

ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

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

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

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 DIRECTOR OF MUSIC MINISTRIES - The Director of Music Ministries is responsible for directing, planning, and implementing all music related programs and activities. The Director of Music Ministries will report to the Pastor with oversight by the Liturgy Council. The goals of the Director will be: to develop a prayerful, singing community through celebration, preparation and evaluation; with the cooperation and assistance of all other parish ministers, the Director of Music Ministries will support the gospel message through song and music and challenge the community to live it more fully. The goals for the music ministries programs will be: to develop plans to expand participation in all music ministries including Liturgical Choir, Children's Choir, Youth/Teen Choir, Cantors, various ensembles and instrumentalists. To foster active participation at the liturgy through congregational singing, reflection and prayerful execution of instrumental and choral and solo musical selections. To elevate the current musical resources and traditions, and direct them according to the ministerial vision of the parish, Liturgy Council, and pastor. To enhance the liturgical experience by balancing contemporary and traditional music (hymns, songs, instrumentals) that bring to the senses the presence of the Holy Spirit. To help increase regular liturgy attendance through the quality of music. Duties and responsibilities: The Director of Music Ministries will be responsible for all music associated with worship, religious education related activities, social ministries, evangelization, and sacrament related events (baptisms, weddings, funerals, etc.). The Director of Music Ministries will be responsible for coordinating with other ministries the use of competent musicians. Continuously recruit and assimilate new choir members and musicians. Recruit, arrange, and coordinate special volunteer musicians for Christmas, Holy Week/Easter celebrations, and selected feast days. Select, coordinate, and schedule Cantors for each Mass ensuring they demonstrate the highest quality of musical gifts. Coordinate and select all musicians (guitar, bass, wind instruments, etc.) and ensure quality of musical performance during all liturgies. The Director of Music Ministries will be responsible for the weekly and long-term planning and executing the music at all weekend liturgies and special liturgies. Coordinate regularly scheduled rehearsals for all choirs and ensembles. Ensure all copyright licensing and usage reporting to the major music publishers. Serve as a member of the Liturgy Council and attend all Liturgy Council meetings. Work in partnership with other ministry heads. Select and manage an appropriate repertoire and build upon the music library reflecting the interests, tastes, and faith expressions of parishioners. Serve as a resource on musical matters for all staff and volunteer ministers in the parish, as well as provide catechesis to the parish at large on matters of worship and musical celebration. Work closely with the Business Manager on matters of budget, scheduling, space utilization and other resources. Work closely and effectively with the Creative Technology Coordinator on all matters involving sound and audio visual equipment. Experience and Qualifications: Minimum of 4 years as a Director of Music at a large Catholic parish or at the Diocesan level with multiple musical choirs and musicians. Master's Degree in Music or related field required. Proficient in piano, in conducting, and singing as attested to by formal credentials and a personal performance audition. Proficient working knowledge of other instruments which might be used in liturgical music. Demonstrated skill as an effective choral conductor. Exemplary communication and teambuilding skills (working with staff, volunteers, children, students, and parents) Ability to improvise on keyboard instruments as well as reading music. Extensive musical knowledge including standard modern Catholic music, traditional Catholic hymns, and Praise and Worship style of music. Proficient understanding of Roman Catholic liturgical requirements for weekend Masses and other liturgical celebrations. Intermediate level proficiency in computer skills (Microsoft Office, Publisher, Music writing/editing software, and social media. Demonstrated ability to work independently, organize and effectively manage multiple priorities. Essential job functions: Must be able to stand, walk and sit for extended periods of time. Requires use of hands to play musical instruments. Must be capable of lifting 15 lbs. or more on a regular basis. Working environment: This is a full-time position requiring regular weekend and evening work hours. Must be flexible depending on the scheduling of special liturgies and parish events. Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with Director of Music Ministry in the subject line or mail to: St. Faustina Catholic Church Attn: Director of Music Ministry P. O. Box 1099, Fulshear, TX 77441.

2 COORDINATOR/DIRECTOR OF RELIGIOUS EDUCATION - St. John the Baptist Church is seeking a qualified person as Coordinator or Director of Religious Education, title depending on qualifications. Applicants must be Roman Catholic in good

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standing with the Catholic Church and have a thorough knowledge of Catholic Church teachings, particularly regarding catechesis. Because St. John the Baptist is a multicultural parish, applicant must be capable of interacting professionally and respectfully with persons of different cultures, serving as a catalyst for unity. The CRE/DRE will oversee the K-12 educational and sacramental programs and work collaboratively with staff members and volunteers to implement a comprehensive curriculum that enhances knowledge and understanding of the Catholic Faith. THE FOLLOWING QUALIFICATIONS ARE CONSIDERED NECESSARY: Bilingual language skills in English and Spanish, both oral and written• A minimum of three years' catechetical experience• Current compliance with Virtus requirements. • Catechist Certification OR proof of having taken some courses toward certification OR a• college degree in theology or related subject, e.g. pastoral ministry, Catholic studies, etc. Facility with Microsoft Word and Excel• Supervisory or leadership experience• Ability to maintain confidentiality• Excellent interpersonal, communication, leadership, and organizational skills• Ability to motivate and dialogue with youth and parents• Interested candidates should email résumé, references and salary requirements with Director of Religious Education in the subject line to Father John Taosan, Pastor, at johntaosan@yahoo.com. St. John the Baptist Catholic Church 110 E. South Street Alvin, TX 77511.

3 DIRECTOR OF RELIGIOUS EDUCATION - St. John the Baptist Church is seeking a qualified person as Coordinator or Director of Religious Education, title depending on qualifications. Applicants must be Roman Catholic in good standing with the Catholic Church and have a thorough knowledge of Catholic Church teachings, particularly regarding catechesis. Because St. John the Baptist is a multicultural parish, applicant must be capable of interacting professionally and respectfully with persons of different cultures, serving as a catalyst for unity. The CRE/DRE will oversee the K-12 educational and sacramental programs and work collaboratively with staff members and volunteers to implement a comprehensive curriculum that enhances knowledge and understanding of the Catholic Faith. THE FOLLOWING QUALIFICATIONS ARE CONSIDERED NECESSARY: Bilingual language skills in English and Spanish, both oral and written• A minimum of three years' catechetical experience• Current compliance with Virtus requirements. • Catechist Certification OR proof of having taken some courses toward certification OR a• college degree in theology or related subject, e.g. pastoral ministry, Catholic studies, etc. Facility with Microsoft Word and Excel• Supervisory or leadership experience• Ability to maintain confidentiality• Excellent interpersonal, communication, leadership, and organizational skills• Ability to motivate and dialogue with youth and parents• Interested candidates should email résumé, references and salary requirements with Director of Religious Education in the subject line to Father John Taosan, Pastor, at johntaosan@yahoo.com. St. John the Baptist Catholic Church 110 E. South Street Alvin, TX 77511.

4 DIRECTOR OF PASTORAL CARE AND SPIRITUAL LIFE - St. John Vianney Parish is seeking a qualified individual to fill the position of Director of Pastoral Care & Spiritual Life. This department leader works and collaborates with the pastor and the pastoral staff leadership team. This department leader directs and coordinates the pastoral ministry and the care of the sick and homebound, outreach and evangelization efforts, prayer and retreat programs and various support and ministry groups in the parish. Qualifications desired for this position include: Practicing Catholic in good standing with the Church• Degree in Theology/Religious Education or related field• Experience in Pastoral/Parochial Ministry• Excellent communication, organization and administrative skills• Computer/IT proficiency• St. John Vianney is a large dynamic parish of 5,000 families in West Houston. The Pastoral Care and Spiritual Life Department oversees, directs and supports numerous pastoral and spiritual programs and hundreds of parishioner volunteers. Inquiries and resumes may be directed to Pete Prados, Business Manager, at PPrados@stjohnvianney.org. St. John Vianney Catholic Church 625 Nottingham Oaks Trail Houston, TX 77079.

5 LITURGY DIRECTOR - The Liturgy Coordinator oversees all liturgical needs of the parish by coordinating and providing a quality liturgical experience that celebrates and strengthens the community's faith to assist in building up the kingdom of God at St. Vincent de Paul Church, a parish of 4500 families. This position requires the employee to be a practicing Catholic in good standing with the Church. Responsibilities and Tasks Provides spiritual formation for the ministerial roles of liturgical volunteers• Creates and maintains approved liturgical calendar for fiscal year• Recruits, trains, and schedules liturgical ministers – sacristans, lectors, altar servers, ushers• Coordinates facilities and resources as needed to provide an appropriate liturgical environment• Coordinates sacramental services• Collaborates with the Pastor and Director of Music Advisory on liturgical and music plans• Coordinates Parish Penance, First Communion, First Reconciliation and Confirmation Masses• Provides assistance to St. Vincent de Paul Catholic School for liturgy preparation and planning. • Generates communication and needs for bulletin, website, and weekly pulpit announcements• Oversees the Liturgical budget• Works holidays• & holy days as needed Organizes communication and hospitality for visiting clergy. • Models radical hospitality with all volunteers and parishioners• Maintains accurate records- volunteers, etc. • Other Responsibilities Communication of policies, guidelines, procedures and other information for all parties involved• (staff and families including children and adults) Maintain a healthy and growing personal spiritual life and lead others to do the same• Ensure individuals with special needs have appropriate accommodations• Basic understanding of Microsoft Office - Word, PowerPoint and Excel• KNOWLEDGE, SKILLS & ABILITIES: Ability to use Liturgical Ministries Scheduling Software (Ministry Scheduler Pro)• Ability to communicate well• Maintain an efficient and professional manner; maintain confidentiality and continuous professional development through study and self-examination. Must be able to work under pressure; must be able to work within collaborative ministry with• members of the parish staff; must be able to anticipate solutions to problems. Must have basic organizational and leadership skills. • Must be familiar with and adhere to all Archdiocesan rules and regulations, especially those• regarding interactions with minors. Must be able to work flexible hours including weekends and evenings. • QUALIFICATIONS: Prior experience working

in a Catholic parish is strongly preferred; knowledge of the Catholic liturgical norms; minimum bachelor's degree in liturgy or theology or pastoral studies, master's degree preferred. Previous experience as a liturgist in a large Catholic parish in the United States with at least 3,000 families is a plus. Send resume to dpagnano@sudp.edu.org.

6 ASSOCIATE DIRECTOR - The Archdiocese of Galveston-Houston is seeking eligible candidates for the position of Associate Director, Office of Young Adult & Campus Ministry. The Associate Director will work in collaboration with the director of the Office of Young Adult & Campus Ministry, in a comprehensive young adult ministry in parishes through leadership development, training, education, programs and retreats. General Requirements: Suitable candidates must be an active Roman Catholic in full communion with the Church. The Associate Director must have an intimate knowledge of the New Evangelization as he/she is responsible helping form young adults in the Archdiocese of Galveston-Houston as Missionary Disciples. Knowledge on parish support and consultation, Young Adult Faith Formation and Leadership Development Programs, marketing, and social media are expected. The Associate Director must be comfortable interacting with young adults, pastors and clergy, parish staff, and other agencies of the Archdiocese. Education/Experience: Master's degree in pastoral ministry, theology or related field. • A minimum of three to five years of experience in ministry with young adults 18-39 • years old thorough understanding of Catholic teaching and ability to teach • Fluent and literate in English and Spanish is highly recommended • Organizational and management skills are required • Experience in and knowledge of parish and church structures. • Please send resume to resume@archgh.org with the job title "YACM Associate Director" on subject line. Office of Young Adult & Campus Ministry Archdiocese of Galveston-Houston St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX 77021.

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

8 DIRECTOR OF YOUTH FORMATION - St. John Vianney Catholic Church 625 Nottingham Oaks Trail Houston, TX 77079 Summary: St. John Vianney Parish is seeking a qualified individual to fill be positon of Director of Youth Formation (Religious Education). Qualifications desired for this position include: • Practicing Catholic in good standing with the Church • Degree in Theology/Religious Education or related field • Five years' experience in Catechetical leadership and administration • excellent budgeting, communication, organization and administrative skills • Computer/IT proficiency St. John Vianney is a large dynamic parish of 5,000 families in west Houston. The parish Youth Formation program serves more than 1,500 students and their families. The Youth Formation Director oversees, directs and supports a team of professional staff and parishioner volunteers Inquiries and resumes should be emailed to Business Manager, Pete Prados at PPrados@stjohnvianney.org.

9 CHIEF FINANCIAL OFFICER (CFO) - Company Name: Catholic Charities of the Archdiocese of Galveston-Houston (CCGH) Company Location: Houston, TX Seniority Level: Executive Industry: Human Services Nonprofit Organization Management Employment Type: Full-time Catholic Charities of the Archdiocese of Galveston-Houston (Catholic Charities), incorporated in 1943, has a strong reputation for provision of services to children, families, immigrants and refugees, seniors and other vulnerable adults. With an annual operating budget of \$29 million and a broad range of services reaching more than 75,000 people each year, Catholic Charities is committed to its vision of "People of faith helping people in need achieve self-sufficiency and live with dignity." The Chief Financial Officer (CFO) is part of the senior management team of Catholic Charities and reports directly to the Chief Operating Officer (COO). The CFO is responsible for managing activities related to accounting and financial reporting. The CFO is expected to create plans, systems, and approaches that will enhance the management and deployment of resources. The CFO is responsible for all financial matters of Catholic Charities and our affiliated organizations such as the Community Development Corporation. S/he will partner with the senior leadership and the Board of Directors to develop and implement strategies across the organization. The CFO will oversee all financial compliance and recognition for government (federal and state) contracts and private grants. Catholic Charities is seeking a dynamic and experienced leader who is able to succeed and thrive in a faith-based, fast paced and deadline-oriented workplace while managing a Finance Department of 15. DUTIES: The CFO will partner with the COO to design and implement financial strategies consistent with the organization's strategic direction. LEADERSHIP AND ADMINISTRATION OF THE ACCOUNTING DEPARTMENT • Provide direction, oversight, and supervision of the staff. • Supervise the organization's day-to-day financial transactions including billings and collections, banking, purchasing, reporting, budget monitoring, and payroll. • Oversee cash flow planning and ensure availability of funds as needed. • Oversee cash, investment, and asset management. • Oversee financing strategies and activities, as well as banking relationships. • Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise finance staff. • Ensure maintenance of appropriate internal controls and financial procedures. • Remain up-to-date on nonprofit audit best practices and state and federal law regarding nonprofit operations. • Represent Catholic Charities to financial partners, including financial institutions, investors, foundation executives, auditors, public

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officials, etc. **STAFF SUPPORT TO THE FINANCE COMMITTEE OF THE BOARD OF DIRECTORS** • Establish and maintain positive and effective working relationship with the Treasurer/Chair of the Finance Committee of the Board of Directors. • Prepare annual meeting schedule, ensure efficient logistics, meeting notices, and materials. • Participate in finance committee meetings of the Board of Directors and help implement their directives; attend and report to the Board about finance, as required. • Engage the finance committee of the Board of Directors to develop short-, medium-, and long-term financial plans and projections. **ACCURATE AND TIMELY BUDGET AND FINANCIAL REPORTING** • Prepare and complete the annual budgeting process for Catholic Charities and present the annual budget for approval by the finance committee and the Board of Directors. • Produce monthly YTD financial reports. Regularly meet and build relationships with key staff to review financial performance and assist with strategies to address the organization's financial goals. • Prepare budgets, along with program staff and the grant writer for grant proposals and any needs reporting to private and government funding sources. **BILLING AND REPORTING TO FUNDING ENTITIES** • Work with program leaders and their business managers to prepare reports and billing for all grants, and ensure their timely submission. **OVERSEE AGENCY'S ANNUAL AUDIT** • Serve as the primary internal contact during the preparation, actual, and post-stages of the organization's annual audit. **Qualifications** The successful candidate must believe in and support the faith-based mission, vision, and values of Catholic Charities. In addition, the successful candidate will be a seasoned and mature leader with at least 12-15 years of broad finance experience. S/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and experience in analyzing systems, and providing strategic leadership in a growing organization. The CFO will have the following experience and attributes: • CPA required. A minimum of a BS and/or MBA. • At least five years experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$10 million. • Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies. • Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting. • Forecasting/Budgeting skills. • Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit. • Experience working with Information Technology staff to manage finance and accounting software packages including Blackbaud's Finance and Raisers Edge software. • Excellent written and oral communication skills. • Demonstrated leadership ability, team management, and interpersonal skills. • Excellent analytical and abstract reasoning skills. • Exceptional organizational skills. Catholic Charities of the Archdiocese of Galveston is an equal opportunity employer. We evaluate qualified applicants without regard to race, age, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetic information, veteran status, and other legally protected characteristics. The EEO is the Law poster is available here: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to hrrecruiting@catholiccharities.org or call 713-526-4611 ext. 6597 and let us know the nature of your request and your contact information.

10 DIRECTOR OF TECHNOLOGY - The Director of Technology leads the information technology operations for Incarnate Word Academy. The technology department maintains data and telecommunications infrastructure and purchases; maintains all hardware and software assets of the school, and assists all departments in achieving their goals. The candidate for this position understands and supports the mission of IWA and the goals of the Academy. Hours: 7:30 – 4:00 Monday to Friday; additional evening or weekend work may be required **Mission and Values** • Honor and serve the mission, values and spirituality of the Academy as stated by the Sisters of the Incarnate Word and Blessed Sacrament • Serve as a positive representative of IWA within the broader community • Participates in the life and activities of the IWA community • Serve all IWA families with compassion and respect **Essential Duties and Responsibilities** • Manage and maintain school servers (Windows Server 2012 R2) • Manage and maintain school's network infrastructure (Meraki WAPs, Switches, Fortinet Firewall) • Manage and maintain school's iOS, macOS, and Windows devices • Manage and maintain G-Suite and other SaaS subscriptions • Develop short-term and long-term plans for technology • Contribute to general business planning regarding technology and systems required to maintain IWA's operations and competitiveness • Oversee technology procurement for all departments • Serve as the primary contact for user's software support • Provide day-to-day technical support to staff, faculty, and students • Monitor distribution of hardware to faculty, staff, and students • Assist with the update and maintenance of work stations and school technology • Document and follow procedures for IT services • Provide leadership and oversight of school's technology program • Work with each department to enhance operations • Provide support as needed for the website • Serve on the Facility Committee • Serve on the Technology Committee 609 Crawford Street λ Houston, Texas 77002-3668 λ (713) 227-3637 λ FAX (713) 227-1014 λ WWW.INCARNATEWORD.ORG Director of Technology 2 of 2 **Qualifications:** • Bachelor's degree • Knowledge of project management techniques • Strong technical knowledge, with hands-on experience managing systems development/and or integrations • Knowledge of relevant technology tools • Ability to establish best practices and new processes for managing technology • Ability to communicate effectively with users at varying levels of computer knowledge • Experience working independently and collaboratively • Documented history of working as a proactive, independent thinker and good communicator • Experience with Linux is a plus • A strong desire to learn • An excellent time management skills • Detail oriented The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, or qualifications required of individuals in this job classification. All job classifications may have other duties assigned on an as-needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time. Send your resume with a cover letter and three references to: HR at hr@incarnateword.org.

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

12 DIRECTOR OF EARLY CHILDHOOD - St. Bernadette Catholic Church in Houston, TX is seeking a full time Director of the Early Childhood Connections (ECC) Mothers' Day Out and Pre-Kindergarten program which currently serves 154 children ages 1-4, including a part-time staff of 30. The Director of Early Childhood Connections (ECC) position provides overall leadership in the planning, design, implementation, and evaluation of all components of the Early Childhood Connections program in a Catholic Christian, safe, healthy and positive learning environment for children. This position oversees the curriculum and ensures the program meets all regulatory statutes and standards set by law. The Director is an employee of St. Bernadette parish and serves on the Faith Formation team. The parish is located in suburban Houston, in the Clear Lake area and currently serves 2,600 households. Education/Experience: This position requires a minimum of a Bachelor's Degree in Early Childhood Education, or a closely related field, a minimum of five years professional leadership/managerial and supervisory experience, preferably in an educational setting focused on young children, and a minimum of three years of classroom teaching experience as teacher of record with young children birth-age five. The successful candidate will have a strong knowledge of early childhood education and development focused on infant/toddler and preschool age children, as well as a knowledge of young children's faith development. The candidate must be a practicing Catholic in good standing with the Church, have a thorough knowledge of financial and human resources management in a non-profit or educational organization, as well as an expert knowledge of the regulatory environment of Child Care Licensing. The position is exempt; 52 weeks per year. A generous benefits package includes full medical and dental benefits, a retirement plan, paid vacation time and funding for professional development. A full job description may be obtained from the Parish Business Administrator. Please send a resume and cover letter to the Parish Business Administrator, Kathleen Keating at keatingk@stbchurch.org. All applications must be received by April 23, 2018.

13 CAMPUS MINISTRY DIRECTOR AND CHAPLAIN - The Office of Young Adult and Campus Ministry is seeking a Roman Catholic priest, with permission of superior or bishop, to serve the Catholic student population at the University of Houston Main Campus. This is a full time position. The chaplain will work in collaboration with a lay campus minister, in a broad-based ministry guided by the principles of "Empowered by the Spirit." Education/Experience: - Master's degree in pastoral ministry, theology or related field. - Preferred one year experience in campus ministry and/or young adult ministry - Knowledge of the principles of "Empowered by the Spirit." Please send resume to resume@archgh.org with the job title on the subject line. University of Houston Main Campus 4805 Calhoun Rd Houston, TX 77004.

14 DIRECTOR OF FAITH FORMATION - Under the direction of the Pastor, the parish's Director of Faith Formation supervises and coordinates all Faith Formation activities and programs (children, youth and adult), both those that prepare people to receive the sacraments and those designed to build up the faith life of the whole community. Integral to this position is communication and collaboration with all faith formation ministries and ensuring that all archdiocesan and parish standards for curriculum and safety are followed Education/Experience: St. Patrick Catholic Church is an old parish in Houston's near North Side and has a diverse population. We have many people who speak only Spanish and many who come from far away to participate here. The Director must be able to interact with all parishioners and have good communication, educational, and organizational skills, while maintaining confidential information with the highest discretion at all times. Must have 3 years catechetical experience, plus a college degree in theology or related subject, if not then a Master Catechist's certificate. Must be good with Microsoft Office Suite- Publisher, PowerPoint, Word and Excel. You must be patient, flexible and able to handle long hours in your service to God's people. Interested candidates can email their resume to Fr. Tom Hawxhurst at thwx@stpatrickcc.org or call 713-695-0631. St. Patrick Catholic Church 4918 Cochran Street Houston, TX 77009.

15 DIRECTOR OF CAMPUS MINISTRY - Accountability: Principal FLSA: Exempt Date of Issuance: January 2018 Profile: A member of the St. Thomas High School faculty seeks ways to teach and model Goodness, Discipline and Knowledge. He/she interacts in a positive and caring way with students by offering academic and personal guidance. Familiarity with the school's history and traditions is important in order to capture, perpetuate and enhance the school's spirit and values. He/she is actively involved in the

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school's religious life and takes a leadership position in extolling the Catholic and Basilian beliefs of St. Thomas High School. Role: Responsible coordinating all matters related to the growth of St. Thomas High School as a faith community. Duties: 1. Works closely with the Theology Department and other interested teachers to encourage the growth of students as a faith community. 2. Plans and organizes all-school liturgies and group liturgies on special occasions including Christmas Eve Mass. 3. Coordinates the scheduling of priest celebrants for the all-school liturgies and for daily Mass for the School community. 4. Maintains a productive relationship with the faculty, staff and students by communicating with them about campus ministry programs and special projects. 5. Coordinates, organizes and facilitates the student, faculty, parent and other retreat program in light of the mission of the school. 6. Coordinates training of student, faculty/staff and parent retreat team leaders. 7. Plans and facilitates the annual faculty retreat day. 8. Organizes student collections for the poor during Advent and Lent. 9. is available to faculty, staff, students and families as a resource person and/or counselor. 10. Ensures the sacrament of reconciliation is available on a weekly basis as well as from any priest at any time. 11. Coordinates daily scripture readings, short reflections and prayers each morning on EBN and coordinates refreshing and delivery of Friday afternoon prayer. 12. Prepares the list of Campus Ministry events on an annual basis and seeks approval by the Principal and Assistant Principal. Assures all Campus Ministry events are on the school and meeting room calendars. 13. Responsible for assuring clarity, understanding and practice of the Basilian charism in the wider St. Thomas community. 14. Plans and manages St. Thomas' Faculty and Staff Faith Formation program. 15. Responsible for the growth and guidance of the St. Thomas Squires organization, Fellowship of Christian Athletes and other campus ministry-led extra-curricular activities. Certification: Bachelor's degree required. Master's degree in theology, education or related field is preferred. State of Texas Teacher's Certification preferred. Previous experience in directing the efforts of a robust Campus Ministry Program is preferred. Demonstrated leadership and organizational skills required. Schedule: The Director Campus Ministry is an 11-month position requiring approximately 215 days of which 10 are in-service days. The work day is typically 7:30 a.m. until 4:00 p.m. Some evenings and weekends are required for retreats, masses, programs, etc. Faculty is encouraged to work with students before and after school and to moderate clubs and organizations that fit their skillset. Other requirements include attendance at evening and weekend events such as Back to School Night, Parent Teacher Conference, National Honor Society Induction, Freshman Registration, Commencement Mass and Ceremony, Open House and school fundraisers. Other duties as assigned. To apply, go to www.sths.org/careers and complete a Faculty Application. No phone calls please.

16 DIRECTOR OF ALUMNI RELATIONS - The Director of Alumni Relations is a key position within the St. Pius X Advancement office. The Director is responsible for the planning and implementation of programs and projects that engage St. Pius X alumni and provide tangible benefits. The Director also serves as an ambassador and is charged with creating and maintaining pathways for alumni participation that advance the strategic goals of the School. Position Responsibilities Create and strengthen relationships between St. Pius X alumni and the School• Develop, implement and promote programing to re-connect alumni with the School• Develop, implement and promote alumni-focused events that support the School's strategic initiatives• Educate graduating students about alumni benefits and engage them in programs• Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print• publications Work in conjunction with the Director of Annual Giving to identify, cultivate, solicit and steward alumni gifts• Secure commitments from alumni to provide professional expertise and volunteer service• Work collaboratively with the Advancement Assistant to ensure accurate and complete alumni database• records; capture biographical and career information of alumni via surveys, projects, correspondence, website, postal returns, etc. Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees• and ensuring strong and productive relationships between its members and School Perform other duties as requested by the Head of School and the Director of Advancement• This position reports to the Director of Advancement• Qualifications Bachelor's degree in Communications, Marketing or a related field• A minimum of three years of experience in alumni relations and external affairs with demonstrated• accomplishment in fostering productive relationships with volunteers and developing volunteer leadership Excellent communication, organizational and interpersonal skills, together with the ability to work• collaboratively and courteously with colleagues throughout the School, alumni, other constituents and the public The demonstrated ability to strategize, implement and build constituency programs and activities, along with• a talent for motivating volunteers Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a• team environment to achieve goals High professional and ethical standards for handling confidential information• Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization• to meet deadlines Experience with Raiser's Edge or a similar constituent database• Ability to work evenings and weekends as needed• Please send a cover letter, resume and references to yeagerj@stpiusx.org. For more information, visit stpiusx.org.

17 DIRECTOR OF COMMUNITY AND PARISH ENGAGEMENT - The Director of Community and Parish Engagement is part of a dynamic team including the Mamie George Community Center (MGCC) leadership and volunteers, Vice President of Development and Stewardship, grant writers, special events staff as well as Catholic Charities' Senior leadership to secure donations. This involves researching, cultivating, stewarding and soliciting prospects/donors for major gifts for programs, capital campaigns, and special event sponsorships. The Director of Community and Parish Engagement will also develop, manage, and direct events undertaken by Catholic Charities for the MGCC. The position may require some travel within the 10-county region of the Archdiocese of Galveston-Houston. The ideal candidate for the Director of Community and Parish Engagement position is a person who is passionate about the faith-driven mission of Catholic Charities and enjoys introducing and connecting philanthropists to an organization that consistently delivers results for the people we serve. PRINCIPAL DUTIES AND RESPONSIBILITIES: Carries out collaboratively with MGCC Executive Director, Vice President of Development• and Stewardship, Fort Bend Advancement Council

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and other staff and volunteers to assure a comprehensive diversified fund development plan. Oversees MGCC's annual giving inclusive of donor solicitation, capital campaigns, grant writing, endowment, and planned giving programs through portfolio cultivation and management. Nurtures and expands MGCC's donor base as a foundation for both unrestricted support and effective advocacy support as necessary. Provides or coordinates training and ongoing education to the Fort Bend Advancement Council, volunteers and staff on fundraising practices. Creates new and innovative marketing and outreach strategies using technology and social networks to increase visibility of MGCC to new and existing audiences. Identifies prospects and cultivates gifts, donations and sustentative contributions for Catholic Charities' programs, campaigns and events. Manages a portfolio of significant gift prospects and works closely with Vice President of Development and Stewardship to develop effective solicitation and stewardship strategies for each. Composes funding requests to constituents for gifting opportunities. Plans and facilitates meetings with prospects and donors. Travels with CEO, MGCC Executive Director, VP of Development, board members, and independently to ensure effective quantity of face-to-face work and relationship building. Works in partnership with the Fund Development Team to plan and execute all fund raising events at MGCC including budget, correspondence, vendor contact, chair recommendations, mailing lists, invitations, teaser cards, programs, décor and additional printed products. Develops, plans and executes additional events of MGCC such as donor appreciation dinners, kick-off parties, and blessings and dedications. Helps conceptualize, draft and prepare briefing materials for donor/prospect visits. Assists with planning, organizing and directing any Capital Campaign undertaken by Catholic Charities. Assists the Mamie George Executive Director with other MGCC functions and projects as needed. Other duties as assigned.

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

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

18 DIRECTOR OF CHILDREN'S RELIGIOUS EDUCATION - St. Justin Martyr Catholic Church 13350 Ashford Point Drive Houston, Texas 77082 Summary: Full time position that coordinates the religious education programs for preschool through grade 5; including Little Church, CLOW, sacrament preparation, CCE classes, VBS and RCIA for children. Education/Experience: Requires a degree in Religious Studies, Theology, or Education. Individual must be a practicing Catholic and an effective communicator with classroom experience. Bi-lingual is a plus. Interested candidates can submit their resume to Karen Rachal by fax to 281-556-6932 or by email at krachal@sjmtx.com.

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

20 ACCOUNTING MANAGER - Archdiocesan Council Office 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** Reporting to the Director of Finance and Human Resources, the Accounting Manager is responsible for oversight of all finance, accounting and reporting activities. The Accounting Manager will lead all day to-day finance operations including functional responsibility over accounting, accounts payable, accounts receivable and payroll. The Accounting Manager will assist the Director in ensuring that SVdP has the systems and procedures in place to support effective program implementation and conduct flawless audits. This position is for 32 hours per week, is full-time and is eligible for benefits. Organizational relationships: Reports To: Director of Finance and Human Resources Also Works With: Executive Director, Program Directors, other staff members, Donors and Community Partners. Supervises: This position supervises the Accounting Clerk FLSA Classification: Exempt **PRINCIPAL DUTIES** Oversee the general ledger, supporting sub-ledgers and reporting systems to ensure compliance with appropriate GAAP standards and regulatory

requirements Maintain internal controls and safeguards for receipt of revenue, costs and program budgets and actual expenditures
Accounting Manager Job Description Responsible for ensuring compliance with financial reporting for approximately 60
Conferences through auditing, training and reporting Perform monthly bank and other balance sheet account reconciliations
Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly,
quarterly and annual financial statements; monitor progress and keep senior leadership current with svdp's financial status Assist
svdp's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual
results with a view to identify, explain and correct variances, as appropriate Oversee all financial, project/program and grants
accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate
financial reporting materials for corporate and foundation grants Report monthly program results to program heads and work with
them on variance explanations and forecasts Process monthly sales tax reporting Assist with Form 990 and Annual Report
preparation Assist with Special Events as needed Comply with standard business communication practices. Preferred education:
Bachelor's degree in Accounting; advanced degree preferred. Preferred skills and experience: 3 – 5 years' experience, including
accounting and financial management, preferably in non-profit. Expertise in quickbooks and Excel. Hands-on accounting experience
required; this is a "shirt-sleeves" position. Ability to provide leadership, think analytically and creatively. Excellent oral and written
skills. Ability to develop and manage individuals. Strong interpersonal skills: ability to create and sustain relationships, communicate
with employees, board members, volunteers, donors and civic individuals Strong Microsoft Office skills, detail oriented. Ability to
maintain strict confidentiality is essential. Bilingual a plus. Must have valid driver's license and reliable transportation. Ability to sit
for long periods of time Ability to lift 25 pounds independently Ability to pass background check.

21 DIRECTOR OF RELIGIOUS EDUCATION - St. Laurence Catholic Church is seeking a qualified individual to fill the position
of Director of Religious Education. Qualifications desired for this position include: Roman Catholic in good standing with the
Catholic Church. Degree in Theology/Religious Education or related field. Catechist Certification; working familiarity with the
Catechetical documents of the Church Five years' experience in an administrative catechetical setting. Excellent budgeting,
communication, organization, presentation, facilitation and collaboration skills Proficiency with Microsoft Office Suite. Ability to
maintain confidentiality. St. Laurence is a large and vibrant parish of 7,500 families, whose membership reflects the rich cultural
diversity of Fort Bend County. As a parish family, we are centered in the love of Christ and live to glorify God in all we do. Interested
candidates should send a resume with a cover letter to Tony Oltremari, St. Laurence Parish Administrator, at
toltreMari@stlaurence.org. St. Laurence Catholic Church 3100 Sweetwater Boulevard Sugar Land, Texas.

22 DIRECTOR - The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, Archbishop, is a multicultural Church
with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes and we
participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people
to be responsible members of the community — and we do all this in the name of our Lord, Jesus Christ. Today, more than 1.7 million
Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest Catholic
population in the state of Texas and the 12th largest in the United States. Summary: The Archdiocese of Galveston-Houston is seeking
eligible candidates for the position of Director, Office of Adolescent Catechesis and Evangelization. This position reports directly to
the Secretariat Director for Pastoral and Educational Ministry and oversees the development of comprehensive youth ministry in
parishes through leadership development, training, education, programs, and retreats. The director is responsible for the management
of staff, programs, resources and the stewardship of the archdiocesan office. General Requirements: Suitable candidates must be an
active Roman Catholic in full communion with the Church. A demonstrated commitment to the mission of the Church and have a
thorough understanding of adolescent catechesis and evangelization philosophy and teachings. Expertise in instructional leadership,
curriculum development, and knowledge of marketing, recruitment, and fiscal management are expected. Education/Experience the
Director, Office of Adolescent Catechesis and Evangelization, must have a master's degree in theology, pastoral ministry or related
area, and a minimum of five years' experience in a leadership position at the archdiocesan level. Superior oral and written
communication skills, ability to speak to and facilitate large groups and conferences is essential. Suitable candidates are welcome to
email a cover letter and résumé to resume@archgh.org with Director OACE in the subject line or mail via US Post to: Human
Resources Resume, PO Box 907, Houston Texas, 77001-0907.

23 DIRECTOR OF MUSIC MINISTRY - Saint Katharine Drexel Catholic Community is seeking a qualified candidate for the
fulltime position of Director of Music Ministry. The candidate will be able to provide leadership and direction in the planning and
implementation of both English and Spanish liturgical music in a collaborative environment. The candidate must be willing to recruit,
teach and motivate new choir members. Ability to work toward promoting prayerful, engaging liturgies that support congregational
singing is necessary. Requirements: Qualified candidates should have strong keyboard and competency in choir direction. Bilingual
(Spanish/English) is desirable. The candidates should be familiar with computer technology, including Microsoft Office Suite and
Finale Notation software and also a basic knowledge of sound system technology. A general knowledge Catholic Church documents
on music in the liturgy. Interested candidate can submit a resume by email to Fr. David Harris at dharris@skdcc.com. You may also
call for an appointment at: 979-826-2275.

24 PART-TIME MUSIC DIRECTOR - St Mary Star of the Sea 1019 West 6th Street Freeport, TX 77541 Summary: Seeking a part-
time (19 hours a week) Music Director for St. Mary Star of the Sea in Freeport, TX. Starting hourly rate is \$12.00 per hour but is
negotiable per experience. Must be available for Saturday 5:30 pm Mass, Sunday 9:00 am English and 11:00 am Spanish Masses.

Must also be available for funerals. Education/Experience: Must know how to: play piano and/or organ; work with the Spanish choir; know voice training and voice harmony integration; and know Liturgical Music and Liturgical Planning. Interested candidate please send your resume to pastor@stmarystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information.

25 MAINTENANCE DIRECTOR - As a Maintenance Director, your overall responsibility will be to ensure that the Church, School and other facilities in our property remain in good working order. You will also keep a planned preventative maintenance schedule and follow up with staff - front office after repairs are completed. Your specific duties in this role will include. Taking service orders and prioritizing them. Oversee each work order to ensure that it is quickly and adequately completed. Maintaining and assigning tasks for a preventative schedule. Ensure that your staff remains on schedule. Keep the shop organized and in good working order. Ordering Parts and supplies as needed. Keep Pastor and Administrator informed of overall conditions of the property. Perform other miscellaneous duties as assigned. Working on-call as required. Education/Experience: High School diploma or GED. Minimum 2 years of experience in performing mechanical repairs and Maintenance of home-related mechanical equipment. HVAC Certification preferred and expertise. Universal Certification, plus any additional certification as required for AC works. Valid Driver's License, Residence within 20 miles of STM. Basic Knowledge of the repair and maintenance of other household appliances, plumbing, and lighting fixtures. Availability on-call. Contact information to send resume. Please send your resume or applicable information to rectory@stmhouston.org. St. Thomas More Catholic Church 10330 Hillcroft Street Houston TX, 77096.

CLERICAL/ADMINISTRATIVE JOBS

1 FULL-TIME COORDINATOR OF YOUTH MINISTRY AND FORMATION - St. Luke the Evangelist is looking for a full-time Youth Minister to help redevelop and direct the parish's ministry for Middle and High School youth as well as the Youth Confirmation Program. Under the direction of the Youth Faith Formation Director, the successful candidate would: Supervise the High School Faith Formation Program, coordinate and/or facilitate the various youth programs that are established (Wonder Women, Warriors for Christ, JYCJesus Youth Club, etc.). Assist with Youth Confirmation, including the development of the annual Youth Confirmation summer retreat. Coordinate Youth Ministry fund raising events (bake sales, etc.) Coordinate and facilitate Youth Ministry events (Passion Mime, Brave, Youth Conferences, etc.) Assist with intermediate and high school catechists recruiting and training. Develop relationships with catechists, youth and families. Delegate responsibilities as needed to core team members. Requirements: Must be an active Roman Catholic in full communion with the Church. Master's degree in Religious Education with a Bachelor's in theology, religious education or related field. Consideration will be given to a candidate with a Bachelor's degree who has substantial experience in the field. Fluency in English and Spanish is strongly preferred; fluency in English is required. Three to five years' experience in religious education. Three to five years' experience in leadership/management, preferably in parish ministry or catechesis or an equivalent area. Must possess organizational and administrative skills, be creative, work well with a wide variety of people, and be committed to building community through team work with Parish Staff, youth, parents and volunteers. Requires working evening and weekend hours. Physical requirements: must be able to lift boxes and materials of 10 lbs or more and be able to stand for long periods of time. Interested candidates should send a cover letter and resume with salary requirements and references to our Business Manager, Mrs. Donna Viramontes, via email at businessmanager@stlukesatholic.com. No phone calls accepted! St. Luke the Evangelist Catholic Church 11011 Hall Road Houston, TX 77089.

2 COORDINATOR OF CHILDREN'S RELIGIOUS EDUCATION - Minimum Requirements: Active, practicing Catholic Bachelor's degree or 2+ years previous experience with children or children's ministry. Must have or be able to obtain safe environment certification (Virtus) as required by the Archdiocese of Galveston Houston Job Description: Supervise and Monitor Systematic Catechesis for grades PK-8. Direct and monitor weekly religious education classes for grades PK4- 8 using the new archdiocesan Framework Curriculum. Assist DRE with support and monitoring of families who provide systematic religious education at home (home study). Assist DRE with selecting and ordering of materials, books, resources, etc. Supply the resource needs for 50-60 catechists. Assure catechist coverage for all classes. Supervise and monitor facility usage. Supervise and monitor pickup and drop-off of students. Maintain and monitor parish and archdiocesan policies concerning religious education. Implement and monitor safe environment guidelines. Coordinate Sacrament Preparation for children / youth. With the Director of Religious Education, coordinate First Penance and First Eucharist preparation for children and youth ages 7-17. Supervise and support First Penance / First Eucharist catechists. Jr. High Youth Ministry. Assist Jr. High Youth Ministry Coordinator with promoting youth ministry events for students in grades 6-8. Encourage and facilitate catechist participation in Jr. High Youth Ministry events (grades 6-8) Special Programs. Supervise and support Vacation Bible School catechists and volunteers. Supervise and support Children's Liturgy of the Word catechists and volunteers. Work collaboratively with religious education staff to facilitate family classes 2-3 times a year. Coordinate seasonal programs for children (All Saints, Christmas, May Crowning, etc.) Administrative Duties. Assist department secretary in maintaining accurate records of student enrollment and attendance. Attend bi-weekly staff and quarterly deanery meetings. Participate in staff planning. other duties as assigned. Please send resumes to Amy Auzenne, Director of Religious Education at aauzenne@saintedward.org. PK-8 St. Edward Catholic Church 2601 Spring Stuebner Spring, TX 77389.

3 PART-TIME ENTRY LEVEL MARKETING AND COMMUNICATIONS SPECIALIST - The Part-Time Entry Level Marketing and Communications Specialist (6-15 hours per week) provides support through communications and marketing within the

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

4 COORDINATOR OF YOUTH MINISTRY - Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities. Position Summary: Holy Family Parish has an immediate opening for a full time Coordinator of Youth Ministry (CYM). The CYM is primarily responsible for implementing and coordinating a comprehensive youth ministry program for Middle and High School students. The CYM reports to the Director of Religious Education (DRE). Responsibilities: Accountable to the Pastor and functions as a part of the Parish Pastoral Staff to ensure youth• ministry is integrated with other parish ministries. Continuously assess and develop Holy Family's Youth Ministry program through advocacy,• catechesis, community life, evangelization, service, prayer and worship, and pastoral care. Help in the design and implementation of catechetical programs.• Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors• in the process. Collaborate with the heads of various ministries, clergy, staff, parish council, Archdiocesan• offices, and local schools. Recruit, train, and coordinate Youth Ministry volunteers.• Ensure that all youth program volunteers are in compliance with the Office of Child and Youth• Protection safe environment requirements. Plan and monitor Youth Ministry budgets.• Maintain registration and attendance records.• Maintain clear and open lines of communication with the students, parents, Pastor and staff.• Attend and participate in Archdiocesan meetings, training and other required activities related to• Youth Ministry. Plan and assist with fund raisers for Youth Ministry.• Coordinate the participation of youth from Holy Family Parish in Archdiocesan and parish• sponsored youth retreats and events. Manage other responsibilities that may be needed and as assigned by the Pastor.• Qualifications: Be an active and practicing Roman Catholic in full communion with the Church and with the• ability to share the catholic faith to youth and young adults. Minimum of 21 years of age• Minimum of 2 years of youth ministry experience (paid or volunteer)• o to include: Administration/budgeting, youth ministry program development, recruitment and formation of volunteers, music and relational ministry. Minimum of a Bachelor's degree in Theology, Religious education, or another Youth Ministry, or• a related field – or equivalent combination of experience and education. If not already completed, must be able to complete the Certification in Youth Ministry, Retreat• Training Certification, Formation toward Christian Ministry (FTCM), and Human Sexuality Certification formation process which are required for Youth Ministers by the Archdiocesan office of Evangelization and Catechesis. To be completed in a suitable amount of time. (As determined by the Pastor) Must have experience and a strong working knowledge of Microsoft Office.• Bilingual (English/Spanish) preferred.• Please email your resume for consideration to: HFPGBAPPLICATIONS@GMAIL.COM. Holy Family Parish 1010 35th Street Galveston, Texas 77550.

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

certification• High School Diploma (CDA, AA or BS preferred)• send resume to Lisa Weatherly at lweatherly@stroselima.org. St. Rose of Lima Catholic Church 3600 Brinkman Houston, TX 77018.

6 CURRICULUM COORDINATOR - The Curriculum Coordinator will work with the Director to provide a well-rounded curriculum for the early childhood center. Key Responsibilities include but are not limited to the following: Give leadership to curriculum planning and evaluation. • Stimulate staff with new ideas, resources, and materials. • Establish modeling and mentoring to the staff. • Insure that curriculum is planned in accordance with our philosophy. • Maintain compliance with minimum standards in the TDPRS Standards. • Assist the Director in assessment for staff performance records. • Establish developmentally appropriate goals for all age groups. • Develop portfolio system to follow the children through each age level class. • Develop reporting systems on skills (assessment records). • Ensure that each class maintains and rotates appropriate displays in the classroom. Ensure that plans are formed around a well-rounded curriculum base including developmentally appropriate activities for, but not limited to: art, music, social skills, early numeracy, pre-reading skills, pre-writing skills, fine motor coordination, large motor coordination, science, and outdoor extensions. Substitute in classroom if need arises. • Attend all staff meetings, ECC sponsored events, trainings and conferences. • Qualifications and Skills: Strong Sense of Service. • Good communication and organizational skills. • Must be 21 years of age with a High School Diploma (CDA, AA or BS preferred). • Proficient in Microsoft Office applications. • Criminal History Check. • Virtus certified, or obtain Virtus certification within the required period. • First Aid and Pediatric CPR certification. • 3 years' experience in a state licensed early childhood center. • Send resume to Lisa Weatherly @ lweatherly@stroselima.org. St. Rose of Lima Early Childhood Center 3600 Brinkman Houston, Texas 77018.

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

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

9 PART-TIME COORDINATOR OF HIGH SCHOOL YOUTH MINISTRY - St Theresa is searching for a part-time coordinator for high school youth ministry. The successful candidate will help redevelop and direct the parish's ministry for high school students, including the youth Confirmation program. Under the direction of the Pastor, the successful candidate would: Facilitate our High School program including Confirmation, service projects,• retreats and faith formation Develop a summer Confirmation retreat• Develop relationships with catechists, youth and families that will support• our parish's mission of All Are Welcome. Inquiries and resumes should be emailed to Janice Berger at j.berger@sttheresa.cc.

10 STAFF ACCOUNTANT - The Staff Accountant applies principles of accounting to analyze financial information received from the parishes and schools of the archdiocese and prepares financial reports and schedules. The staff accountant provides assistance to the parish and school bookkeepers and administrators with accounting and administrative functions and policies. The staff accountant provides on-line support and training for the Archdiocesan financial reporting system. Educational/Experience Requirements: BBA/Accounting degree. Minimum 30 hours of Accounting. • CPA Certification preferred. • Four to six years related experience in accounting and administration, • especially in a not-for-profit environment Strong analytical and problem-solving skills • Experience in reconciliation of general ledger and Bank accounts • Knowledge and experience with FASB and GAAP statements and • standards Excellent computer skills, knowledge of Microsoft Excel, Word and • PowerPoint Communication/Language Requirements: Excellent oral and written communication skills • Ability to write reports, business correspondence and procedure manuals • Ability to effectively present information and respond to questions from • bookkeepers and business administrators, pastors and chancery management Bi-lingual (Multiple languages) is a plus • Interested candidates can send resume to resume@archgh.org. Parish Administrative Services Downtown Chancery 1700 San Jacinto Houston, TX 77002.

11 ADMINISTRATIVE ASSISTANT University of Houston Main Campus Catholic Newman Center 4805 Calhoun Rd Houston, TX 77004 Summary: The University of Houston- Main Campus Catholic Newman Center is seeking a full time Administrative Assistant responsible for providing administrative support for the office and the various ministries, programs and educational opportunities coordinated by the Center. Essential Duties and Responsibilities: The Administrative Assistant maintains and updates databases for the programs run by the Catholic Newman Center and coordinates scheduling, online event registration and materials for meetings of those programs. The Assistant must respond in a timely manner to program inquiries and concerns from clergy, office staff, campus ministers and volunteers and members of the public, while maintaining confidentiality of individuals' information. The Assistant maintains accurate accounting of Office financial records and coordinates timely payment of Office bills. Under leadership of Director, creates and assists with distribution of marketing materials, including social media and webpage to Archdiocesan community. Other duties as assigned by the Director. Education/Experience: Practicing Catholic. • Associate's degree (A.A) or equivalent from two-year College or technical school; • plus one to two years related experience and/or training; or equivalent combination of education and experience. Proficient in MS Office, Publisher, Facebook, Twitter and social media. • Strong organizational and interpersonal skills. • Able to drive • Is available for occasional weekend and evening work (meetings, retreats and • conferences) Please send resume to resume@archgh.org. Please include job title "UH Newman Center Administrative Assistant" on subject line.

12 COORDINATOR OF YOUTH MINISTRY - St. John Vianney Catholic Church 625 Nottingham Oaks Trail Houston, TX 77079 Summary: St. John Vianney Parish is seeking a qualified individual to serve in the position of Coordinator of Youth Ministry. This involves the coordination and oversight of Jr. High and High School Youth Ministries. The staff person is part of the Youth Formation Department and will be working with directly youth, families, volunteers and staff. Qualifications desired for this position include: • Practicing Catholic in good standing with the Church • Degree in Theology/Religious Education or related field • Two years experience in Youth Ministry • Excellent communication, organization, leadership and collaborative skills • Energetic, creative and dynamic approach to Youth Ministry • Ability to work with youth and parents • Computer/IT proficiency St. John Vianney is a large dynamic parish of 5,000 families in west Houston. The parish Youth Formation program serves more than 1,500 students and their families. The Youth Formation Director oversees, directs and supports a team of professional staff and parishioner volunteers. Inquiries and resumes should be emailed to Business Manager, Pete Prados at PPrados@stjohnvianney.org.

13 PARISH SECRETARY - St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062 Summary: St. Bernadette is seeking a full-time Parish Secretary. This position will provide administrative support to the clergy as well as multiple ministry heads; is responsible for assisting office visitors, scheduling appointments and maintaining calendars; planning and scheduling group meetings; coordinate facilities usage; recording and updating the Sacramental Register and other duties as assigned. Experience/Education: • Ability to work collaboratively with clergy, staff and parishioners • understands the importance of confidentiality of church business and sacramental records. • Possesses strong interpersonal, communication and organizational skills • Manages multiple tasks and deadlines efficiently • Demonstrated proficiency with Microsoft Product including Word, Excel, Outlook, and Publisher • Demonstrated typing proficiency • Familiarity with or willingness to learn Connect Now and other software programs • High School Degree required, some college preferred • Knowledge of the Catholic faith • Minimum of 2 years secretarial experience Please submit a resume and cover letter to Kathleen Keating at keatingk@stbchurch.org.

14 ECC TEACHER'S AIDE - St Luke the Evangelist Catholic Church 1750 Riverstone Ranch Drive Houston, TX 77089 St. Luke the Evangelist Early Childhood Center is accepting applications for part time early childhood teachers (12:30 pm until 6:00 pm). Our classrooms have small ratios and we are a center-based program. The teacher aide is responsible for working in conjunction with the entire faculty to maintain the vision, mission and safety of all children enrolled. Education and Experience: • Flexibility to support team members from other age groups and respond positively to schedule changes given with reason from the Director and/or person left in charge by the Director. • Previous teaching or assistant teaching position with a public or private school system, a quality preschool, child care center or church nursery is preferred. • Previous Training Preferred: CPR and First Aid, pre-service training as prescribed by Texas Department of Health and Human Services, Virtus Training • High School Diploma mandatory • CDA preferred,

but not necessary. Physical Demands: • For the facilitation of child safety and potential emergency situations, we require a lifting ability of 30lbs minimum. The physical demands of moving and reacting quickly are essential functions of this job. Job Responsibilities: • Establishing and maintaining a safe, healthy and nurturing learning environment in accordance with the Minimum Standards put forth by the Texas Department of Family Protective Services is the primary function of this position. Other responsibilities will be discussed during the interview and elaborated upon during the training and orientation process. Please send resume via mail to the address above or email to: ECCDirector@stlukesatholic.com. No phone calls accepted.

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

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

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

18 ADULT FORMATION ADMINISTRATIVE ASSISTANT - The Administrative Assistant will assist in all aspects of Adult Formation Office. They include but are not limited to managing all wedding and infant baptismal intakes and files; charting attendance at classes, preparing all materials for classes, recording celebrations in sacramental records, generating certificates and gathering requisite documents. The Administrative Assistant will also maintain the Adult Formation web page, respond to general information inquiries, execute mail outs and attend and assist at Adult Formation events as needed and requested by the Adult Formation Director. Qualifications Computer skills: intermediate to advance• must be available to work Monday—Friday, 8:30am—5pm, and some

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evenings• and weekends. Able to speak Spanish—a plus• interested candidates should send a cover letter, resume with salary requirements and references by email to ygill@stjohnvianney.org or mail to: Yvonne Gill Saint John Vianney 625 Nottingham Oaks Trail Houston, Texas 770791.

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

20 FACILITIES MAINTENANCE - Holy Ghost Catholic Church is seeking a qualified candidate for a full-time maintenance person, 40 hours per week, to manage the upkeep and repair of the church and school facilities. The new hire will report to the Maintenance Supervisor. Principal Duties and Responsibilities: Person will help maintain multiple buildings on the Parish grounds including (but • not limited to) minor carpentry and painting Plumbing, electrical, heating and cooling experience • Must be able to maintain and/or repair various items on the property as needed • based on maintenance schedule Must be quick to respond to emergency situations and/or alarms when necessary • Must help inspect property regularly • Person must be able to perform outdoor work, climb a ladder, work on rooftop • Must be able to lift/move a modest amount of weight up to 50 pounds • Some clean-up required, including restrooms • May be asked to assist in unpacking and distributing supplies • Weekend and evening work will occasionally be required for special events and/or • emergencies Install equipment as needed • Must have good verbal/written communication and organizations skills to • communicate with supervisors as well as interpersonal skills while dealing with coworkers, parishioners, and volunteers. Experience: Candidate must have a minimum of two years maintenance work experience • Must have a valid Texas Drivers' License • Candidate must pass a criminal background check • Bilingual Spanish/English encourage to apply • Resume Submission: Applicants may submit their resume and the contact information of two references by US Mail to LuzDalia Sanchez at the Parish Office at the above address or by email sanchezl@holyghostchurch.net.

21 BOOKKEEPER - Holy Ghost Catholic Church is seeking a full time Bookkeeper to perform general ledger analysis, account and systems analysis and prepare financial reports. This position will report to the Business manager. Salary commensurate with experience. Key Responsibilities: Assist the Business Manager in the preparation of the annual budget for the • Holy Ghost Catholic Church Prepares monthly financial reports including calculating and reviewing all • variances from budget for all departments and the Parish Finance Council Attends quarterly Parish Finance Council Meetings • Ongoing review of Balance Sheet and Income statement for accuracy. • Reconciliation of general ledger to PDS and sub ledgers Post all deposits and journal entries from offertory, departments and various • ministries to the proper general ledger account Prepares Annual Parish Stewardship Report • Prepares quarterly Texas Sales Tax Report • Maintain vendor files • Track expenses and process expense reports • Reconcile accounts payable transactions • Process bi-weekly payroll following all Federal and Texas Pay Day Laws; • Balance checking account and submit reconciliation to Business Manager • for review Requirements: BS in Finance or Accounting with 2 to 3 years of proven bookkeeping experience. This person must be a self-starter, have critical thinking skills and is organized. The person should have computer skills in Microsoft Word, Excel and be willing to learn Connectnow, and Parish Data Services software. Bilingual Spanish/English are encouraged to apply. Applicants may submit their resume and the contact information of two references by US Mail to LuzDalia Sanchez at the Parish Office at the above address or by email to sanchezl@holyghostchurch.net.

22 COORDINATOR OF YOUTH MINISTRY - St. Mary Magdalene Catholic Church has an immediate opening for a full-time, salaried Coordinator of Youth Ministry (CYM). The CYM will develop and coordinate a comprehensive Youth Ministry program for both middle school {grades 6 – 8} and high school {grades 9 – 12} youth; special emphasis should be placed on evangelization, outreach, and service / mission work. The CYM will collaborate with the Pastoral Associate for Formation in implementing the catechetical and sacramental preparation programming for grades 6 – 12. A qualified applicant must: be an active and practicing Catholic (in full communion with the Church) and be at least 21 years of age with a minimum of 2 years of parish Youth Ministry experience; hold a Bachelor's degree in Theology, Religious Education, Youth Ministry, or a related field – or equivalent combination of experience and education. The applicant must also have a strong Catholic theological background; possess strong interpersonal, communication, and organizational skills; be able to effectively and efficiently manage fluctuating demands and deadlines, as well as ministry volunteers. Experience using Windows-based computers with Microsoft Office software is essential. Please submit a résumé with cover letter, salary requirements, and references to Mike Smith (Pastoral Associate for Formation) via email at msmith@st-

mm.com; no telephone inquiries, please. Interested applicants should submit their paperwork by December 30, 2017 for consideration. St. Mary Magdalene Catholic Church 527 South Houston Humble, TX 77338.

23 FACILITIES MAINTENANCE - St. Thomas Aquinas Catholic Church is seeking a qualified candidate for a full-time maintenance person, 40 hours per week, to manage the upkeep and repair of the church and day-care facilities. The new hire will report to the Business Manager/Pastor. Principal Duties and Responsibilities: Person will help maintain multiple buildings on the Parish grounds including (but not limited to) minor carpentry and painting Person will help maintain the rectory including swimming pool maintenance. 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 to communicate with supervisors as well as interpersonal skills while dealing with coworkers, parishioners, and volunteers Must be quick to respond to emergency situations and/or alarms when necessary. Must help inspect property regularly. Person must be able to perform outdoor work, climb a ladder, and work on rooftop. Must be able to lift/move a modest amount of weight up to 50 lbs. Some clean-up required, including restrooms. May be asked to assist in unpacking and distributing supplies. Work hours are late afternoon/evening on weekdays and full day on Saturday. Experience: Candidate must have a minimum of two years maintenance work experience. . Must have a valid Texas Driver's License. . Candidate must pass a criminal background check. Résumé Submission: Applicants may submit their résumé by US Mail to Lee Meister, Business Manager at the above address or by email: lmeister@stasugarland.com. When submitting via email, cc to the pastor, Father Santy Kurian: frskurian@stasugarland.com. St. Thomas Aquinas Catholic Church 12627 West Bellfort Sugar Land, Texas 77478.

24 ACCOUNTING SUPERVISOR - Sacred Heart Catholic School is accepting applications for the position of Accounting Supervisor. The Accounting Supervisor performs functions related to the financial accounting and reporting for transactions associated with a Pre-K thru 8th Grade School. The Accounting Supervisor reports to the Principal and Pastor of Sacred Heart Catholic School/Parish. Education/Experience: BBA or equivalent degree from an accredited institution of higher learning, with a major in Accounting or Finance. Minimum 30 hours of accounting classes successfully completed. Experience may be considered in lieu of degree. Preference given to experience in Not-for-Profit or Tax-Exempt organizations. Minimum five (5) years hands-on work with general ledger function in a computer environment through preparation of financial reports. Includes reconciliation of bank accounts. Familiarity with FASB and GAAP statements and standards. Supervisory experience required. Responsibilities: Provide oversight of and be responsible for daily data entry, weekly/monthly reporting, and periodic reconciliation of all financial transactions including subsidiary ledgers and journals. Post revenue/expenditure transactions to subsidiary ledgers and general ledger. Analyze general ledger accounts, research questions, and direct preparation of journal entries necessary to correct errors. Maintain Accounts Payable function to ensure timely and accurate payment of obligations. Prepare annual federal reports associated with independent contractors. Coordinate bi-weekly payroll process with outside service bureau. Be responsible for accuracy in data submitted, reports produced, and subsequent entries in general ledger. Audit accuracy of quarterly and annual reports prepared by outside service bureau. Prepare annual \$2M+ operating budget under direction of Principal and assist with monitoring of and compliance with same. Other duties as assigned. Skills: Proficiency in general ledger accounting software in Windows environment. Proficiency in Microsoft Office Suite (emphasis on Excel and Word). Excellent written and verbal communication in a businesslike manner. Legible penmanship. Ten-key by touch. Proficiency in keyboard operation. Ability to operate standard office machines. Interested candidates are encouraged to send a resume, transcript (if applicable), and cover letter to Deb Brown at dbrown@shconroe.org. Sacred Heart Catholic School 615 McDade Street Conroe, TX 77301 Summary:

MISCELLANEOUS JOBS

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

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2 AV/WORSHIP TEAM INTERN - The Audio Visual Tech coordinates and implements all audiovisual needs of the parish under the direction of the Director of Worship. This role ensures professional, consistent, and visually and audibly appealing communications at and post weekend Masses for the Sacred Heart community to assist in building up the kingdom of God at Sacred Heart. Responsibilities and Tasks Provide all audiovisual and related lighting needs for the 10:00 a.m., 12:30 p.m. and 3:00 p.m. Sunday• liturgies. Build all English PowerPoint Mass Slides• Prepare music binders, music packets, building worship sets in the Planning Center software, etc.• Ongoing Updating the Liturgical Ministry Guidelines• Sets-up all sound equipment for music ministers• Runs sound system and presents slides during the above parish liturgies.• Take direction from the Pastor or any other designated Presider of a liturgy.• Collaborates with Music Directors• Builds slides using PowerPoint or other software as designated by the Parish for the above Sunday• Parish Liturgies Encourages participation of parish community in singing at various liturgies• Attends Sunday choir warm-up rehearsals.• Other Responsibilities Communication of policies, guidelines, procedures and other information for all parties involved (staff• and families including children and adults) Maintain a healthy and growing personal spiritual life and lead others to do the same• Ensure individuals with special needs have appropriate accommodations• **KNOWLEDGE, SKILLS & ABILITIES:** Proficiency in operating sound or other audiovisual related equipment• Proficiency in digital soundboards, including Allen• & Heath, Yamaha O1V, sound web and AMX Ability to communicate well• Proficiency in computer programs such as PowerPoint, Pro Presenter, Adobe Creative Cloud, Keynote,• Final Cut, and Professional DAWs such as Logic or ProTools Maintain an efficient and professional manner; maintain confidentiality• Must be able to work under pressure; must be able to work within collaborative ministry with members• of the parish staff in a growing parish; must be able to anticipate solutions to problems. Must have basic organizational and leadership skills.• Complete and adhere to all Archdiocesan rules and regulations, especially those regarding interactions• with minors, specifically those put forward in the “Protecting God’s Children” program. Must be able to work flexible hours including weekends and some evenings.• Fluency in Spanish a plus• the responsibilities listed above are representative of the position and are not all-inclusive. This• position may include other responsibilities as identified. Please send resume to eborski@shconroe.org.

3 LITURGY COORDINATOR - The Liturgy Coordinator oversees all liturgical needs of the parish by coordinating and providing a quality liturgical experience that celebrates and strengthens the community’s faith to assist in building up the kingdom of God at Sacred Heart. This position requires the employee to be a practicing Catholic in good standing with the Church. Responsibilities and Tasks Provides spiritual formation for the ministerial roles of liturgical volunteers• Creates and maintains approved liturgical calendar for fiscal year• Assists with scheduling and recruiting ministers• Coordination of facilities and resources as needed to provide an appropriate liturgical environment• Coordinate sacramental services• Collaborate with the Director of Worship and Music Advisory Committees on liturgical and music plan• Coordinate Parish Penance, First Communion, First Reconciliation and Confirmation Masses• Be a resource to Sacred Heart Catholic School for liturgy preparation and planning.• Generate communication and needs for bulletin, website, and weekly pulpit announcements• Oversees the Liturgical budget• willing to work holidays• & holy days Organize communication and hospitality for visiting clergy.• Manages “Arts• & Environment” for all liturgical services with volunteer support Models radical hospitality with all volunteers and parishioners• Leads/Directs/Accompanies Music for 1-2 Weekend Liturgies per Month• Collaborates with volunteer Music Directors• Maintain accurate records- volunteers, etc.• Establish effective communication and progress evaluation means• Basic understanding of Microsoft Office – Word, PowerPoint and Excel• Other Responsibilities Communication of policies, guidelines, procedures and other information for all parties involved (staff and families• including children and adults) Maintain a healthy and growing personal spiritual life and lead others to do the same• Ensure individuals with special needs have appropriate accommodations• **KNOWLEDGE, SKILLS & ABILITIES:** Ability to use Liturgical Ministries Scheduling Software (Ministry Scheduler Pro)• Ability to communicate well• Maintain an efficient and professional manner; maintain confidentiality and continuous professional development• through study and self-examination. Must be able to work under pressure; must be able to work within collaborative ministry with members of the• parish staff in a growing parish; must be able to anticipate solutions to problems. Must have basic organizational and leadership skills.• Complete and adhere to all Archdiocesan rules and regulations, especially those regarding interactions with• minors, specifically those put forward in the “Protecting God’s Children” program. Must be able to work flexible hours including weekends and evenings.• **QUALIFICATIONS:** Prior experience working in a Catholic parish is strongly preferred, as is knowledge of the Catholic Church. A bachelor’s degree in liturgy or theology is preferred. Certifications in specialized course work in Catholic Liturgy may be considered. Bilingual (English/Spanish) skills preferred. Previous experience (3-5 years) as a liturgist in a Catholic parish in the United States with at least 3,000 families a plus. Send resume to eborski@shconroe.org.

4 FACILITIES MAINTENANCE - The Church of the Resurrection is seeking an experienced candidate for a full-time maintenance position, M-F 8am-5pm. The candidate will be responsible for the upkeep and repairs of the church, school buildings and La Divina Providencia Chapel. Inform the Pastor and Business Administrator of overall property conditions. Duties and Responsibilities: Maintain all church and school buildings• Knowledge of plumbing, electrical, heating• & cooling systems, cleaning chemicals/supplies, and grounds maintenance Occasional weekend/evening/holiday work to assist with special events• Some clean-up/janitorial duties• Ability to respond to emergencies• Complete assigned projects in a timely manner• Communicate with outside vendors and contractors• Order and pick up supplies• Have a valid Texas Driver’s License• Perform all other duties as

CONTINUED TO NEXT PAGE

assigned or needed. Qualifications: Have good verbal and written communications skills, fluent in English, ability to email, and possess interpersonal skills while dealing with co-workers and parishioners. Minimum of three years of maintenance work. Must pass a background check. High school diploma or equivalent. Ability to work quickly and independently. Good work attendance. Be discreet and trustworthy. Physical Effort and Working Conditions: Must be able to climb a ladder, work on rooftop, and outdoor work. Ability to lift and move objects of modest weight (15lbs- 50lbs). Frequent stooping, bending, lifting, and walking. Use power tools for building and grounds maintenance. To apply, please submit your resume and references to Hugo Banda at hbanda@rcchouston.org. Resurrection Catholic Church 915 Zoe St. Houston, TX 77020.

5 PART-TIME MAINTENANCE CUSTODIAN - All Saints Catholic Church is accepting applications for a maintenance custodian. This is a part-time position and this new hire will report directly to the business/facility manager and pastor. Responsibilities include, but not limited to: Help maintain the buildings on campus, including the church. Re-arranging several rooms on campus before and after events, including some clean up and must be able to lift/move a modest amount of weight. Ability to complete assigned projects in a timely manner. Able to maintain and/or repair various items on the property as needed. Basic knowledge of light plumbing, electrical, and some heating and cooling experience. Be quick to respond to emergency situations and/or alarms when necessary. Help inspect property regularly. Have good verbal and written communication skills with supervisors as well as interpersonal skills while dealing with co-workers and parishioners. May be required to work some weekends and Holy Days/holidays. Perform other duties as may be directed by supervisor and/or pastor. Qualifications A high school diploma or equivalent. Minimum three years' experience as a maintenance custodian or equivalent position. Able to adequately communicate in English. Ability to work independently and quickly. Be reliable and have a history of a satisfactory attendance record. Ability to work well with other parish employees and must be trustworthy and discreet. Working Conditions Able to work a minimum of 5 hours each day, Monday through Friday. Some periodic evening or weekend hours may be required to assist with special events. Able to lift up to 40 lbs. Able to bend, stoop, pull, push, climb stairs, grasp, and reach overhead. Properly and safely handle all cleaning solutions and chemicals. To apply please send your resume to david.dwigans@allsaints.us.com. All Saints Catholic Church 215 E. 10th St. Houston, TX 77008.

6 MAINTENANCE TECHNICIAN - Reports to director of operations. 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, 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. Submit résumé to Greg Herzog at gherzog@saintanne.org. Saint Anne Catholic Church 2140 Westheimer Rd. Houston, TX 77098.

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

8 PART-TIME CAREGIVER - Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities; • Relate to children with courtesy, respect, acceptance, and patience; • Recognize and respect the uniqueness and potential of all children, their families, and their cultures; • Ensure that no child is abused, neglected, or exploited while in the care of the center • Report suspected abuse, neglect, and exploitation to DFPS as specified in the • Know and comply with the minimum standards for child-care centers; • Know which children they are responsible for; • Know each child's name and

have information showing each child's age; • Supervise children at all times • Foster developmentally appropriate independence in children through planned but flexible program activities; • Foster a cooperative rather than a competitive atmosphere; • Show appreciation of children's efforts and accomplishments; and Education/Experience: • High School Diploma or equivalent • CDA or 2+ years of Child Care Setting Experience or willingness to obtain 48 training hours within one year of hire date • CPR/1st Aid Certification or willingness to obtain Contact Cindy Clements at c.clements@sttheresa.cc to send resume. St. Theresa Catholic Church – Memorial Park 6622 Haskell Street Houston, TX, 77007.

5 LIVE-IN CARETAKER: I'm looking for a female to **LIVE IN** with an elderly person. Minimum requirements: Female, Spanish-speaking. If interested, please call for further details. Herman Acuna, 281-870-9690. If I'm not available, please leave your name & phone number on the answering machine.

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

<p>Customer Service Rep Ayuda Insurance Agency Assist clients, take quotes over the phone, prepare policies, data entry filing answer phones. Prefer experience in property and casualty. P&C license. Bilingual in Spanish and English</p>	<p>Send resume to Send resume at elizabeth@avudahispanains.com or call at 1-888-875-2078</p>
<p>JOB FAIRS IN THE HOUSTON AREA August 15th</p>	<p>Go to: http://www.coasttocoastcareerfairs.com/ Includes all Texas major cities, has info on individual companies, and some job openings. You can also sign up for notifications</p>
<p>JS 101 3300 Chimney Rock, Suite 102 Houston TX 77056 Houston non-profit organization that gives free career-coaching services to improve the job search process for those who need who need assistance, direction, and professional guidance in their search for employment.</p>	<p>http://js101.org/ 3300 Chimney Rock, Suite 102 Has best “LINKED IN” class every Thursday 10am -1pm</p>
<p>Workforce Solutions/The Work Source provides 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 latest issue Nov 2017 http://www.chron.com/topworkplaces <i><u>Every job hunter should check this site for ideas and leads</u></i> See feature section in Chronicle: “Jobs” it contains useful info for job hunters</p>
<p>Chronicle blogger Kimberly Thompson, “Career Rescue” many helpful items for job search</p>	<p>Go to: http://blog.chron.com/careerrescue/</p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>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>Glassdoor-holds a growing database of millions of company reviews, salary reports, interview reviews, and questions.</p>	<p>Go to https://www.glassdoor.com/</p>
<p>Memorial Assistance Ministries MAM 713-428-4576 Employment Services A comprehensive service that provides job leads and job search training Classes in job search, coaching, provide valuable job links</p>	<p>Go to http://mamjobsnetwork.org/ There is a comprehensive list of local companies at: https://www.mamjobsnetwork.org/houston-employer-job-sites/</p>
<p>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>Chapelwood United Methodist –web site links to Job seekers web site</p>	<p>www.jetjobseekers.org</p>

First Hope at First Baptist Church meets one a month on Saturdays	https://houstonfirst.org/event/first-hope-training .
Energy Job Search Work Team. Meets every Tuesday 10am - 11:30 at ChapelwoodMethodist	https://myejst.org/
Epiphany of the Lord, Katy, TX (281-578-0707) Seminar covers resume writing, interviewing, networking, Epiphany of the Lord, Katy, TX ph (281-578-0707) EPIPHANY JOB NETWORKING This ministry offers networking, reviews various skills, & discusses job opportunities. Meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office.	http://www.epiphanycatholic.org/ Career Search Seminar Saturday, April 28, 9:00 AM - 3:00 Seminar covers resume writing, interviewing, networking and other important tools to have a successful career search, with focus on having the right approach and a positive attitude. They hold a seminar on a Saturday about every six weeks, from 9 am to 2 pm. Registration required the deadline to register is midnight, Wednesday, before seminar.
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
ALLIED UNIVERSAL is hiring Security Officers , no experience required, just great customer service. Several openings in West Houston. Website is www.aus.com .	Contact : Angelica Blake, Talent Acquisition Specialist Angelica.blake@aus.com Allied Universal 1235 North Loop West Suite #400 Houston, Texas 77008 W: 713.939.4205 C:713-817-5742
SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070	http://www.securitasjobs.com/ PH 832 912 3200 Fax 713 912 3291
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	Apply at assistinghands.com/west Houston
Coca Cola Bottling Co.	http://www.coca-colacompany.com/careers
McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901	http://careers.mcdermott.com/
Center Point Energy/HL&P	http://www.centerpointenergy.com/careers/
Conoco Phillips	http://www.conocophillips.com/
City of Houston	https://https://www.governmentjobs.com/careers/houston

HARRIS COUNTY has over **100 openings** for **clerical, technical, and professional positions.** **713 274 5445**
YOU CAN SUBMIT APPLICATIONS BY EMAIL You can search for jobs “by Categories” Shows a selection of categories with openings You can research jobs by location or department. Employment Line
Some categories are:

Complete List of openings by dept. and job title is on:
<https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx>

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

OPENINGS AT HOTELS

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

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

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

Dir of HR Sous Chef Front Desk Food&Bev Housekeeping Supv Front Office

Engineers

OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} CLOSED REOPEN JULY 2018

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

Hsekeeping/Rms	Food&Bev	Culinary	Banquets				
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ROYAL SONESTA HOTEL , 2222 W Loop S(Galleria area) 713 627 7600 -

www.sonesta.com/RoyalHouston

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

HILTON WESTCHASE HOUSTON 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-1000
<http://jobs.interstatehotels.com/>

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

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

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

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

Sales Mgr. Barista Housekeeping Sales Adm Assist

Property Opns Supv Catering Sales Mgr. Food&Bev AM

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

in McClean VA

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

There are numerous Marriott locations in the Houston area. Open jobs listed on the Web site by location apply online. Some OPENINGS within 15 miles of SJV

At JW Marriott Houston 5150 Westheimer-713-961-1500	F&B Culinary	LP&Security	Housekeeping
At Houston Marriott West Loop 1750 West Loop Sth.713-960-0111	F&B & Culinary	Loss Prevention	Administrative
Marriott Marquis 1777 Walker St Houston (+15miles from SJV)713-654-1777	Dir of Restaurants Engineering/Facilities Administrative	AM Housekeeping Houskpng/laundry Rms&Guest Services	F&B & Culinary Front Desk Reservations

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: Culinary Food&Bev
- Westin Galleria/Westin Oaks** 5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520
OPENINGS: Sales& Marketing Front Desk Agt Housekeeping Administrative
Meeting/EventsMgr
- St Regis Hotel**, 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600
Server Front Desk Agt AP Clerk
- Westin Houston Memorial City**, 945 Gessner Rd, Houston, TX 77024, 281 501 4300
OPENINGS: F&B Culinary Events Front Desk Agt Housekeeping

NON CLINICAL OPENINGS AT HOSPITALS & CLINICALS

Here are some non Clinical listings in the hospitals near 77079 area: Don't go by the job title check the job description Some jobs are entry level but the job title may not indicate entry level.
Note PRN or Supplemental ="as needed"/on call It could lead to a permanent job in the future

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

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

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

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

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

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

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

They focus on these areas.

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

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

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

Web Site: <https://jobs.memorialhermann.org/search-jobs> shows openings in 21 facilities in Houston area

Also on the West side is the **Katy Hospital** 23900 Katy Freeway, Katy, Texas 77494 281-644-7000
 (11miles from SJV)&**Continuing Care Hospital** 3043 Gessner Houston, Texas 77080 713-462-2515

Memorial Herman hires through central staffing. “Central Staffing is a department within Memorial Hermann that operates similarly to a staffing agency. We offer flexible schedules and the ability to work part time, per diem, and even on long-term, full-time contracts. Unlike a staffing agency, working at Central Staffing allows you to work at any of our hospitals and clinics as a Memorial Hermann employee – getting all of the hours you want and only using one documentation system while enjoying the perks of our valued employees” **Check web site for listings**

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

MHHS Environmental Services contact: <http://www.crothall.com/careers>
 Food & Nutrition Services contact **Sodexo** through Memorial Herman web site

SCHOOL DISTRICTS

Spring Branch Independent School District Paraprofessional openings to find “Actual and Anticipated” positions, visit Human Resources Office at 955 Campbell Rd., Or Call the job line at 713-365-4799 for general position info. Website www.springbranchisd.com Shows **Para/Tech /Skilled** positions: Some sample job titles are:

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

Alief Independent School District 12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110 Web lists vacancies. <http://www.aliefisd.net/>

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

Instructional Aide	Specialist	AV Repair	Equipment Repair
Nutrition	Mgr. in Tng	AM Multiple Facilities	Electrician
Day Care Aide	Secretary	Maintenance	Plumber

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