

# ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

## **JOB LISTING.\*INDICATES NEW OPPORTUNITIES) – October 18, 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](http://www.stjohnvianney.org)**

### **MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS**

**1 CHIEF FINANCIAL OFFICER** - Oversee all finance/accounting functions for the organization to include all strategic and tactical matters as they relate to budget management, cost benefit analysis, and forecasting needs; to include managing AP/AR, payroll, budgets, cash flow and financial reporting. Requirements: 1. Bachelor's Degree from an accredited university in accounting or B.B.A with major in accounting required; MBA with concentration in Accounting/Finance a plus; CPA required. 2. Ten years of experience working with fund accounting system, including maintenance of accounting system. 3. Prior experience in non-profit accounting and finance, preferably healthcare experience. 4. Experience with maintaining a full set of accounting records, payroll, budgeting, reporting, auditing, tax issues, cost analysis, cash flow monitoring, investing, etc. 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. Must be proficient in Microsoft Office and advanced Excel. 8. Can demonstrate effective verbal and written communication skills. 9. Can demonstrate effective customer relation skills, working with diverse populations, often in stressful fast paced environments. Benefits: • PTO Bank • 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](http://www.sanjoseclinic.org).

**2 DIRECTOR OF SOCIAL SERVICES** - To provide social services in response to the emotional needs of the residents, patients and their families. In addition, assists in monitoring the medical aspects of care and the referral process. POSITION QUALIFICATIONS: This individual will possess the following: • A bachelor's degree in social work; or • A bachelor's degree in a human services field and • One (1) year of supervised social work experience in a health care setting working directly with individuals • Knowledge of the aging process and the elderly and their related illnesses • Excellent oral and written communication and interpersonal skills • Ability to assess resident needs, develop and implement a plan of care and coordinate the discharge planning process • Knowledge of accreditation standards and compliance requirements • At least 5 years' experience with LTC/Senior care living. Apply online at [careers@stdominicvillage.org](mailto:careers@stdominicvillage.org). Resident Nursing Center St. Dominic Village A Senior Care Community 2401 Holcombe Blvd Houston, Tx 77021.

**3 DIRECTOR OF RELIGIOUS EDUCATION** - St. Augustine Catholic Church is looking to hire immediately a part-time Assistant to Director of Religious Education. The Assistant of Faith Formation is responsible for coordinating the efforts of the Parish in providing a comprehensive Faith Formation Program for students in grades Pre K 3 – 8 th . A person of Catholic faith who is supportive of Catholic education; A person with a pleasant, professional, and welcoming attitude and demeanor Fluency (spoken and written) in both English and Spanish is a big plus for this position. Please submit cover letter, resume, salary requirements and references via e-mail to [sacc@staugustinecc.com](mailto:sacc@staugustinecc.com). 5438 Laurel Creek Way Houston, Texas 77017 [www.staugustinecc.com](http://www.staugustinecc.com).

**4 CHILD NUTRITION MANAGER** - The Child Nutrition Department is seeking School Nutrition Manager, also known as school foodservice manager, to work in a single school. The School Nutrition Manager is involved in routine operations of the school nutrition program including planning, cooking and serving for the students in a participating school. General Duties: • Menu planning • Procurement • Food production • Sanitation • Service • Recordkeeping • Preparing and serving meals • Processing transactions at the point of service Applicant must be a US Citizen and if hired, must undergo a background check and attend a Virtus (Protecting God's Children) Workshop. Non-Exempt, Hourly, paid for time worked Education/Experience: High School Diploma or G.E.D. Certificate. Apply online at [www.choosecatholicschools.org/employment/Job #1082](http://www.choosecatholicschools.org/employment/Job%20#1082). Queen of Peace Catholic School 2320 Oakcliff St., Houston, TX 77023.

**5 BUSINESS MANAGER** - Seeking for a self-starter with management and accounting experience to assist the Principal with the administrative duties and operations of the school within the Archdiocese of Galveston-Houston in Katy. Salary commensurate with experience. Requirements: • College degree in accounting/finance • A minimum of five years of experience working in accounting and/or management • Computer skills including Microsoft office and accounting software. Responsibilities Include: • Properly maintain school accounts and funds in accordance with Archdiocesan Catholic School policies and procedures • Reconcile financial records and budget •

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Facilitate and track enrollment and financial obligations • Check packing slips against POs as shipments arrive and attach to receipts • Attend bi-weekly finance meeting with principal and present updates and financial reports • Supervise school receptionist and office staff • Assist Principal in budgeting and monthly forecasting Please send resume to Dr. Nicholas Morgan at [nmorgan@epiphanycatholic.school](mailto:nmorgan@epiphanycatholic.school).

**6 DIRECTOR OF FAITH FORMATION** - St. Angela Merici Catholic Church is a dynamic growing community of 1600+ families. We have an opening for a full-time Director of Faith Formation. This position will report directly to the Pastor. Area of responsibilities: The areas of responsibility include developing the catechetical calendar, recruiting and training catechists, setting curriculum, and setting the Faith Formation budget. The Director will have responsibility and oversight of the Coordinator of Elementary Catechesis and the Faith Formation assistant. With the Coordinator of Elementary Catechesis (CEC), preparations are made for the celebration of First Reconciliation and First Communion by setting the schedule, curriculum, and retreat days with students and parents. This position collaborates with the Director of Youth Ministry and the Director of Family Life to ensure cohesive parish-wide catechesis and faith formation. The Director will work to develop strong faith formation programs for the parish- i.e. RCIA, Bible Study, Missions, Guest Speakers, Men's Ministry, Women's Ministry, Seniors Ministry, Retreats, and however else the spirit moves to answer the needs of the parish. Requirements: • Minimum five years of active ministry work with leadership or management experience • Master's degree in Religious Education is preferred, while a BS/BA degree in Religious Education or related field is required • Experience as Director of Religious Education / Faith Formation preferred • A Practicing Catholic with strong knowledge of Catholic faith and doctrine • Strong interpersonal skills with the ability to lead and organize volunteers • Must be organized and have the ability to work independently with minimal supervision. • Be proficient in using the computer including Word, Excel, email, etc. Complete job description available upon request. Interested candidates should send a cover letter, resume, and references via email to [margaretmyers@stamericigh.com](mailto:margaretmyers@stamericigh.com). St. Angela Merici Catholic Church Missouri City, TX.

**7 DIRECTOR OF FAITH FORMATION** - Holy Rosary Parish is a community of faith formed by about 1100 families coming from different backgrounds but mostly Anglo, Vietnamese and Latino. Holy Rosary was established in 1913, and is under the leadership of the Dominican Friars. The parish strives to be faithful to the Magisterium of the Church. Holy Rosary Parish is seeking a full-time Faith Formation Director. Summary: The Director will oversee and professionally manage the faith formation programs and activities of all levels of formation including elementary, middle school, high school, and adults. The Director will oversee and collaborate with the planning and execution of the CCE programs, sacramental preparation, RCIA, vacation programs, adult faith formation, and ongoing parish faith formation activities. The Faith Formation Director will work closely with the CCE coordinator, Bible study leaders, coordinator of the Youth Program, Rite of Christian Initiation of Adults (RCIA) facilitator, president of the Young Adult Group, and other leaders to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the catholic Faith and its teachings in keeping with the Galveston-Houston Archdiocesan guidelines. This position will report directly to the Pastor. Requirements: • Fully initiated and active Roman Catholic who knows and embraces the faith and the teachings of the Catholic Church, bringing a prayerful and joyful presence. • BA in Theology or related field. Master's degree in Theology or Religious Education from a credited Catholic University preferred. • Minimum of 2 – 3 years of experience working in Religious Education or equivalent. • Must be a self-starter and good listener, and exhibit oral and written communication skills; use email and computer skills; be proficient in using Microsoft word and power point; and be adept at planning, organizing, multitasking, and implementing systematic catechesis and faith formation. • Strong interpersonal skills with the ability to lead and organize volunteers. • Ability to work evenings and weekends is required. • Willing to learn about the Dominican Order and integrate its values into different programs. • Willing to comply with Archdiocesan requirements for continuing education. • Manage and maintain the Archdiocese of Galveston-Houston Safe Environment Policy compliance requirements for catechists and ministry volunteers. Complete Job description available upon request. Interested candidates should send a cover letter, resume, and references via email to [resume@holyroaryparish.org](mailto:resume@holyroaryparish.org).

**8 BUSINESS MANAGER** - The primary purpose of the Business Manager is to be a steward entrusted with management of the financial, physical and personnel resources of the parish. He/she manages the business operations of the parish and thus releases the Pastor to carry out his pastoral and spiritual responsibilities. The Business Manager must understand the vision and mission of St. Hyacinth's community. Business Manager ensures that parish assets are used efficiently and effectively in serving the needs of St. Hyacinth's community. He/she shall carry out his/her responsibilities in a manner that reflects Catholic teaching. He/she shall carry out his/her responsibilities in a manner that reflects Catholic teaching. Responsibilities Include: • Ensure that parish assets are used efficiently and effectively in meeting the goals developed to fulfill the vision and mission. • Oversee maintenance of parish facilities and any other properties owned by the parish. • Hire, train and supervise the all departments. • Administer employee benefits including holiday schedule, and payroll functions in accordance with archdiocesan, parish and school policies. • Serve as the parish contact for business operations with financial institutions and the Archdiocesan office. • Administers purchasing transactions to ensure goods and services of the highest value are received and to ensure that all purchasing transactions meet legal, ethical, and moral standards. • Oversee and ensure the effective operation of the parish computer system to support office operations and ministry needs. • Oversee and maintain procedures for acquiring, using, maintaining and storing office supplies, and equipment. • Attend staff meetings and Archdiocesan meetings as directed by the Pastor. • Participate in the hiring process for new staff as directed by the Pastor. • Maintain the Pastor calendar of appointments, including Funerals, Weddings and Quinceanera. In conjunction with Accounting • Prepare the annual budgets for review by the Pastor and Finance Council. • Manage all functions of salary and wage administration in accordance with the archdiocesan payroll system (ADP Workforce Now). • Present all financial records requested for auditing as directed by the Pastor. Qualifications • A minimum of a Bachelor's Degree in Accounting, Finance, Business Administration or a related field OR a minimum of four years business experience • A minimum of two years of

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personnel management experience • Demonstrated leadership and effective interpersonal communication skills • Ability to prioritize work assignments for self and others • Flexibility to adjust to changes in schedules, routines and job assignments Applicant must be a US Citizen and if hired, must undergo a background check and attend a Virtus (Protecting God's Children) Workshop. Please send resume to Gloria Alvarado at [galvarado@sthyacinth.org](mailto:galvarado@sthyacinth.org). St. Hyacinth Catholic Church Deer Park, Texas 77536.

**9 DIRECTOR OF MUSIC** - St. Monica Catholic Church is seeking to hire a Director of Music for the parish. This individual must be a professional who holds specialized credentials in music and who has a thorough understanding of Roman Catholic liturgy. This person of faith will be responsible for the effective planning, coordination, and execution of music within the liturgical celebrations of the parish. This person must be someone with vision who can enhance the liturgy through music and song and will be responsible for playing at the 6 p.m. Mass, at funerals, weddings, revivals, retreats and other liturgical celebrations as they arise. He / She must be one who can work with other musicians and the liturgical coordinator of the parish. He / She reports directly to the pastor. Salary is negotiable. Interested applicants should apply in person, at the parish office between 10 a.m. and 3:00 p.m. Tuesday – Friday. We are located at 8421 West Montgomery Rd., Houston, TX 77088-7116. We may be reached at 281-447- 5837.

**10 ASSISTANT DIRECTOR OF DEVELOPMENT DEPARTMENT** - The University of St. Thomas ([www.stthom.edu](http://www.stthom.edu)), a private Catholic university committed to the liberal arts and to the religious and intellectual tradition of Catholic higher education, is seeking an Assistant Director of Development. The University enrolls more than 3,700 students with its campus located in Houston's Museum District. The Assistant Director of Development for the University of St. Thomas will function as a member of Institutional Advancement fundraising team. The Assistant Director develops, implements, and evaluates comprehensive fundraising and advancement efforts for the identification, cultivation, solicitation, and stewardship of prospective donors and donors, as well as asks for gifts primarily ranging from \$25,000 to \$500,000 + that align with the fundraising priorities of the University. Position may relate to and serve as a liaison for specific priority areas, including campaign. This position shall manage a portfolio of approximately 120 prospective donors with the capacity to make a major gift. Position may require state and/or national travel. Essential Duties and Responsibilities: Strategically develops and implements fundraising strategies for his/her portfolio of donors and prospects; • Using established development techniques, supports and participates in a full complement of cultivation, solicitation, and stewardship strategies for a portfolio of major and annual gift prospects in support of UST's strategic priorities; • Makes 100-120 strategic face-to-face visits and additional substantive contacts that lead to gifts for academic programs, scholarships, and other priorities; • Consults with Advancement Communications to craft and submit proposals and grant requests that lead to major gifts; • Markets, solicits, and closes 1-2 planned gifts per year (simple bequests); • Collaborates with University administration to determine philanthropic priorities and fundraising strategies and with volunteers, faculty members, and administration in the cultivation, solicitation, and stewardship of and major gifts as appropriate; • Achieves financial and solicitation fundraising goals – individual, team, and organizational; • Maintains accurate records of all activities in PeopleSoft; completes timely donor or prospect contact reports; • Works with Advancement Services regularly to ensure all assigned constituent records are maintained and accurate; • Participates in strategic planning, working with and supporting volunteer and/or advisory councils as directed; • Participates in development meetings as appropriate and attends events/special functions as required; and • Coordinates with other Institutional Advancement staff to provide input for fundraising proposals, annual stewardship reports, events, annual fund letters, alumni relations events, and donor acknowledgement letters. • Some travel may be required. Some evening and weekend work is also required. Qualifications and Requirements • Bachelor degree from a four-year accredited university or college. Master's degree preferred. • 3-5 years of major gift fundraising experience; track record of successful direct major gift solicitations; • 5-7 years of successful development/nonprofit experience; • Demonstrates outstanding written communication skills to prepare and edit effective correspondence, proposals, and creative solicitation materials; • Strong oral communication skills to make persuasive presentations to individuals and groups; • Superior interpersonal skills; • Ability to implement fundraising activities, prioritize, and complete work in a timely manner despite many deadlines and competing requirements; • Demonstrated ability and willingness to work with the Institutional Advancement team and fundraising colleagues in a team-oriented environment; • Demonstrated ability in working with sensitive and confidential issues; • Self-motivated; and • Creative thinker with passion and high energy for the mission of UST. To apply, please send a resume, a cover letter and salary requirements to Meredith McCrary at [mccrarym@stthom.edu](mailto:mccrarym@stthom.edu).

**11 CHIEF FINANCE OFFICER** - The Archdiocese of Galveston-Houston is seeking a full-time Chief Finance Officer (CFO), whose purpose is to serve as the general business manager for the oversight of all financial, accounting, investment management and DSL operations (lending and borrowing), real estate, contracted benefits, and risk management activities of the Archdiocese. The CFO's responsibilities include financial and operational management, ongoing strategic financial planning and forecasting, and Finance Secretariat leadership and employee management. The CFO will be expected to represent the archdiocese to financial partners and financial institutions, benefactors, foundation executives, auditors and public officials etc. Suitable candidates must be an 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 social justice teachings. The Archdiocese of Galveston-Houston serves the spiritual needs of approximately 1.7 million Catholics who worship in over fourteen languages in 153 parishes, making it the largest in the state of Texas. The archdiocese, located in the southeastern area of Texas, encompasses 8,880 square miles in ten counties: Galveston, Harris, Austin, Brazoria, Fort Bend, Grimes, Montgomery, San Jacinto, Walker and Waller. It is the home of the largest private school system in the State of Texas and its educational outreach spans a growing family of 49 Elementary-Middle Schools and 10 High Schools, with about 19,500 students enrolled. Experience and Education Ten to fifteen years of experience as a CFO or equivalent with a budget of at least \$100 million. At least five years in a large, complex organization, preferably the Catholic Church, to include partnering with other senior staff,

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working with consultative bodies, supervision, accounting, investing, borrowing, and business law. Experience in properties, employee benefits, risk management, insurance, computer systems, investment management and DSL operations (lending and borrowing), and information technology. Bachelor's degree in a business related field; advanced degree in business administration, finance, or accounting preferred. Licenses/Certifications: CPA required. Skills and Knowledge • Advanced knowledge of budgeting principles and practices, accounting principles, investment, and financial reporting methodologies. • Thorough knowledge of the civil and canonical laws, accounting standards and principles, and administrative structures governing the Catholic Church. • Knowledge of the management, sale, and leasing of buildings/property. • Demonstrated leadership ability, team management, and interpersonal skills. • Demonstrated administrative and supervisory skills to work in a senior management position. • Excellent analytical and abstract reasoning skills, plus excellent organization skills. • Possesses a high degree of flexibility in order to achieve objectives and meet demands. • Exhibits excellent written, verbal and public speaking skills. • Exhibits excellent strategic planning and organizational skills. • Has proficiency with information technology, including knowledge of database and accounting computer applications to supply the most accurate information. Please email cover letter, resume, and salary requirements to [resume@archgh.org](mailto:resume@archgh.org) with Chief Finance Officer on the subject line. Officer Archdiocese of Galveston-Houston 1700 San Jacinto Houston, TX 77002.

**12 VICE PRESIDENT OF CASE MANAGEMENT AND POVERTY ALLEVIATION INITIATIVES** - is responsible for the leadership, programmatic and fiscal oversight for a large range of programs that strengthen families and alleviate poverty. The Vice President ensures the mission-focused development of all departmental programs through strategic planning and impact outcomes geared toward self-sufficiency achievement and poverty alleviation. This position works closely with the Senior Vice President of Programs day-to-day oversight of programmatic operational functioning including: fundraising, collaborations and partnership development, grant writing, and the timely and accurate submission of reports and reimbursement requests. Additionally, this position will work to support a positive client-centric environment with strong staff engagement at multiple locations. Serves as a member of the senior management team. **PRINCIPAL DUTIES:** Sets vision, leadership and quality performance standards for the Case Management and Poverty Alleviation Initiatives department. Works with Directors to develop strategies and budgetary planning for meeting client needs, programmatic and funding goals and "Bridges to Hope" model. Forms relationships with state, federal, faith-based and non-profit organizations for community welfare. Maintains strong relationships and routinely identifies new opportunities for collaboration and partnerships. Supervises and develops staff, build committed, dedicated, quality teams of employees at assigned program locations. Directs, organizes, and coordinates the functions of the department. Works closely with Sr. VP of Programs and other departments on area of data collection, program quality, innovation and new program initiatives. Develops and ensures implementation of policies and procedures for departmental functioning. Responsible for development of programmatic standards, and ensuring compliance with contract objectives, funder standards and reimbursement criteria. Oversees timely and accurate completion of internal and external reports, quality activity reporting and accreditation standard submission and compliance. Communicates as a regular senior team member and works closely with all other agency departments. Works with Fund Development team and program administration to develop fundraising strategies, grant proposals, and marketing and external communication strategy. Works with accounting to achieve budget compliance and maximize reimbursements. Works with Human Resources to develop staff development and cultural initiatives. And, performs other duties as assigned. **MINIMUM EDUCATION:** Master's degree and licensure in social work, public administration or related human services field. **MINIMUM SKILLS AND EXPERIENCE:** Strong leadership and supervisory skills with a minimum of 5 years' experience in a leadership position. An energetic, forward-thinking and creative individual with high ethical standards, an appropriate professional image and a lead-by-example style that promotes a positive, team-based environment Superior verbal and written communication skills. Ability to work with diverse populations in collaborative situations. Able to develop and strategically implement new program initiatives. Able to cultivate strong mission focused teams. **OTHER REQUIREMENTS** Must have reliable transportation, valid Texas driver's license and valid vehicle insurance. Position requires frequent driving in personal vehicle and/or Agency vehicle to include freeways and highways to satellite offices, and offsite meetings and events, throughout the three counties served by Catholic Charities Disaster Recovery. Must be able to work on a flexible schedule as needed to meet work, program and project deadlines. Interested candidates that meet the requirements should apply directly through our website [www.catholiccharities.org](http://www.catholiccharities.org), or the following link: [https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=5224&clientkey=C18494508\\_7565AE7BAA81D76126F1823](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=5224&clientkey=C18494508_7565AE7BAA81D76126F1823)

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

**14 DIRECTOR OF COMMUNITY AND PARISH ENGAGEMENT** - The Director of Community and Parish Engagement is part of a dynamic team including the Mamie George Community Center (MGCC) leadership and volunteers, Vice President of Development and Stewardship, grant writers, special events staff as well as Catholic Charities' Senior leadership to secure donations. This involves researching, cultivating, stewarding and soliciting prospects/donors for major gifts for programs, capital campaigns, and special event sponsorships. The Director of Community and Parish Engagement will also develop, manage, and direct events undertaken by Catholic Charities for the MGCC. The position may require some travel within the 10-county region of the Archdiocese of Galveston-Houston. The ideal candidate for the Director of Community and Parish Engagement position is a person who is passionate about the faith-driven mission of Catholic Charities and enjoys introducing and connecting philanthropists to an organization that consistently delivers results for the people we serve. **PRINCIPAL DUTIES AND RESPONSIBILITIES:** Carries out collaboratively with MGCC Executive Director, Vice President of Development and Stewardship, Fort Bend Advancement Council and other staff and volunteers to assure a comprehensive diversified fund development plan. Oversees MGCC's annual giving inclusive of donor solicitation, capital campaigns, grant writing, endowment, and planned giving programs through portfolio cultivation and management. Nurtures and expands MGCC's donor base as a foundation for both unrestricted support and effective advocacy support as necessary. Provides or coordinates training and ongoing education to the Fort Bend Advancement Council, volunteers and staff on fundraising practices. Creates new and innovative marketing and outreach strategies using technology and social networks to increase visibility of MGCC to new and existing audiences. Identifies prospects and cultivates gifts, donations and sustentative contributions for Catholic Charities' programs, campaigns and events. Manages a portfolio of significant gift prospects and works closely with Vice President of Development and Stewardship to develop effective solicitation and stewardship strategies for each. Composes funding requests to constituents for gifting opportunities. Plans and facilitates meetings with prospects and donors. Travels with CEO, MGCC Executive Director, VP of Development, board members, and independently to ensure effective quantity of face-to-face work and relationship building. Works in partnership with the Fund Development Team to plan and execute all fund raising events at MGCC including budget, correspondence, vendor contact, chair recommendations, mailing lists, invitations, teaser cards, programs, décor and additional printed products. Develops, plans and executes additional events of MGCC such as donor appreciation dinners, kick-off parties, and blessings and dedications. Helps conceptualize, draft and prepare briefing materials for donor/prospect visits. Assists with planning, organizing and directing any Capital Campaign undertaken by Catholic Charities. Assists the Mamie George Executive Director with other MGCC functions and projects as needed. Other duties as assigned. **EDUCATION MINIMUM REQUIREMENTS:** Bachelor's Degree from Accredited University or equivalent work experience (eight years). **JOB REQUIREMENTS:** The applicant must possess strong interpersonal skills and a persuasive communication style. Proven ability to work under pressure, meet aggressive deadlines, and work as a team player. Passion for the mission and vision of Catholic Charities and a desire to make a difference. Minimum of five (5) years' work experience in fundraising or sales and fundraising, three (3) years' of development work experience in non-profit organizations preferred. Proven success in face to face solicitation, in managing a large donor portfolio, and in providing excellent service to donors. Established network of contacts in Catholic Community a plus. Knowledge of principles of fund raising. Excellent verbal and written communication skills. Ability to maintain confidentiality. Evening and weekend work required. Valid driver's license and car insurance and ability to drive on roads, highways, toll ways, and freeways throughout all counties Catholic Charities serves from Galveston to Richmond, TX.

### **CLERICAL/ADMINISTRATIVE JOBS**

**1 ESL TEACHER** - Looking for a flexible online teaching opportunity? VIPKID is seeking passionate educators to teach English online to over 300,000 students in China with the flexibility to teach from anywhere and earn competitive pay of \$14-\$22/hour. VIPKID is the leading global online K12 education leader and #1 Company for Remote Jobs by Forbes (as rated by FlexJobs). VIPKID created a live, one-on-one online learning platform that matches motivated kids studying English in China with inspiring teachers like you. Also rated in Fast Companies top 50 Most Innovative Company in the World we work with educational partners like ETS, TESOL and National Geographic Learning to develop the best curriculum and cutting-edge platform. Benefits: Flexibility with no commute and no minimum hours. Curriculum provided. Opportunity to earn additional rewards. An amazing community of 40,000 teachers. Ability to participate in local events and conferences. VIPKID developed the curriculum and the teachers work from wherever they want, set their own schedules, and take home competitive pay. There is no need to speak Chinese. VIPKID also have a cutting-edge platform. Teachers love the fact that classes are one-on-one. And they really, really love the fact that the highly interactive platform means: They can more easily engage their students. They have convenient access to our pre-made lesson plans. VIPKID offer flexibility? That means you can work every day, only Tuesdays mornings, every other Friday, or whatever works for you. **Requirements & Qualifications:** Teaching experience of any kind including tutoring, coaching or mentoring (1 year). A Bachelor's degree or higher. Eligibility to work in the U.S. or Canada. A computer and headset. A high-speed Internet connection. Compensation \$14-\$22/hr plus the opportunity to earn more through bonuses and referrals. Email: teacherroyreyes@gmail.com or apply at: <https://t.vipkid.com.cn/?refereeId=14207989&refersourceid=a01>.

**2 BILINGUAL/BILITERATE STAFF WRITER** - Catholic Review Media is actively searching for a bilingual/biliterate staff writer to join their staff! In this position, you will provide dynamic content in Spanish and English for all Catholic Review Media channels, including but not limited to The Catholic Review Magazine and CatholicReview.org. You will develop, report and write news and feature articles as well as in-depth centerspreads for the publications in a variety of formats. In addition, you will be responsible for translating stories from English to Spanish and will act as the project lead for development and publication of a regular, ongoing Spanish-language publication. Come put your faith to work at the Archdiocese of Baltimore! The ideal candidate should possess: at least 2 years' experience in writing and reporting; a Bachelor's degree in communications or journalism, or equivalent work experience; working knowledge of the

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Roman Catholic Church is required; fluency in spoken and written Spanish and English is required; an understanding of video and sound editing software such as FinalCut, iMovie and Audacity; experience with social media, or digital media, Wordpress or other Web content management is a plus! If you are flexible and can flourish on deadlines, while being able to work positively and effectively with others, we encourage your application!

[https://application.careerbuilder1.com/archbalt/apply/cb1/J3T1WR723BYR6BP4WHS?IPath=TNJob&Job\\_DID=J3T1WR723BYR6BP4WHS&sc\\_cmp1=JS\\_JobDetails\\_ApplyNow&TNMI\\_DID=&TN\\_DID=TNKD39R65P96T6PQGLY6&language=en-US#/application/resume\\_upload](https://application.careerbuilder1.com/archbalt/apply/cb1/J3T1WR723BYR6BP4WHS?IPath=TNJob&Job_DID=J3T1WR723BYR6BP4WHS&sc_cmp1=JS_JobDetails_ApplyNow&TNMI_DID=&TN_DID=TNKD39R65P96T6PQGLY6&language=en-US#/application/resume_upload)

**3 PART-TIME EVENTS OFFICE ASSISTANT** - The Cathedral of Our Lady of Walsingham 7809 Shadyvilla Ln Houston, Texas 77055 Summary: The Events Office is seeking a part-time employee for a work shift of 20 - 25 hours per week, Fridays through Mondays. Duties include assisting the Director of Events with details for various size receptions, conferences, and recurring programs. Preparing the venue for each event and seeing the completion of events. We are seeking an organized person, with a welcoming attitude for our parishioners and guests and a self-starter work ethic. A valid Driver's License and reliable transportation is required. Send resume to [ana.newton@olwcatholic.org](mailto:ana.newton@olwcatholic.org) or for questions contact Ana Newton at 713-683-9407. Education/Experience: High School Diploma Prefer experience in having planned, organized, and overseen sporting, conference, fundraising or catered events. Contact information to send resume. Send resume to [ana.newton@olwcatholic.org](mailto:ana.newton@olwcatholic.org) or for questions contact Ana Newton at 713-683-9407.

**5 COORDINATOR OF HIGH SCHOOL YOUTH MINISTRY** - St. Edward Catholic Community in Spring, Texas is seeking to hire a full-time Coordinator of High School Youth Ministry (CYM). The CYM leads a team of catechists and adult youth volunteers to coordinate Sacramental Preparation for Confirmation, systematic religious education, weekly youth group gatherings, retreat experiences, summer conferences, mission trips, and fundraising events. Qualifications • Bachelor's degree in theology, Catholic youth ministry, education, or a related field preferred • Two or more years' experience working in parish youth ministry (paid or volunteer) • Special consideration will be given to candidates who are Spanish-English bilingual Working Relationships: • Accountable to the Pastor and functions as part of the Parish Pastoral Staff; Supervised by the Director of Religious Education as part of the parish faith formation team. • Liaison between the parish and archdiocesan Office of Adolescent Catechesis and Evangelization • Leads, supports, and guides a team of adult youth ministry volunteers and catechists. Administrative Responsibilities: • Maintains communication with youth through bulletin announcements, website, and event flyers. • Prepares and monitors a youth ministry budget. • Recruits, trains, and supervises all youth ministry volunteers. • Enforces parish and archdiocesan policy regarding youth ministry participants and volunteers. • Maintains a working inventory of all the youth ministry resources. • Maintains accurate records of attendance, liability forms, trainings, etc. Pastoral Responsibilities: • To provide a safe and spiritual environment open to all students from 9-12 for youth night events. • Plan youth night events that provide some or all components of Comprehensive Youth Ministry that can either be achieved on a weekly, monthly or as needed basis. • Presents programs designed for special needs or addresses some of the current issues that our youth are currently facing today. (i.e. sexuality catechesis, drugs and alcohol awareness, depression and suicide prevention) • Communicate to parents about current happenings in the youth program. • Encouraging personal Parish involvement and social opportunities for youth and their families. Send resumes to Amy Auzenne, Director of Religious Education at [aauzenne@saintedward.org](mailto:aauzenne@saintedward.org).

**6 PUBLIC RELATIONS & GRAPHICS DESIGN SPECIALIST** - Responsible for creating and maintaining all marketing materials for the organization, including graphics and social media. Also responsible for public relations functions, representation at events/meetings, and branding. Requirements: 1. Bachelor's degree in marketing or communications or related field. 2. One to three years of relevant experience in public relations, communications, marketing, and graphics design. 3. 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. 4. Ability to deal professionally, courteously and efficiently with public and all levels of the organization. Benefits: • PTO Bank • 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](mailto:jobs@sanjoseclinic.org) [www.sanjoseclinic.org](http://www.sanjoseclinic.org).

**7 EXECUTIVE ASSISTANT** - Responsible for providing administrative support to the President & Chief Executive Officer and Chief Operations Officer. Serve as the key liaison to the Board of Directors of San Jose Clinic. Also provide assistance to other executives and directors or managers as required. Requirements: 1. Bachelor's degree from accredited college or university preferred. 2. Minimum of 5 years prior executive level administrative support experience required. 3. Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Able to handle and complete multiple tasks or projects with multiple deadlines. 4. Ability to deal professionally, courteously and efficiently with public and all levels of the organization. 5. Ability to operate computer, copier fax, and 10-key machine. 6. Must be proficient in Microsoft Office software applications. 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. Benefits: • PTO Bank • 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](mailto:jobs@sanjoseclinic.org) [www.sanjoseclinic.org](http://www.sanjoseclinic.org).

**8 PARISH SECRETARY** - Responsible for providing administrative support for the parish and support for various ministries, programs and educational opportunities. Essential Duties and Responsibilities: • Provide receptionist services for the office – meet and greet visitors,

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attend to the telephone and record clear and accurate messages. • Maintain official records in parish sacred registers promptly and provide official information on demand to the Pastor and appropriate Archdiocesan personnel. • Maintain an up-to-date parish census, envelope list of parishioners and input of their contributions accordingly and promptly into computer. • Type and print the Church's weekly bulletin and prepare for distribution. • Respond in timely manner any inquiries and concerns from clergy, parish staff, parishioners, etc., while maintain confidentiality of individuals' information. • Perform other duties as assigned. Experience: Previous training or applicable experience using computer hardware and software. Proficient in Microsoft Office and Adobe products. Familiarity with the Catholic Faith. Strong organizational, communication and interpersonal skills. Ability to prioritize as well as be able to multi-task. Interested candidates can send a cover letter and resume to [officespn@yahoo.com](mailto:officespn@yahoo.com). Please reference "Parish Secretary" in subject line. St. Philip Neri Church 10960 Martin Luther King Jr. Blvd Houston, TX 77048.

**9 PART TIME ACCOUNTING CLERK** - The duties of the Church Accounting Clerk are to complete assigned responsibilities accurately and timely and support other members of the Finance Team as needed. The Accounting Clerk reports to the Church Accountant. Performance Accountabilities Accounts Payable • Enter approved invoices to Parish Soft Accounting system • Assist with the preparation and distribution of checks • Handle internal & external customer calls • Process credit cards for payment Cash Receipts • Preparation of deposit logs • Recording approved deposits to Parish Soft • Process checks to Compass Bank using the Compass check reader • Prepare currency deposits and post in Parish Soft • Prepare bank deposits to armored car service • Update customer information in Qgiv & WeShare Account Reconciliation • Set up the monthly account reconciliation file with the current month • Reconcile assigned accounts Bank Reconciliation • Record cleared checks • Record bank and ADP fees FACTS Deposits • Record cash receipts received through the FACTS system • Record bank and ADP fees Support • Support other Finance Team members as needed Education/Experience: • High School diploma is a must, college degree preferred • Sound understanding Microsoft Excel • Effective ability to communicate and excellent attention to detail • Ability to meet deadlines • Effective time management skills Interested candidates please send your resume and cover letter to Patrick Flaherty at [p.flaherty@sttheresa.cc](mailto:p.flaherty@sttheresa.cc). St. Theresa Catholic Church 6622 Haskell St. Houston, TX 77007.

**10 TEACHER LEAD I & TEACHER ASSISTANT II** - At St. Jerome Early Childhood Center we take caring for children our utmost priority and we are looking for loving people that have the patience, commitment and responsibility necessary to care for young children. • Teacher is responsible for the best well-being of children. • Provide a safe, supportive environment in which children can learn. • Be able to work in a team environment with other staff members. • Be responsible for state staff development training hours year round. • Be able to communicate effectively with parents and other adults. Education/Experience: High School Diploma or equivalent. Send resume to: [ecc@stjeromehou.org](mailto:ecc@stjeromehou.org). St. Jerome Catholic Church Early Childhood Center 8825 Kempwood Dr. Houston, TX 77080 713-461-0835.

**11 PART-TIME BOOKKEEPER** - Records all of the information regarding the transactions and financial activities of the parish and prepares financial statements, payroll, year-end tax documents, and internal reports. Education/Experience: Applicants must have, at minimum, a High School Diploma. Some college education in business, accounting/bookkeeping is preferred. Must have 3-5 years' experience as a bookkeeper/accounting administrative assistant in a church setting. Must have effective time-management skills; able to work independently with little supervision, excellent interpersonal skills and ability to work effectively in a team environment. Must have strong written and verbal communication skills, decision-making ability, and pay attention to details. Must have the ability to focus on timeliness, accuracy and factual correctness. Must possess a working knowledge of standard office equipment including copiers, phones, calculators, fax machines, and computers. Must be proficient in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Publisher, Excel, database systems and general use of the Internet. Interested applicants are invited to email their resume and to [minchewa@ssjwoodlands.com](mailto:minchewa@ssjwoodlands.com).

**12 VINCENTIAN SUPPORT SPECIALIST** - Archdiocesan Council Office We are seeking a bilingual, service-oriented, administrative professional to join the Vincentian team. A successful candidate will be able to communicate in both Spanish and English over the phone, in person, and through written documentation; have great organizational and data management skills and be proficient in Microsoft Word. The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grass roots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** The Vincentian Support Specialist acts as the administrative support for and assists with the communications and training for Vincentians, Conferences, Districts and Community Partners. **ORGANIZATIONAL RELATIONSHIPS:** Reports To: Director of Vincentian Services Also Works With: Executive Director, other staff members, Vincentians, District Leadership and Community Partners Supervises: This position has no supervisory responsibilities **FLSA Classification:** Non-exempt **PRINCIPAL DUTIES** • Communicate effectively in both Spanish and English over the phone, in person, and through written documentation. Vincentian Services Coordinator Job Description • Manage extensive data, including accurate database entry and updates • Maintain and ensure referral list is current: verifying Conference and other agency information, services offered and hours of service and identify gaps in service • Process Vincentian applications from start to finish, including running background checks, verifying VIRTUS attendance and follow-up to check status and update DonorPerfect, applicant, and conference accordingly • Provide clerical support as needed by assisting in writing letters, doing mail merges, creating labels, making copies, scanning, assembling materials and packets and other projects as assigned • Manage and maintain Vincentian Services support materials, including apparel and other inventory • Prepare communications via fliers, email blasts, and FlockNotes • Notify members of the required Virtus training and compliance with Member/Volunteer Policy and Procedure • Manage the Resource Guide to include updates and potential new partners • Be familiar with the Catholic Social Teachings of the Church • Perform

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other duties as assigned EDUCATION: • Associate degree (A. A.) or equivalent from two-year college or technical school SKILLS AND EXPERIENCE: • Bilingual written and spoken communication (Spanish & English) required • Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc. Strong Microsoft Office Skills required • Familiarity with Apricot, and DonorPerfect preferred • One to two years related experience and/or training required OTHER REQUIREMENTS: • Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner • Close, Distance, Color, and Peripheral Vision • Depth perception, ability to adjust focus • Light physical activity performing non-strenuous daily activities of an administrative nature • Exerting up to 25 pounds of force occasionally to lift, carry, pull, or otherwise move objects • Manual dexterity sufficient to reach/handle items and work with the fingers • Regular – Monday-Friday 9am to 5:30pm. Evenings, weekends and overtime hours as required by Society needs • Minimal overnight travel (up to 10%) by land and/or air Please forward resumes to [hr@svdphouston.org](mailto:hr@svdphouston.org).

**13 COORDINATOR OF YOUTH MINISTRY** - To implement a comprehensive youth ministry program for 5th-12th grade youth that will attract youth within the community, and assist them in growing through discipleship in Christ. The Coordinator of Youth Ministry must have the ability to see the vision and mission of Sts. Simon & Jude Catholic Church (SSJ) while managing the details and providing the structure that supports them. Education/Experience: Applicants must be at least 25 years of age with a minimum of 2-3 years youth ministry experience. This experience includes administration/budgeting, comprehensive youth ministry program development, recruitment and formation of volunteers and catechists, relational ministry and coordination of sacramental preparation for Confirmation and First Eucharist for ages 12-18. The Coordinator will have spiritual gifts in the areas of shepherding, community building, encouragement, faith and humility. He or she should be gifted in people management skills, a good listener, motivational, the ability to multitask and work on a number of projects at any given time and be willing to work as a team player. He/she should be experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision. The applicant must have strong written and verbal communication skills, strong decision-making ability and attention to detail and demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Publisher, Excel, database systems and use of the Internet. The applicant must also possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or related field. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Adolescent Catechesis and Evangelization. Interested applicants are invited to email their cover letter, resume and salary requirements to [kozakk@ssjwoodlands.com](mailto:kozakk@ssjwoodlands.com).

**14 COMMUNICATION COORDINATOR** - The Coordinator for Communications creates and delivers St. Michael's communications strategy. Working with the parish clergy, ministerial staff, Pastoral Associates and volunteers to promote purpose and mission of St. Michael through bulletins, website and special projects as deemed necessary by the Pastor. Essential Duties and Responsibilities include the following: (note: other duties may be assigned on an as needed basis.) • Support and promote the parish ministries, programs, activities and events through social media, print and electronic communications • Manage and prepare all regular parish wide communications, print and electronic, as well as externally distributed communication pieces. • Craft and implement a strategy to increase the parish visibility in the community • Create and maintain dual parish event calendar; working in collaboration with all parish ministries to ensure accuracy and completeness. • Develop relationships and tools to provide invitation to, and promotion of St. Michael Catholic Church to the broader community. Qualifications: Qualifications for this position include experience with graphic design, media, web site management and excellent writing skills. Creativity, ability to collaborate with an amazing team, flexibility and love of the Catholic Faith are a must. Skills, Knowledge and/or Abilities • Proficient in InDesign, Publisher and Microsoft Office. • Working knowledge of ParishSOFT preferred. • Task-oriented with an excellent sense of priority, logic and objectivity. • Highly organized and capable of handling multiple number of sensitive and import issues simultaneously. • Pass background check administered through ADGH. Education and Experience: BS/BA degree in related field. Virtus trained. Working Environment: Evening and weekend work is required. Interested candidates please submit cover letter and resume to [mcaprio@stmichaelchurch.net](mailto:mcaprio@stmichaelchurch.net).

**15 EARLY CHILDHOOD STAFF** - All Saints Catholic Church Greetings from All Saints Early Childhood Center! We are located in the Historic Heights at All Saints Catholic Community. Our new part-time ECC will welcome friends - two to four years old - on Tuesday and Thursday from 8:30 am to 11:30 am or 8:30 am to 3:00 pm. All Saints Early Childhood Center will provide a high quality, age-appropriate environment rich with Catholic values and traditions where all children can develop through hands-on experience and purposeful play. We foster the development of the whole child by encouraging all children to grow cognitively, creatively, emotionally, physically, spiritually and socially in a nurturing, respectful and safe environment. Looking to make a difference? Be a difference maker with the All Saints Early Childhood Center team! We are currently hiring for lead teachers, assistant teachers, interns and substitutes. Our team will work Tuesday - Thursday. Interested applicants must be at least 18 years of age, be able to clear background check and meet the following requirements: EDUCATION • Minimum: High School Diploma or Equivalent • Preferred: Child Development Associate Credential; Associate or Bachelor Degree in Early Childhood Education, Child Development, Elementary Education or Human Development & Family Studies) EXPERIENCE • Minimum: A responsible, professional who has a love for children and true desire to grow as an early childhood educator • Preferred: 1 year in a licensed child care center, mother's day out program, lab school or elementary classroom CERTIFICATION • CPR/First Aid (Assistance available to obtain) • Safe Environment Training VIRTUS "Protecting God's Children" (Assistance available to obtain) JOB DUTIES Your amazing job duties may include, but are not limited to, the following: • Establish and maintain a safe, healthy, positive and supportive age-appropriate learning environment • Plan and implement activities that meet the physical, intellectual, emotional and social needs of all children • Interact with the friends to support play, exploration and learning • Observe children and make notes of

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progress and development • Ensuring that all children are supervised at all times • Building a trusting relationship with each friend and family • Attend staff meetings, conferences and professional growth opportunities • Perform nominal cleaning responsibilities immediately • Perform major cleaning during times when children are not present If you want to join a fun, professional team and take pride in the fact that you are making a difference in the lives of each child and family, please email your resume to [crystal.pflughaupt@allsaints.us.com](mailto:crystal.pflughaupt@allsaints.us.com).

**16 SEMINARY MUSICIAN** - St. Mary Seminary is searching for an experienced musician with liturgical training experience who will be responsible for the planning, rehearsing and performance of the musical aspects of the liturgical life of St. Mary Seminary Program of Priestly Formation. This formation program trains the future priests of the Catholic Church of Galveston-Houston and much of the state of Texas through the 13 dioceses represented at St. Mary's. The Seminary musician will be an important part of this preparation for the priesthood, working with the seminarians on a daily basis. Primarily, this person will provide daily accompaniment of Lauds, Vespers and Mass on organ and/or piano. Additional duties include: • Assisting in the coordination of the musical life of the seminary in collaboration with a team of seminarian liturgical leaders and the Seminary Moderator of the Liturgy, • Coach seminarians on vocal technique and presidential chants, • Rehearse regularly with the entire seminary community, • Assist in organization of other musical ensembles (e.g. Spanish language, Gregorian schola cantorum, contemporary ensemble). Qualifications: • A Bachelor's degree is required; a Masters degree in music is preferred. • Proficiency in organ and piano in a liturgical setting. • Candidate must demonstrate familiarity with the history and corpus of Western sacred music and its place in the liturgical life of the Church. • Must also be familiar with contemporary Spanish-language liturgy, musical sources and repertoire. • Prior experience working in a church or seminary environment is preferred. • Must be a practicing Catholic Suitable candidates may send a cover letter and resume, including salary requirements to [resume@archgh.org](mailto:resume@archgh.org) with Seminary Musician on the subject line. St. Mary Seminary 9845 Memorial Drive Houston, TX 77024.

**17 DEVELOPMENT COORDINATOR II** - The Development Coordinator II will work closely with the Director and Associate Directors to support the overall fundraising efforts and events of the Archdiocese with an emphasis on annual appeals, coordinating grants, and the communication (written, verbal and online) efforts of the Development Department. ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: • Promote and communicate the mission and activities of the Archdiocese especially those of the Development Department. • Draft communications and create materials as needed for appeals and events of the Development Department. • Serve as the primary contact for all Archdiocesan grant activity. Research and write strong grant proposals and coordinate, track and report all Diocesan grant activities. • Manage the Development sections of the Archdiocese of Galveston-Houston website and choose Catholic Schools web page. Work closely with the Development team to maintain campaign web page content and design. • Assist with preparations for and provide on-site support of Development campaign functions, events and activities. • Play an active role in donor stewardship by managing major gift acknowledgements and communicating directly with donors. • Maintain minutes and committee reports of campaign and Development Board meetings. • Solicit monetary and in-kind gifts from assigned prospects. • Other tasks, as assigned by the Director of Development. QUALIFICATIONS: Required: • Working knowledge of fundraising principles and techniques, as well as successful experience in working with volunteers and donors. • Working knowledge of software including Microsoft Office and Adobe products such as indesign. • Strong interpersonal and exceptional communication and organizational skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects. • 1-3 years Development, Public Relations, Communications, Graphic Design or related work experience preferred. • Occasional early morning/ evening/ weekend work required • Ability to lift/carry 25 pounds Preferred: • Familiarity with the Catholic Faith • Undergraduate degree • Bilingual English/Spanish Suitable candidates should send a cover letter and resume to [Resume@archgh.org](mailto:Resume@archgh.org); reference "Development Coordinator II" in subject line..

**18 DEVELOPMENT COORDINATOR** - The Development Coordinator will work closely with the Director and Associate Directors to support the overall fundraising efforts and events of the Archdiocese with an emphasis on events and Stewardship. Essential duties and responsibilities include but are not limited to the following: • Promote and communicate the mission and activities of the Archdiocese. • Create collateral materials needed for events. • Assist with event planning, tracking, successful implementation and reporting. • Assist with creation of parish Stewardship materials and resources. • Assist with department budget preparation and tracking. • Assist with preparations for and provide on-site support of Development campaign functions, events and activities. • Produce monthly Development activity reports. • Solicit monetary and in-kind gifts from assigned prospects. • Other tasks, as assigned by the Director of Development. QUALIFICATIONS: Required: • Knowledge of fundraising principles and techniques, as well as successful experience in working with volunteers and donors. • Working knowledge of software including Microsoft Office and Adobe products such as InDesign. • Strong interpersonal and exceptional communication and organizational skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects. • Development, Public Relations, Communications, Graphic Design or related work experience preferred. • Occasional early morning/ evening/ weekend work required. • Ability to lift/carry 25 pounds Preferred: • Familiarity with the Catholic Faith • Undergraduate degree • Bilingual English/Spanish Suitable candidates should send a cover letter and resume to [Resume@archgh.org](mailto:Resume@archgh.org); reference "Development Coordinator" in subject line.

**19 PART TIME MUSIC AND LITURGY COORDINATOR** - with administrative tasks, and the communication of information to the clergy, liturgical ministers and musicians. II. Assist the liturgy and music heads in recruiting volunteers, and assists with scheduling and recruiting tech ministers. III. Coordinate with parishioners and ministers in the planning of music and liturgy for weddings, funerals, etc. IV. Accompanies music for weekly school Mass. V. Train and direct a children's choir for a weekend Mass. VI. Report the weekly usage

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of music as required by copyright laws. Maintain appropriate sections of the church website. Responsible for the ordering of supplies for the church and to be the first point of contact for any maintenance and service issues in the church and chapel. **REQUIREMENTS and QUALIFICATIONS** i. Practicing Catholic and in good standing with the Church. ii. Basic understanding of Microsoft Office – Word, PowerPoint and Outlook iii. Basic piano or organ skills to accompany the school choir. iv. Must have basic organizational and leadership skills. v. Complete and adhere to all parish and Archdiocesan rules and regulations vi. Must be able to work flexible hours including holy days, weekends and evenings. i. Prior experience (at least 3 years) working in a Catholic parish ii. Bilingual preferred iii. Holds a Music degree preferred, Certifications and trainings in Catholic Liturgy considered. Send resume to [percic@st-mm.org](mailto:percic@st-mm.org).

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

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

**22 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](mailto:lweatherly@stroselima.org). St. Rose of Lima Catholic Church 3600 Brinkman Houston, TX 77018.

**23 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>

**24 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](mailto: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](mailto:cbearer@silcc.org). St. Ignatius of Loyola Catholic Church 7810 Cypresswood Drive Spring, TX 77379.

### MISCELLANEOUS JOBS

**1 SECURITY GUARD** - The Security Guard promotes security for the St. Anne Catholic Community staff, parishioners, visitors, buildings, and property through patrol of Saint Anne buildings and grounds (including parking lots) to prevent unauthorized visitors on church grounds, property damage, parking in unauthorized locations, and other inappropriate or unsafe behavior. Essential Duties and Responsibilities: • Oversees and participates in security inspections of church and school facilities. • Develops and periodically monitors a reporting system designed to detect security issues related to Saint Anne facilities. • Administers the Saint Anne Parking Program. o Twice hourly inspection of parking lots to identify any vehicles parking without Saint Anne permits (Neighbor Parking Program) or that do not belong to employees, school parents, parishioners or other authorized visitors. o Place appropriate notifications on any vehicles parking in violation of the Saint Anne Neighbor Parking Program or vehicles parked in restricted areas (i.e., fire zones). o Coordinate towing of unauthorized vehicles parked on Saint Anne lots after proper notification. o Make sure that no vehicles are parked in such a way as to block access to our handicapped ramps. o If any vehicle remains in a specific location without being moved for more than twenty-four (24) hours, determine the owner of the vehicle and ask the owner for an explanation. • Makes recommendations to address security issues once identified and immediately notifies Maintenance upon noticing any exterior lights that are not operational or unlocked exterior doors. Confirms that campus security system is armed and operational during the appropriate time periods. This requires coordination with the cleaning service. • Participates in providing security services for all facility occupants of Saint Anne buildings and grounds. Locks and unlocks building doors as necessary which requires knowledge of ServiceU scheduling. Traffic arms to be clipped and in-place to prevent vehicular traffic at all times except between 7:00 a.m. Saturday mornings and 8:30 p.m. on Sunday evenings or for special events as instructed by Supervisor. • At the end of each day coordinate with Ramon to identify any doors within the school that need to be locked after Ramon has departed for the day. On mornings when Ramon is not working (Saturdays and when Ramon is sick or on vacation), unlock all of the campus doors that Ramon normally unlocks. • Before departing for the day, turn off all lights in the Parish Office Building (Building E). • On Saturdays and Sundays, insure that the door to the restrooms adjacent to the Bride's Room are unlocked at 7:00 a.m. and locked by 8:45 p.m. • On Saturdays and Sundays before and after Mass and during any special events on campus, security guard to be patrolling on foot. It is essential to be visibly present whenever we have large numbers of persons congregated in specific areas of the campus. • Provides assistance and security services to community groups or organizations using Saint Anne facilities. • Prevents unauthorized individuals from entering Saint Anne buildings and/or loitering on grounds. • Maintains liaison with local constables, police, fire, and other municipal departments to insure maximum use of their services in order to provide adequate security and safety at Saint Anne. • Randomly patrols church and school buildings and grounds on foot. Utilizes channel 2 on the radio for normal communication purposes. Confirms that gym users are wearing appropriate footwear and that children have adequate adult supervision. When not patrolling the grounds or addressing other specific responsibilities, viewing security camera images so as to be aware of all activity on campus. • Documents any incident occurring on Saint Anne property during his/her work shift with individual incident reports sent to the pastor, director of operations, business manager, and principal. • In an emergency, the security guard will immediately call "911" to describe the emergency situation and provide them with Saint Anne physical address at 2140 Westheimer Road and will also call the Precinct #1 Constable at 713.755.7618. The security guard will also notify the maintenance staff by walkie-talkie of any incident. • When asked, escorts personnel and parishioners to their vehicles. • Other security related services and activities upon request. • In the event of an emergency, assist the Maintenance Technicians as necessary. Education and Experience: High school education or GED equivalent required and cannot have either a felony or misdemeanor of a moral nature on his/her record. Organizational/Interpersonal Skills: Treats all individuals with respect even while confronting someone not authorized to be on Saint Anne property or someone engaged in inappropriate or unsafe conduct. Language and Communication Skills: Ability to communicate effectively, both verbally and in writing, is required. Ability to maintain confidentiality is mandatory. Bi-lingual in Spanish is a plus. To Apply Send résumé via email to: [Greg Herzog – gherzog@saintanne.org](mailto:Greg_Herzog_gherzog@saintanne.org). Saint Anne Catholic Community 2140 Westheimer Road, Houston, TX 77098.

**2 MAINTENANCE TECHNICIAN** - Facility maintenance and security in buildings, grounds, and parking areas. Responsible for regular and planned maintenance, disaster preparedness, and assisting in risk management. Reports to: Pastor Type: Non-exempt, full time Duties and Responsibilities: Establish accountability for maintaining a clean, functional, clutter-free, and safe facility. Inspect the facility daily and address conditions needing attention. • Perform light grounds-keeping and janitorial services as needed. • Attend and participate in parish disaster committee meetings. • Help with a variety of installation, repair, and renovation tasks including but not limited to electrical

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fixtures, construction, paint, small equipment repair, small equipment installation, plumbing, woodworking, concrete, masonry, and others. Moving and transporting furniture, books, tools, and small equipment. • Helps set up and clean up for parish events. • Ensures parish buildings are locked and secured when no one is using them. • Reports shortages/needs of equipment and supplies. Procures supplies when needed. Help establish and work within a budget. • Maintains a current list of material safety data sheets (MSDS's) • Practice safe working habits and exercise safety precautions while performing maintenance tasks and functions. Qualifications: Must have a high school diploma or G.E.D. a valid state driver's license. Must be 21 years of age or older. Must have experience with and knowledge of procedures, practices, tools, and equipment used in the maintenance tasks described above. Must be able to move, load, and unload items weighing up to 50 pounds without assistance, as well as walk long distances, squat, reach, crawl, bend, stoop, and climb ladders. The ability to work independently is required. Must exhibit the ability to make good judgment related to emergency and safety matters. Must be able to honor and maintain confidentiality. Working Environment Some outdoor work in rain, low temperatures, and high temperatures will be required. Ph 713-529-4854 • Houston, Texas 77002-9535 • 3617 Milam Street • The Dominican Friars www.holyrosaryparish.org Applicants should contact Juan Maldonado, Holy Rosary's Business Manager, at jmaldonado@holyrosaryparish.org or at 713-529-4854, ext. 108.

**3 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.

**4 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.

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><b>JOB FAIRS IN THE HOUSTON AREA</b> Next one Nov 12 2018</p>	<p>Go to: <a href="http://www.coasttocoastcareerfaairs.com/">http://www.coasttocoastcareerfaairs.com/</a> Includes all Texas major cities, has info on individual Companies and some job openings. You can also sign up for notifications</p>
<p><b>SPRING BRANCH INDEPENDENT SCHOOL DISTRICT</b> School is in session many openings still contact the district</p>	<p><a href="https://online.springbranchisd.com/teamSBISD/opportunities.html">https://online.springbranchisd.com/teamSBISD/opportunities.html</a></p>
<p><u><b>ALIEF SCHOOL DISTRICT</b></u></p>	<p>12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110 <a href="http://www.aliefisd.net/">http://www.aliefisd.net/</a> Web lists vacancies.</p>
<p><b>JS 101</b> 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><a href="http://js101.org/">http://js101.org/</a> 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 <a href="http://www.workforcesolutions.com">www.workforcesolutions.com</a> Their job database is <a href="http://WorkInTexas.com">WorkInTexas.com</a></p>	<p><u>Go to web site for details</u> <a href="http://www.wrksolutions.com/jobs/jobposting_results.aspx">http://www.wrksolutions.com/jobs/jobposting_results.aspx</a></p>
<p>Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for search by job category or title, <a href="http://jobsearch.local-jobs.monster.com/">http://jobsearch.local-jobs.monster.com/</a></p>	<p>Best places to work in Houston selected by employees latest issue June 2018 <a href="http://www.chron.com/topworkplaces">http://www.chron.com/topworkplaces</a> <u>Every job hunter should check this site for ideas and leads</u> <u>See feature section in Chronicle: “Jobs” it contains useful info for job hunters</u></p>
<p>Chronicle blogger Kimberly Thompson, “Career Rescue” many helpful items for job search</p>	<p>Go to: <a href="http://blog.chron.com/careerrescue/">http://blog.chron.com/careerrescue/</a></p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>Go to: <a href="http://houston.jobing.com/">http://houston.jobing.com/</a></p>
<p>Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards</p>	<p>This site can deliver new jobs daily to your email Go to:<a href="http://www.indeed.com/">http://www.indeed.com/</a></p>
<p>Glassdoor-holds a growing database of millions of company reviews, salary reports, reviews, and question</p>	<p>Go to <a href="https://www.glassdoor.com/">https://www.glassdoor.com/</a></p>

JOB COUNSELING & NETWORKING	CONTACT INFO
<p><b><u>Memorial Assistance Ministries (MAM)</u></b> 713-428-4576</p>	<p>Go to <a href="http://mamjobsnetwork.org/">http://mamjobsnetwork.org/</a></p>
<p><b><u>Employment Services</u></b> A comprehensive service that provides job leads and job search training Classes in job search, coaching, provide valuable job links</p>	<p>There is a comprehensive list of local companies at: <a href="https://www.mamjobsnetwork.org/houston-employer-job-sites/">https://www.mamjobsnetwork.org/houston-employer-job-sites/</a></p>
<p><b><u>Jobs Ministry Southwest</u></b></p>	<p><a href="http://www.jobsministrysouthwest.com">www.jobsministrysouthwest.com</a></p>
<p><b><u>Northwest Bible Church, "Between Jobs Ministry"</u></b></p>	<p><a href="http://www.nwbc.org/betweenjobsministry">http://www.nwbc.org/betweenjobsministry</a></p>
<p><b><u>Chapel wood United Methodist</u></b> –web site links to Job seekers web site</p>	<p><a href="http://www.jetjobseekers.org">www.jetjobseekers.org</a></p>
<p><b><u>First Hope at First Baptist Church</u></b> meets one a month on Saturdays</p>	<p><a href="https://houstonsfirst.org/event/first-hope-training">https://houstonsfirst.org/event/first-hope-training</a> .</p>
<p><b><u>Energy Job Search Work Team.</u></b> Meets every Tuesday 10am - 11:30 at Chapelwood Methodist</p>	<p><a href="https://mvejst.org/">https://mvejst.org/</a></p>
<p><b><u>Epiphany of the Lord, Katy, TX.</u></b> Seminars cover resume writing, interviewing, networking, Epiphany of the Lord, Katy, TX ph. (281-578-0707) <b>EPIPHANY JOB NETWORKING</b> This ministry offers networking, reviews various skills, &amp; discusses job opportunities. Meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office.</p>	<p><a href="http://www.epiphanycatholic.org/">http://www.epiphanycatholic.org/</a> Career Search Seminar Saturday, 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 <u>Saturday</u> about every six weeks, from 9 am to 2 pm. Registration required the deadline to register is midnight, Wednesday, before seminar.</p>
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<p><b>ALLIED UNIVERSAL</b> is hiring Security Officers, no experience required, just great customer service. Several openings in West Houston. Website is <a href="http://www.aus.com">www.aus.com</a>.</p>	<p>Contact : Angelica Blake, Talent Acquisition Specialist <a href="mailto:Angelica.blake@aus.com">Angelica.blake@aus.com</a> Allied Universal 1235 North Loop West   Suite #400   Houston, Texas 77008 W: 713.939.4205 C:713-817-5742 </p>
<p><b>SECURITAS Security Services USA</b> 20465 State Highway 249 Houston, TX 77070</p>	<p><a href="http://www.securitasjobs.com/">http://www.securitasjobs.com/</a> PH 832 912 3200 Fax 713 912 3291</p>
<p><b>Openings at ASSISTING HANDS HOME CARE</b> 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</p>	<p>Apply at <a href="http://assistinghands.com/west Houston">assistinghands.com/west Houston</a></p>
<p><b>Coca Cola Bottling Co.</b></p>	<p><a href="http://www.coca-colacompany.com/careers">http://www.coca-colacompany.com/careers</a></p>
<p><b>McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901</b></p>	<p><a href="http://careers.mcdermott.com/">http://careers.mcdermott.com/</a></p>
<p><b>Center Point Energy/HL&amp;P</b></p>	<p><a href="http://www.centerpointenergy.com/careers/">http://www.centerpointenergy.com/careers/</a></p>
<p><b>Conoco Phillips</b></p>	<p><a href="http://www.conocophillips.com/">http://www.conocophillips.com/</a></p>
<p><b>City of Houston</b></p>	<p><a href="https://www.governmentjobs.com/careers/houston">https://www.governmentjobs.com/careers/houston</a></p>
<p><b>HARRIS COUNTY</b> 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.</p>	<p>Complete List of openings by dept. and job title is on: <a href="https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx">https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx</a></p>

**Some Categories are:**

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

-NOTE a comprehensive list of hotel openings in the Houston area can be found at <http://www.hospitalityonline.com>  
 SJV list show departments with openings and specific Supervisory openings at hotels near zip code 77079 for details go  
 To hotel web site.

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

**Security Dir HR Front Desk Housekeeping Dir F&B Group Sales**

**Engineer/Painter**

**OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} NOTE** Some positions have \$500 bonus

**HVAC Engineer Culinary Sous Chef Restaurant Mgr. Sr.Sales**  
**\$500 bonus Barista F&B Housekeeping**

**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](http://www.besthotelcareers.com)

**Hsekeepng/Rms Food&Bev Culinary Exec Chef Front Desk Sales Mgr.**

**ROYAL SONESTA HOTEL** , 2222 W Loop S(Galleria area) 713 627 7600 - [www.sonesta.com/RoyalHouston](http://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/>





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

**1. Sheraton Houston West**, 11191 Clay Road (8mi NE of SJV) 281 501 4200:

OPENINGS: **Finance&Acct Food&Bev Housekeeping &Laundry**

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

OPENINGS: **Culinary Front Desk Supv Food&Bev Engineering&Facilities**

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

OPENINGS: **Massage Therapist Food&Bev Supv Front Desk**

**4. Westin Houston Memorial City**, 945 Gessner Rd, Houston, TX 77024, 281 501 4300

OPENINGS: **F&B Culinary Housekeeping Front Desk Mgr Events Specialist**

**Loss Prevention Kitchen**

**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. There are positions in **Nineteen job categories**

Web site <https://jobs-kelsey.icims.com/jobs/intro>

**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

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

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

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

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

Unlike a staffing agency, working at Central Staffing allows you to work at any of our hospitals

**SCHOOL DISTRICTS**

**Spring Branch Independent School District** Paraprofessional openings to find "Actual and Anticipated" positions, visit Human Resources Office at 955 Campbell Rd., Or Call the job line at 713-365-4799 for general position info. Website

[www.springbhttps://online.springbranchisd.com/teamSBISD/opportunities.htmlranchisd.com](http://www.springbhttps://online.springbranchisd.com/teamSBISD/opportunities.htmlranchisd.com) Shows **Para/Tech /Skilled** positions: Some sample job titles are:

<b>Teaching Asst =TA</b>	<b>Paraprofessionals</b>	<b>Tech Service</b>	<b>Special Ed</b>	<b>ESL/Bilingual</b>
<b>Compliance</b>	<b>Child Care</b>	<b>Skilled Labor</b>	<b>Building&amp;Grounds</b>	<b>Administrative Staff</b>
<b>Production Asst</b>	<b>Custodian</b>			

**Alief Independent School District** 12302 High Star, Houston, TX 77072 mailing addressP.O. Box 68, Alief, TX 77411 Web lists vacancies.Job Categories are Instructional Aides, Support /Clerical, Maintenance, Nutrition, and Custodial

**Instructional Aide Specialist AV Repair Equipment Repair**  
**Nutrition Secretary AM Multiple Facilities Electrician**  
**Day Care Aide Maintenance Plumber**

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