement system reporting requirements. The Pension/Retirement Savings Plan Specialist reports to the Director of Human Resources, interacts with many different persons and groups internal and external to the Archdiocese, and is a key contributor to the overall team environment and effective services provided by the Human Resources Department. Minimum Qualifications: Required: High school diploma or GED required, 4-year college degree preferred; 5-6 years related pension and retirement savings benefits experience and/or training; or equivalent combination of education and experience. Functional knowledge: Understanding of IRS rules, regulations; understanding of regulatory compliance regarding defined benefit and defined contribution retirement plans for church organizations preferred. Interpersonal: Strong customer service skills; listens actively and effectively, fosters teamwork and open communication. Personal Effectiveness: Ability to multi-task, attention to detail, organizational skills, ability to work independently and with a team, self-motivated. Technical knowledge: PC skills (MS Office, MARC IV, etc.). Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org with Pension/Retirement Savings Plan Specialist in the subject field.

8 COMMUNICATIONS COORDINATOR - COPY CENTER - The Communications Coordinator-Copy Center is responsible for all Copy Center duties, which includes managing all in-house print jobs and supplies for the Chancery Offices and coordinating outsourced print jobs as needed. This position also: assists with design support for print jobs; provides clerical and production support for the Archdiocesan Directory and Kenedy Directory; manages the annual distribution of the Archdiocesan Directory and Kenedy Directory; assists with billing tasks for Communications Department advertising contracts; and handles other special projects as assigned by the Internal Communications Manager. This position works in collaboration with Communications Coordinator-Mail Room, overseeing Copy Center assignments for the Mail Room Coordinator and acting as a backup for the Mail Room position as directed. Education/Experience: High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience. Must be proficient in MS Suite, especially MS Word, Excel, Publisher, Outlook and PowerPoint. Strong customer service and administrative skills helpful. Ability to utilize multiple resources (phone, fax, Internet, etc.) to complete office tasks. Must be comfortable and familiar with computers, copier equipment, copy center equipment (booklet maker, paper cutter, hole puncher, book folder, etc.) and other technology. Must enjoy working as part of a team in a deadline-driven atmosphere. Copyediting/proofreading experience helpful. Must have ability to write correspondence and capability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization. Must have a valid Texas Drivers License. If interested, please send a cover letter, resume and portfolio samples via email to cviola@archgh.org. Please place job title in subject line.

9 STUDENT ASSISTANT - Assists the Director of Campus Ministry in the ministry of the Catholic Student Center and in the upkeep and maintenance of the facilities. Plans, prepares and executes limited ministry initiatives, including liturgical music when appropriate. Greets visitors to the Center, and assists clients with requests as appropriate. Answers phone calls, screens calls and responds independently when possible. Monitors equipment and supplies usage, and informs directors of problems or needs. Performs basic housekeeping and cleaning duties, including sweeping, vacuuming, dusting and other cleaning duties as assigned. Secures premises in the absence of the Director. Education/experience: The potential candidate is required to have knowledge equivalent to one year of college. Over six months experience. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization. If interested, please submit a cover letter along with a resume via email to hr@archgh.org. Please place job title on subject line.

10 HOSPITALITY COORDINATOR - The Hospitality Specialist assists individuals, groups, and organizations with retreat planning, including scheduling, for the Retreat Center. Coordinates promotional contact with potential users. Primary greeter for guests/groups using the facility. Serves as administrative assistant to the Director. Handles basic bookkeeping duties. Coordinates Housekeeping. Responsible for on call duty of the property one weekend per month, as well as some week nights and holidays as scheduled by the Director. This position requires a flexible schedule, including nights, weekends, and some holidays. Hours are Monday thru Thursday 8:30 – 5:00 and Fridays Noon until 8:30 pm. There is a 30 minute lunch. Education/Experience: Required level of education needed is knowledge equivalent to two years of college. At least two years of experience. Great communications skills, Bilingual (English/Spanish) reading, writing, speaking required. Must have strong computer skills with working knowledge of Microsoft Office. Organizational skills are required. If interested, please submit as cover letter with resume via email to hr@archgh.org. Please place job title on subject line.

11 FAITH FORMATION ASSISTANT - The potential candidate will provide clerical, secretarial and administrative support for faith formation programs including RCIA/RCIC, Adult Education, Youth Ministry, CCE K-6 and Sacrament Preparation. Experience: Knowledge and experience in word processing, mail merge, spreadsheets, and databases. Proficient verbal and written communication skills including grammar, spelling, punctuation, in both English and Spanish language. Send resume to: Rev. Philip Wilhite Pastor, Sacred Heart Church, 109 N. Frazier St, Conroe, TX 77301.

12 COORDINATOR OF SACRAMENT PREPARATION - Sacred Heart is seeking a religious sister to be a part of our parish team. The potential candidate will develop and coordinate preparation for First Communion, Reconciliation and Confirmation according to Archdiocesan guidelines. Experience: Ability to multitask, recruit and train catechists, communicate well with parents and other staff members. Bilingual — English and Spanish. Send resume to: Rev. Philip Wilhitem, Pastor, Sacred Heart Church, 109 N. Frazier St., Conroe, TX 77301.

13 STORE ASSOCIATE - Assist Manager with a variety of routine, structured tasks in connection with the Thrift Store Mission. Principal duties: Work with the Store Manager and Staff as needed to improve the daily operations of the retail operation and increase sales revenues. Provides a sincere, warm, friendly and helpful atmosphere in filling the needs of the customers and clients. Check out customers, utilizing point-of-service computer system. Maintains a clean and litter-free check out area and assists other store personnel in the general upkeep of the store. Responsible for the overall appearance of the store including but not limited to: cleanliness, merchandising and displays, donation intake, pricing, warehouse organization, etc. Ensures the telephone is answered in an efficient and courteous manner offering assistance to the caller as needed, including assistance in locating specified merchandise in another SVdP store. Ensures all employee/volunteer and senior discounts are given in accordance to SVdP policy. Follow recycling procedures to ensure minimum waste disposal. Assists customers and voucher clients with loading of furniture and miscellaneous items onto vehicles. Be quite familiar with and adhere to the “Rule” as set out in the U.S. Manual of the Society of St. Vincent de Paul. Complete all assignments in a timely and professional manner. Perform other duties as assigned. Education/experience: High School Degree or GED Equivalency; Ability to lift a minimum of 35 lbs; Ability to stand for long periods of time; Previous retail experience preferred; Fluency in Spanish a plus; Display positive interpersonal skills in dealing with others including customers, donors, volunteers, and supervisor. Submit to background check.

CONTINUED TO NEXT PAGE

Submit to random drug testing. Attend Virtus Seminar on Protecting God's Children for Adults. Hours: Tuesday – Friday 9:00am – 5:30pm, Saturday 8:00am – 4:30pm. If interested, please submit your resume via email to hr@svdphouston.org. Please place job title on subject line.

14 VOCATIONS COORDINATOR - This position coordinates the ministries of Vocation Promotion and Young Adult Outreach under the CCVI Vocation Office and assists in implementing its resources and programs. The Vocations Coordinator manages all administrative tasks as assigned by the directors of the Vocation office. The responsibilities include networking with other organizations/institutions, interacting with young adults and assisting the directors in the promotion and recruitment of new members for the Congregation. This position performs diverse executive secretarial and administrative tasks. This position involves a high degree of professional, leadership and public relations skills. The position requires spiritual maturity, self reflection, collaboration, confidentiality and good listening skills. What we are looking for: College degree required, master degree in Catholic theology preferred. Grounded in Catholic faith tradition. Minimum of two years working with young adults, in parish or university setting. Excellent interpersonal skills. Experience working with cultural diversity. Project/time management skills. Strong leadership skills and ability to speak in public. Excellent administrative and organizational skills. How to apply: Please visit the CHRISTUS Health website at www.christushealth.org to apply online. Contact Human Resources at Villa de Matel Convent at 713-928-6053. What we offer: Our employees are members of the CHRISTUS Health System, one of the top Catholic Health systems in the U.S. We offer attractive salaries and generous benefits, including: Health and Dental, Life Insurance, Great Retirement Plans, Generous Time off, Free Parking Direct Deposit.

15 LVN/CHARGE NURSE - St. Dominic Village is currently seeking both a full-time and part-time LVN/Charge Nurses for our Nursing Home long-term care unit. The hours of work are: Position 1: 6:00 a.m. to 2:30 p.m. Monday-Friday Position 2: 6:00 p.m. to 6:30 a.m. Saturday and Sunday. The LVN is responsible for the daily nursing care of the residents on the unit including administration of medications and treatments, receiving and transcribing physician orders, monitoring CNA activity and care of the residents on a daily basis and communicating effectively to staff, residents, families, physicians and all members of the interdisciplinary team. Education/Experience: Potential Candidates should possess the following: Be a graduate of an accredited school of nursing for LVNs and possess a current license for the State of Texas. Knowledge of nursing theory and practice. Knowledge of drug administration via all approved and ordered routes including IV and infection control techniques. Knowledge of drug actions and adverse reactions. Willingness and consciousness to provide quality customer service in keeping with facility standards of practice. Willingness to comply with and uphold the facility's vision, mission statement, standards of practice and policies/procedures. Must be sensitive to residents' limitations and needs. Must demonstrate mature judgment. Must willingly demonstrate the ability to work in a team oriented environment. Must demonstrate initiative – be a self started with job duties assigned. If interested, please send resume via email to kchurchill@stdominicvillage.org. Please place title of position on subject line.

16 PART-TIME EXECUTIVE ASSISTANT – This person reports to the Executive Director and is responsible to Senior Managers, part-time, 20 hours per week. **Position Summary:** Assisting the Executive Director and Department Directors relieving them of administrative responsibilities. **Primary Responsibilities:** Coordinates a wide variety of situations and conflicts involving clerical and administrative functions for the Senior Management. Calendar management – including Executive Director calendar and maintaining MAM Outlook calendar. Answers phone calls and directs calls to appropriate parties or takes messages. Open, sort, and distribute incoming correspondence, including faxes and email. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software. Conducts research, compile data, and prepare papers for consideration and presentation by executives, committees, board of directors, congregation council and emeritus board. Attends department and general staff meetings, staff events and fund raising functions. Records, prepares, distributes and files meeting minutes. Greets visitors and determine whether they should be given access to specific individuals. Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution. Performs general office duties, such as ordering supplies, maintaining records such as employee attendance and Paid Time off in management database systems, and performing basic bookkeeping work such as petty cash management. Files and retrieves corporate documents, records, and reports. Other duties as assigned. **QUALIFICATIONS and REQUIREMENTS:** Minimum of three years experience in a related field. Must possess advanced proficiency with MS Word, Outlook, Excel, Power Point, and database software. Must be proficient utilizing Internet access. Excellent verbal and written communication skills are necessary. Must possess professional and mature demeanor and demonstrate sound judgment. Experience in handling confidential matters. Bilingual in English/Spanish is helpful. Some college or minimum of Associates Degree is also preferred. Previous working experience in a non-profit organization is helpful but not required. For more information contact Memorial Assistance Ministries at (713) 468-4516.

MISCELLANEOUS JOBS

1 CHEF - The Cenacle Retreat House, a mission focused religious non-profit organization, is seeking an experienced chef with an innate gift of hospitality that will welcome each guest to the dining area. Primary responsibilities include development of menus and meal preparation for retreatants, Cenacle Sisters, hospitality groups, volunteers and any guests of the Cenacle Retreat House. Working with the Kitchen Supervisor, the chef prepares food supply orders, monitors the budget and works closely with a valued team that includes the cook and kitchen assistants. Availability evenings and weekends a must. Two-year diploma from culinary school and 3 years of chef experience required. Salary commensurate with experience. Send resume via email to sruggles@CenacleRetreatHouse.org or via fax to 281-497-7632 or via mail to: Sue Ellen Ruggles, Executive Director, Cenacle Retreat House, 420 N Kirkwood Road, Houston, TX 77079.

CATHOLIC CHARITIES
 2900 Louisiana, Houston, TX 77006
 Web site: www.catholiccharities.org

Applications: All interested candidates should send a letter of interest indicating which position he or she is applying for and a résumé to Catholic Charities, Attn.: Human Resources, P.O. Box 66508, Houston, TX 77266, OR fax to 713-874-6784, OR e-mail to humanresources@catholiccharities.org. Call the Job Line at 713-874-6799 for the most current information on job postings.

1 DIRECTOR OF MARKETING - The Development and Communications team at Catholic Charities is seeking a highly qualified Director of Marketing at our offices in Houston, TX. Responsibilities will include: directing the implementation of a comprehensive marketing plan for the agency with input from the agency's President, Board of Directors and Advisory Board, Development and Marketing Committees and Vice President of Development and Communications; and managing all marketing communications and public relations for the agency. This individual must embrace the mission, vision and culture of the organization. Ideal candidates will have: a Bachelors Degree in related field; five or more years of progressively responsible experience in marketing and communications; and strong computer skills in Adobe InDesign, Adobe Photoshop, and MS Office are a plus. Please send a resume and salary requirements to hr@catholiccharities.org. Please also include the title of the position as unsolicited resumes will not be considered. If applying for a position via email, please specify the position name in the subject line.

2 ASSISTANT COORDINATOR HISPANIC MINISTRY - This full-time employee provides professional assistance to the coordinator; assists the activities of the Office of Hispanic Ministry; relieves the coordinator in her internal/external community relationship duties; coordinates work-shops, programs or events; communicates/translates in Spanish/English; has an excellent knowledge of computer hardware and software. This position may also require serving as liaison with the Hispanic community. Maintains departmental email account; forwarding all pertinent information to the coordinator as necessary in a timely manner. Designs promotional materials and creates flyers, brochures, forms, booklets, and emails. Conduct research via internet and other sources to produce reports as requested by coordinator. Other duties as assigned. **EDUCATION / EXPERIENCE:** Minimum of HS Diploma, two years Community/Jr. College preferred. Excellent attitude for public relations. Working knowledge of standard office computer software. Minimum 2 years administrative experience. Ability to read, analyze, and interpret common journals, reports and documents related to the Hispanic community and culture. Ability to respond to common inquiries or complaints from members of the community. Ability to effectively present information to management and public groups. Must be fully bilingual (English/Spanish). Must be able to read, write, speak and translate in both languages. If interested, please submit your resume via email to nredondo@cccgh.com. Please place job title on subject line.

JOBS ON WEB SITES 1/15/12

NOTE GO TO BOTH GENERAL SEARCH ENGINES (BELOW)AND COMPANY SITES (PG 2-4) BECAUSE THERE ARE LISTINGS ON ONE THAT ARE NOT ON THE OTHER AND VICE VERSA

<i>OMNI HOUSTON HOTEL- JOB FAIR WEDNESDAY JANUARY 25TH 2012 9AM to 3PM</i>	<i>13210 Katy FREEWAY at Eldridge Call 281-558-8338 with questions</i>
Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for you to search by job category or title http://www.chron.com/channel/jobs/	See article about the best places to work in Houston as selected by employees http://www.chron.com/topworkplaces
Jobing.com Search for openings at local companies in greater Houston. Some entry-level positions in, retail, restaurant, and clerical.	http://houston.jobing.com/
Workforce Solutions/The Work Source provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast region. <u>No charge</u>	For Work Source office near you go to www.workforcesolutions.com For Virtual Job Fair go to: http://virtualjobfair.wrksolutions.com/ Their job database is WorkInTexas.com
Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards. You can save job searches as email alert, so new jobs are delivered daily.	Go to: http://www.indeed.com/
JOB COUNSELING & NETWORKING	CONTACT INFO

Jobs Ministry Southwest	www.jobsministrysouthwest.com
Northwest Bible Church, "Between Jobs Ministry"	www.nwbc.org
Saint Luke's United Methodist Church (UMC)	Ernie Pérez eernieper@aol.com
Jet Ministry /Chapel wood United Methodist -Employment leads from "entry level" to Supv.	www.jetjobseekers.org
Epiphany of the Lord, Katy TX (281-578-0707)	http://www.epiphanycatholic.org/
Nonprofit Employment "United Way"	http://community.unitedwayhouston.org/jobs.aspx
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
McDermott Engineering, 777 N Eldridge, HouTX 77079 Ph 281 870 5901	http://www.mcdermott.com/CareerCenter
J.P. Morgan Chase	www.jporganchase.com
Allstate Insurance Co.	www.allstatecareers.com/careers/jobsearch.asp
Coca Cola Bottling Co.	http://www.cokecce.com
University of Houston	http://jobs.uh.edu/applicants
Rice University	https://jobs.rice.edu
KHOU TV	www.khou.com
Center Point Energy/HL&P	http://www.centerpointenergy.com/careers/
Complete Production Service Inc, 11700 Old Katy Rd #300,Hou.TX 77079	www.CompleteProduction.com (Oil field Services)
Conoco Phillips	http://www.conocophillips.com/
City of Houston	Review openings in person at City of Houston HR Dept. 611 Walker, 1st Floor, M-F 9-a.m. 4:30p.m Openings also at http://www.houstontx.gov
Harris County seeks qualified individuals to fill positions for clerical, technical and professional job vacancies. Job Line 713-755-5044 www.co.harris.tx.us/hrrm	Human Resources Division 1310 Prairie Suite 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m.

NOTE There is some duplication of job titles. You can download an application

PROFESSIONAL
COMMUNITY SUPV OFF BILING
WIC SITE SUPV
HLTH INFO MGR
AD COLLECTION MNGMENT
BRANCH LIBRARIAN
QA DIR
INVESTAGATOR
JUV PROBATION OFF (14890)

PARAPROFESSIONAL / TECH
CORRECTIONS OFFICER
UNIX SYS ADMIN
PLUMBER
ELECTRICIAN
A/C TECH
DB ADMIN
LVN
MA
WEB APP DEV
NUTRITUTION ASST
LOCKSMITH 14871

CLERICAL
ADMIN TECH/ASST
CALL CENTER AGT BILING
CLK IV BILING
LEGAL SECRETARY (14891)

OPENINGS AT HOTELS

OMNI HOUSTON HOTEL-Westside -13210 Katy Freeway at Eldridge Job Line 281-558-8338 X 1009

JOB FAIR JANUARY 25TH 9AM-3PM

OMNI HOUSTON HOTEL, Four Riverway, {12miles from SJV} (713) 871-8181 Apply in person M-F 9-12

Job Line 713 624 4823

Asst Restaurant Mgr	Dir. Food&Beverages	SPA Ambassador	Hair Stylist	Hsekeeping
Asst Front Office Mgr.	Convention Serv Mgr.	Cashier	Banquet Staff	

CROWNE PLAZA HOUSTON WEST, I 10 & Hway Six, 281 558 5580 Ext 2540=Job Line

<http://www.careers.ichotelsgroup.com/>

Cook/Commissary	Catering Sales Mgr.	AR Specialists	Dir. Food & Beverage
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INTERCONTINENTAL HOUSTON Galleria Area, 2222 W Loop S., 713 627 7600 OPENINGS SHOWN

Sous Chef	Housekeeping	Banquet Staff	Bell Person
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Front Desk Shift Mgr.

Web site shows *OPENINGS* for ALL Houston **HOLIDAY INNS, CANDLEWOOD & STAYBRIDGE SUITES**

HOUSTON MARRIOTT WESTCHASE HOTEL 2900 Briar park, near Westheimer Job Line 713-735-2775 Apply in person: Mon-Fri 8:00 a.m. to 5:00 p.m. at Human Resources office at hotel's employee entrance.

Web site: www.besthotelcareers.com *OPENINGS: Cook, Server, At Your Service Agt., Restaurant Supv*

HILTON HOTELS, Note web site not functioning when we checked

Operating as **Doubletree** and **Hilton**, six Houston locations www.hiltonfamily.jobs.com

Closest (13 miles) from SJV is **HOUSTON HILTON HOTEL POST OAK**, Galleria Area, 2001 Post Oak Bld.

OPENINGS shown at **Doubletree Hotel**-400 Dallas St, (18m from SJV) & *OPENINGS* **Hilton Houston**

Convention Center 1600 Lamar (17m)

HILTON HOTELS CORPORATE OPENINGS

Mgr. Search	Mgr.	Mgr. Learning Commercial Serv/
Engine Mkting	E Commerce Services	Revenue Mkting

MARRIOTT HOTELS Open jobs listed on Web site by location. Apply on line <http://greatjobs.marriott.com>

OPENINGS within 10 miles of SJV

At JW Marriott Houston	Engineer	Supv Event Opns	Station Attendant
5150 Westheimer-713-961-1500	Agt -At Your Serv	Banquet Staff	Cook

At Houston West Loop Marriott	Cook	Housekeeper	
1750 West Loop Sth.713-960/0111	Guest Serv Rep	Banquet Staff	Server

More than 10 miles from SJV

Houston Renaissance,
6 Greenway Plz,77046
713 629 1200

Supv Dining Rm
Guest Service Rep
L/P Security/Supv
Housekeeping
Cook

More than 10 miles

Jones Confer Cntr
1600 Holcombe
713 790 1600

NO OPENINGS LISTED

STARWOOD HOTELS <http://www.starwoodhotels.com/corporate/careers/search/> **Five** Locations:

1. **Four Points by Sheraton**, 10655 Katy Freeway (3m east of SJV) 281 501 4600

Server

Maint Tech

Front Dsk Supv

Housekeeping

OPENINGS

2. **Sheraton Houston West**, 11191 Clay Road (8mi NE of SJV) 281 501 4200 **Rm Attendant**

3. **Westin Galleria/Westin Oaks** , 5011 Westheimer/ Post Oak (14 m. east of SJV) Job Line:713 960 6520

OPENINGS: Front Dsk Agt Steward Painter Social Media/PR Dir

Sales Mgr. Security Off Rm Attend Cook

4. **St Regis Hotel**, 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600 *OPENINGS:*

Catering/Convention Serv Mgr. Hsekeeping Mgr Banquet Staff

5 **Westin Houston Memorial City**,945 Gessner Rd Houston TX 77024, 281 501 4300 *OPENINGS*

Outlet Supv/Mgr Sales Mgr. Rm Attendant Banquet Staff
Corp Catering S Mgr Engineer Bartender

HOSPITALS -NON CLINICAL OPENINGS

Here are some NON CLINICAL LISTINGS in the hospitals near the 77079 area: Do not go by the job title check the job description *some jobs are entry level but the job title may not indicate entry level.*

Note PRN or Supplemental = "as needed"/on call It could lead to permanent job in the future

MEDSERV INCORPORATED. Employment service of Harris Co. Medical Society focusing on employment in private physician practices in Houston. Job Line 713-526-1321 x 216 Web: www.medserv-hcms.com Web site lists jobs by area (six) of Houston: Texas Medical Center, Central Houston, Southwest, North, West, & Southeast (Not shown) Houston Entry below shows new positions check website for all Listings.

<u>West</u>	<u>Southwest</u>	<u>North</u>	<u>TX Med Cntr</u>	<u>Central</u>
MA	Collections Spec	LVN Triage	RN	Receptionist
Receptionist		Phys Asst Cert	LVN	RN
Office Coord		Receptionist	Supv Revenue	
Ins Specialist			Clinic Nurse Mgr.	
			Ins Specialist	

MEMORIAL HERMAN, Memorial City Hospital 920 Frost wood, Houston TX Job Line 713-222 2273

Applications: Mon. - Fri.8:00 a.m. -4:30 p.m. Human Resources office 713-932-3470 Fax 713-932-3629.

Web Site: www.mhhs.org shows openings in 21 facilities in Houston area.

Also on the West side is the **Katy Hospital** 23900 Katy Freeway, Katy, Texas 77494 281-644-7000 &

Continuing Care Hospital 3043 Gessner Houston, Texas 77080 713-462-2515:

SOME NON CLINICAL OPENINGS at Memorial City:

Patient Access Rep Perf Improvement Coord Office Asst

KELSEY SEYBOLD CLINIC (24 clinics in Houston area at least four within 15miles of Saint John Vianney)

To apply Send résumé to Kelsey Seybold Clinic, H R Dept., 8900 Lakes at 610 Drive, Houston, TX 77054

Or fax résumé to 713 442-5115 Open Mon-Fri. 8a.m. 4:30 PM www.hcahealthcare.com

Web site <https://jobs-kelsey.icims.com/jobs/intro> Link to Saint Luke's Hospital. Some listings in last month are:

QA Coord Sys Support Analyst HIM Tech Supv Enrollment
HCC Coding Compliance

HOSPITAL CORPORATION OF AMERICA (HCA) Has many facilities in Houston area Go to web site for list. Closest to SJV is **West Houston Medical Center** 12141 Richmond, Houston, TX (between Dairy Ashford & Wilcrest) Apply in person Mon-Fri 9:00-4:00in HR Or Call 281-588-8071 Job Line 281-588-8198. Web <http://www.westhoustonmedical.com/>

Nurse Tech Patient Access Supv

Shared Services facility located at 8101 West Sam Houston Toll way (12 Miles from SJV)
Collection Spec **Overpayment Analyst** **Inpatient Coder**
Registrar **“Verifier” Positions** **(work from home)**

SCHOOL DISTRICTS

Spring Branch Independent School District “To find out what positions are currently open visit the Human Resources Office at 955 Campbell Rd., or Call the job line at 713-365-4799 for general position info.
or Visit website www.springbranchisd.com

Comp&Records	Tax Specialist	St Benfits Facilitator	Product Asst	Carpet Tech
Support Specialst	Teach Assts:	Child Nutrition Trnee	Custodial Staff	Material Handler
Special Ed	Childcare		HVAC	Mechanic
	ESL		Master Plumber	Grnds Maintenance

Alief Independent School District 12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110. Web lists vacancies. <http://www.aliefisd.net/>
At Home Page scroll down to Human Resources and click on “Job Postings”, Under “Human Resources” click on “Vacancies”

Aides for Library, ESL, Career Center,&Wkroom **SPED Instructional Aide** **Secretary** **Behavior Intervention**

Katy Independent School District —<http://www.katyisd.org/>, Apply at KISD, Personnel Office,6301 South Stadium Lane (South of Katy High School) Tel 281 396 2347.