

ST. JOHN VIANNEY CATHOLIC CHURCH

EMPLOYMENT MINISTRY

JOB LISTING.*INDICATES NEW OPPORTUNITIES) – June 15, 2017

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 CHIEF FINANCIAL OFFICER - The Diocese of Victoria (DOV) in Texas is looking for a Chief Financial Officer (CFO). The CFO is an ecclesiastical office mandated by the Code of Canon Law and as such is responsible for the overall financial management of the diocese in consultation with the Bishop or his designee. The CFO also serves as the Business Manager of the diocese. The CFO oversees all financial and related functions including budgeting, accounting, investments, risk management, benefit, property, and casualty insurance programs, real estate (acquisition, disposal, and maintenance), facilities and information systems, development and stewardship. Currently, all office directors at the diocesan level report to the CFO with the exception of the Emmaus Counseling Center. The CFO serves on the following consultative boards: Benefits and salary; Casualty and Liability; Building; Finance; Pension The CFO is a voting member of the aforementioned boards with the exception of the Finance and Pension boards. The successful candidate will work with the current CFO until his retirement on December 31, 2017. Upon the current CFO's retirement, the successful candidate will be appointed as the CFO for a five (5) year term. The appointment is made by the bishop after consultation with the finance board and the college of consultors. Qualifications: Must be a practicing Catholic and in good standing with the Church; Must have at least ten (10) years of related professional experience and a currently licensed CPA; Proficiency and knowledge in Microsoft Office applications; Knowledge of, or experience in not-for-profit industry is a plus; Ability to converse in Spanish is a plus; Must have excellent verbal and written communication skills who can relate to people at all levels of an organization How to Apply: Interested applicants should submit their completed DOV Employment Application found at www.victoriadiocese.org with references and résumé to the Office of Human Resources at: P.O. Box 4070, Victoria, TX 77903-4070 or emailed to Melissa Salinas at msalinas@victoriadiocese.org. The deadline to apply is June 30, 2017.

2 ASSISTANT DIRECTOR OF MUSIC - St. Theresa Catholic Church in Memorial Park is currently seeking an Assistant Director of Music. This person will accompany most Masses, rehearsals, special services, funerals and weddings and will assist the Director of Music with preparation for special feast days (Christmas, Easter, etc.) and concerts/events. Education/Experience: Proficient sight-reader. Excellent piano accompaniment skills for soloists and choirs. Must be able to lead the assembly through strong playing and performance on piano and organ. Organ playing required; must be able to play hymns and traditional Sacred music. Excellent improvisation skills a plus. Directing/Conducting skills would also be helpful as well as previous church choir accompanying/leading. Familiarity with Catholic Liturgy strongly preferred. Responsibilities: Minimum five (5) Masses per week: 1 Saturday, 4 Sunday 2 - 3 choir rehearsals per week: Tuesday & Wednesday 1 School Mass per week (during school year) Available for special feast days and events (Christmas, Easter, First Communion, Confirmation, etc.) Available for funerals and weddings as needed (paid extra) For more information or to apply, please send cover letter/resume to David San Miguel, Director of Music at d.sanmiguel@sttheresa.cc. St. Theresa Catholic Church – Memorial Park 6622 Haskell Street Houston, TX 77007.

3 DIRECTOR OF RELIGIOUS EDUCATION - St Augustine Catholic Church is looking to hire immediately a full-time Director of Religious Education. A person of Catholic faith who is supportive of Catholic education. A person with a pleasant, professional, and welcoming attitude and demeanor. A person who holds, as a minimum, a Bachelor of Arts degree preferably with a concentration in Theology and holds. Archdiocesan certification to teach the Catholic faith and Archdiocesan certification as a catechetical leader. A person who is flexible enough to handle several tasks simultaneously and willing to accept more responsibility when the need presents itself. Fluency (spoken and written) in both English and Spanish is a big plus for this position. Please submit cover letter, resume, salary requirements and references via email to sacc@staugustinecc.com. St. Augustine Catholic Church 5438 Laurel Creek Way Houston, Texas 77017.

4 DIRECTOR OF MUSIC MINISTRY - The full time position is responsible for planning, directing, and implementing music for all liturgical and Eucharistic celebrations within the parish. We are seeking a well-trained choral director that can recruit new talent, increase our repertoire and bring us to the next level. Education/Experience: Minimum of 3 years as a Director of Music at a large Catholic Parish. Bachelor degree in music or related field preferred. Proficient in conducting and singing, and competent in the use of piano for rehearsal. Extensive musical knowledge including modern Catholic music, traditional hymns, and multi-part octavos. Proficient working knowledge of other instruments which might be used for liturgical celebrations. Exemplary communication and teambuilding skills. Knowledge of

Catholic liturgy is strongly recommended. Interested candidates submit a resume to Kathleen Keating at keatingk@stbchurch.org with the words "Director of Music Ministry" in the subject line. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

5 FACILITIES MANAGER - St. Faustina Catholic Church is seeking a full-time Facilities Manager. The Facilities Manager is responsible for the preventative, routine, custodial, and emergency maintenance of the parish buildings and grounds. The Facilities Manager performs and supervises tasks related to electrical, plumbing, HVAC, security, environmental, irrigation, safety, custodial, energy management and event coordination. The Facilities Manager will oversee and implement the use of parish facilities for parish-related meetings, activities and events. The Facilities Manager will supervise outside contractors and projects involving outside vendors and service providers. The Facilities Manager must demonstrate a clear understanding of acceptable business practices, building code compliance, and a degree of general maintenance and repair skills. This position will report directly to the Parish Business Manager. Key responsibilities: Collaborate with the Pastor and Business Manager in developing a comprehensive plan to address the operational and maintenance needs of the parish facilities and grounds. Responsible for monitoring the maintenance programs to ensure they are compliant with the warranty agreements. Develop and administer an annual facilities budget in collaboration with the Pastor and Business Manager. Oversee all maintenance and repair activities including the utilization of external repair services ensuring that all major systems are working properly. Ensure proper lawn maintenance and landscaping at all times. Coordinates the bidding and contracts for work process and ensures the contract terms are fulfilled. Responsible for keeping buildings safe by making sure they meet building code requirements. Ensure parish fire alarm system is working properly. Coordinates safety procedures. Ensures the staff is well trained in all safety procedures. Maintain an inventory of custodial, kitchen, maintenance, and operational supplies. Purchases or rents equipment as necessary. Maintain an inventory of all fixed assets including furniture, computer equipment, audio visual equipment etc. for audit and control purposes. Oversees the utilization of the parish facilities by parish groups and staff and external organizations when approved. Work closely with the facilities scheduler to ensure proper communication and coordination is maintained to satisfy requests for all ministries. Oversees and provides event coordination. Ensures proper set up requests are met for weekend Masses, meetings, events, weddings, funerals, and otherwise as directed. Oversee and provide the maintenance and general condition of the sanctuary, parish kitchen, storage areas and classrooms. Ensure that the set up and take down of furniture and other fixtures for various events, either ongoing or single events, is done in a timely manner. Responsible for the HVAC energy management program. Responsible for the security management program. Supervise all custodial and repair staff or vendors. Ensure adherence to all Archdiocesan facilities-related policies and requirements. Oversee the operation and workings of the parish's local area network, network server(s), and desktop workstations. Oversee the parish phone system equipment, configurations, maintenance, and repair. Requirements and Experience: Must have a high school diploma or GED. Undergraduate degree preferred. Minimum of five years' experience with buildings and grounds maintenance coordination and facilities management. A working knowledge of general routine maintenance and repairs. A working knowledge of local city and county building codes. Ability to diagnose and perform routine to mid-level repairs. Must have excellent time management, organization, communication, and project management skills. Intermediate proficiency level in Excel, Word, and PowerPoint software. Ability to interact and communicate effectively with others. Effective communication skills both verbal and written. Must have the abilities to work from ladders, adjust to height and close quarters, with stand heat and cold, good eye-hand coordination and the ability to lift up to 50 lbs. Must be current in Virtus training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date. Working Conditions: must be on-call for emergencies and other related incidents. Evening and weekend work will be required. Possible exposure to uncomfortable temperatures and weather conditions. Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to DeaconRandy@saintfaustinachurch.org with facilities manager in the subject line or mail to: St. Faustina Catholic Church Attn: Facilities Manager P. O. Box 1099 Fulshear, TX 77441 St. Faustina Church is an equal opportunity employer.

6 DIRECTOR OF FAITH FORMATION - Sacred Heart of Jesus Catholic Community, a culturally diverse parish, is currently seeking a full-time Director of Faith Formation. This position will coordinate Adult and Family Faith Formation and oversee all areas of Faith Formation. Candidates must be a Roman Catholic in good standing, possess at least a Bachelor's Degree in Theology, Faith Formation, Catechesis, Religious Education or a related discipline. Minimum of three years' experience in leadership/management, preferably in parish ministry or catechesis or an equivalent area. Fluency in English and Spanish preferred. Salary commensurate with experience. Please view the complete ad at www.sacredheartmanvel.org or on the www.archgh.org. Qualified candidates are to submit a cover letter, resume, salary requirements and references via email to mgunn@sacredheartmanvel.org with Director of Faith Formation in the subject line. Sacred Heart of Jesus Catholic Church 6502 County Rd 48 Manvel, TX 77578.

7 EXECUTIVE DIRECTOR - Founded in 1968, Magnificat Houses Inc. (MHI), is a 501 (c) (3) non-profit, Christian organization based in Houston, Texas. MHI's mission is to offer refuge and hope to the destitute of Houston, Texas. We are a Matthew 25 ministry that serves the neediest of our community by feeding the hungry, housing the homeless, assisting the mentally ill, and rehabilitating recovering addicts and ex-offenders while maintaining the utmost respect and dignity for the individual. Description: Reporting to the MHI Board of Directors, the Executive Director will have overall strategic and operational responsibility for executing the mission of MHI, plans and leads all development efforts of staff, programs in support of the vision and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans and has overall signature authority for the operational budget of the entire organization. Responsibilities may include: This is a key forward-thinking role that is expected to generate revenue to sustain and grow the ministry. The role requires a highly analytical and organized individual motivated to optimize operational performance. Ensure ongoing local operational excellence, rigorous program evaluation, and consistent— quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals. Actively engage and energize

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MHI volunteers, board members, partnering organizations, and funders Develop, maintain, and support a strong Board of Directors: serve as ex-officio member of each committee, seek and build board involvement with strategic direction for ongoing operations Lead, coach, develop, and retain MHI's senior staff employees. Create, develop and track processes and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other stakeholders Fundraising & Communications: Expand revenue generating and fundraising activities to support existing program operations Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand Planning & New Business: Build partnerships, establishing relationships with the funders, and political and community leaders Be an external presence that publishes and communicates program results with an emphasis on the successes of the program Qualifications The Executive Director will be thoroughly committed to MHI's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include: Basic/Required: Legally authorized to work in the United States Bachelor's degree from an accredited university 10 or more years of leadership experience 5 or more years of experience volunteering and or working with a non-profit organization Strong written and oral communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills Proficiency working with MS Office or similar productivity software Passion, idealism, integrity, positive attitude, mission-driven, and self-directed Preferred: Master's degree (ideally an MBA) from an accredited university 10 years of senior management experience; track record of effectively leading a performance and outcomes-based organization and staff Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth Unwavering commitment to quality programs and program evaluation Excellence in organizational management with the ability to coach staff, manage, and develop teams, set and achieve strategic objectives, and manage a budget Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning Catholic and in good standing with your home Church Parish Total Compensation: based on level of experience of the successful candidate and is targeted at \$75-95 the 50th percentile in the Houston, TX market for small non-profits. There are no paid benefits beyond the salary. There are no relocation benefits associated with this role.

8 NURSE PRACTITIONER - Join the legacy of San José Clinic. San José Clinic has served the community 95 years. As a Nurse Practitioner for the Clinic, you would work in a state of the art facility conveniently located in midtown Houston. Our dynamic team consists of a dedicated staff, experienced healthcare professionals and support personnel, and a strong volunteer corps. Our community health environment fosters an opportunity for you to refine your clinical, interpersonal and communication skills in a patient-centered atmosphere. **501(c)(3) non-profit organization · A Ministry of the Archdiocese · A United Way Agency** Summary: Provides professional medical services in the community health care clinic setting. Precept NP students. Education/Experience: 1. Certified graduate of an accredited Family Nurse Practitioner program. 2. Licensed to practice in the State of Texas with prescriptive authority and DEA Certificate and professionally credentialed. 3. At least 3 years experience working independently as a nurse practitioner in a health care clinical setting. 4. Bilingual English/Spanish preferred. Benefits: Set schedule No call PTO Bank Paid holidays Low cost health & dental insurance Company sponsored & supplemental life insurance Short term disability & long term disability 401K Matching Laura John, PHR Human Resources Administrator 713-286-6412 Office 713-286-6419 Fax jobs@sanjoseclinic.org. San José Clinic 2615 Fannin Street Houston, TX 77002.

9 PASTORAL MINISTER SPECIAL YOUTH SERVICES - The Archdiocese of Galveston-Houston is currently seeking a Pastoral Minister for the Special Youth Services department. The Pastoral Minister will be responsible for the coordinating sacramental preparation and celebration while also providing pastoral care to at-risk youth and/or juveniles. Supervises the development of volunteer programs for at-risk youth, recruits, trains, and supervises volunteers to work in those programs. Provides pastoral counseling for youth detained in local county Juvenile Probation facilities within the Archdiocese. Also works with juvenile justice personnel and other youth-serving agencies as appropriate. This is a ministry position within the Archdiocese of Galveston-Houston therefore candidates must be practicing Catholic in good standing with the Church. This position reports to the Director of Special Youth Services and will also interface with members of Archdiocesan and parish staff, as appropriate. Qualifications: Required: Bachelor's Degree (Theology, Social Work or a related field) Two or four years' experience in Catechesis and Youth Ministry Strong interpersonal relation, communication, organization and execution skills Group facilitation, program development and facilitation skills Computer literacy Must have reliable transportation, a state issued driver's license Must be able to carry 25-50 pounds Preferred: Master's Degree (Theology, Social Work or a related field) Bilingual English/Spanish preferred Qualified candidates are encouraged to send a resume, letter of interest, and salary history to Franchelle Lee at flee@archgh.org with "Pastoral Minister, Special Youth Services" in the subject field. St. Dominic Chancery 2403 Holcombe Blvd Houston, TX 77021.

10 EARLY CHILDHOOD CENTER DIRECTOR - To administer All Saints Early Childhood Program following procedures, regulations and criteria set forth by the Texas Department of Family and Protective Services for Day Care Licensing, the National Association for the Education of Young Children Accreditation Criteria as well as the Early Childhood guidelines and catechetical Framework set forth by the Archdiocese of Galveston-Houston. Education/Experience: Education: a minimum of a bachelor's degree with 24 college credit hours in child development and 9 college credit hours in business management. Previous work experience: a minimum of one year of satisfactory employment in a licensed child-care center. Possess knowledge of the teachings of the Catholic Church through completion of, or attendance in, Formation Towards Christian Ministry (FTCM) program offered through the Archdiocese, or equivalency. Computer skills: working knowledge of MS Word, Excel, Access and PowerPoint. Current training/certification(s): Virtus; CPR; First Aid.

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Ability to maintain confidentiality. Please submit resumes to the Business Manager, David V. Dwigans, at david.dwigans@allsaints.us.com. All Saints Catholic Church 215 E. 10th Street Houston, TX 77008.

11 BUSINESS ADMINISTRATOR - Works under the direction of the Pastor and assists him with the stewardship of the physical, financial and human resources of the parish, in accordance with Galveston-Houston Archdiocesan and Sacred Heart Church's policies and guidelines. The Business manager values the organization and the responsible management of its resources. The Business Manager of Sacred Heart Church must understand and support the mission and vision which the Pastor has set for the parish, must be prayerful, project a faith-filled presence, have knowledge of the Catholic Faith and support its social teachings. Education and experience: College degree with major in Business Administration, Accounting or Finance preferred. Five to ten years' experience in business, bookkeeping or accounting required. Supervisory responsibilities: Supervise bookkeeper and other office support staff as directed by Pastor. Physical demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. This employee is occasionally required to stand; walk use hands to fingers, handle, or feel, reach with hand and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Work environment: General Office Environment. Sacred heart parish 507 S. 4th St, Richmond, TX 77469 (281) 342-3609 * fathermichael@sacredhrt.com <http://sacredheartrichmond.com>.

12 DIRECTOR OF YOUTH MINISTRY - The Director of Youth Ministry is responsible for evangelizing and forming the faith of the High School Youth of St. Bernadette Catholic Church by providing comprehensive youth ministry. This includes fostering community through close relationships with teens and their parents, coordinating a youth ministry core team of adults, and nurturing a hunger for the Eucharist life in the teens. Education/Experience: B.A. or M.A. in Religious Education, Catechesis, Theology or Pastoral Ministry preferred. Fully compliant with Archdiocesan policies and safe environment policies. 3-5 years of experience in youth ministry and at least 21 years old. If you are interested in applying for this position, please submit your resume and cover letter to the attention of Kathleen Keating at keatingk@stbchurch.org or via USPS at the address above. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

13 FACILITIES MANAGER - St. Mary Magdalene is seeking a full-time Facilities Manager who will be responsible for the maintenance of the parish buildings and grounds. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and ability to coordinate multiple projects. The Facilities Manager has a clear understanding of acceptable business practices in relation to church teachings. The Facilities Manager has the ability to collaborate with and support the Pastor, Business Manager, parish staff and parishioners. Among other responsibilities, the Facilities Manager: Performs minor repairs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, and safety. Supervise the custodial staff and event coordination. Supervises and negotiates cost with contractors and vendors as they relate to maintenance ensuring efficient facility operations. Ensures compliance and implementation of policies as they relate to parish facilities. Education/Experience: High school diploma or higher, some college education preferred and 3-5 years of experience in related field Must possess excellent leadership and managerial skills Have general knowledge of basic building maintenance, HVAC, electrical, mechanical, plumbing, general carpentry and custodial skills Must possess a clear understanding of acceptable business practices in relation to church teachings Available and on call for emergencies Ability to lift a minimum of 40 pounds and not be impaired to move around Must have experience with Windows-based computers with Microsoft Office software. Kindly send resume and references with cover letter to: Wanda Conley, Business Manager at wconley@st-mm.com. St. Mary Magdalene Catholic Church 527 S. Houston Ave. Humble, TX 77338.

14 DIRECTOR OF ADULT FORMATION - St. Mary Magdalene Catholic Church 527 South Houston Ave. Humble, TX 77338 Summary: St. Mary Magdalene Catholic Church is seeking a full-time Director of Adult Formation. The Director of Adult Formation (DAF) will strive to enable adults to grow in faith and, together with the parish community, recognize and celebrate Christ's presence among us. The DAF will be primarily tasked with the areas of lifelong adult catechesis / formation, R.C.I.A., marriage preparation, and annulments. The candidate should also be familiar with archdiocesan guidelines and Canon Law specifically related to the program responsibilities. The DAF will serve the parish under the supervision of the Pastoral Associate for Formation. Education / Experience: Qualified applicant should have 3-5 years of parish ministry experience, with a Bachelor's degree in Theology, Religious Education, or a related field - or equivalent combination of education and experience; Master's degree is a plus. The applicant must also be an active and practicing Catholic, have a strong theological foundation, and possess strong organizational, interpersonal, and communication skills; must be able to deal effectively and efficiently with fluctuating demands and manage volunteers; must have experience using Windows-based computers with Microsoft Office software. If you are interested in applying for this position, please submit a resume and references, with a cover letter and salary requirements, to Mike Smith, Pastoral Associate for Formation. Email: msmith@st-mm.com; no telephone calls, please.

CLERICAL/ADMINISTRATIVE JOBS

1 ACCOUNTING CLERK - 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.

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Vincent de Paul. Job summary The Accounting Clerk is responsible for performing accounting, financial reporting, data collection and administrative functions as directed by the Controller and/or Director of Finance and HR. Organizational relationships: Reports To: Controller Also Works With: Other staff members, Vincentians, District Leadership Supervises: This position has no supervisory responsibilities FLSA Classification: Non-exempt. Principal duties: Manage Accounts Payable to include processing of vendor invoices and check requests. Verify proper backup and approvals. Assist with printing and mailing of checks. Maintain all vendor and customer files, maintain copies of invoices as per record retention requirements. Process billings to conferences and others. Review and Post Monthly Conference reports from approximately 60 locations, working with volunteers to resolve reporting issues. Maintain the master file as per record retention requirements. Audit Resale Store Daily Sales Reports and post to accounting system. Accounting Clerk Job Description: Reconcile bank statements with accounting system. Reconcile Cash Receipt Log to bank deposits. Assist with annual audit preparation. Assist with other accounting and clerical tasks as directed by Controller or Director of Finance. Assist with filing, copying, data entry and other administrative duties. Assist with phone back-up rotation as needed. Become familiar with and adhere to the "Rule" as set out in the U.S. Manual of the Society of St. Vincent de Paul. Other duties as assigned. Preferred education: Associate's degree in Accounting and/or 4+ years of relevant, hands-on bookkeeping/accounting experience. Preferred skills and experience: Previous bookkeeping or accounting experience. Proficiency using computers and electronics equipment. General knowledge of various software including but not limited to Microsoft Office Suite, especially Excel. Experience using Quickbooks (payables and receivables). Proven record as a self-starter, able to work with little supervision. A team player with the ability to interface with various levels of volunteers, staff and management. Detail oriented. Ability to maintain strict confidentiality and handle confidential information with tact and poise. Ability to achieve desired results while working collaboratively in a team environment. Punctual, organized and self-motivated, with the ability to easily adapt to changing, needs strong written and verbal communication skills. Experience working with non-profit organizations. Bilingual a plus. Equipment used: Computer, fax machine, copy machine. Contacts: Requires contact by telephone, written communication and in person with staff, volunteers and vendors. Please email or fax resumes and applications to: hr@svdphouston.org or 832/538-0322 Website: www.svdphouston.org

2 COORDINATOR, HISPANIC PASTORAL FORMATION AND CATECHESIS - In this role, you will be responsible for developing ongoing faith and ministry formation opportunities that meet the needs of the Spanish-speaking members of the Archdiocese of Baltimore. As a part of the Evangelization team, you will assist in building missionary disciples, and promote the ongoing formation of those in the parishes involved in religious education, youth and young adult ministry and adult formation. As a missionary disciple yourself, you will need to be grounded in and actively share the proclamations of the Gospel in support of the Church's mission. You are a great candidate if you: have a Master's degree in Church Administration, Theology, Education Administration or a closely related field or an equivalency gained through a combination of education and experience have a deep knowledge of the Hispanic community and want to be active in the evangelization of the community are fluent in Spanish and English possess a mastery of Microsoft Office have a good understanding of digital and social media 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 like health and vacation, we offer a welcoming environment where Christ is central in all that we do! We are the Archdiocese of Baltimore - Impacting lives for Christ every day. To apply for this position, please visit our website: <https://archbalt.jobs.net/en-US/job/coordinator-hispanic-pastoral-formation-andcatechesis/J3L4XD6RNHJ317G2K7F>.

3 MARKETING & COMMUNICATIONS COORDINATOR - works collaboratively with all members of Incarnate Word Academy faculty and staff to engage target audiences and elevate IWA's messaging in the Houston Community. The coordinator's strengths include: creative, concise, and accurate writing; editing; content production for digital platforms; digital and visual storytelling. Hours: 20 hours per week. Models the mission and values of IWA and the Sisters of the Incarnate Word and Blessed Sacrament Serves as a positive representative of IWA within the broader community Engages and becomes part of the Incarnate Word Academy community. Essential responsibilities: Writing and Editing: Write and edit communications to target audiences, including but not limited to parents, faculty and staff, alumnae, board members, donors, and prospective constituents. Write and edit compelling content for IWA's digital platforms including but not limited to IWA's website and social networking sites. Write and edit compelling content for The Word Magazine, the bi-annual magazine for IWA. Write and edit video scripts Public Relations, coordinate media relations activities and serve as an IWA's media liaison. Publicize school functions, events and accomplishments through the press, shoot photography of school functions for marketing purposes. The ideal candidate is: Passionate about Catholic education Thrives on a collaborative team which promotes daily brainstorming and creative thinking A content expert and seeks out opportunities to expand his or her knowledge Exhibits a growth mindset and continually improve the way he or she operates Evaluates progress effectively, keeping records and reports required by the school. Builds appropriate and professional mentorship relationships with students. Supervision: Receives immediate supervision from the Director of Marketing & Communications 609 Crawford Street, Houston, Texas 77002-3668; (713) 227-3637; Fax (713) 227-1014; www.incarnateword.org. Qualifications A 4-year degree from a college or university of an equivalent in-depth training program directly related to marketing, communications, public relations and/or advertising At least 1 to 2 years of related job experience Demonstrated writing/editing skills To apply: Send a resume and cover letter by e-mail to, Catherine Thedinger by fax to 713-227-1014, mail to Dr. Mary Aamodt, Incarnate Word Academy, 609 Crawford Street, Houston, Texas 77002, or email at cthedinger@incarnateword.org.

4 FULL-TIME ADMINISTRATOR - We are a non-profit retreat center, located in a lovely area; surrounded by nature on nine wooded acres. Our retreat house is a place of peace and quiet for all who enter our sanctuary, away from the rush of the outside world. We offer steady, dependable employment in a quiet, clean, and friendly work environment, with the opportunity to train and learn from other members of management on our team. Located within the City of Houston, we offer a healthcare plan, a 403(b) plan with matching employer contributions, and free on-site employee parking. Job Brief We are searching for a seasoned Administrator to work closely with

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in-house management, and our offsite finance team. Primary responsibilities include overall organizational oversight including human resources, plant operations, bookkeeping, marketing, information technology, capital projects, supervision of professional staff, and all aspects of risk management including hurricane preparedness. Position requires a strong dedication to teambuilding. Individual must be able to foster a spirit of inclusiveness, understanding, and ethical conflict resolution. Responsibilities: Advisor to the Local Leader in matters of human resources, informational technology, and general business practices. Responsible for recruitment, employment and release of personnel in consultation with and under the direction of the Local Leader. Maintenance of personnel and payroll records in an accurate and timely manner. In conjunction with the Province CFO/COO, performs yearly contract review to ensure proper execution in order to mitigate exposure to risk. In conjunction with the Province CFO/COO identifies and implements appropriate information technology systems and related policies and procedures. Works in conjunction with the Local Leader, Province CFO/COO and local Bookkeeper to develop, implement, manage, and track yearly budgets. Able to follow procedures in developing requests for proposals (RFP's) including performance evaluation criteria to avoid vendor bias and conflicts of interest. In cooperation with Plant Manager, supervises all arrangements, leases and contracts with outside contractors and vendors. Researches and monitors service contracts, supplies, and vendors for fair pricing and competitive bidding. Ensures compliance with applicable fire and safety codes and takes all reasonable efforts to enhance the safety and security of the building and grounds, including preparations for hurricane or other weather related emergencies. Follows and implements changes in government rules and regulations related to labor issues, safety requirements, and environmental issues. Requirements: Bachelors' Degree in Business or Non-Profit Administration. Five or more years of proven managerial experience. Exceptional communication and listening skills. Ability to clearly articulate messages to a variety of audiences. Ability to establish and maintain strong relationships. Ability to influence others and move toward a common goal. Flexible and adaptable: able to work in ambiguous situations. Resilient and tenacious with a propensity to persevere. Organized with a natural inclination for planning strategy and tactics. Problem solving and root cause identification skills. Able to work effectively at all levels in an organization. Must be a team player and able to work collaboratively with and through others. Acute business acumen and understanding of organizational issues and challenges. Knowledge of employment and wage and hour laws. Hands-on knowledge of information technology. Experience managing projects and budgets. Leader problem-solving skills and ability to multi-task. Prior non-profit administration preferred. If you are looking for a pleasant working atmosphere, have a well-developed understanding of organizational administration, personnel management, and information technology, and the ability to work well with others, please forward your resume and cover letter including salary requirements to: cenacleadmin@cenacleretreathouse.org

5 LIFE TEEN COORDINATOR OF YOUTH MINISTRY - St. Anthony Youth Ministry is seeking a passionate and capable individual to join the Youth Ministry team as the Life Teen Coordinator. Under the supervision and support of the Youth Ministry Coordinator, the Life Teen Coordinator is responsible for coordinating high school catechesis and evangelization efforts and assists in the overall programming of the Youth Ministry Department. The position is full-time salaried with benefits. Responsibilities include, but are not limited to the following: To work closely with the entire Youth Ministry staff in the development and execution of the mission of St. Anthony Youth Ministry. To work closely with the Life Teen Discipleship Coordinator to grow the ministry to high school youth by bringing teens into a deeper relationship with Jesus Christ by welcoming every teen, as family, into a home in which they are blessed when they walk through our doors, while they are here, and when they leave. To understand the needs, development and culture of youth, and is able to respond to these in ministry and programming. To develop the catechetical material and curriculum for Life Teen program and share in the speaking and teaching responsibilities within the Youth Ministry department. To plan and execute Life Nights. To develop and coordinate relational ministry efforts within the Youth Ministry program. To lead and provide ongoing training for a committed adult Life Teen Core Team. To participate in the planning and execution of Life Teen retreats and other outreach opportunities. To plan and coordinate annual Life Teen Retreat. Education/Experience: Committed to seeking holiness for themselves and growing as a disciple of Jesus Christ. Passionate about the mission of St. Anthony Youth Ministry. An example for teens and families by attending Mass and participating in the Catholic Sacraments on a regular basis. Bachelor's Degree (preferably in Theology, Catechetics, Youth Ministry or related field) OR minimum of 3 years experience in ministry. Strong oral and written communication skills and a strong understanding and ability to articulate Catholic teaching and catechetical method. Please send resumes to Jonathan Cardinal at jcardinal@staoptw.org. St. Anthony of Padua Catholic Church 7801 Bay Branch Dr. The Woodlands, TX 77382.

6 PART-TIME EARLY CHILDHOOD TEACHERS AND CO-TEACHERS - Christ the Redeemer Genesis Early Childhood Program is accepting applications for part-time co-teachers and substitute teachers for the 2017-18 school year. The positions needing filled are on Monday/Wednesday/Friday in a 3-year old classroom and a 4-year old classroom. Education/Experience: It is preferred that applicants have a background in early childhood education, child care or related work with young children. For further information or application, please contact Director Mary Davis at mary.davis@ctrcc.com. Please list the job title in the subject line. Christ the Redeemer Catholic Church 11507 Huffmeister Rd. Houston, TX 77065/

7 FULL-TIME BOOKKEEPER - St. Charles Borromeo Catholic Church is seeking for a skilled and enthusiastic Full-time Bookkeeper who would be willing to work closely with our parish administrator assistant and Pastor, in processing payroll, performing account reconciliations, running financial reports, assisting with printing and mailing of checks, maintaining financial records including accounts receivable and accounts payable. Assist with data entry and other administrative duties with personnel, new hires and scheduling alongside with running our parish's internal religious store with sales tax, deposits, data entry, ordering, pricing and re-stocking. And additional tasks as needed. Requirements: Previous Bookkeeping Experience wanted, Bilingual is a plus Bachelors' Degree in Business or Non-Profit Administration Preferred. Five or more years of proven managerial experience Preferred. Exceptional communication and listening

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skills. Ability to clearly articulate messages to a variety of audiences. Ability to establish and maintain strong relationships. Ability to influence others and move toward a common goal. Flexible and adaptable: able to work in ambiguous situations. Resilient and tenacious with a propensity to persevere. Organized with a natural inclination for planning strategy and tactics. Problem solving and root cause identification skills. Able to work effectively at all levels in an organization. Must be a team player and able to work collaboratively with and through others. Acute business acumen and understanding of organizational issues and challenges. Knowledge of employment and wage and hour laws Preferred. Hands-on knowledge of information technology. Experience managing projects and budgets. Leader problem-solving skills and ability to multi-task. If you are looking for a challenging working atmosphere in where you can make a difference and have a well-developed understanding of organizational administration, personnel management, information technology and the ability to work well with others, please forward your resume and cover letter including salary requirements to Tomas Cervantes at tcervantes@stcharleshouston.org or fax to 713-692-6314 with cover page. St. Charles Borromeo Catholic Church 501 Tidwell Rd. Houston, TX 77022.

8 ASSOCIATE - The Associate position requires responsibilities which include a broad range of duties associated with the proper operation and smooth functioning of the parish. The Associate will report to the Director of Parish Business Administration. Essential duties and responsibilities - Primary duties to include, but are not limited to: Monitors the Plant and Administration Budget under the Director of Business Administration Serve as the liaison in handling all personnel matters relating to Facilities and Administration including but not limited to hiring, evaluations, grievances and leaves of absences Monitors operational budget and participates in planning for utilization of funds Recommends and initiates purchase of equipment/software/materials Data entry and communication with staff and volunteers to schedule rooms and events throughout the parish grounds Ensure that set-ups and tear down schedules for the Maintenance Workers are done in an efficient manner Direct facilities rental, insurance, security and follow-up with renters. Work with the Administrator and Buildings & Grounds Committee to enact an ongoing preventative maintenance plan. Research and make recommendations to the Director of Parish Business Administration of vendors who will do ongoing work on our property. Qualifications BS/BA degree in business management and/or facilities management or equivalent experience Prior experience dealing with vendors and maintenance issues for a facility Prior experience in management of comparable size and complexity Experience working within the Catholic community preferable Proficient computer skills in Microsoft applications, as well as, ability to learn our facilities scheduling and management software Interested Candidates who meet the requirements listed above submit a cover letter, resume and reference via email to Daisy O'Halloran at dohalloran@saintcecilia.org with Associate, Facilities in the subject line.

9 COORDINATOR OF MAINTENANCE - The Coordinator of Maintenance is responsible for the effective, efficient, and safe maintenance, renovation, and upkeep of parish and school buildings and grounds. The Coordinator of Maintenance is expected to personally perform duties, as well as supervise persons assigned to duties, that maintain, renovate, and restore the church and school. The following are required responsibilities: Person will coordinate maintenance of multiple buildings on the Parish grounds including (but not limited to) minor carpentry and painting, Light plumbing, electrical, and heating and cooling experience. Must be able to maintain and /or repair various items on the property as needed, based on maintenance schedule. Must have good verbal/written communication and organizational skills with supervisors as well as interpersonal skills while dealing with co-workers, parishioners, and volunteers, Must be quick to respond to emergency situations and/or alarms when necessary. Must help inspect property regularly. Must be able to perform outdoor work, climb a ladder. Must be able to lift/move a modest amount of weight. Knowledge of pertinent local, state and federal laws, ordinances, codes, and rules. Knowledge of safety practices. Must have basic computer skills. Weekend and evening work will be required for special events and/or emergencies. Monitor and order supplies as needed. Experience: Candidate must have a minimum of three - five years maintenance work experience. Must have a valid Texas Driver's License. Candidate must pass a criminal background check. Send resume and references to: Susan Kirksey, Administrator, 8200 Roos Rd. Houston, TX. 77036 or email to susank@sfdshouston.org. No telephone calls please. St. Francis de Sales Church 8200 Roos Road Houston, Texas 77036 Summary:

10 COORDINATOR OF YOUTH MINISTRY AND FORMATION - Christ the Good Shepherd The Coordinator is responsible for coordinating the efforts of the Parish in providing Comprehensive Youth Ministry/Faith Formation for Junior High and Senior High youth. The Director is accountable to the Pastor and their specific assigned Pastoral Staff. The Director is responsible for assessing and continually developing comprehensive Youth Ministry and Catechesis program which embraces advocacy, catechesis, community life, evangelization, justice and service, Leadership development, prayer and worship, and pastoral care. Qualification: The successful candidate must be a practicing Roman Catholic and should have a Bachelor's degree (Masters degree preferred) with coursework in religious studies, Philosophy, child psychology, and/or family studies. The candidate should have at least 5 years' experience working in a youth ministry setting with two (2) years in a leadership capacity and conflict management. The Director must be dependable, highly-organized and able to work independently in multi-cultural and multi-ethnic parish setting. This position requires that the employee have attention to detail, the ability to maintain confidentiality and meet deadlines. Prior experience working in a parish or non-profit setting is required, as is extensive knowledge of the teachings of Catholic Church. Committed to seeking holiness for them self and growing as an intentional disciple of Jesus Christ and His Church daily. Knowledge, Skills and Abilities: Dynamic Personality and Relational Skills Ability to Connect with teen and adult personnel Relational Ministry in all aspects Ability to prepare, conduct and/or lead Retreats and other Youth Ministry aspects (implementation and execution) in a vibrant, dynamic and large parish setting Thorough knowledge of Youth Ministry, Catechesis and Youth Culture Strong written and oral communication, public relation and speaking skills Ability to use various computer software programs (including Microsoft Office Suite), ability to learn custom church software necessary Ability to manage and implement Social Media and Electronic Communications at every level Experience leading and recruiting both teen and adult volunteers Fostering and

Administering a comprehensive and effective Faith Formation program for Junior High School and High School including formation and support of Catechists Interested Candidates please send resume to hr@cgscc.church.

11 DEVELOPMENT ASSISTANT Regnum Christi/Legion of Christ - Houston, Texas Working closely with the fundraising team and other key support individuals and groups, the Development Assistant supports administration of daily operations, fundraising events, outreach projects, and marketing & communication efforts. **ESSENTIAL DUTIES AND RESPONSIBILITIES** Input and management of donor records/information in Salesforce database Research on current and prospective donors Respond to member queries Support and coordinate planning and execution of fundraising campaigns and events, including attending meetings and coordinating volunteers Maintain calendar of fundraising activities and events Support cultivation of donors by scheduling and confirming visits with Legionary priests, Consecrated Women and lay Development Officers Coordinate and support mail campaigns and production of marketing materials Maintain and update websites and online marketing efforts Prepare and update various fundraising reports Attend certain Development meetings in Locality **Note:** This role is administrative support with no expectation for cultivation of or managing relationships with donors **QUALIFICATIONS** Bachelor's degree Minimum of two years of experience in development office administration, and/or project coordination, and/or event coordination Proficiency with MS Office, project management software, CRM software, and email distribution software Naturally proactive, organized, and collaborative style of working with others Good telephone, correspondence, and listening skills Unifying and charitable interpersonal behaviors A practicing Roman Catholic is a bona fide occupational requirement of the position Currently active in the Regnum Christi Movement is preferred but not required **TRAVEL:** Possible local travel up to 5% **COMPENSATION:** DOE; excellent benefit package. With corresponding Houston Development Assistant in the subject line, please email resume and cover letter to: careers@arcol.org.

12 SACRISTAN - Opening & Closing of the Church. Cleaning & general maintenance of the Church: Sweeping, Mopping, Dusting. Stocking of the Candle Chapel Cleaning & stocking of the bathrooms Opening & Closing of the gates in the Courtyard Position is Thursday through Saturday for a total of 32 hours **Education/Experience:** Individual must have well-developed people skills in interacting with all who come into the parish. Individual must have the ability to maintain confidentiality in all matters. Individual must have the ability to solve practical problems when dealing with a variety of situations. If interested, please submit via email a cover letter with résumé to Juan Maldonado, Business Manager, at jmaldonado@holyroaryparish.org. Please type "Parish Sacristan" on the subject line. Holy Rosary Church 3617 Milam Houston, TX 77002.

13 COORDINATOR OF YOUTH FORMATION - Sacred Heart Catholic Church 507 S. 4th Street Richmond, Texas 77469 **Summary:** Sacred Heart Catholic Church, Richmond, TX is in search of a full time Coordinator of High School and Young Adult Faith Formation. The successful candidate will be responsible for administering a comprehensive and effective faith formation program for parish youth grades 6-12 as well as young adults. **Education / Experience:** A Bachelor's degree in Theology or Religious Studies/Education is preferred. Extensive training and certification in administering youth catechetical and formation programs and at least five years teaching/ministry experience is required. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: info@sacredheartrichmond.com.

14 MIDDLE SCHOOL YOUTH MINISTER - St. Laurence Catholic Church is seeking a full time Youth Minister for our Middle School program. This position requires a candidate who is skilled in relational ministry and is experienced in providing a comprehensive Middle School youth ministry program. The Middle School Youth Minister is responsible for the planning, administrative aspects and execution of the following aspects of the ministry: weekly Edge Nights, bible study, open youth room hours, social & service events, and providing campus ministry to our parish school. This position will report directly to the High School Youth Minister and will also work as part of the Youth Ministry team supporting the High School & Confirmation programs as part of our holistic approach. **Education/Experience:** It is preferred that the potential candidates have 3 years of experience in a Youth Ministry position. Candidates must have a Bachelor's Degree in Theology, Religious Education, Youth Ministry or a related field. Candidate needs to hold the Basic Certificate in Youth Ministry and Formation toward Christian Ministry Formation Programs. Necessary skills include administration, planning, budgeting, program development, and the recruitment and formation of volunteers. If interested, please submit your resume via email to lstephens@stlaurence.org or via mail to: St. Laurence Catholic Church Attn: Laura Stephens 3103 Sweetwater Blvd Sugar Land TX 77479.

15 PART-TIME BOOKKEEPER - We are a non-profit retreat center, located in a lovely area; surrounded by nature on nine wooded acres. Our retreat house is a place of peace and quiet for all who enter our sanctuary, away from the rush of the outside world. We offer steady, dependable employment in a quiet, clean, and friendly work environment, with the opportunity to train and learn from other employees on our team. Located within the City of Houston, we offer free on-site employee parking. **Job Brief** We are searching for a skilled Bookkeeper to work closely with our Business Manager, and offsite finance team, in processing payroll, performing account reconciliations, running financial reports, and maintaining financial records including accounts receivable and accounts payable. Our ideal candidate holds a two-year accounting degree and is familiar with payroll and Microsoft Office products. Familiarity with QuickBooks is a plus. **Responsibilities** Process and maintain payroll records• Enter data, maintain general ledger, and run financial statements• Record cash receipts• Verify that transactions were recorded correctly in the general ledger• Aid in completion of tax forms• Process accounts receivable/payable• Processing of bank deposits, withdrawals and transfers• **Requirements** Proven bookkeeping experience• Solid understanding of payroll and basic bookkeeping• Proven ability to calculate, post and manage accounting figures and• financial records Data entry skills• Hands-on experience with spreadsheets and software• Proficiency in English and in MS Office• Familiarity with QuickBooks is a plus• Excellent customer service orientation• High degree of accuracy and attention to detail• Ability to work well

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alone and with others• Associates degree in Finance, Accounting or Business Administration• preferred. If you are looking for a pleasant working atmosphere, have a keen understanding of bookkeeping procedures and accounting software, the ability to work well with others, and enjoy the flexibility of a part-time schedule, please forward your resume and cover letter including salary requirements to: lcanales@cenacleretreathouse.org. We look forward to hearing from you soon.

16 UST SCHOOL OF THEOLOGY ADMINISTRATIVE ASSISTANT - St Mary Seminary is seeking a full time Administrative Assistant for the Office of the Dean of the University of St. Thomas School of Theology and St. Mary Seminary . The Administrative Assistant must exercise the particular abilities of a highly organized person, provide clerical support, be able to work independently, be adept at using one or more word processing programs, e-mail, Internet browsers, and know how to create spreadsheets and run reports. A suitable candidate will be able to communicate effectively in person, on the telephone, and in writing. This position could have access to and regularly work with sensitive information, therefore the ability to maintain confidentiality is essential. Minimum Qualifications: At least two years college, additional business or secretarial training preferred, two years administrative support experience required, previous church related clerical experience highly desirable. Suitable Candidates are encouraged to send a resume and cover letter to resume@archgh.org with UST Seminary Administrative Assistant. St. Mary Seminary 9845 Memorial Drive. Houston, TX 77024.

17 COORDINATOR OF HIGH SCHOOL YOUTH MINISTRY - St. Faustina Catholic Church is a new and vibrant parish that is looking for a Coordinator of High School Youth Ministry to add to our dynamic staff. The Coordinator of High School Youth Ministry will be responsible for working with a focused, energetic, and creative team to implement a comprehensive vision for youth ministry for all high school students. This includes programs that provide opportunities for Community Building, Service, Catechesis, Sacrament Preparation, Leadership Development and more. The Coordinator of High School Youth Ministry must have the ability to see the vision and mission of St. Faustina Catholic Church and adapt to the growing needs of our diverse community. Education/Experience: The ideal candidate would be one that is passionate about their Catholic faith and in good standing with the Church. They would be a collaborative person who can work with the Director of Faith Formation and Pastor to create a long-term vision for the high school youth ministry program, while being able to build and grow a team to assist in achieving this vision. Applicants must be legally authorized to work in the United States with a minimum of 3 years proven experience. This experience would include comprehensive youth ministry program development, the recruitment and formation of volunteers and catechists, relational ministry, administration/budgeting, and the coordination of sacrament preparation for high school students. A Bachelor's Degree in religious studies, theology, pastoral ministry, or a related field is preferred. The applicant should have strong written and verbal communication skills, effective presentation skills, be able to work effectively with a team, be a creative thinker, have good organization skills, be a self-starter, and demonstrate a strong working knowledge of computers and proficiency in most modern software programs. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Adolescent Catechesis and Evangelization. Interested applicants are invited to email their cover letter, resume and salary requirements to deaconrandy@saintfaustinachurch.org. St. Faustina parish and the Archdiocese of Galveston-Houston are equal opportunity employers. St. Faustina Catholic Church 28102 FM 1093, Fulshear, TX 77441.

18 WEEKEND PARISH RECEPTIONIST - Sacred Heart of Jesus Catholic Community, a parish of over 3,300 families in the Manvel area South of Houston, is seeking a part-time, bi-lingual Parish Receptionist. The Parish Receptionist performs general receptionist duties, routine clerical and typing work. The Receptionist is the first point of contact and must be pleasant and helpful at all times. This position will be 9 am until 5 pm on Saturdays and Sundays and Friday evening from 5 pm to 10 pm. Some of the important duties include, but are not limited to: Duties and responsibilities: Available in the office during designated work time. Answers the phone in a polite, cheerful manner. Graciously greet people and direct them to the appropriate place. Provides receptionist services for the parish office including the recording of clear and accurate phone messages, the handling of routine questions about policies, events, etc., and the greeting of visitors. Recording of contributions. Assisting in the maintenance of our Census program. Following building schedule to ensure rooms are open when reserved. Assist with the Church bazaar as requested. Contributes to team effort by accomplishing related tasks as needed. Assists the Parish Secretary as needed. Other duties as assigned. Skills/Qualifications: Fluent in English and Spanish, both written and oral. Ability to communicate effectively both verbally and in writing with staff, employees and public. Knowledge in Microsoft Office (Word, Excel, Access and Publisher). Ability to operate standard office equipment including but not limited to multi-line phone system, computers, copiers, calculators and facsimile machines. Ability to follow oral and written instructions. Individual must have well-developed people skills in interacting with all who come into the parish office. High school diploma or equivalent. Minimum two years of receptionist experience. Ability to maintain confidentiality in all matters. Ability to solve practical problems when dealing with a variety of situations. Understanding of the Sacraments in the Catholic Church. Ability to multi-task and work with interruptions. Interested applicants are invited to email a cover letter, resume and references to Michele Gunn at mgunn@sacredheartmanvel.org. Please place "Weekend Parish Receptionist" in the subject line. Sacred Heart of Jesus Catholic Church 6502 County Road 48 Manvel, TX 77578.

19 RESALE STORE ASSOCIATE - 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** The Resale Store Associate is responsible for generating and processing sales at the Bellaire store location. This position works closely with the Manager of the store to ensure an optimal shopping experience for our friends and customers, and supports the overall mission of the organization. Reports To: Bellaire Resale Shop Manager Also Works With: Warehouse and Truck Personnel, Society staff, Volunteers, Vincentians, Community Service Workers Supervises: This position has no supervisory responsibilities FLSA Classification: Non-exempt Principal duties: Creates a warm, friendly and helpful store atmosphere to

satisfy the needs of customers and clients Works with the Store Manager and Staff to support the daily operations of the retail store and increase sales revenue Sorts, prices and presents merchandise/clothing as directed by the store manager Maintains the cleanliness and overall appearance of the store Operates the POS (point of sale) system, including register and credit card machine Answers the phone Assists customers with purchases and vouchers Assists customers with loading and unloading donations and sales into and out of vehicles, including furniture Prices clothing, jewelry, artwork, furniture, media Cleans the store, including dusting, vacuuming and cleaning restrooms as needed Moves/rearranges furniture in the store to optimize space usage and customer shopping experience Performs other duties, as assigned. Preferred education: High School Degree or GED Equivalency preferred skills and experience: One year previous retail experience is a plus Must have excellent customer service skills Must be able to bend, stoop, lift and carry up to 50 lbs independently Ability to stand and walk for extended periods of time Must be able to read and write in English fluently Must be able to multitask in a fast-paced environment Must be punctual, organized and self-motivated, with the ability to easily adapt to changing needs Must work well with a team Bilingual a plus Must submit to and pass a background check. Equipment used: Dollies, rolling carts, computer, POS system, credit card machines, phones HOURS: 40 hours per week (Monday – Friday) Please email or fax resumes and applications to: hr@svdphouston.org or 832/538-0322 Website: www.svdphouston.org.

20 MEDICAL BILLING SPECIALIST - Billing Specialist for large scale Long Term Care Facility including Rehab/Nursing Center, Priest Living, Assisted Living, and Independent Living. Responsible for billing and follow up of Medicaid, Managed Care, and Coinsurance for all levels of care within nursing home. Billing Medicaid patients through TMHP program as well as billing Amerigroup, Molina and United Health. Responsible for billing Hospice Education/Experience: High school diploma or equivalent Working knowledge of computers Knowledge of data entry as well as a working knowledge of basic office machines Ability to handle and maintain confidentiality of information Must willingly demonstrate the ability to work in a team oriented environment Must demonstrate initiative – be a self-starter with job duties assigned Knowledge of Medicare/Medicaid Billing, preferred Apply online at careers@stdominicvillage.org or in person at 2409 Holcombe Blvd, Houston, TX 77021. St. Dominic Village A Senior Care Community 2409 Holcombe Blvd Houston, TX 77021.

21 PRODUCTION TECHNICIAN –Vincentian Services Center 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** This person is primarily responsible for sorting and hanging clothing. In addition, Production Technicians will be cross-trained to sort, price and tag clothing, as needed. Reports To: Manager of Donations & Distribution Also Works With: Warehouse, Thrift and Pantry Staff, and Volunteers Supervises: This position has no supervisory responsibilities FLSA Classification: Non-exempt Principal duties: Reach daily production goals Accurately complete production sheets Perform culling and ticketing of donated clothing according to set procedures and guidelines Access the value of clothing and pricing items with the established price points for each category Demonstrate a high level of attention to detail Work independently with little or no direction Hang, price and tag clothing racks for two stores Maintain clean and organized workstations Clean, maintain, and restock work area daily Recycle items not suitable for the resale shops following procedures to ensure minimum waste disposal Sort, price and rotate knick-knack items Cross train and assist in all areas of production Serve as pantry assistant, as needed Load, move and unload furniture Operate forklift (training provided) Comply with Six Sigma and 5s standards (training provided) Other duties, as assigned Preferred education: High School Degree or GED Equivalency preferred Preferred skills and experience: Must be able to stand and walk for extended periods of time Must be able to bend, stoop, lift and carry up to 50 lbs independently Must be able to train on POS system Must be able to read and write in English fluently Must be able to withstand hold and cold temperatures (warehouse environment) Must be able to multitask in a fast-paced environment Must be willing to learn forklift operation Must have some familiarity with designer brands and brand name clothing Must be punctual, organized and self-motivated, with the ability to easily adapt to changing needs Bilingual a plus Equipment used: Dollies, pallet jack, basket trucks, rolling carts, forklift, cages, computer, tag printer, POS system, credit card machines, phones HOURS: 40 hours per week (Tuesday – Saturday); Must be able to work Saturdays Please email or fax resumes and applications to: hr@svdphouston.org or 832/538-0322 Website: www.svdphouston.org.

22 MAINTENANCE TECHNICIAN - To provide a daily survey of the buildings to ensure a safe and secure living environment for the residents, patients of the Village. Perform repairs and upkeep to physical plants and equipment used in the buildings of the Village. Certify that all equipment and furniture is kept to a standard that will exceed State of Texas standards. Maintain all repair records. Education/Experience: - Knowledge in plumbing, electrical or HVAC - Ability to trouble shoot electrical problems, replace electrical motors - Knowledge of pneumatic controls, carpentry, building repair, nurse call systems, plumbing and painting - Good physical condition with the ability to lift at least 50 pounds - Knowledge of fire safety and codes for long term care facility - Must willingly demonstrate the ability to work in a team oriented environment - Must demonstrate initiative – be a self-starter with job duties assigned Apply online at careers@stdominicvillage.org or in person at 2409 Holcombe Blvd, Houston, TX 77021. St. Dominic Village A Senior Care Community 2409 Holcombe Blvd Houston, TX 77021.

23 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 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.

24 YOUTH MINISTRY LEADER - Sacred Heart Parish seeks a Youth Ministry Leader to lead in the organization of a High School youth ministry program. Prerequisites: Knowledge of and experience with Life Teen; At least 21 years of age; In full communion with the Catholic Church (Baptism, 1st Communion, Confirmation); Passionate about their Catholic faith and eager to share it with our youth; Virtus trained; Youth Minister certification; High School diploma and at least some college education. Sacred Heart is a parish with more than 200 students in our Catholic School and 242 students enrolled in our Faith Formation program, and growing. Our need for quality Youth Ministry is great. Mail, email, or fax resumes to the attention of Fr. Gary at: Phone: 281-328-4871 FAX: 281-328-1075 Email: frgary@sacredheartcrosby.org. Sacred Heart Catholic Church 915 Runneburg Rd. Crosby, TX 77532.

MISCELLANEOUS JOBS

1 COOK - St. Rose Early Childhood Center is searching for a cook. The cook implements the cycle menu, purchases, prepares food, and maintains the kitchen in accordance with the City of Houston Health Department Food Safety Ordinance. **QUALIFICATIONS:** 1. Basic cooking skills plus experience in food service and volume meal preparation. 2. Must be able to read and follow a recipe and a cycle menu. 3. Must be able to relate well to parents, children and other staff members. 4. Must communicate effectively and be functionally literate in English. 5. Must possess organizational skills, time management skills, and the ability to prioritize. 6. Must possess the ability to keep accurate reports and records. 7. Must possess the math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions. **PHYSICAL REQUIREMENTS:** 1. Physical ability to remain on feet for extended periods of time. 2. Position requires fine motor repetitive motion. 3. Physical ability to lift and carry up to 50 pounds. 4. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn. Submit resume to Diane Bozeman via email dbozeman@stroselima.org. St. Rose of Lima Catholic Church - Early Childhood Center 3600 Brinkman Houston, TX 77018.

2 GROUNDS MAINTENANCE ASSOCIATE - candidate for this position will work with a team who maintains our cemeteries at five locations and the structures at those locations. The candidate must keep information confidential surrounding details of the families we serve and have compassion. A practicing Catholic in good standing is preferred. Education/Experience: High school diploma or GED Can read/write in English Must be able to work outside in the elements all year through heat, rain and cold. Must have experience using heavy equipment in a safe and appropriate manner including trucks and backhoes. Skills in using drills, sanders, lawn equipment and the maintenance of those tools. Experience in maintaining and organization of equipment. Building and electrical knowledge is a plus. Heavy lifting up to 100 pounds will sometimes be required when performing duties such as moving a memorial, a crypt door, moving equipment or office furniture. Essential Duties: Reading and understanding maps of cemeteries. Lay out grave spaces at multiple locations. Carry out the setup equipment and take down of Burials. Build forms for the memorials we install. Removing trash and placing it appropriately. Placing memorials on graves and mausoleums. Perform scheduled Maintenance on all buildings and equipment To apply, please send your resume with Catholic Cemeteries Maintenance in the subject line to resume@archgh.org.

3 GROUNDS MAINTENANCE - The candidate for this position will work with a team who maintains cemeteries and structures at five locations within the Archdiocese of Galveston-Houston often in inclement hot weather year round. Applicants must have a valid Texas Driver's License and practicing Catholics with an understanding of the funeral rites of the church are preferred. Essential Duties: Reading and understanding maps of cemeteries. Lay out grave spaces at multiple locations. Carry out the setup equipment and take down of Burials. Build forms for the memorials we install. Removing trash and placing it appropriately. Placing memorials on graves and mausoleums. Perform scheduled Maintenance on all buildings and equipment. Maintain the grounds as directed. Knowledge, Skills and

Abilities: Knowledgeable in the use of drills, sanders, lawn equipment and other tools. Knowledge of the proper care and safety of all tools and machinery. Able to maintain confidential information. Proven ability to use heavy equipment in a safe and appropriate manner such as trucks and backhoes. Heavy lifting up to 100 pounds will sometimes be required when performing duties such as moving a memorial, a crypt door, moving equipment or office furniture. Education and Experience: High School Diploma or equivalent with at least five years of experience in maintaining equipment and maintenance related work. To apply, please send your resume with Catholic Cemeteries Maintenance in the subject line to resume@archgh.org.

4 MAINTENANCE TECHNICIAN - Reports to pastor, principal, and buildings & grounds manager. Performs maintenance and repair of all facilities and grounds at the church and school. Full-time position with benefits. Applicants with specialized skills in electrical work, plumbing, commercial painting, and/or IT applications preferred. Maintenance technicians are expected to work with their hands and use both hand and power tools. Must have basic knowledge of building trades including carpentry, plumbing, glazing, painting, masonry, grounds keeping, electrical wiring and appliance repair; possess basic computer skills and the ability to read blueprints and schematics; and must demonstrate a good work ethic, a commitment to quality, and willingness to work collaboratively with the other maintenance technicians and church and school employees. Salary commensurate with skills and prior experience. Contact Greg Herzog at 713.525.4259 or gherzog@saintanne.org. Saint Anne Catholic Church 2140 Westheimer Road Houston, TX 77098.

5 MAINTENANCE - Epiphany of the Lord is accepting applications for an additional maintenance staff. New hire will report directly to our Facilities Manager, and indirectly to our business administrator and pastor. Person will help maintain several buildings including the church on campus. Person would be responsible for re-arranging several rooms on campus before and after public events and must be able to lift/move a modest amount of weight. Ability to complete assigned projects as needed. Must be able to maintain and/or repair various items on the property as needed. Light plumbing, electrical, and heating and cooling experience preferred. Some clean up required. Must be quick to respond to emergency situations and/or alarms when necessary. Must help inspect property regularly. May be asked to assist supervisor in ordering, unpacking and distributing supplies. Ability to deal with contractors. Person would be responsible for helpfully directing people on campus for various events in a polite and professional manner. Must have good verbal and written communication skills with supervisors as well as interpersonal skills while dealing with co-workers and parishioners. Must have some computer skills. Must have transportation and cell phone. Must be available some weekends and Holy Days/Holidays. This is a full time position with benefits. Qualifications: A high school diploma or equivalent preferred. Minimum three years-experience as a maintenance technician or equivalent position. Must be able to adequately communicate in English. Ability to work independently. Must be reliable and have a history of a satisfactory attendance record. Ability to work quickly. Ability to work well with other parish employees. Must be trustworthy and discreet at all times. Working Conditions: Must be able to work a minimum of 8 hours each day including Monday through Friday. Additional periodic evening or weekend hours will be required to assist with special events. Must be able to lift up to 40 lbs. on a regular basis. Must be able to bend, stoop, pull, push, climb stairs, grasp, and reach overhead. Must properly and safely handle all cleaning solutions and chemicals. Must be familiar with electric hand tools such as drills, saws, and sanders. Will be exposed to dust and slippery walking surfaces. To apply please send resume and references to businessadministrator@epiphanycatholic.org. Please place job title on subject line. Staff Epiphany of the Lord Catholic Community 1530 Norwalk Katy, Texas 77450.

JOBS ON WEB SITES 6/23/17

GO TO BOTH GENERAL SEARCH ENGINES (BELOW) AND COMPANY SITES BECAUSE THERE ARE LISTINGS ON ONE THAT MAY NOT BE ON THE OTHER.

<p>THERE ARE JOB FAIRS IN THE HOUSTON AREA</p>	<p>there is one Monday August 7,2017.from 11-2 at Sheraton Suites Houston Near The Galleria2400 West Loop Houston, TX 77027 for details Go to: http://www.coasttocoastcareerfairs.com/ includes all Texas major cities</p>
<p>Workforce Solutions/The Work Source provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast <u>No charge</u>. 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 http://www.chron.com/topworkplaces <i>Every job hunter should check this site for ideas and leads</i> See feature section in Chronicle: “Jobs” it contains useful info for <u>job hunters</u></p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>Goto: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 boards. This site can deliver new jobs daily to your email</p>	<p>Goto:http://www.indeed.com/</p>
<p>Memorial Assistance Ministries MAM Employment Services A comprehensive service that provides job leads and job search training</p>	<p>Goto:http://mamijobsnetwork.org/</p>
<p>JOB COUNSELING & NETWORKING</p>	<p>CONTACT INFO</p>
<p>Jobs Ministry Southwest</p>	<p>www.jobsministrysouthwest.com</p>
<p>Northwest Bible Church, “Between Jobs Ministry”</p>	<p>http://www.nwbc.org/betweenjobsministry</p>
<p>Chapel wood United Methodist –web site links to Job seekers web site</p>	<p>www.jetjobseekers.org</p>
<p>Epiphany of the Lord, Katy, TX (281-578-0707) Meet Mondays 7-9pm Also have Career Search Seminars. Every six weeks on Saturday Job Fair the 4th Thursday of July and January</p>	<p>http://www.epiphanycatholic.org/</p>
<p>Nonprofit Employment “United Way “Job Bank”</p>	<p>http://community.unitedwayhouston.org/jobs.aspx</p>
<p>ORGANIZATION & COMPANY WEB SITES</p>	<p>CONTACT INFO</p>
<p>SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070 PH 832 912 3200 Fax 713 912 3291</p>	<p>http://www.securitasjobs.com/</p>
<p>Openings at ASSISTING HANDS HOME CARE Looking for compassionate, reliable, honest CNA/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 281.369.5859.</p>	<p>Apply at assistinghands.com/west Houston</p>
<p>Allstate Insurance Co.</p>	<p>https://www.allstate.com/careers.aspx</p>
<p>Coca Cola Bottling Co.</p>	<p>http://www.coca-colacompany.com/careers</p>
<p>McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901</p>	<p>http://careers.mcdermott.com/</p>

Center Point Energy/HL&P	http://www.centerpointenergy.com/careers/
Conoco Phillips	http://www.conocophillips.com/
City of Houston	Review openings in person at City of Houston HR Dept. 611 Walker, 1st Floor, M-F 9-a. m. 4:30p.m Openings also at http://www.houstontx.gov/hr/careers.html
HARRIS COUNTY has over 110 <i>openings</i> for clerical, technical, and professional positions. 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. Complete List of openings by dept. and job title is on: www.co.harris.tx.us/hrrm	Human Resources Division, 1310 Prairie Suite, 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m. SHERIFF’S OFFICE AND OTHER LAW ENFORCEMENT AUDITORS OFFICE JOB OPPORTUNITIES SEE WEBSITE

CATEGORIES

Architecture	Database Admin	Maintenance
Administration	Education Training & Library	Mental Health
Building&Grnds	Engineering	Office and Adm Support
Business	Environmental Services	Parks and Recreation
Central Technology Services Dept.	Fire&EMS	Probation Dept
Cleaning&Maintenance	Grounds & Landscaping	Professional
Clerical&Data Entry	Green Collar Environment	Project Management
Code Enforcement	Health Sciences	Planning & Development
Community& Social Services	Human Services	Public Health
Construction Maintenance	Internships	Social Services
Construction Trades	Investigative	Software
Corrections	IT & Computers & Software	Trades
Counseling	Library	Web Design
Customer Service		

OPENINGS AT HOTELS

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

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

Group Sales Mgr. Housekeeping Front Desk Supv Restaurant Kitchen Maint Eng.

Rooms (LID)

OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} Apply in person M-F 9-12

visit <https://www.omnihotels.com/careers> for complete listing by city

Culinary Restaurant Staff Front Desk HR Adm Asst Maint Engineer

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

Housekeeper AP Clerk HR Coordinator Catering Mgr. Front Desk t Culinary

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/>

Front Desk Supv	Restaurant Staff	Sales Lead Telemarketer	Restaurant Staff
Maintenance	Lead Cook		

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)

Exec Chef	Restaurant staff	Front Desk Supv	Income Audit Supv
Culinary	Security	Asst F&B Mgr.	

NATIONAL OPENINGS: DETAILS ON WEB PAGE

Dir Sales & Marketing-	Sr Mgr. CRM Application	Dir of National Accts
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Mgr. Implementation

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 5150 Westheimer-713-961-1500	Dir of Revenue Mng Engineer	General Accountant Kitchen /Culinary Housekeeping
At Houston Marriott West Loop 1750 West Loop Sth.713-960-0111	Engineer Bldg. Maint	Front Off. Mgr. Life Guard Kitchen Staff
Marriott Marquis 1777 Walker St Houston 713-654-1777 (+15miles from SJV)	Front Desk (Lead) Pastry Baker Restaurant Staff	Culinary Housekeeping Rooms Controller Bev Controller Purchasing Agt

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: **Cook** **Supv Food&Bev**
- Westin Galleria/Westin Oaks** 5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520
 OPENINGS: **Sales Mgr. Group** **Sales Adm Asst** **Restaurant Staff** **Engineer**
- St Regis Hotel**, 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600
- Westin Houston Memorial City**, 945 Gessner Rd, Houston, TX 77024, 281 501 4300
 OPENINGS: **Revenue Analyst** **Engineering Staff** **Kitchen Staff** **Housekeeping**
Barista **Sales Mgr.** **Supv F&B** **Front Desk**

High Rise Condominium at River Oaks "THE HUNTINGDON" 2121 Kirby Dr.

Openings: Valet and Security Positions. Experience preferred. Please contact Ms. Terri Kolodzie 713-528-7300

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)
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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:<http://www.memorialhermann.org/careers/> 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

(8 miles from SJV)

SOME JOB LISTINGS:

MEMORIAL CITY

CMA

HR Business Partner

KATY HOSPITAL

check web site

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

SCHOOL DISTRICTS

START NOW FOR POSITIONS IN SUMMER SCHOOL OR 2017-2018 SCHOOL YEAR

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:

<u>TA</u> Special Ed, ESL/Billing	<u>Paraprofessionals</u> Admin staff Childcare Specialist Support Specialist Compliance Specialist Child Nutrition Production Asst	<u>Skilled Labor</u> Electrician Plumbing <u>Building&Grounds</u> Custodian Grounds Wkr	<u>Tech Services</u> CS Eng. Applications Eng./Web Dev
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Alief Independent School District 12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110 Web lists vacancies. <http://www.aliefisd.net/>

At the Home Page, scroll to Human Resources and click on “Job Postings,” Under “Human Resources” Click on “Vacancies” Job Categories are Instructional Aides, Support /Clerical, Maintenance, Nutrition, and Custodial

Some sample job titles are

<u>Aides/Clerical:</u> Instructional Aide Workroom Aide Nutrition Technology Aide	Library Aide REACH Instructional Aide Registrar Hall Monitor	A M Multiple facility Dispatcher Custodial Foreman EMS Tech Distribution Specialist	<u>Trades:</u> Carpenter Electrician Plumber
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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