

ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

JOB LISTING.*INDICATES NEW OPPORTUNITIES) – July 15, 2018

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 PRESIDENT & CHIEF EXECUTIVE OFFICER - The San Jose Clinic, Houston's original safety net clinic and a vibrant ministry of the Archdiocese of Galveston-Houston for almost a century, seeks a President and Chief Executive Officer to lead the Clinic toward the next 100 years of service to the people of the greater Houston area who struggle the most to access the quality primary and specialty medical care that they deserve. The CEO reports to Daniel Cardinal DiNardo, the Archbishop of Galveston-Houston, and to a 20-member Board of Directors. The CEO is responsible for the overall leadership and management of the Clinic, ensuring that the Clinic is true to its mission of service while adhering to the teachings of the Catholic Church in protecting the dignity of the human person. The CEO supports and guides the Clinic's over 950 clinical and community volunteers and 50 staff, while maintaining broad foundation and philanthropic support, and strong affiliations with Texas Medical Center member institutions, schools and universities which are mutually beneficial and innovative in the delivery of community health services. The CEO ensures the Clinic's compliance with all regulatory agency rules and regulations. General Requirements Commitment to maintaining San Jose Clinic's Catholic identity through adherence to the USCCB's Ethical and Religious Directives for Catholic Health Services; commitment to the mission of San Jose Clinic and our service to the poor in accordance with the social justice teachings of the Catholic Church Experience in delivering health care services in a clinic environment and managing programs with different licensure, policies, procedures, and staffing requirements that serve diverse client populations Knowledge of healthcare operations in the greater Houston community, especially public health services Capability to build and sustain effective academic and foundation partnerships and affiliations to serve the Clinic's programmatic areas as well as the ability to integrate private, public, and governmental resources into effective service delivery systems Demonstrated leadership skills, especially in the areas of motivating the organization through a broad vision of service, staff and volunteer management, fundraising, foundation relations, strategic planning and reporting, community affairs and financial management Commitment to advancing the Clinic's status as a valued contributor to innovative thinking about effective models of health care delivery Education/Experience MBA/MHA/MPH or other related degree preferred. Bachelor's degree required Minimum of ten years of experience in clinic management, public health, operations and business management, and development All candidates should promptly provide a letter of interest, resume, salary requirements and list of three references to Resume@archgh.org with San Jose Clinic President & CEO on the subject line.

2 VICE PRESIDENT OF CASE MANAGEMENT AND POVERTY ALLEVIATION INITIATIVES - is responsible for the leadership, programmatic and fiscal oversight for a large range of programs that strengthen families and alleviate poverty. The Vice President ensures the mission-focused development of all departmental programs through strategic planning and impact outcomes geared toward self-sufficiency achievement and poverty alleviation. This position works closely with the Senior Vice President of Programs day-to-day oversight of programmatic operational functioning including: fundraising, collaborations and partnership development, grant writing, and the timely and accurate submission of reports and reimbursement requests. Additionally, this position will work to support a positive client-centric environment with strong staff engagement at multiple locations. Serves as a member of the senior management team. PRINCIPAL DUTIES Sets vision, leadership and quality performance standards for the Case Management and Poverty Alleviation Initiatives department. Works with Directors to develop strategies and budgetary planning for meeting client needs, programmatic and funding goals and "Bridges to Hope" model. Forms relationships with state, federal, faith-based and non-profit organizations for community welfare. Maintains strong relationships and routinely identifies new opportunities for collaboration and partnerships. Supervises and develops staff, build committed, dedicated, quality teams of employees at assigned program locations. Directs, organizes, and coordinates the functions of the department. Works closely with Sr. VP of Programs and other departments on area of data collection, program quality, innovation and new program initiatives. Develops and ensures implementation of policies and procedures for departmental functioning. Responsible for development of programmatic standards, and ensuring compliance with contract objectives, funder standards and reimbursement criteria. Oversees timely and accurate completion of internal and external reports, quality activity reporting and accreditation standard submission and compliance. Communicates as a regular senior team member and works closely with all other agency departments. Works with Fund Development team and program administration to develop fundraising strategies, grant proposals, and marketing and external communication strategy. Works with accounting to achieve budget compliance and maximize reimbursements. Works with Human Resources to develop staff development and cultural initiatives. And, performs other duties as assigned. MINIMUM EDUCATION Master's degree and licensure in social work, public administration or related human services field. MINIMUM SKILLS AND EXPERIENCE Strong leadership and supervisory skills with a minimum of 5 years' experience in a

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leadership position. An energetic, forward-thinking and creative individual with high ethical standards, an appropriate professional image and a lead-by-example style that promotes a positive, team based environment Superior verbal and written communication skills. Ability to work with diverse populations in collaborative situations. Able to develop and strategically implement new program initiatives. Able to cultivate strong mission focused teams • OTHER REQUIREMENTS Must have reliable transportation, valid Texas driver's license and valid vehicle insurance • Position requires frequent driving in personal vehicle and/or Agency vehicle to include freeways and highways to satellite offices, and offsite meetings and events, throughout the three counties served by Catholic Charities Disaster Recovery. Must be able to work on a flexible schedule as needed to meet work, program and project deadlines. Interested candidates that meet the requirements should apply directly through our website www.catholiccharities.org, or the following link: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=5224&clientkey=C184945087565AE7BAA81D76126F1823>

3 PART-TIME DIRECTOR OF CONTEMPORARY CHOIR - St. Martha Catholic Church seeks a Contemporary Choir director who will oversee, with the approval of the Director of Music, the music programming for 5:30pm Masses on Sundays, and other possible liturgies or events. The ideal candidate will be prepared to include Catholic musical tradition in a more contemporary medium. Qualifications: Experienced in managing a team through strong leadership, open communication, and consensus building Proficient in one or more instruments, proficient in directing an ensemble • Possessing experience and knowledge about Catholic liturgy and contemporary liturgical music Able to read music and arrange music for different instruments • Able to contribute to an environment of continued faith-formation and deeper understanding of the Mass Responsibilities: Planning, practicing, organizing, and copying music for assigned liturgies • Transcribing/arranging music for different instruments as needed • Submitting music lists for approval by the Director of Music • Recruiting and training new members • Set up and tear down of music area (microphones, music stands, etc.) • Compensation: Per-event compensation covering rehearsals and Masses. Additional rehearsals and Masses are possible, subject to approval by the Director of Music. Please submit cover letter and resume to Dr. Daniel Knaggs, Director of Music, danielk@stmartha.com. St. Martha Catholic Church 4301 Woodridge Pkwy. Porter, TX 77365.

4 DIRECTOR OF MUSIC MINISTRIES - The Director of Music Ministries is responsible for directing, planning, and implementing all music related programs and activities. The Director of Music Ministries will report to the Pastor with oversight by the Liturgy Council. The goals of the Director will be: to develop a prayerful, singing community through celebration, preparation and evaluation; with the cooperation and assistance of all other parish ministers, the Director of Music Ministries will support the gospel message through song and music and challenge the community to live it more fully. The goals for the music ministries programs will be: to develop plans to expand participation in all music ministries including Liturgical Choir, Children's Choir, Youth/Teen Choir, Cantors, various ensembles and instrumentalists. to foster active participation at the liturgy through congregational singing, reflection and prayerful execution of instrumental and choral and solo musical selections. to elevate the current musical resources and traditions, and direct them according to the ministerial vision of the parish, Liturgy Council, and pastor. to enhance the liturgical experience by balancing contemporary and traditional music (hymns, songs, instrumentals) that bring to the senses the presence of the Holy Spirit. to help increase regular liturgy attendance through the quality of music. Duties and responsibilities: The Director of Music Ministries will be responsible for all music associated with worship, religious education related activities, social ministries, evangelization, and sacrament related events (baptisms, weddings, funerals, etc.). The Director of Music Ministries will be responsible for coordinating with other ministries the use of competent musicians. Continuously recruit and assimilate new choir members and musicians. Recruit, arrange, and coordinate special volunteer musicians for Christmas, Holy Week/Easter celebrations, and selected feast days. Select, coordinate, and schedule Cantors for each Mass ensuring they demonstrate the highest quality of musical gifts. Coordinate and select all musicians (guitar, bass, wind instruments, etc.) and ensure quality of musical performance during all liturgies. The Director of Music Ministries will be responsible for the weekly and long-term planning and executing the music at all weekend liturgies and special liturgies. Coordinate regularly scheduled rehearsals for all choirs and ensembles. Ensure all copyright licensing and usage reporting to the major music publishers. Serve as a member of the Liturgy Council and attend all Liturgy Council meetings. Work in partnership with other ministry heads. Select and manage an appropriate repertoire and build upon the music library reflecting the interests, tastes, and faith expressions of parishioners. Serve as a resource on musical matters for all staff and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of worship and musical celebration. Work closely with the Business Manager on matters of budget, scheduling, space utilization and other resources. Work closely and effectively with the Creative Technology Coordinator on all matters involving sound and audio visual equipment. Experience and Qualifications: Minimum of 4 years as a Director of Music at a large Catholic parish or at the Diocesan level with multiple musical choirs and musicians. Master's Degree in Music or related field required. Proficient in piano, in conducting, and singing as attested to by formal credentials and a personal performance audition. Proficient working knowledge of other instruments which might be used in liturgical music. Demonstrated skill as an effective choral conductor. Exemplary communication and teambuilding skills (working with staff, volunteers, children, students, and parents) Ability to improvise on keyboard instruments as well as reading music. Extensive musical knowledge including standard modern Catholic music, traditional Catholic hymns, and Praise and Worship style of music. Proficient understanding of Roman Catholic liturgical requirements for weekend Masses and other liturgical celebrations. Intermediate level proficiency in computer skills (Microsoft Office, Publisher, Music writing/editing software, and social media. Demonstrated ability to work independently, organize and effectively manage multiple priorities. Essential job functions: Must be able to stand, walk and sit for extended periods of time. Requires use of hands to play musical instruments. Must be capable of lifting 15 lbs. or more on a regular basis. Working environment: This is a full-time position requiring regular weekend and evening work hours.

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Must be flexible depending on the scheduling of special liturgies and parish events. • Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with Director of Music Ministry in the subject line or mail to: St. Faustina Catholic Church Attn: Director of Music Ministry P. O. Box 1099, Fulshear, TX 77441.

5 ASSOCIATE DIRECTOR, COMMUNICATIONS - The Associate, Communication creates and delivers St. Cecilia's comprehensive communications strategy. Working with the parish, ministerial staff and volunteers, the Associate, Communication will further St. Cecilia's purpose and mission by promoting its ministries, program and events to the parish and the wider community through a variety of communication channels – both print and electronic. The Associate, Communication, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church. Support and promote the parish ministries, programs, activities and events through social• media, print, and electronic communications Manage and prepare all regular parish wide communications, print and electronic, as well as• externally distributed communication pieces Craft and implement a strategy to increase the parish visibility in the community• Create and maintain a Ministry Directory and Ministry Leadership Handbook• Create and maintain dual parish event calendar; working in collaboration with all parish• ministries to ensure accuracy and completeness Develop relationships and tools to provide invitation to, and promotion of, St. Cecilia Catholic• Church to the broader community Education/Experience: BS/BA degree in a related field• Three to five years' experience in communications and volunteer coordination• Or any combination of education and experience which would provide an equivalent• background Proficient in Indesign, Publisher and Microsoft Office• Working knowledge of Parishsoft preferred• Task-oriented with an excellent sense of priority, logic and objectivity• Highly organized and capable of handling a number of sensitive and important issues• simultaneously Must pass a background check administered through Archdiocese of Galveston/Houston• Contact information to send resume and salary requirements to: Stasie Smith, Director Community Life and Stewardship to ssmith@saintcecilia.org. Incomplete applications will not be reviewed. St. Cecilia Catholic Church 11720 Joan of Arc Houston Texas 77024.

6 FAMILY LIFE MINISTRY DIRECTOR - St. Angela Merici Catholic Church is a dynamic growing community of 1600+ families. We have an opening for a full-time Director of Family Life Ministry. This position will report directly to the Pastor. Area of responsibilities: Coordination and implementation of programs including Marriage Preparation, Weddings, Funerals, Baptisms, Quinceañeras, Religious Vocations, VIRTUS, Eucharistic Ministers to the Sick/Homebound, And development of Family Social Activities. This position may occasionally require working at night and on weekends. Requirements: Minimum three years of active ministry experience in a Catholic parish• A Practicing Catholic with strong knowledge of Catholic faith and doctrine• Strong interpersonal skills with the ability to lead and organize volunteers• Must be organized and have the ability to work independently with minimal• supervision. Be proficient in using the computer including Word, Excel, email, etc. • Complete job description available upon request. Interested candidates should send a cover letter, resume, and references via email to margaretmyers@stamericigh.com. St. Angela Merici Catholic Church Missouri City, TX.

7 ASSOCIATE DIRECTOR - The Associate Director provides primary oversight and leadership direction to parish-based older adult groups and Senior Senate coordinating groups in Catholic parishes. Responsible for providing information and support to assigned parishes for the development or enhancement of parish-based senior groups; provides information and resources of the Office of Aging to pastors, parish leaders and older adults to meet the needs of parishes regarding aging issues in the Archdiocese. Essential Duties and Responsibilities include but are not limited to the following: Serve as a resource to clergy parish leaders and older adults for assistance in organizing,• developing and resourcing senior adult ministries within parishes to support aging and older adults. Develop and maintain contacts with assigned parishes; provide resources, information and• referrals as appropriate related to senior adult ministry and ministry priorities. Develop collaborative relationships with other Archdiocesan departments to identify and• provide resources and opportunities for adult Catholic formation responding to the various life stages and cultural needs of aging and older adults. Assist with organizing and coordinating special projects and presentations within the scope• of program activities and ministry focus. Represent the Office of Aging as needed on various committees and select community• organizations. Education and Experience: Practicing Catholic with knowledge and understanding of Catholic parish life. • Master's degree in social work, counselling, public health, pastoral ministry or related• field. Two to four years proven experience in social services or pastoral ministry working with• aging and older adults; knowledge of issues and concerns impacting aging adults. Strong interpersonal and communication skills; bilingual in Spanish preferred but not• required. Suitable candidates should send a cover letter and resume to Resume@archgh.org; reference "Office of Aging" in subject line. Office of Aging Ministry St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX 77021.

8 YOUTH MINISTER - St. Mary is actively seeking for an enthusiastic and mature part-time Youth Minister {Hours are flexible but may not exceed 20 hours per week}, including evens and weekends. His/her mission will be to lead our youth to encounter Christ, to respond to his call to holiness and to embrace the teachings of the Catholic Church. He/she will work in close cooperation with the pastor and will build a youth team and develop a path to discipleship, connection, giftedness and growth, comprehensiveness and parish involvement. Education/Experience: Active Roman Catholic in full communion with the Church Works with the Pastor and with other staff members to integrate youth into active participation in parish life. Responsible for the planning, implementation, and evaluation of a parish program for youth that is consistent with the parish mission statement and involves opportunities for spiritual, service, and social activities with emphasis on faith formation. Coordinates and maintains a calendar of youth program activities with the calendars of the parish. Prepares and submits an annual youth ministry budget that is consistent with the planned youth program to the pastor for approval. Monitors expenditures against the approved budget and organizes fundraising events as needed to help supplement the cost of program

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activities/events. Collaborates in developing a structured religious education program. Promotes active youth participation within parish liturgical life. Observes national and archdiocesan guidelines regarding youth ministry and religious education policies. Networks with youth ministers in vicariate, region and archdiocese to plan combined events and share resources. Participates in Archdiocesan opportunities for developing youth ministry skills. Attends Archdiocesan youth events with parish youth. Tends to their own spiritual growth through prayer life and retreats. Maintains a strict level of confidentiality on all matters relating to parish business. Would need to have or take FTCE courses. On Going Training will be provided. Would have to attend staff meeting every Tuesday at 1:30 pm. Please send your resume to manager@stmarystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information. St Mary Star of the Sea Catholic Church 1019 West 6th Street Freeport, TX 77541.

9 DIRECTOR OF ADULT FORMATION - St. Mary Magdalene Catholic Church has an immediate opening for a full-time, salaried Director of Adult Formation (DAF). The DAF will develop and direct a comprehensive program of life-long learning and enrichment for adults; additionally, the DAF will develop and direct the R.C.I.A. program for both adults and children, as well as the adult Confirmation and marriage preparation programs for the parish. A qualified applicant must be an active and practicing Catholic (in full communion with the Church) and be at least 25 years of age with a minimum of 3 – 5 years of parish catechetical ministry; hold a Bachelor's degree in Theology, Religious Education, Youth Ministry, or a related field – or equivalent combination of experience and education. The applicant must also have a strong Catholic theological background; possess strong interpersonal, communication, and organizational skills; be able to effectively and efficiently manage fluctuating demands and deadlines, as well as ministry volunteers. Experience using Windows-based computers with Microsoft Office software is essential. Bilingual in English and Spanish is a plus. Please submit a résumé with cover letter, salary requirements, and references to Mike Smith (Pastoral Associate for Formation) via email at msmith@st-mm.com; no telephone inquiries, please. Interested applicants should submit their paperwork by June 15, 2018 for consideration.

10 PART-TIME CATHOLIC CAMPUS MINISTER - The Catholic Student Center at Rice University is seeking a part-time Catholic Campus Minister to serve the Catholic student population at this University. The Campus Minister will work in collaboration with the center director, a Roman Catholic priest, in a broad-based ministry guided by the principles of "Empowered by the Spirit". Education/Experience: Bachelor's or working towards a bachelor's degree in pastoral ministry, theology or related field is required Working towards a Master's degree in pastoral ministry, theology or related field is encouraged. Minimum one years' experience in campus ministry or ministry with young adults Thorough understanding of Catholic teaching and ability to explain at a university level If not already attained, progress toward CCMA/USCCB certification in Campus Ministry will be a part of this position Knowledge of the principles of "Empowered by the Spirit" Experience in retreat ministry helpful Please send resume to Resume@archgh.org Please include job title on subject line. Rice University 1703 Bolsover Rd. Houston, TX 77005.

11 INFORMATION TECHNOLOGY DIRECTOR - Support, maintain, and develop the current and future technology hardware and software. Responsible for network security, administration, and technology infrastructure of the clinic. Provide supervision for Information Technology Specialist. Requirements: 1. Bachelor's Degree in Information Technology or related field from an accredited university required. 2. Ten years of experience in IT in an outpatient healthcare setting preferred; 3-5 years of management experience required. 3. Experience in managing electronic health records, practice management systems, virtualization technologies and troubleshooting. 4. Must be proficient in Microsoft Server Systems and Cisco Networking. 5. Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Also able to handle and complete multiple tasks or projects with multiple deadlines. 6. Ability to deal professionally, courteously and efficiently with public and all levels of the organization. 7. Can demonstrate effective verbal and written communication skills. 8. Can demonstrate effective customer relation skills, working with diverse populations, often in stressful fast paced environments. 9. Bilingual in English/Spanish preferred. Benefits: • PTO bank • 11 paid holidays • Low cost Health and Dental insurance • Company sponsored and supplemental life insurance • Short term disability and Long term disability • 401K Matching Please submit Resume to: Laura John, PHR, SHRM-CP Human Resources Director San José Clinic 2615 Fannin Street Houston, TX 77002 713-286-6412 Office 713-286-6419 Fax jobs@sanjoseclinic.org www.sanjoseclinic.org The mission of San José Clinic is to provide quality healthcare and education to those with limited access to such services in an environment which respects the dignity of each person.

12 DIRECTOR OF COMMUNITY AND PARISH ENGAGEMENT - The Director of Community and Parish Engagement is part of a dynamic team including the Mamie George Community Center (MGCC) leadership and volunteers, Vice President of Development and Stewardship, grant writers, special events staff as well as Catholic Charities' Senior leadership to secure donations. This involves researching, cultivating, stewarding and soliciting prospects/donors for major gifts for programs, capital campaigns, and special event sponsorships. The Director of Community and Parish Engagement will also develop, manage, and direct events undertaken by Catholic Charities for the MGCC. The position may require some travel within the 10-county region of the Archdiocese of Galveston-Houston. The ideal candidate for the Director of Community and Parish Engagement position is a person who is passionate about the faith-driven mission of Catholic Charities and enjoys introducing and connecting philanthropists to an organization that consistently delivers results for the people we serve. **PRINCIPAL DUTIES AND RESPONSIBILITIES:** Carries out collaboratively with MGCC Executive Director, Vice President of Development and Stewardship, Fort Bend Advancement Council and other staff and volunteers to assure a comprehensive diversified fund development plan. Oversees MGCC's annual giving inclusive of donor solicitation, capital campaigns, grant writing, endowment, and planned giving programs through portfolio cultivation and management. Nurtures and expands MGCC's donor base as a foundation for both unrestricted support and effective advocacy support as necessary. Provides or coordinates training and ongoing education to the Fort Bend Advancement Council, volunteers and staff on fundraising practices. Creates new and innovative marketing

and outreach strategies using technology and social networks to increase visibility of MGCC to new and existing audiences. Identifies prospects and cultivates gifts, donations and sustentative contributions for Catholic Charities' programs, campaigns and events. Manages a portfolio of significant gift prospects and works closely with Vice President of Development and Stewardship to develop effective solicitation and stewardship strategies for each. Composes funding requests to constituents for gifting opportunities. Plans and facilitates meetings with prospects and donors. Travels with CEO, MGCC Executive Director, VP of Development, board members, and independently to ensure effective quantity of face-to-face work and relationship building. Works in partnership with the Fund Development Team to plan and execute all fund raising events at MGCC including budget, correspondence, vendor contact, chair recommendations, mailing lists, invitations, teaser cards, programs, décor and additional printed products. Develops, plans and executes additional events of MGCC such as donor appreciation dinners, kick-off parties, and blessings and dedications. Helps conceptualize, draft and prepare briefing materials for donor/prospect visits. Assists with planning, organizing and directing any Capital Campaign undertaken by Catholic Charities. Assists the Mamie George Executive Director with other MGCC functions and projects as needed. Other duties as assigned.

EDUCATION MINIMUM REQUIREMENTS: Bachelor's Degree from Accredited University or equivalent work experience (eight years).

JOB REQUIREMENTS: The applicant must possess strong interpersonal skills and a persuasive communication style. Proven ability to work under pressure, meet aggressive deadlines, and work as a team player. Passion for the mission and vision of Catholic Charities and a desire to make a difference. Minimum of five (5) years' work experience in fundraising or sales and fundraising, three (3) years' of development work experience in non-profit organizations preferred. Proven success in face to face solicitation, in managing a large donor portfolio, and in providing excellent service to donors. Established network of contacts in Catholic Community a plus. Knowledge of principles of fund raising. Excellent verbal and written communication skills. Ability to maintain confidentiality. Evening and weekend work required. Valid driver's license and car insurance and ability to drive on roads, highways, toll ways, and freeways throughout all counties Catholic Charities serves from Galveston to Richmond, TX.

13 PARISH MUSIC DIRECTOR - St. Francis de Sales Catholic Church 8200 Roos Road Houston, TX 77036 Summary: St. Francis de Sales Catholic Church is seeking to employ a full-time Director of Music Ministry. The qualified candidate must be able to provide leadership and direction in the planning and implementation of both English and Spanish liturgical music in a collaborative environment. The candidate must work well with different personalities of people from a variety of different cultures. We are a very multicultural parish with choirs using different languages. The Director must be willing to recruit, teach, and motivate new choir members and cantors. Ability to promote prayerful, engaging liturgies that support congregational singing is necessary. Requirements: Proficiency at playing piano and organ. Competency in choir direction. Familiarity with appropriate liturgical music for seasons of the year. Familiarity with computer technology, including Microsoft Office. Basic knowledge of sound system technology. General knowledge of Catholic teaching on music in the liturgy. Availability to work evenings, weekends, and holidays. Availability for weddings and funerals. Bilingual preferred. Excellent communication skills. Must pass a background check. Salary is commensurate with experience. Send resume and references to: St. Francis de Sales Church Fr. Joseph Phan, Pastor Email: revphan@sfdshouston.org No phone calls please.

CLERICAL/ADMINISTRATIVE JOBS

1 PART TIME MUSIC AND LITURGY COORDINATOR - with administrative tasks, and the communication of information to the clergy, liturgical ministers and musicians. II. Assist the liturgy and music heads in recruiting volunteers, and assists with scheduling and recruiting tech ministers. III. Coordinate with parishioners and ministers in the planning of music and liturgy for weddings, funerals, etc. IV. Accompanies music for weekly school Mass. V. Train and direct a children's choir for a weekend Mass. VI. Report the weekly usage of music as required by copyright laws. Maintain appropriate sections of the church website. Responsible for the ordering of supplies for the church and to be the first point of contact for any maintenance and service issues in the church and chapel. REQUIREMENTS and QUALIFICATIONS i. Practicing Catholic and in good standing with the Church. ii. Basic understanding of Microsoft Office – Word, PowerPoint and Outlook iii. Basic piano or organ skills to accompany the school choir. iv. Must have basic organizational and leadership skills. v. Complete and adhere to all parish and Archdiocesan rules and regulations vi. Must be able to work flexible hours including holy days, weekends and evenings. i. Prior experience (at least 3 years) working in a Catholic parish ii. Bilingual preferred iii. Holds a Music degree preferred, Certifications and trainings in Catholic Liturgy considered. Send resume to percic@st-mm.org.

2 STAFF SINGERS - St. Martha Catholic Church is seeking staff singers (soprano, alto, tenor, and bass) for its 11am choir, and other liturgies/events, selected by audition and interview. Education/Experience: Successful candidates will be excellent music readers, excellent in pitch retention and choral blending, and excellent in singing hymnody, polyphony, and chant (accompanied and unaccompanied). Successful candidates should also hold a degree in music and should be able to assist with efficiently leading sectional rehearsals. Both conducting and keyboard skills are a plus. Staff singers will especially provide a strong support for the choir's polyphonic singing in works of composers such as Palestrina, Victoria, Tallis, Byrd, Gibbons, Morales, and others of different eras. In addition to being highly skilled musicians, successful candidates will be positive and energetic team players who are committed and reliable in their attendance and participation. Successful candidates will also understand and embrace the role of music ministry in the Church's life of worship. Please send inquiries/resumes to: Dr. Daniel Knaggs danielk@stmartha.com Director of Music. St. Martha Catholic Church 4301 Woodridge Pkwy Porter, TX 77365.

3 COORDINATOR OF YOUTH MINISTRY - St. Andrew Kim Korean Catholic Church is seeking an enthusiastic full-time Coordinator of Youth Ministry for its parish students (~50 elementary and ~50 junior high and high school students). We are very excited

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to hire and support a youth minister for the first time, who will organize and improve our current Sunday school education program in line with the archdiocese's guidelines. He or she will work in close cooperation with our pastor and volunteer teachers to lead an education program that will foster opportunities for our students to grow their faith and develop a closer relationship with God. Requirements: Bachelor's degree in theology, education, or a related field• Active Catholic in good standing with the Catholic Church• Strong leadership and organizational skills, and administrative abilities• Virtus approved• Details: For junior high and high school students:• Responsible for planning, organizing and implementing a comprehensive youth• group program, which provides education, spiritual growth and fellowship opportunities. Teach one class of high school students, and organize and lead retreats and other• activities. For elementary school students:• Identify an appropriate curriculum and assist teachers in preparing materials for• class. Recruit, train and support volunteer catechists.• Plan/maintain an annual youth ministry budget.• Coordinate and lead special events such as Easter, Christmas and fundraising.• Develop strong and healthy relationships with young students.• Maintain close communication with the priest, director of the parish council, and• parents. Work with cultural diversity, i.e., most parishioners are Korean.• Interested candidates should send their resumes to Jaewoo Park at houstonsaksundayschool@gmail.com or call (713)367-9536. St. Andrew Kim Catholic Church 1706 Bingle Rd. Houston, TX 77055.

4 PART-TIME COORDINATOR OF ELEMENTARY FAITH FORMATION - St. Bernadette has an opening for a part-time Coordinator of Elementary Faith Formation. This position is responsible for coordinating all activities and programs from Kindergarten through 5th grade Faith Formation to build up the faith life of families. As a member of the Parish Staff and Faith Formation Team, communication and collaboration are integral to this position. Responsibilities: Coordinate with the DRE for appropriate curriculum• Recruit, form, and support catechists and Core Team• Coordinate all aspects of the K-5 curriculum• Coordinate Parent Catechesis and Formation• Team with Sacraments Coordinator for First Reconciliation and First Eucharist• Work with Sacraments Coordinator to develop and implement Follow Up Ministry• for First Eucharist Coordinate Vacation Bible School• Education/Experience: College degree preferred or equivalent experience• Certified catechist• 3+ years' experience in Faith Formation• Ability to insure that all Archdiocesan and parish standards for curriculum and• safety are followed Must possess strong written and verbal communication skills• The successful candidate will possess patience and flexibility• Must be able to pass background check• Must be able to complete Virtus training• Must be able to prepare and implement a budget• Interested candidates submit a resume to Kathleen Keating at keatingk@stbchurch.org with the words "Coordinator of Elementary Faith Formation" in the subject line. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

5 SACRAMENTS COORDINATOR - St. Bernadette has an opening for a full-time Sacraments Coordinator to develop and coordinate formation programs for Infant Baptism, First Penance and First Eucharist, Children's Catechumenate, and Youth Confirmation. As a member of the Parish Staff and Faith Formation Staff, communication and collaboration are integral to this position. Responsibilities: Lead, coordinate and support teams for the various sacraments.• Coordinate Mystagogy for the sacraments inviting families into deeper life with the• community Coordinate parent and sponsor meetings• Work with the Liturgy Team to support worship, rituals, and prayer• Coordinate with Christian Action for service ministry opportunities for candidates• Collaborate and Coordinate with RCIA and RCIC Teams• Team with the Coordinator of Elementary Faith Formation to develop First• Reconciliation and First Eucharist Follow Up ministry Education/Experience: College degree or higher in Theology/Pastoral Ministry or related field• Background in Sacramental Theology• 2+ years' experience in sacramental preparation for children, youth and families• Must possess strong written and verbal communication skills• Must be able to complete a background check• Must be able to complete Virtus training• Must be able to prepare and implement a budget• Interested candidates submit a resume to Kathleen Keating at keatingk@stbchurch.org with the words "Sacraments Coordinator" in the subject line. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

6 ADMINISTRATIVE ASSISTANT - Responsible for providing administrative support for the Office of Pro-Life Activities and support for various ministries, programs and educational opportunities coordinated by the Office. Essential Duties and Responsibilities: The Administrative Assistant maintains and updates databases for ministries and programs run by the Pro-Life Activities Office and coordinates scheduling, online event registration and materials for meetings of those programs. The Assistant must respond in a timely manner to program inquiries and concerns from clergy, parish staff, volunteers and members of the public, while maintaining confidentiality of individuals' information. The Assistant maintains accurate accounting of Office financial records and coordinates timely payment of Office bills. Under leadership of Director, creates and assists with distribution of marketing materials, including social media, to Archdiocesan community. Other duties as assigned by the Director. Education and Experience: Practicing Catholic with knowledge and understanding of pro-life issues. . Bachelor's degree preferred. . Fluent and literate in English and Spanish. . Proficient in MS Office, Publisher. . Strong organizational and interpersonal skills. Suitable candidates should send a cover letter and resume to Human Resources at Resume@archgh.org; reference "Office of Pro-Life Activities" in subject line. Office of Pro-Life Activities St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX 77021.

7 SCHOOL OF ENVIRONMENTAL EDUCATION INSTRUCTORS - The Archdiocese of Galveston-Houston is searching for full-time instructors for the Archdiocesan School of Environmental Education (S.E.E.) which is an educational enrichment program of the Camp Kappe Youth Retreat Facility. These instructors will also serve as staff for summer programming at Camp Kappe. This is a 12 month position. The primary focus of S.E.E. is to instruct 5th graders about one the care of God's creation, one of the 7 components of Catholic Social Teaching. Within this area, we show that our respect and care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. S.E.E. utilizes an accredited

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curriculum in compliance with the Archdiocesan Catholic Schools Office and the Texas Catholic Conference Education Department offering a four day (overnight) supplemental education outdoor experience for the parochial schools of the Archdiocese of Galveston-Houston. Additionally, we receive students from four other dioceses in Texas (Austin, Beaumont, Brownsville, and San Antonio). The students study, life cycles, food chains, the environment's effect on humans, our effect on the environment, conservation of resources, etc. It also offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. **MINIMUM QUALIFICATIONS** Education, Training, and Experience Qualified candidates should possess a Bachelor's Degree in Education or Science. Candidates with at least a Bachelor's Degree in another field may be considered. The possession of Texas State education certification is a plus. A candidate with a minor in at least one of the following, is preferred: Biology, Life Science, Environmental Education, Natural Resources, Wild Life Management, Forestry, Agriculture, or outdoor education experience. Consideration will be given to candidates with background in a regular classroom, outdoor education, and camp experience as well as course work or experience in communications, child development, child psychology, learning theory, environmental education, wellness and recreation, and individualized instruction. Knowledge, Skills, and Abilities Knowledge of growth and development characteristics for pre-adolescent children; knowledge of ways to successfully effect learning; knowledge of our ecological system and sub-systems; knowledge of strengths and limitations of various learning theories; ability to provide effective leadership to preadolescent students; ability to effectively communicate with children; ability to promote and develop student's desire to learn; ability to provide learning opportunities appropriate to fostering student's behavior that enhances desirable ecological practice; skill to utilize effective teaching strategies; and ability to evaluate and revise one's own instructional practices and programs; lead hikes in various weather conditions; ability to learn all available resources, such as low ropes course, orienteering, ecology and pond studies, geology, farm and gardening, stargazing/astronomy, etc. A competitive salary is offered. Qualified candidates should email a cover letter, resume, and salary requirements to Resume@archgh.org.

7 PARISH AND SCHOOL COMMUNICATIONS COORDINATOR - Please send a resume to WConley@st-mm.com **SUMMARY:** The Parish and School Communications Coordinator's role to consistently highlight and promote the mission of the parish and school through the various communication channels available today including the parish bulletin, weekly newsletter, website, email and popular social media outlets. The position also works with parish, school staff, and ministry leaders. **RESPONSIBILITIES:** Internal and external communication Work with church ministry leaders and parishioners to communicate the parish vision. Coordinate parish and school social media communications. Manage parish and school website communications and update as needed or requested. Prepare weekly church bulletins and school newsletter and other special service bulletins or programs. - Manage weekend mass announcements. The position will report to the Business Manager **REQUIRED SKILLS:** a) Overall communication skills – must be able to communicate clearly and compassionately across all demographic groups. b) Must be proficient in English/Spanish. c) Must be able to translate English into Spanish. d) Ability to creatively develop communications using Publisher (used for the weekly bulletin). e) Ability to work on multiple projects, problem solve, and manage workflow deadlines. f) Proficient in using standard office computer software such as Microsoft Outlook, Word, Excel, and PowerPoint. g) Experience operating a database, whether church specific (Parish Soft/Connect now) or otherwise. h) Comfortable with, or willing to use, Social Media (FaceBook). i) At least three (2) years of communications experience. j) Must be certified in Archdiocese of Galveston-Houston's "Protecting God's Children" program within 30 days of employment, and maintain certification throughout the employment period. K) Applicants must support the mission of St. Mary Magdalene Catholic School and parish and will adhere to the teachings of the Catholic Church.

8 COORDINATOR OF SACRAMENTAL PREPARATION (CSP) - In collaboration with the Pastor and the coordinator of catechesis, the CSP will coordinate the formation and preparation of persons for the Sacraments of baptism, first penance, first communion, and confirmation. Baptism: requires preparation of parents and god-parents of a three and half to four hour class and ensuring god-parents are practicing Catholic. Practice with the family on how the baptism will unfold during mass. Prepare the church for the sacrament of baptism (i.e., put the baptismal font in its place, prepare the oils, towels, etc.). Baptisms happen during mass every 3rd Sunday (unless otherwise specified). First Communion/First Reconciliation: requirements child must attend one year of CCE previously the first Holy Communion year. Then attend First Holy Communion preparation classes and CCE. Adult/ Youth Confirmation: Youth will meet twice a month in preparation for the Sacrament of Confirmation which is a 2 year program. Ensuring that candidates fulfill their social activity is of utmost importance. Adult has 10 lessons that are 1 ½ to 2 hrs. per week. Attend weekly staff meeting. Hours are flexible but may not exceed 20 hours per week. Expect to work Saturdays and Sundays. Pay will start at \$12.00 per hour. Ensure, in collaboration with the secretary, that all sacraments are recorded appropriately. Ensure all children registered appropriately in the computer system. Education/Experience: Have computer skills• Bilingual English/Spanish a plus• Position Requirements: Active Roman Catholic in full communion with the Church• A person with demonstrated fidelity to Catholic teaching and have a mature understanding of• the Church's sacramental teachings and theology Have a proven ability to implement sacramental formation programs and possess experience• in and understanding of sacramental catechesis Experience and understanding of the RCIA, including adaptations for children and other• special circumstances and be part of the team. Have at least three years of experience in sacramental and/or catechetical ministry• Must take the VIRTUS course before starting job• Please send your resume to manager@stmystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information. St Mary Star of the Sea Catholic Church 1019 West 6th Street Freeport, TX 77541.

9 PART-TIME MUSIC COORDINATOR Must know how to: play piano and/or organ; know voice training and voice harmony integration; and know Roman Catholic Liturgical Music and Liturgical Planning [training provided]. Starting hourly rate is \$25.00 per hour. Must be available for Saturday 5:30 pm Mass Service and Sunday 9:00 am Mass Service every week. Must include at least two 2-hour practice sessions per week with cantors and choir members of each respective mass. Funerals, Weddings, and other liturgies (such as

“Quinceañeras” or Memorial Masses) are contingent upon the musician’s availability. The parish bills the respective families at a musician’s fair price, and issues a check to the musician. Signing a 1099 Form will be required. Weddings and Quinceañeras usually occur on Saturdays at 2pm. Funerals are unpredictable but the coordinator will be asked if he/she is available to provide music. Bilingual English/Spanish a plus. Labor intensive seasons include Christmas Midnight Mass, The Easter Triduum (Holy Thursday, Good Friday, Holy Saturday [3 hour mass], and Easter Sunday Morning). Some Solemnities (holy days of obligation) occur during the weekday. Some liturgies will require integrating the Spanish choir which operates independently from the Music Coordinator. The schedule for the entire year is negotiated beforehand. Education/Experience: Must know how to: play piano and/or organ; know voice training and voice harmony integration; and know Roman Catholic Liturgical Music and Liturgical Planning [training provided]. Please send your resume to manager@stmarystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information. St. Mary Star of the Sea Catholic Church 1019 West 6th Street Freeport, TX 77541.

10 ADMINISTRATIVE ASSISTANT SPECIAL YOUTH SERVICES - The Archdiocese of Galveston-Houston is currently seeking a full-time Administrative Assistant for the Special Youth Services department. The Administrative Assistant works closely with the Director and staff of Special Youth Services to provide clerical support to staff and volunteers, in order to maintain and coordinate programs and services. An applicant must possess excellent secretarial skills, intermediate to advanced computer competency, while maintaining inventory and confidential and sensitive materials. Some weekends and evenings required. Greets visitors and provides information and hospitality. General duties: Answers multiple phone lines, while accurately answering questions regarding programs, workshops, conferences, special events, and holiday celebrations. Makes copies, faxes, and other related materials as needed by Special Youth Services staff and volunteers. Organizes and maintains the office area including care for office, plants, and literary materials. Orders and maintains all supplies needed for programming and ministry. Monitors and summarizes legislation related to juvenile justice issues. Maintains tracking of Special Youth Services expenses; i.e. supplies, staff expenses, event expenses. Assists with newsletters, announcement flyers and event programs. Ability to pass county and/or state issued background checks. Qualifications: Required: High school diploma or equivalent. Ten years of related experience and/or training. Computer literacy, proficient in all aspects of Microsoft Office products. Strong interpersonal relation, communication, organization and execution skills. Must have reliable transportation, a state issued driver’s license. Must be able to carry 25-50 pounds Preferred: Bilingual English/Spanish preferred. Familiarity with the Catholic faith Qualified candidates are encouraged to send a resume, letter of interest, and salary history to Franchelle Lee at HR@archgh.org with “Administrative Assistant, Special Youth Services” in the subject field. St. Dominic Chancery 2403 Holcombe Blvd Houston, TX 77021.

11 GENESIS EARLY CHILDHOOD PROGRAM MUSIC & MOVEMENT ENRICHMENT TEACHER - Christ the Redeemer Catholic Church 11507 Huffmeister Rd. Houston, TX 77065 Summary: Christ the Redeemer Genesis Early Childhood Program is accepting applications for a Music & Movement Enrichment Teacher. This is a part-time position. Education/Experience: It is preferred that applicants have a background in early childhood education, child care, music or related work with young children. For further information or an application, please contact Director Mary Davis at mary.davis@ctrcc.com or Melanie Gehrt at melanie.gehrt@ctrcc.com. Please list the job title in the subject line.

12 BILINGUAL LITURGY COORDINATOR - The purpose of this position is to facilitate the worship life of the parish community through liturgical experiences which would celebrate and strengthen the membership’s journey of faith. Liturgical coordination and administration Coordinates the parish worship program, including the planning and preparation of sacramental celebrations and liturgical events, baptisms, First Eucharist, reconciliation, confirmation, weddings, funerals, etc. Oversees the environment of liturgical seasons and other occasions, and the liturgical calendar in collaboration with the Music Director. Provides assistance to the Parish Worship Committee and coordinates the work of the liturgy teams and its various meetings. Assists in the liturgical formation of the parish through appropriate vehicles of communication such as bulletin, verbal announcements, liturgies, workshops or seminars. Recruits persons for various liturgical roles, attempts to involve new members, parishioners of all ages and diverse parish subgroups. Take care of Liturgical ministers instructing, forming, training and preparing them to assist at liturgical celebrations by performing in a proper way their duties. Seek for leaders and select ministry assistants. Work together with assistants to program and schedule services on a regularly basis. Provides for periodic evaluation of the quality of the worship celebrations and liturgical ministries. Oversees liturgical supplies to be ordered from appropriate vendors. Oversees inventory, maintenance and good condition of the liturgical supplies and implements owned by the church such as banners, chalices, and candlesticks. Oversees the aesthetic decor and cleanliness of the worship space, the provision of sacred vessels and vestments, the purchase of missalettes, homily helps and other resources. Collaborates with other parish staff members to provide assistance or consultation for their worship responsibilities. Attends regular meetings such as staff, liturgical and planning meetings. Prepares and manages the worship budget and calendar in consultation with the pastor and business manager. Ensures that the liturgical norms and laws of the Church are followed in the parish. Schedules substitute priests as needed. As Marriage preparation pastoral assistant: Form a sponsor couple’s team and arrange their training for mentoring. Meet couples to establish their freedom to marry and determine a process of marriage preparation for them, including NFP. Conduct a pre-marital inventory (PMI). Assign a sponsor couple for their marriage preparation (“For Better & for Ever”) Take care of required documentation before wedding. Provides the means to assist engaged couples to prepare wedding liturgies. Oversees wedding rehearsals to ensure compliance with parish norms and guidelines. As Tribunal Nullity case sponsor: Interview and inform people about the Catholic Church’s teachings on marriage. Guide, assist and serve people as an informational resource and emotional support to the process. Work closely with petitioners during completion of documentation. Help submitting a full and accurate petition for a possible annulment. Minimum

Qualifications: Three (3) years of related work experience is required. • Bilingual English-Spanish (proficient in writing, reading and conversing). • Must be a practicing Roman Catholic in good standing • Send resume to Cindy Villarreal, Business Manager: cvillarreal@stanne-tomball.org. St. Anne Catholic Church 1111 S Cherry St Tomball, Texas 77375.

13 PART-TIME ENTRY LEVEL MARKETING AND COMMUNICATIONS SPECIALIST - The Part-Time Entry Level Marketing and Communications Specialist (6-15 hours per week) provides support through communications and marketing within the framework of Holy Rosary Parish policies, standards, goals, objectives, and budget. This person will have the essential role of promoting parish life and the ministries of Holy Rosary Parish through the production of content for publications, web page, and other forms of communication. This person will also ensure the implementation of assigned internal and external communications. Position Summary: Creates and posts new digital content as needed using InDesign • Maintains a high-level of knowledge of the parish and its ministries • Develops and oversees social media, video development, photography for the parish • Design templates, assist in developing content, and coordinates the scheduling of internal • and external email communication Update and maintain the design of the parish's website • Assist with the management of print and electronic media production including the parish • bulletin, newsletters, flyers, brochures, etc. Perform other duties as assigned • Minimum Requirements: Must be willing to learn about the history and mission of the Order of Preachers • (Dominican Friars) Suitable candidates must be active Catholic in full communion with the Catholic Church, • a Visionary leader and energetic advocate for the ministry of church, and a faithful disciple of Catholic philosophy, values, and teachings Bachelor's degree, Associates degree, or working towards a degree in Marketing, • Communications, or a closely related field Experience working with a variety of social media platforms (Facebook, Instagram, Sound • Cloud, Twitter, etc. Proficiency in Microsoft Word and Excel • Must be willing to learn sound system of parish • Ability to present information concisely and effectively, both verbally and in writing • Ability to organize/prioritize work and take initiative • Ability to collaborate with parish staff, ministry leaders, and parishioners • Occasional evenings and weekends • Applicants should contact Juan Maldonado, Holy Rosary's Business Manager, at jmalonado@holynosaryparish.org or at 713-529-4854, ext. 108. Holy Rosary Catholic Church 3617 Milam Street Houston, TX 77002.

14 EARLY CHILDHOOD TEACHER - St. Rose of Lima Early Childhood Center is accepting applications for Early Childhood teachers. Our full-time and year-round center provides a quality early childhood program that offers a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children based on Catholic values and traditions. Key responsibilities include but are not limited to the following: Be available to work year round within the hours of 6:45 am – 6:15 pm. • Complete age appropriate curriculum plans in a timely manner and communicate • these plans to others as needed and implement. Plan, prepare and maintain the classroom environment. • Orient and train new teachers, assistant teachers and substitute teachers. • Supervises staff working under her/his direction. • Maintain an observational record for each child and all other routine forms. • Attend all staff meetings, recommended training programs and conferences. • Help with general housekeeping tasks. • Requirements Strong sense of service • Good organizational skills • Ability to communicate professionally and openly with children, parents and staff • must be physically and mentally able to work with children. • Must have physical strength to lift and carry children and other items weighing up • to 50 lbs. 1-year experience in a state licensed early childhood center • First Aid and Pediatric CPR certification • High School Diploma (CDA, AA or BS preferred) • send resume to Lisa Weatherly at lweatherly@stroselima.org. St. Rose of Lima Catholic Church 3600 Brinkman Houston, TX 77018.

15 COORDINATOR OF CHILDREN & FAMILY MINISTRY - Parish and Program Detail Estimates: 4500 families in the parish • 550 children in Lord's Day Program ("LDP" - preschool) and Continuing Christian • Education ("CCE" - 1-5 grade) 170 children receiving First Reconciliation and First Communion • 10 children in RCIA Adapted for Children • 5 children in the CCE Special Needs Class • 4 classes of bilingual (Spanish • & English) CCE Preferred Education: Bachelor's degree in theology or related field • Necessary skills and qualifications: Personal relationship with Christ and life of prayer • Strong Communication • Organizational • & administrative abilities Interpersonal skills • Flexibility • Drive • Proficiency in Microsoft Word • & Excel Ability to work alone or as a member of a team • Job Details: Coordinate CCE (Continuing Christian Education) program for 1st • – 5 th grade Coordinate First Reconciliation and First Communion preparation program • Coordinate RCIA Adapted for Children program • Oversee the preschool Lord's Day Program • Recruit, train, support, and develop volunteer catechists • Facilitate regular communication with parents with practical information to stay informed • as well as information for evangelization & catechesis Potential to spearhead initiatives for the evangelization • & catechesis of families and parish Coordinate, aide, or support events such as family retreat, parent meetings, parish • evangelization efforts, married couples events/ministries, Family Picnic, CCE/LDP Easter Egg Hunt, Corpus Christi procession & reception Maintain regular administrative responsibilities such as registrations, data, certificates, • communication, supplies & purchases, CCE library, etc. Send resume to dpagnano@svdp-edu.org.

16 PARISH SECRETARY - St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062 Summary: St. Bernadette is seeking a full-time Parish Secretary. This position will provide administrative support to the clergy as well as multiple ministry heads; is responsible for assisting office visitors, scheduling appointments and maintaining calendars; planning and scheduling group meetings; coordinate facilities usage; recording and updating the Sacramental Register and other duties as assigned. Experience/Education: • Ability to work collaboratively with clergy, staff and parishioners • understands the importance of confidentiality of church business and sacramental records. • Possesses strong interpersonal, communication and organizational skills • Manages multiple tasks and deadlines efficiently • Demonstrated proficiency with Microsoft Product including Word, Excel, Outlook, and Publisher • Demonstrated typing

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proficiency • Familiarity with or willingness to learn ConnectNow and other software programs • High School Degree required, some college preferred • Knowledge of the Catholic faith • Minimum of 2 years secretarial experience Please submit a resume and cover letter to Kathleen Keating at keatingk@stbchurch.org.

17 COORDINATOR OF SACRAMENTAL FORMATION - The Archdiocese is actively seeking candidates for the role of Coordinator of Sacramental Formation. In this Department of Evangelization role, you will serve as a primary resource regarding the liturgical and sacramental life of the Church. Working with the Director of Worship, you will foster the “missionary conversion” (Pope Francis, The Joy of the Gospel) of parish based sacramental formation. Within this role, you will work with parishes to provide sacramental catechesis for Baptism, Confirmation, Eucharist, Reconciliation, and Anointing of the Sick. Lastly, you’ll be a much needed resource for parish leadership on the Rite of Christian Initiation of Adults. You are a great candidate if you: possess a Master’s degree in sacramental theology or a related field; are a person with demonstrated fidelity to Catholic teaching and have a mature understanding of the Church’s sacramental teachings and theology; have a proven ability to implement sacramental formation programs and possess experience in and understanding of sacramental catechesis; have experience and understanding of the RCIA, including adaptations for children and other special circumstances; have at least three years of experience in sacramental and/or catechetical ministry If you believe that you possess the skills, talent and aptitude to be a part of this vital ministry, come join our team! In addition to our many benefits such as health insurance and a flexible work schedule, we offer a welcoming environment where Christ is central in all that we do! To apply for this position, please visit our website: <http://www.jobs.net/j/JHIGPPRy>

18 TEMPORARY DISASTER SERVICES COORDINATOR - The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVDp), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** Responsible for the daily operations associated with coordinating the Disaster Services Program administered by Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVDp). Position is grant-funded, full-time, with a firm end date of December 21, 2018. **ORGANIZATIONAL RELATIONSHIPS:** Reports To: Volunteer and Disaster Services Manager Also Works With: Society Staff, Volunteers and Clients Supervises: This position has no supervisory responsibilities **FLSA Classification:** Non-exempt **Principal Duties:** Review and process intake applications, ensuring accuracy and completion • Enter data from applications into multiple platforms • Provide consistent, courteous, and prompt telephone assistance, while handling multiple • lines. Return phone messages and emails quickly and courteously. Contact applicant to review program and next steps • Prepare and process purchase orders from completed applications • Prepare invoice packages for accounting upon receipt of invoice from vendor • Contact applicant to follow up on delivery and program experience, documenting results • Pull reports from various platforms to report results and trends for the program • Attend local Disaster recovery meetings to gather information and report findings to • Manager Other duties, as assigned • Comply with standard business communication practices • **PREFERRED EDUCATION:** Associate’s degree and one year of relevant experience **PREFERRED SKILLS AND EXPERIENCE:** Effective and empathic communication skills with various stakeholders • Proven strength in data input, management and analysis • Bilingual (Spanish) required • Strong Microsoft Office skills • Ability to work independently with minimal supervision • Adept at communicating with various levels of volunteers, donors, staff and management • Strong research skills • Detail oriented • Ability to maintain strict confidentiality is essential • Experience working with non-profit organizations • Must have valid driver’s license and reliable transportation • **OTHER REQUIREMENTS:** Ability to sit for long periods of time Ability to lift 25 pounds independently Ability to pass background check Hours: 40 hours per week, Monday – Friday Website: svdphouston.org Apply to: hr@svdphouston.org.

19 PARISH ACCOMPANIST - St. Ignatius of Loyola Catholic Church in Spring, Texas is seeking a parish accompanist to accompany our choirs at 2 Sunday morning Masses and weekly rehearsals. Qualifications are proficiency in organ and piano, knowledge of Catholic Liturgy and flexibility of schedule during the holidays. Regular duties include accompanying the choirs in 2 or 3 weekly rehearsals and 2 Masses on Sunday morning and other Solemnities and Feasts for which the choirs sing (e.g. Christmas and Holy Week). This position will be a minimum of 10 hours per week. It can also include being available for weddings and/or funerals, and Masses throughout the week. For more information or to apply, please send your resume to Chris Bearer, Director of Music, at cbearer@silcc.org. Education/Experience: H.S. Diploma and at least 5 years’ experience. Interested candidates can send resume to Chris Bearer, Director of Music, at cbearer@silcc.org. St. Ignatius of Loyola Catholic Church 7810 Cypresswood Drive Spring, TX 77379.

MISCELLANEOUS JOBS

1 DONATIONS AND DELIVERY DRIVER’S ASSISTANT - High school diploma or general education degree (GED) • Six months to one year related experience and/or training • Previous delivery experience in the Houston area preferred • Bilingual (English and Spanish) preferred • Revision Date: February 2018 Familiarity with 5 S’s and Six Sigma preferred • Language / Math / Reasoning Ability, 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 Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, • and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram • form. Ability to deal with problems involving several concrete variables in standardized situations.

Regular Hours– Tuesday-Saturday 7:30AM-4:30PM, hours may be altered or extended to complete assigned routes or tasks due to Society's needs. Overtime may be required Send resumes to hr@svdphouston.org.

2 MAINTENANCE TECHNICIAN - Facility maintenance and security in buildings, grounds, and parking areas. Responsible for regular and planned maintenance, disaster preparedness, and assisting in risk management. Reports to: Pastor Type: Non-exempt, full time Duties and Responsibilities Establish accountability for maintaining a clean, functional, clutter-free, and safe facility. Inspect the facility daily and address conditions needing attention. • Perform light grounds-keeping and janitorial services as needed. • Attend and participate in parish disaster committee meetings. • Help with a variety of installation, repair, and renovation tasks including but not limited to electrical fixtures, construction, paint, small equipment repair, small equipment installation, plumbing, woodworking, concrete, masonry, and others. Moving and transporting furniture, books, tools, and small equipment. • Helps set up and clean up for parish events. • Ensures parish buildings are locked and secured when no one is using them. • Reports shortages/needs of equipment and supplies. Procures supplies when needed. Help establish and work within a budget. • Maintains a current list of material safety data sheets (MSDS's) • Practice safe working habits and exercise safety precautions while performing maintenance tasks and functions. Qualifications must have a high school diploma or G.E.D. a valid state driver's license. Must be 21 years of age or older. Must have experience with and knowledge of procedures, practices, tools, and equipment used in the maintenance tasks described above. Must be able to move, load, and unload items weighing up to 50 pounds without assistance, as well as walk long distances, squat, reach, crawl, bend, stoop, and climb ladders. The ability to work independently is required. Must exhibit the ability to make good judgment related to emergency and safety matters. Must be able to honor and maintain confidentiality. Working Environment Some outdoor work in rain, low temperatures, and high temperatures will be required. Ph 713-529-4854 • Houston, Texas 77002-9535 • 3617 Milam Street •The Dominican Friars www.holyrosaryparish.org Applicants should contact Juan Maldonado, Holy Rosary's Business Manager, at jmaldonado@holyrosaryparish.org or at 713-529-4854, ext. 108.

3 FACILITIES MAINTENANCE - The Church of the Resurrection is seeking an experienced candidate for a full-time maintenance position, M-F 8am-5pm. The candidate will be responsible for the upkeep and repairs of the church, school buildings and La Divina Providencia Chapel. Inform the Pastor and Business Administrator of overall property conditions. Duties and Responsibilities: Maintain all church and school buildings Knowledge of plumbing, electrical, heating & cooling systems, cleaning chemicals/supplies, and grounds maintenance Occasional weekend/evening/holiday work to assist with special events Some clean-up/janitorial duties Ability to respond to emergencies Complete assigned projects in a timely manner Communicate with outside vendors and contractors Order and pick up supplies Have a valid Texas Driver's License Perform all other duties as assigned or needed Qualifications: Have good verbal and written communications skills, fluent in English, ability to email, and possess interpersonal skills while dealing with co-workers and parishioners Minimum of three years of maintenance work Must pass a background check High school diploma or equivalent Ability to work quickly and independently Good work attendance Be discreet and trustworthy Physical Effort and Working Conditions: Must be able to climb a ladder, work on rooftop, and outdoor work Ability to lift and move objects of modest weight (15lbs- 50lbs) Frequent stooping, bending, lifting, and walking Use power tools for building and grounds maintenance To apply, please submit your resume and references to Hugo Banda at hbanda@rchoouston.org. Resurrection Catholic Church 915 Zoe St. Houston, TX 77020.

4 PART-TIME MAINTENANCE AND PAINTER - Under direction, the job of Maintenance Painter entails performing skilled painting jobs on furniture, buildings and other facilities. Repair walls and ceiling tile, and minor maintenance. Maintain painted areas in entire facility. The maintenance painter performs other related tasks and duties when required, such as masonry, carpentry and moving furniture, boxes and supplies Building repair and maintenance tasks and duties such as lawn and grounds keeping, and janitorial duties as needed. Part time position Saturday and Sunday. Duties and Specifications: • Effectively mixes and matches various types of paint. • Prepares building and other surfaces for painting tasks by scraping, filing and sanding holes and cracks; patching walls and ceilings; sealing water, crayon and permanent marker spots . Applies coats of paint with roller, brush and spray equipment. Utilizes varnishes, paint, stains, and enamels for the interiors and exteriors of the building. Cleans and maintains brushes and other tools utilized after every painting job. Stores paint, varnish, stain and other paint related materials in designated area/closet. Performs a variety of building repair and maintenance tasks and duties, such as repairing furniture, installing shelves and cabinets, repairing all furniture, replacing electrical switches and preparing and pouring concrete. Skills and Specifications: • Able to mix and match various types of paint and choose the best harmonizing colors. Must work with minimal supervision. Must be able to follow verbal and written instructions. Able to establish and maintain harmonious work relationships with others. Must know how to plan, create, assign and check work. Must be able to explain painting methods and procedures. Be able to understand every tool and procedure in painting. Must have knowledge of rigging and scaffolding. • Be able to demonstrate repair and maintenance methods and practices for furnishing, structures and equipment. Must know how to compute labor, time and materials necessary. Must be able to work with their hands and use both hand and power tools. Be able to work with safety practices. Education and Qualifications: • At least 3 year of painting experience. Fluent in English. Must be able to lift up to 50 lbs. A combination of education, training and experience equivalent to the standards listed above and provides the necessary knowledge as well as abilities. Possess valid State Driver's License (Class C) required. Contact Cherie Hernandez at (713) 869-3783 or c.hernandez@sttheresa.cc.

5 PART-TIME CAREGIVER - Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities; • Relate to children with courtesy, respect, acceptance, and patience; • Recognize and respect the uniqueness and potential of all children, their families, and their cultures; • Ensure that no child is abused, neglected, or exploited while in

CONTINUED TO NEXT PAGE

the care of the center • Report suspected abuse, neglect, and exploitation to DFPS as specified in the • Know and comply with the minimum standards for child-care centers; • Know which children they are responsible for; • Know each child's name and have information showing each child's age; • Supervise children at all times • Foster developmentally appropriate independence in children through planned but flexible program activities; • Foster a cooperative rather than a competitive atmosphere; • Show appreciation of children's efforts and accomplishments; and Education/Experience: • High School Diploma or equivalent • CDA or 2+ years of Child Care Setting Experience or willingness to obtain 48 training hours within one year of hire date • CPR/1st Aid Certification or willingness to obtain Contact Cindy Clements at c.clements@sttheresa.cc to send resume. St. Theresa Catholic Church – Memorial Park 6622 Haskell Street Houston, TX, 77007.

6 **RETREAT CENTER OUR LADY OF LOURDES** is looking for a full time or part-time maintenance person. Duties are very simple and training will be provided. The retreat center has all the equipment and tools necessary for the job. Flexible hours and great pay. Please contact Flavia, director, or Jenni, co-director at 713-292-8393. You can also email them at directors@retreatourladyoflourdes.org.

This list is a resource for you to identify openings at web sites, companies, and industries that you may be interested in and qualified for and to find help /support for your job search.

<p>JOB FAIRS IN THE HOUSTON AREA August 15th Enroll on line</p>	<p>Go to: http://www.coasttocoastcareerfairs.com/ Includes all Texas major cities, has info on individual companies, and some job openings. You can also sign up for notifications</p>
<p><u>SPRING BRANCH INDEPENDENT SCHOOL SYSTEM (SBISD) Summer Support Job Fair for Auxiliary/Paraprofessional -</u></p>	<p><u>July 19, 2018, 4-6:30 p.m. @ Don Coleman Coliseum)</u></p>
<p><u>ALIEF SCHOOL DISTRICT</u></p>	<p>12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110 http://www.aliefisd.net/ Web lists vacancies.</p>
<p>Epiphany of the Lord, Katy, TX (281-578-0707) http://www.epiphanycatholic.org/</p>	<p>Career Search Seminar Saturday, July 26,20180 9:00 AM - 3:00 Seminar covers resume writing, interviewing, networking, and other important tools to have a successful career search, with focus on having the right approach and a positive attitude.</p>
<p>JS 101: 3300 Chimney Rock, Suite 102, Houston TX 77056 Houston non-profit organization that gives free career-coaching services to improve the job search process for those who need who need assistance, direction, and professional guidance in their search for employment.</p>	<p>http://js101.org/ 3300 Chimney Rock, Suite 102 Has best “LINKED IN” class every Thursday 10am -1pm</p>
<p>Workforce Solutions/The Work Source provides free job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast. Office locations www.workforcesolutions.com Their job database is WorkInTexas.com</p>	<p>Go to web site for details http://www.wrksolutions.com/jobs/jobposting_results.aspx</p>
<p>Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for search by job category or title, http://jobsearch.local-jobs.monster.com/</p>	<p>Best places to work in Houston selected by employees latest issue June 2018. http://www.chron.com/topworkplaces Every job hunter should check this site for ideas and leads. See feature section in Chronicle: “Jobs” it contains useful info for job hunters</p>
<p>Chronicle blogger Kimberly Thompson, “Career Rescue” many helpful items for job search</p>	<p>Go to: http://blog.chron.com/careerrescue/</p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>Go to: http://houston.jobing.com/</p>
<p>Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job</p>	<p>boards. This site can deliver new jobs daily to your email Goto:http://www.indeed.com/</p>
<p>Glassdoor-holds a growing database of millions of company reviews, salary reports, interview reviews, and question</p>	<p>Go to https://www.glassdoor.com/</p>
<p>JOB COUNSELING & NETWORKING</p>	
<p><u>Memorial Assistance Ministries (MAM), 713-428-4576</u> <u>Employment Services</u> A comprehensive service that provides job leads and job search training Classes in job search, coaching, provide valuable job links</p>	<p>Go to http://mamjobsnetwork.org/ There is a comprehensive list of local companies at: https://www.mamjobsnetwork.org/houston-employer-job-sites/</p>
<p><u>Jobs Ministry Southwest</u></p>	<p>www.jobsministrysouthwest.com</p>
<p><u>Northwest Bible Church, “Between Jobs Ministry”</u></p>	<p>http://www.nwbc.org/betweenjobsministry</p>
<p><u>Chapel wood United Methodist</u> –web site links to Job seekers web site</p>	<p>www.jetjobseekers.org</p>
<p>First Hope at First Baptist Church meets 1x/month on Saturdays</p>	<p>https://houstonsfirst.org/event/first-hope-training .</p>
<p>Energy Job Search Work Team. Meets every Tuesday 10am - 11:30 at ChapelwoodMethodist</p>	<p>https://myejst.org/</p>
<p>Epiphany of the Lord, Katy, TX (281-578-0707) Seminar covers resume writing, interviewing, networking, EPIPHANY JOB NETWORKING offers networking, reviews various skills, & discusses job opportunities. Meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office.</p>	<p>http://www.epiphanycatholic.org/ Career Search Seminar Saturday, July 26, 2018, 9:00 AM - 3:00 They hold a seminar on a Saturday about every six weeks, from 9 am to 2 pm. Registration required the deadline to register is midnight, Wednesday, before seminar.</p>

OPENINGS AT HOTELS

-NOTE a comprehensive list of hotel openings in the Houston area can be found at <http://www.hospitalityonline.com>

SJV list show departments with openings and specific Supervisory openings at hotels near zip code 77079 for details go to hotel web site

**OMNI HOUSTON HOTEL Westside {3m from SJV} 13210 Katy Freeway @Eldridge Westside location:
visit <https://www.omnihotels.com/careers> for complete listing by city**

Security Business Travel Sales Front Desk Dir of Rms Cashier Maintenance Eng.

OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} has reopened

Housekeeping Dir Catering &Convention Dir Sales

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. Web site: www.besthotelcareers.com

Hsekeepng/Rms	Food&Bev	Culinary	Concierge	Sales&Marketing			
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ROYAL SONESTA HOTEL , 2222 W Loop S(Galleria area) 713 627 7600 -

www.sonesta.com/RoyalHouston

HOLIDAY INNS AND INTERCONTINENTAL HOTELS Web Site <http://ihg.jobs.net/> Shows OPENINGS for all Houston Holiday inn, Holiday Inns Express, Candlewood & Stay bridge Suites

HILTON WESTCHASE HOUSTON 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-1000

<http://jobs.interstatehotels.com/>

HILTON HOTELS, Operating as Doubletree and Hilton <http://hiltonworldwide.com/careers/>

Six locations-Closest (13 miles) from SJV is **Houston Hilton, Post Oak**, Galleria Area, 2001 Post Oak Blvd.

Doubletree Houston-400 Dallas St, (18m from SJV), Hilton Americas Houston 1600 Lamar (17m from SJV)

Doubletree (formerly Houston Renaissance), six Greenway Plaza OPENINGS: (four hotels)

Sales Mgr. Barista Housekeeping Sales Adm Assist

Property Opns Supv Catering Sales Mgr. Food&Bev AM

**HILTON Corporate Positions DETAILS ON WEB PAGE <http://hiltonworldwide.com/careers/>
in McClean VA**

MARRIOTT HOTELS <https://marriott.taleo.net/careersection/2/jobsearch.ftl>

There are numerous Marriott locations in the Houston area. Open jobs listed on the Web site by location apply online.

Some OPENINGS within 15 miles of SJV

**At JW Marriott Houston Sales & Marketing Front Desk
5150 Westheimer-713-961-1500**

**At Houston Marriott West Loop
1750 West Loop Sth.713-960-0111**

**Marriott Marquis F&B & Culinary Phone Operator
1777 Walker St Houston (+15miles Engineering/Facilities Housekeepng/laundry
from SJV)713-654-1777 Sales & Marketing Groundskeeper**

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

- Sheraton Houston West**, 11191 Clay Road (8mi NE of SJV) 281 501 4200:
 OPENINGS: **Finance&Acct** **Food&Bev** **Housekeeping** **&Laundry**
- Westin Galleria/Westin Oaks** **5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520**
 OPENINGS: **Culinary** **Front Desk Supv** **Food&Bev** **Engineering&Facilities**
- St Regis Hotel**, 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600
Mgr. Front Desk **Massage Therapist** **Food&Bev Supv**
- Westin Houston Memorial City**, 945 Gessner Rd, Houston, TX 77024, 281 501 4300
 OPENINGS: **F&B Culinary** **Housekeeping** **Front Desk Agt**

NON CLINICAL OPENINGS AT HOSPITALS & CLINICALS

Here are some non-Clinical listings in the hospitals near 77079 area: Don't 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 a permanent job in the future

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

Web site <https://jobs-kelsey.icims.com/jobs/intro> Here are some listings in the last month:

Support Specialist **Patient Account Analyst** **Ambulatory Service Rep** **MA (certified)**

FAVORITE STAFFING An employment service of Harris Co The Medical Society.

Check website for all Listings. <http://www.favoritestaffing.com/>

They focus on these areas.

Practice Managers	Administrative Staff	Front and Back Office	Advanced Practice(NPs & PAS)
Healthcare Non-Clinical	Nursing	Allied Health	

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: <https://jobs.memorialhermann.org/search-jobs> 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

(11miles from SJV)&**Continuing Care Hospital** 3043 Gessner Houston, Texas 77080 713-462-2515

MEMORIAL CITY	Ambulatory Serv Rep	Maint Mechanic	Sr Billing Rep	In Patient Coding
KATY HOSPITAL	check web site			

MHHS Environmental Services contact: <http://www.crothall.com/careers>

Food & Nutrition Services contact **Sodexo** through Memorial Herman web site

Memorial Herman hires through central staffing. "Central Staffing is a department within Memorial Hermann that operates similarly to a staffing agency. We offer flexible schedules and the ability to work part time, per diem, and even on long-term, full-time contracts. Unlike a staffing agency, working at Central Staffing allows you to work at any of our hospitals

SCHOOL DISTRICTS

Spring Branch Independent School District

Paraprofessional openings to find "Actual and Anticipated" positions,

visit Human Resources Office at 955 Campbell Rd., Or Call the job line at 713-365-4799 for general position info. Website

www.springbranchisd.com Shows **Para/Tech /Skilled** positions: Some sample job titles are:

TA	Paraprofessionals	Skilled Labor	Building&Grounds
Special Ed,	Admin staff	Electrician	Custodian
ESL/Billing	Childcare Specialist	Plumbing	Grounds Worker
Production Asst	Support Specialist		Tech Serv
Child Nutrition	Compliance Specialist		

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/>

Housekeeping Job Categories are Instructional Aides, Support /Clerical, Maintenance, Nutrition, and Custodial

Instructional Aide	Specialist	AV Repair	Equipment Repair
Nutrition	Secretary	AM Multiple Facilities	Electrician

Day Care Aide

Maintenance

Plumber

Katy Independent School District — Check website for openings. <http://www.katyisd.org/>,

Apply at KISD, Personnel Office, and 6301 South Stadium Lane (South of Katy High School) Tel 281 396 2347

ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<p>ALLIED UNIVERSAL is hiring Security Officers, no experience required, just great customer service. Several openings in West Houston. Website is www.aus.com.</p>	<p>Contact: Angelica Blake, Talent Acquisition Specialist, Angelica.blake@aus.com Allied Universal: 1235 North Loop West, Suite #400. Houston, TX 77008. 713-939-4205 (W), 713-817-5742 (M)</p>
<p>SECURITAS Security Services USA 20465 State Highway 249. Houston, TX 77070</p>	<p>http://www.securitasjobs.com; 832-912-3200, Fax: 713-912-3291</p>
<p>Openings at ASSISTING HANDS HOME CARE Looking for compassionate, reliable, honest CAN/caregivers in Katy, West Houston, or Galleria Assisting Hands of West Houston 13111 Westheimer Rd, Suite 200. Houston, TX 77077 281-369-5858, Fax resumes at 281-369-5859</p>	<p>Apply at assistinghands.com/west Houston</p>
<p>Coca Cola Bottling Co.</p>	<p>http://www.coca-colacompany.com/careers</p>
<p>McDermott Engineering, 777 N. Eldridge, Houston, TX 77079. 281-870-5901</p>	<p>http://www.careers.mcdermott.com</p>
<p>Center Point Energy/HL&P</p>	<p>http://www.centerpointenergy.com/careers/</p>
<p>Conoco Phillips</p>	<p>http://www.conocophillips.com/</p>
<p>City of Houston</p>	<p>https://www.governmentjobs.com/careers/houston</p>
<p>HARRIS COUNTY has over 100 openings for clerical, technical and professional positions. 713-274-5445 YOU CAN SUBMIT APPLICATIONS BY EMAIL. You can search for jobs “by Categories.” Shows a selection of categories with openings. You can research jobs by location or department. Employment Line</p>	<p>Complete List of openings by dept. and job title is on: https://hrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx</p>

Some categories are:

<p>Accounting & Finance Architecture Administration Building&Grnds Building Maintenance Business Cleaning&Maintenance Clerical&Data Entry Code Enforcement Community& Social Services Construction Maintenance Construction Trades Corrections Counseling Customer Service Database Admin Development/Fund Raising Drivers</p>	<p>Education Training & Library Electronics Engineering Environmental Services Facility Management Forensics Fire&EMS Grounds & Landscaping Green Collar Environment Health Sciences Housing Human Services IT & Computers & Software Land Use Maintenance Management Mental Health</p>	<p>Nursing Nutrition OD Office and Adm Support Parks and Recreation Planning & Development Probation Professional Project Management Public Health Records Safety Social Services Software Tax Admin Trades</p>
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