

# ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

## **JOB LISTING.\*INDICATES NEW OPPORTUNITIES) – February 15, 2019**

**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 DIRECTOR OF FAMILY LIFE MINISTRY** - Seeking a Director for the Office of Family Life Ministry located at St. Dominic Chancery. This position is responsible for the management of staff, programs, and resources of the archdiocesan Family Life office, in accordance with official Church teaching and the mission of the Office of Family Life Ministry, Archdiocese of Galveston-Houston. Education/Experience: The position requires a master's degree in theology, pastoral ministry or a related area, 4 years of related experience, and a valid driver's license as the position requires driving to visit parishes and attend meetings. The position also requires some night and weekend hours. Fluency in Spanish is a plus. Suitable candidates should send a cover letter and resume to Human Resources at [Resume@archgh.org](mailto:Resume@archgh.org); reference "Director Family Life" in subject line. Position will remain open until filled. St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX.

**2 DIRECTOR FORMATION RESOURCE CENTER** - Coordinates with staff in the secretariat to assist with the design and development of learning and practicing experiences. The goal is to provide resources and services within a Catholic context to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner. **ESSENTIAL DUTIES AND RESPONSIBILITIES** • Create engaging learning activities and compelling course content that enhances retention and transfer and assist others to do the same • Work with subject matter experts and identify target audience's training needs • State instructional end goals and create content that matches them • Visualize instructional graphics, the user interface and the finished product • Conduct instructional research and analysis on learners and contexts • Apply tested instructional design theories, practice and methods • Provide exercises and activities that enhance the learning process • Create supporting material/media (audio, video, simulations, role plays, games, etc.) • Decide on the criteria used to judge learner's performance and develop assessment instruments • Maintain project documentation and course folders **REQUIREMENTS** • Practicing Catholic preferred • Proven working experience in instructional design • Excellent knowledge of learning theories and instructional design models • Lesson and curriculum planning skills • Basic HTML and Flash programming knowledge • Solid knowledge of course development software and at least one LMS • Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard • Ability to write effective copy, instructional text, audio scripts/video scripts • MA degree in instructional design, educational technology or similar • Proficiency in reading and writing Spanish in addition to English is a plus **APPLICATION** Suitable candidates should send a cover letter and resume to [resume@archgh.org](mailto:resume@archgh.org).

**3 PLANT/FACILITIES MANAGER** - Reports Directly to Pastor and School Principal. Works in close collaborations with Parish Maintenance Director as many systems and vendors are shared. Technically proficient in the performance, condition, and reliability of: A/C, plumbing, electrical, mechanical, fire alarm, water tank, roof, buildings, and grounds. Ensures compliance and implementation of policies as they relate to school facilities. Schedules required service and inspections with approval from the principal. Supervision of Day Porters and PJS Account. Supervision of Vendors: Painters, Landscapers, Contractors, Janitors, Security Officers, Traffic Officers, Trash Collection, Recycle Collection, Kitchen Equipment (Walk in Freezer, Walk in cooler), Field Maintenance, Security Camera Company, Plumbers, Electrician. Plant manager contacts these contractor's supervisors when there is an issue. Plant manager makes sure that issues with vendors are resolved from start to finish. Plant manager schedules and organizes all summer cleaning and repair projects for the school. Schedules A/C for all school events after hours or on weekends. Works with Parish maintenance staff when Parish ministries use the school facilities or School activities use Parish facilities. Coordinate Damage Assessment and Necessary Repairs in case of a Natural Disaster. Minimum Requirements: College/Technical Degree or 5 plus years of experience managing facilities. Computer/IT Proficient Interested candidates can send resume to Dr. Kathleen Cox at [kcox@stmichaelcs.org](mailto:kcox@stmichaelcs.org). St. Michael Catholic School.

**4 DIRECTOR OF LIFE TEEN MUSIC MINISTRY** - Mary Queen Catholic Church located in Friendswood, Texas has a Part-Time Director of Life Teen Music Ministry (15 hours per week) position available. Experience: The successful candidate will have singing and playing experience with Life Teen or comparable Catholic youth program and an in-depth knowledge of music and music theory (formal training a plus). Pro-audio knowledge and sound mixing and the ability to learn quickly is a requisite. The candidate must also have the desire to lead teens in praise and worship as well as lead by example in prayer. Excellent communication skills are necessary for collaboration with Pastor, Office Administrator, Pastoral Staff and volunteers. For more information or to apply please contact Carla

Martin at Mary Queen Catholic Church via email at [carlamartin@maryqueenchurch.org](mailto:carlamartin@maryqueenchurch.org). Mary Queen Catholic Church 6060 Cedarwood Drive Friendswood, TX 77546.

**5 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@stamercigh.com](mailto:margaretmyers@stamercigh.com). St. Angela Merici Catholic Church Missouri City, TX.

**6 DIRECTOR OF RELIGIOUS EDUCATION** - Immaculate Heart of Mary is seeking a full-time Director of Religious Education (DRE). The DRE works in collaboration with the Pastor to develop and maintain comprehensive parish catechetical programs for youth and children, Kindergarten through grade 12. The goals of this position include: • Communicating an enthusiasm for the Catholic faith among our young people and their families. • Planning and oversight of the parish religious education program, including sacramental preparation. • Facilitating parent and catechist meetings, retreats, and workshops. • Develop and administer an annual budget in collaboration with the Pastor and Business Manager. • Provide periodic spiritual enrichment and community building experiences. Qualifications: • Must be an active Catholic in good standing with the Church. • Minimum 4 year college degree in religious education, religious studies or another relevant field or significant equivalent experience. • Minimum of three years of parish catechetical experience. • Must have excellent organization and communication skills. • Proficient in MS software, particularly Excel, Access, Word and Publisher. • Must be fluent in English and Spanish. Interested candidates please send resume to [ihmbookkeeper@gmail.com](mailto:i hmbookkeeper@gmail.com) with Director of Religious Education in the subject line. Immaculate Heart of Mary Catholic Church 7539 Avenue K Houston, Texas 77012.

**7 DIRECTOR OF THE SPIRITAN OFFICE OF MISSION ADVANCEMENT** - The Spiritan Office for Mission Advancement (SOMA), supports the Congregation of the Holy Spirit's public and charitable works of health, education, social services, and religious mission in the United States and throughout the world. The Congregation of the Holy Spirit is a Roman Catholic congregation of priests, lay brothers, and lay associates. It is the mission of SOMA to promote the Church's mission and the charism of the Congregation of the Holy Spirit by involving Catholic faithful and all people of goodwill in the work of evangelization. It seeks financial resources to support the missionary, educational, pastoral, humanitarian and charitable works of the U.S. Province of the Congregation of the Holy Spirit in the United States and internationally. The Congregation is seeking to hire a Director of the Spiritan Office of Mission Advancement. The Director is the key management leader of SOMA and is directly accountable to the Provincial of the U.S. Province and his Council. The Director is responsible for overseeing all SOMA activities and be administratively responsible for ensuring all goals and objectives relating to fundraising, marketing and community outreach are met. In conjunction with the Provincial and the Provincial Council, the Director will be responsible for the development of a 3-5 year strategic plan for all SOMA operations in service of Spiritan missionary ministries related to the U.S. Province, the General Administration of the Congregation, and other provinces of the Congregation. This plan will also include timelines for implementation of goals and objectives. Professional Qualifications • Bachelor's Degree from an accredited four-year college/university. • A minimum of 5 years of experience in various fund development positions preferably with organizations that have multiple locations • A minimum of 3 years of experience managing a fund development team and leading other fund raising activities and events • Experience writing and developing fund development strategic plans and objectives. • Transparent and high integrity leadership skills including managerial experience leading multiple teams • Demonstrated understanding and appreciation of the Catholic fundraising community • Solid, hands-on budget management skills including preparation, analysis, decision-making and reporting • Strong organizational abilities including planning, delegating, program development and task facilitation • Ability to convey a vision of SOMA's purpose and goals to staff, advisory committee, volunteers and donors • Knowledge of fundraising strategies and donor relations unique to religious nonprofit sector • Strong written and oral communication skills • Demonstrated ability to oversee and collaborate with staff and volunteers • Strong public speaking ability making presentation to groups of varying sizes • Strong computer skills including experience in MS Word, Excel, PowerPoint and other fundraising data bases This position is based in Houston, Texas. Travel to other SOMA locations and other target locations will be required. Activities and events will occasionally include evenings and weekends. Salary will be commensurate with experience and qualifications. Quality benefits package includes health and retirement plan. Applicants who meet the stated requirements should submit their cover letter expressing their interest in the position and salary expectations, a resume, and a minimum of three references to: Fr. Jeffrey Duaime, C.S.Sp Provincial for the Province of the United States at [usadminasst@spiritans.org](mailto:usadminasst@spiritans.org) No phone calls, please. The Congregation of the Holy Spirit (Spiritans) is an Equal Opportunity Employer.

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**8 DIRECTOR OF FACILITIES** - St. John Vianney Parish is seeking a qualified individual to fill the position of Director of Facilities. Qualifications desired for the position include: Technically proficient in the performance, condition and reliability of all plumbing, mechanical and electrical equipment; Computer/IT proficiency; Excellent budgeting, organizational, communication, managerial and administrative skills; Proven leadership, teamwork and problem solving attributes; Bilingual in English and Spanish; College/technical degree or ten years of experience in building construction or related field. St. John Vianney Parish was established over fifty years ago and is located on twenty two wooded and landscaped acres in west Houston. The parish community consists of five thousand families who regularly use the large church, chapel and nine support buildings occupying over 50,000 square feet. The facilities are in excellent condition and are maintained by in-house staff and outside contractors. The campus contains varied HVAC mechanical components which includes, but is not limited to: two air cooled screw compressor chillers (160 and 200 tons), split, package and DX systems, multiple pumps, automated controls and a boiler. Most of the equipment at the facility is automated including: lighting, HVAC, irrigation, fire alarm, etc. and can be monitored and operated remotely. Inquiries and resumes should be directed to: Pete Prados, Business Manager, Email: [pprados@stjohnvianney.org](mailto:pprados@stjohnvianney.org), St. John Vianney Catholic Church, 625 Nottingham Oaks Trail, Houston, TX 77079.

**9 DIRECTOR OF RELIGIOUS EDUCATION (DRE)** - Epiphany of the Lord Catholic Church, home to 6700 diverse families, seeks a full-time Director of Religious Education responsible for all levels of Faith Formation and Sacrament Preparation, excluding youth ministry. This position involves planning and execution of all aspects of faith formation and sacrament preparation, supervision of department staff, coordination and supervision of volunteers, budget preparation and implementation. Candidate must be familiar with and follow the full implementation of the Archdiocesan Catechetical Framework and norms. Requirements: Fully initiated, active and practicing Roman Catholic who understands and exemplifies the teachings of the Catholic Church. Advanced degree in pastoral studies, theology or equivalent. Level 3 Catechist Certificate. Five years' experience working in a parish setting. Archdiocesan training in sacramental preparation and as a parish catechetical leader. Experience directing the RCIA at both the adult and children levels. Professional and pastoral approach in all aspects of position including staff collaboration. Proficient computer skills, excellent communicator, planner, and multitasker together with ability to organize and lead volunteers. Manage and maintain the Archdiocese of Galveston-Houston Safe Environment Policy compliance requirements for catechists and ministry volunteers. Must be available to work evenings and weekends. Interested candidates contact Lars Gustafson @ 281-578-0707

**10 PRESIDENT** - Cristo Rey Jesuit College Preparatory School of Houston (Cristo Rey Jesuit) is seeking a President; selected candidate to be in place prior to the 2019 - 2020 school year. Resumes will be accepted through March 1, 2019. President Reporting to the Cristo Rey Jesuit Board of Trustees, the President, while serving as the apostolic leader of the school and the principal institutional spokesperson to all of the school's constituents, must be passionate about the unique Jesuit and Cristo Rey mission. As the chief executive officer of the school, the President is responsible for the school's management, directing the administrative team to develop and accomplish strategic goals, while maintaining and supporting the school's exceptional mission and values. The President is also expected to establish relationships with Cristo Rey Jesuit donors and CWSP sponsors and work with staff and the Cristo Rey Jesuit Board of Trustees to develop new donors and sponsors. Qualifications • A practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development experience related to Ignatian spirituality and Jesuit education. • Commitment to the Catholic traditions of education, service, and social justice, the credibility to lead and represent a Catholic organization with unquestionable integrity, and facility for working well with diverse Catholic church leaders, lay and clerical. • Sensitivity to socially marginalized groups, and culturally diverse students and families in vulnerable circumstances. A commitment to the preferential option for the urban poor, especially with respect to the importance of institutional accessibility for low income families. • Master's degree preferred. • Previous experience in executive leadership at a secondary school, college, corporation or nonprofit organization. • Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public, governmental, and non-profit sectors, as well as the Houston parent/student communities the school serves. • Proven fundraising and/or revenue generating success, preferably in the non-profit sector and with foundations. • Significant visionary leadership and management experience, with demonstrated success in addressing immediate organizational needs while continuing to drive and support the established long term goals of Cristo Rey Jesuit. • Critical thinking and problem-solving skills, including evidence of enhancing an organization's financial strength and sustainability. • A commitment to self-reflection, continuous improvement, and openness. • Strategic planning experience and execution capabilities. • Strong budget management skills. • Fluency in Spanish, helpful but not required. Procedure for Candidacy: to apply, please send a resume, cover letter and three references to: [HR@CRISTOREYJESUIT.ORG](mailto:HR@CRISTOREYJESUIT.ORG).

**11 BUSINESS MANAGER** - St. Mary Magdalene is seeking a full-time Business Manager who will serve as a steward of the financial, personnel, and physical resources of the parish. He/she is responsible for the business operations, financial planning and management of the parish. He/she serves as a staff resource in support of the pastor and manages these efforts with the understanding of the vision and mission of St. Mary Magdalene. The Business Manager ensures that parish assets are used efficiently and effectively in serving the needs of the parish. He/she shall carry out his/her responsibilities in a manner that reflects the teachings of the Roman Catholic Church. Primary Duties and Responsibilities include, but are not limited to: • Maintains an accurate filing and recordkeeping and reporting system for all parish revenue, expenses, and financial matters. • Administers a cash flow management system with purchasing and payment schedules clearly defined. Assures that expenditures are in line with parish weekly budget. • Prepares, administers, and reviews the budget process in collaboration with department heads and presents the budget to Finance Council and Pastor for review and approval. • Interviews, trains, supervises, motivates, and develops Business Office staff and manages their schedules and workflow. • Serve as the parish contact for business operations with financial institutions and the archdiocesan office. • Provide financial reports to the pastor, finance council and the

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parish on regular basis. • Assists in the planning of financial stewardship and long range planning efforts. • Collaborate with the Facility Manager and the Pastor in negotiating, coordinating, managing, maintaining and terminating vendor contracts and files. • Administers the parish staff salary, benefits and policies in collaboration with the pastor. Also maintains personnel files for completeness of all required documentation. Qualifications: • A minimum of a Bachelor's degree in accounting, finance, business administration or a related field • A minimum of four years of related business experience. • Working knowledge of forecasting and financial report, with data collection, analysis, and evaluation skills. • 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. • Knowledge and understanding of the Catholic Church and its mission required. • Commitment to excellence and high standards. • Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and PowerPoint) and accounting software required. Kindly send resume and references with cover letter to [pastor@st-mm.com](mailto:pastor@st-mm.com) by November 21, 2018. St. Mary Magdalene Catholic Church Humble, Texas.

**12 CHIEF MARKETING & DEVELOPMENT OFFICER** - Advance a sustainable and innovated philanthropic development program. Provide professional guidance and assistance in ways that will supplement the work of the Chief Executive Officer and the Clinic. Carry out the responsibilities assigned within the framework of the Clinic policies, standards, goals, objectives and budget through direction of assigned staff. Requirements: 1. Bachelor's Degree in business, marketing or related field or comparable experience. 2. Minimum of five years professional development experience that includes: cultivation, stewardship, foundation gifts and corporate gifts. Knowledge of the Houston philanthropic community and experience in healthcare required. Proven success in development efforts. 3. Excellent written and verbal communication skills. Demonstrated business writing proficiency, including grammar, punctuation, and editing. Ability to convey complex information in a clear and concise written manner. A writing test may be expected of applicants. 4. Must adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice. 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, Raiser's Edge 7 database, publishing design and web software applications. 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.

**13 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](http://careers@stdominicvillage.org). Resident Nursing Center St. Dominic Village A Senior Care Community 2401 Holcombe Blvd Houston, Tx 77021.

**14 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<sup>th</sup>. 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).

**15 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.choosesecondaryschools.org/employment/Job\\_#1082](http://www.choosesecondaryschools.org/employment/Job_#1082). Queen of Peace Catholic School 2320 Oakcliff St., Houston, TX 77023.

**16 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

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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=C184945087565AE7BAA81D76126F1823>

### **CLERICAL/ADMINISTRATIVE JOBS**

**1 ONLINE 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 Companys 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. Apply online at: <https://t.vipkid.com.cn/mkt/landing/personal?referralToken=ba6cad9297298f0dff30f35edd8beb39&refereeId=14207989> or send email: [teacherroyreyes@gmail.com](mailto:teacherroyreyes@gmail.com) for queries.

**2 PART-TIME WEEKEND RECEPTIONIST** - Provides hospitable, helpful and safety-conscious presence for persons utilizing Morkovsky Hall during specified hours on the weekend. ESSENTIAL DUTIES AND RESONSIBILIITES Open and close the building for groups using meeting rooms. Provide a hospitable, helpful, safety-conscious presence Maintain a log of group leaders holding meetings. Complete a daily report in English. REQUIREMENTS • At least 21 years old • High school diploma or equivalent. • Bilingual: Fluent and literate in English and fluent in Spanish • Hospitable attitude • Good communication skills • Mature demeanor • Reliable APPLICATION Suitable candidates should send a cover letter and resume to Human Resources at [resume@archgh.org](mailto:resume@archgh.org) reference Weekend Receptionist in subject line. Morkovsky Hall at St. Dominic Center 2403 Holcombe Blvd. Houston, TX 77021.

**3 BOOKKEEPER/HOSPITALITY SPECIALIST** - The Bookkeeper/Hospitality Specialist handles basic bookkeeping and recordkeeping duties and assists individuals, groups, and organizations with retreat planning, including scheduling, for the Retreat Center. Coordinates promotional contact with potential users. Primary greeter for guests/groups using the facility. Assists the Director with administrative tasks. Coordinates Housekeeping. EDUCATION/EXPERIENCE: Required level of education and experience needed to successfully accomplish the essential duties of this job: Knowledge equivalent to two years of college and at least two years of experience. Must have proficiency with Microsoft Office applications and QuickBooks. Bilingual (English/Spanish) reading, writing, speaking required. To apply, please send your resume and references to Human Resources at [resume@archgh.org](mailto:resume@archgh.org). Please place job title on subject line. Circle Lake Retreat Center 19000 Circle Lake Dr. Pinehurst, Texas 77362.

**4 RECEPTIONIST** - The Receptionist shall, in a pleasant and professional manner, receive and direct all incoming telephone calls; greet and announce all visitors; maintain the reception area; run errands, type letters and reports and other tasks assigned by the manager. Hours are Monday - Friday, 8:00 AM - 4:00 PM, 30 min lunch. Responsibilities • Responsible for answering and correctly directing all incoming telephone calls in a courteous and professional manner • Required to check voice mail daily for messages and direct messages to correct personnel • Greets all visitors in a courteous and professional manner • Will run errands to post office and church; must have own transportation • Responsible for maintaining parish records • Responsible that the reception and conference rooms are kept neat and clean at all times • Responsible for accepting and distributing deliveries as necessary • Maintains a strict level of confidentiality at all times • Required to be at the assigned work station at all times, unless at break, lunch, or assigned to a special project by the manager • Other duties as assigned by the manager Qualifications • Knowledge of the structure and basic teachings of the Roman Catholic Church • Must be a practicing Roman Catholic • 2+ years of experience in customer service or office environment • Ability to provide excellent customer service and work effectively with staff, clergy, religious, to donors and supporters. • Knowledge of Microsoft Office suite • Mature, positive, self-motivated and energetic attitude • Excellent communication and interpersonal skills • Professional appearance and presentation • Ability to work independently Suitable candidates should send a cover letter and resume to Lillian Kish at [Info@acchtx.org](mailto:Info@acchtx.org); reference "Receptionist" in subject line. Annunciation Catholic Church 1111 Pierce St Houston, TX 77002.

**5 RECEPTIONIST HOLY FAMILY PARISH** - Under the supervision and in support of the pastor's vision and mission, the Receptionist provides secretarial, communication, and office related services. He/she exercises the particular abilities of a highly organized person, is able to work independently, is adept at using one or more word processing programs, e-mail and Internet browsers, and knows how to use a desktop publishing program, spread sheet program, database program, and other such programs as the parish deems necessary. This position requires highly developed people skills that include the ability to communicate well in person, on the telephone, e-mail and text, social media, and by the written word when called upon. This position requires confidentiality as it involves having access to and regularly working with information of the most sensitive, highly confidential, strategic and critical nature. Employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church. EDUCATION and/or EXPERIENCE • High School diploma or equivalent. Associates degrees preferred; or a minimum of five years' experience in general administrative assistance roles. SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED • Practicing catholic in good standing with the faith preferred • Must have good interpersonal communication skills • Must have ability to maintain confidentiality in all matters • Bi-lingual English and Spanish preferred • Must have knowledge of and skill in using personal computers • Must be highly proficient in using Microsoft Office products, Word, Publisher, Excel, Photoshop, and all other relevant computer software programs. • Must have (or be able to obtain the) ability to input data on a website • Must have ability to learn new software programs as needed • Must be familiar with office machines such as copier, postage meter, etc. • Experience working with the general public • Experience in an office environment • Ability to solve practical problems while dealing with a variety of concrete variables • Attend software training sessions as scheduled Complete job description available upon request. Interested candidates should send cover letter and resume via email to [hfpbapplications@gmail.com](mailto:hfpbapplications@gmail.com).

**6 BOOKKEEPER** - The duties of the Bookkeeper are to be responsible for the accurately recording of A/R, A/P, cash receipts and the processing of cash disbursements. The position should support the Church Accountant to enhance the efficiency and accuracy of the accounting process. Accounts Payable: • Enter and code approved invoices to ParishSoft Accounting system • The preparation and distribution of checks • Contact vendors concerning disputes for charges and other issues • Handle internal & external parishioner calls • Reconcile multi-user credit card statement and process for payment • Enter new authorized vendors with pertinent W-9 information into ConnectNow system Cash Receipts: • Preparation of deposit logs • Recording approved deposits to ParishSoft • Scan and process checks to Independent Bank using the SmartPay check reader • Prepare currency deposits and post in ParishSoft • Prepare bank deposits for armored car service Account Reconciliation: • Set up the monthly account reconciliation file with the current month's • Reconcile assigned accounts Education and Experience: High school diploma or equivalent, plus 3 years related experience in accounting. Experience in parish accounting is preferred. Suitable candidates should send cover letter and resume to [bbasye@stmichaelchurch.net](mailto:bbasye@stmichaelchurch.net). St. Michael the Archangel Catholic Church 1801 Sage Rd. Houston, TX.

**7 PART-TIME BOOKKEEPER** - Holy Cross Chapel, a small chapel in the heart of downtown, serves many downtown professionals who attend the Chapel for daily Mass, confession, and spiritual direction. Business hours and working hours for staff members are Monday – Friday from 9am – 4pm. A part-time position to serve as Bookkeeper is currently open. This position is one day a week from 9:30am – 3:00pm (5 paid hours and 30 minutes non-paid lunch break). The candidate will work closely with the Director and Business Manager to support them in managing the day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position as well as good customer relations and strong communication skills. The ideal candidate for this position is a skilled multi-tasker, is responsible and committed to quality and timely completion of work. As Bookkeeper, perform accounting duties including but not limited to the following • Accurately process, balance, and maintain all deposits, general ledger coding, disbursements, journal entries, payroll, diocesan assessments, bank reconciliation, and other accounting duties as assigned. • Prepare various financial reports quarterly, annually and as requested by the Director or Business Manager. • Provide analysis of all financial data and be available to answer questions. • Prepare budget assumptions. • Process and maintain quarterly sales tax, Fiscal Year closing, and End-Of-Year tasks. • Maintain necessary records of vendors and issue 1099 at year end. • Import payroll into ParishSoft accounting system. • Work with other staff members to provide reports and reconcile/balance deposits. • Process all end-of-month procedures in a timely manner and submit it to Parish Accounting Services (PAS) by the established due date. • Assist with all external

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and/or internal auditors. • File invoices, financial statements and approvals in an organized filing system. • Implement and follow all Diocesan procedures and guidelines to maintain internal controls and best practices for the Chapel. Education/Experience Bachelor's degree in accounting or related fields. Previous experience in accounting/bookkeeping using ParishSoft accounting system is preferred. Strong knowledge of generally accepted accounting principles. Responsible, organized, detailed oriented with strong communication skills. Proficient with MS Office Suite, including Word, Excel, Outlook, and have general IT knowledge. Excellent team skills, positive attitude, high ethical standards, ability to prioritize and multitask. Interested candidates may submit cover letter and resume by email to Lucia Cavers at [lucia@holycrosschapel.org](mailto:lucia@holycrosschapel.org) or mail to: 905 Main Street, Houston, TX 77002.

**8 MUSICIAN** - The position for a minister of music is available at St. Peter Claver Catholic Church. REQUIREMENTS: Read music -- play the organ and piano -- play Gospel music and traditional Catholic music. One hour rehearsal with a small choir every week and play for the 9:00 am Mass each week. Play the parts of the Mass. Interested candidates can send their resume to: Father Kenneth J. Howard, S.S.J. 6005 North Wayside Drive Houston, TX 77028 or call 713-674-3338 extension 102 for more information.

**9 RELIGIOUS EDUCATION ADMINISTRATIVE ASSISTANT** – Bi-lingual (English/Spanish) Rare opportunity to join our team to support the Religious Education programs and ministries of Holy Family Catholic Church, Missouri City, TX (HFC). Key individual acts as Religious Education Administrative Assistant with considerable interaction with staff, volunteers, children, youth and adults. The successful candidate will model the Catholic Faith with a spirit of hospitality, professionalism and pastoral care. Responsible for the daily administrative operations of the Religious Education Center including maintaining MS based databases, translating materials and assisting with event planning and preparations. Varied, fast paced environment, some evenings and weekends. Submit resumes no later than March 1st to (mail or email): Holy Family Catholic Church ATTN: Gail Hutchins 1510 5th St. Missouri City TX 77489 ([gail.hutchins@holyfamilychurch.us](mailto:gail.hutchins@holyfamilychurch.us)) 281-499-9688.

**10 MAINTENANCE SUPERVISOR** - Under the supervision and in support of the pastor's vision and mission, oversees the maintenance of all facilities and equipment. The Maintenance Supervisor exercises the particular abilities of a highly organized person, is able to work independently, and has familiarity with working with vendors and what is needed for successful implementation. This position requires highly-developed relational skills that include the ability to communicate well in person, on the telephone, e-mail and text, and by written word when called upon. Skills, Knowledge and/or Abilities • Proficiency in the use of the Microsoft Office suite • Strong interpersonal ability with staff, vendors and parishioners • Solid organizational and management skills Education, Training, and/or Experience • At minimum, a high school diploma required. A degree, certification or extended work experience in maintenance supervision Interested candidates can send resume to Diane Senger at [diane@sugarlandcatholic.com](mailto:diane@sugarlandcatholic.com).

**11 ADMINISTRATIVE ASSISTANT** -The Administrative Assistant is responsible for providing administrative services for the Dominican Sisters of Houston and support for the organization. Essential Duties and Responsibilities: • Provide clerical and receptionist duties for the office • Receive and distribute all mail/packages • Confidential record maintenance and retention • Prepare and distribute monthly newsletter • Annually update and distribute community directory and feast days/birthdays booklets • Provide support for various meetings/events Qualifications: • Associate or bachelor's degree or appropriate work experience • Ability to organize and effectively manage high volume and multi-talked activities • Possesses the written and verbal skills to effectively articulate the mission of the Dominican Sisters of Houston and fulfill the responsibilities as administrative assistant • Proficient in the use of technology – in particular, Microsoft Office suite Desired Characteristics: • Practicing Catholic and reflects in his/her life a genuine and sincere belief in the mission of the institution • Is highly motivated, organized and goal-oriented; a self-starter who enjoys responsibility and challenge • Is a team player who would work cooperatively with other staff members and personnel For complete position information, please visit [www.domhou.org](http://www.domhou.org) Interested candidates please send cover letter and resume to Blanca Perez: [bperez@domhou.org](mailto:bperez@domhou.org). Dominican Sisters of Houston 6501 Almeda Road Houston, TX 77021.

**12 RESALE SHOP ASSOCIATE** - Location: Vincentian Service Center (6654 Gulf Freeway, Houston) We are seeking a Customer Service-focused, friendly Resale Shop Associate at our Gulf Freeway location. Funds raised through Resale Shop support the programs offered by the Society including our Food Network and Clothing and Voucher Ministries. A successful candidate will like thrifting, merchandising and helping customers find the perfect bargain that will support our mission. The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct- aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. Position Summary: The Resale Shop Associate is responsible for generating and processing sales at the VSC shop location. This position works closely with the Manager of the shop to ensure an optimal shopping experience for our friends and neighbors, and customers and supports the overall mission of the organization Essential Duties & Responsibilities: • Creates a warm, friendly and helpful store atmosphere to satisfy the needs of customers and clients. • Works with the store manager and staff to support the daily operations of the retail store and increase sales revenue. Operates the POS (Point of Sale) system and register and enters data into Client Management System. • Sorts, prices and presents merchandise/clothing. • Maintains the cleanliness and overall appearance of the store. • Assists customers with loading and unloading donations and sales into and out of vehicles, including furniture. Moves/rearranges furniture in the store to optimize space usage and customer shopping experience. • Must be able and willing to cross train in other all area as this is a major tenant of our program. Qualifications: • High school diploma or general education degree (GED) • One to two years related experience and/or training in retail preferred • Bilingual (English and Spanish)

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preferred • Intermediate personal computer skills and experience with electronic POS systems • Ability to work Tuesday through Saturday  
Interested Applicants: Submit your application by clicking the link to our posting:  
<http://ejob.bz/ATS/jb.do?reqGK=27130702&portalGK=12594> Email your resume to: [Christina@achillesgroup.com](mailto:Christina@achillesgroup.com).

**13 LEAD PRODUCTION TECHNICIAN** - We are seeking a Customer Service-focused and friendly Lead Production Technician to provide limited supervision and leadership to our production staff and volunteers. This position is primarily responsible for ensuring that donated items are properly priced, sorted, hung, and tagged. A successful candidate will have attention to detail, the physical ability to lift up to 50 lbs. and work hard and efficiently in all weather conditions, and motivate a team of employees and volunteers. The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. Position Summary: The Lead Production Technician is primarily responsible for expediting the processing of donations. The position must also price, sort, and hang and tag clothing and knick-knacks on a daily basis in addition to providing limited supervision of a team of Production Technicians and Volunteers. This position also works closely with the Resale Shop Associates, Resale Shop Lead, and Facilities and Operation Supervisor to ensure an optimal shopping experience for our friends & neighbors and customers in addition to supporting the overall mission of the organization. Essential Duties & Responsibilities: • Complete tasks such as loading, unloading, sorting, staging, and transporting products. • Thrive in a busy, fast-paced warehouse environment • Ability to work closely with others in a team environment • Reach daily production goals • Clean, maintain, and restock work area daily • Recycle items not suitable for the resale shops following procedures to ensure minimum waste disposal • Operate forklift (training provided) • Serve as store assistant as needed • Adheres to principles of Six Sigma and the 5 S's • Adhere to strict confidentiality standards regarding our friends, neighbors, employees, and volunteers • Must be able and willing to cross train in other all area as this is a major tenant of our program • Other duties as assigned • Lead Production Technician provides limited supervision of the production staff and volunteers through motivation, direction, review and feedback of assigned tasks. Qualifications: • High school diploma or general education degree (GED) • Six months to one-year related experience and/or training, retail experience preferred • Familiarity with 5 S's and Six Sigma preferred • Bilingual (English and Spanish) preferred • Ability to perform moderate physical activity and exert up to 50 pounds of force to lift, carry, pull, or otherwise move objects Interested Applicants: ♣ Submit your application by clicking the link to our posting: <http://ejob.bz/ATS/jb.do?reqGK=27130517&portalGK=12594>. Job Ad Location: Vincentian Service Center (6654 Gulf Freeway, Houston).

**14 MDS COORDINATOR** - Admission Nurse is responsible for assessing all new applicants to be admitted to the Nursing Center. MDS/Care Plan Coordinator is responsible for all MDS assessments for new residents and quarterly and annual reviews as well as assessments when a change in condition has been recognized. Perform all data entry in computer and responsible for getting the Care Plan Team ready weekly for care plan meetings. Position qualifications: This individual will possess the following: Graduate of an accredited school of nursing (LVN or RN) and maintain current licensure in the State of Texas. At least one (1) year of experience in nursing with a working knowledge of geriatric nursing. A working knowledge of MDS assessment procedures, state and federal standards and be able to maintain professionalism with staff, residents and family members. Be accurate, concise, detail oriented and able to work cooperatively with all members of the care planning team. Must willingly demonstrate the ability to work in a team-oriented environment. Must demonstrate initiative – be a self-starter with job duties assigned. Extensive computer skills with knowledge of electronic medical records (EMR). Apply online at [careers@stdominicvillage.org](mailto:careers@stdominicvillage.org) in person at 2409 Holcombe Blvd, Houston, Tx 77021 between 9am-3pm.

**15 PART-TIME MUSIC & MOVEMENT ENRICHMENT TEACHER** - Christ the Redeemer Genesis Early Childhood Program is accepting applications for a Music & Movement Enrichment Teacher. This is a part-time position. Education/Experience: It is preferred that applicants have a background in early childhood education, child care, music or related work with young children. For more information or an application, please contact Director Mary Davis at [mary.davis@ctrcc.com](mailto:mary.davis@ctrcc.com) or Melanie Gehrt at [melanie.gehrt@ctrcc.com](mailto:melanie.gehrt@ctrcc.com). Please list the job title in the subject line.

**16 PART-TIME BOOKKEEPER** - Sts. Simon & Jude Catholic Church Summary: 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).

**17 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 Human Resources at Resume@archgh.org; reference "Development Coordinator" in subject line. Development Department Downtown Chancery 1700 San Jacinto St Houston, TX 77002.

**18 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 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)

**19 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.

**20 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).

**21 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 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).

**22 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 Human Resources at [Resume@archgh.org](mailto:Resume@archgh.org); reference "Development Coordinator II" in subject line..

**23 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.

### **MISCELLANEOUS JOBS**

**1 BUILDING MAINTENANCE** - The Archdiocese maintenance department is currently interviewing for a building maintenance candidate. This person will work with a team that maintains a number of buildings on different properties. Responsibilities will include light plumbing, meeting room set-ups, maintenance and repair of related equipment and general maintenance of facilities. Familiarity with Windows based PC programs and skills to operate/communicate using these tools will be required. Heavy lifting of up to one hundred pounds will sometimes be required when performing jobs such as moving furniture, managing janitorial supplies and ground work. This position will require the ability to work without direct supervision. In addition to the listed responsibilities, all aspects of building maintenance will be required. Cross training on other aspects of the maintenance group duties will be necessary. Team member will be on a rotating 24/7 emergency on-call group. Potential candidate must have a valid Texas driver's license, and a good driving record. Education/Experience: Potential candidates must have high school diploma or equivalent. Minimum of 3 years of experience is required. To apply, please send your resume and references to Human Resources at [hr@archgh.org](mailto:hr@archgh.org). Please place job title on subject line. Main Location St. Dominic Center 2403 Holcombe Blvd. Houston, Texas 77021.

**2 MAINTENANCE TECHNICIAN** - Performs maintenance and repair of all facilities and grounds at the church and school. Full-time position with benefits. Applicants with specialized skills in electrical work, plumbing, commercial painting, and/or IT applications preferred. Maintenance technicians are expected to work with their hands and use both hand and power tools. Must have basic knowledge of building trades including carpentry, plumbing, glazing, painting, masonry, grounds keeping, electrical wiring and appliance repair; possess basic computer skills and the ability to read blueprints and schematics; and must demonstrate a good work ethic, commitment to quality, and willingness to work collaboratively with the other maintenance technicians and church and school employees. Salary commensurate with skills and prior experience. Submit résumé to Greg Herzog at [gherzog@saintanne.org](mailto:gherzog@saintanne.org).

**3 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. 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. 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). Coordinate towing of unauthorized vehicles parked on Saint Anne lots after proper notification. Make sure that no vehicles are parked in such a way as to block access to our handicapped ramps. 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. 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:gherzog@saintanne.org).

## JOBS RESOURCE LIST:

**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> Go to <a href="http://www.coasttocoastcareerfairs.com/">http://www.coasttocoastcareerfairs.com/</a> Next one <b>May 8<sup>th</sup> 2019</b> details later</p>	<p>Includes all Texas major cities, has info on individual Companies and some job openings. You can also sign up for notifications</p>
<p><b>CAREER CONNECTIONS</b> 2<sup>nd</sup> Baptist Church 6400 Woodway Houston TX 77057</p>	<p>Partner with HR Pros In Transition Group offering weekly meetings and assistance to job seekers. Contact Church 713 465-3408 <a href="http://www.second.org">http://www.second.org</a></p>
<p><b>JOBNET-</b> Job Readiness Program at Christian Community Service Center, 3224 Mercer, Houston TX 77027 (15+miles from SJV)</p>	<p>Personal Job Coaching Job search workshops Computer Classes &amp; Tutoring. Open Computer Lab for independent Job search. Workshops Contact Job Net Mgr. <a href="http://www.ccschouston.org">www.ccschouston.org</a> or <a href="mailto:jobnet@ccschouston.org">jobnet@ccschouston.org</a> Ph. 7136268320</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 Classes held Tuesday through Friday  Has best “LINKED IN” classes every Thursday 10am -1pm</p>
<p><b>WORKFORCE SOLUTIONS/The Work Source</b> provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast <b>No charge.</b> 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>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>
<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>

JOB COUNSELING & NETWORKING	CONTACT INFO
<b>Memorial Assistance Ministries (MAM)</b> 713-428-4576  <b>Employment Services</b> A comprehensive service that provides job leads and job search training Classes in job search, coaching, provide valuable job links	Go to <a href="http://mamjobsnetwork.org/">http://mamjobsnetwork.org/</a>  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>
<b>Jobs Ministry Southwest</b>	<a href="http://www.jobsministrysouthwest.com">www.jobsministrysouthwest.com</a>
<b>Northwest Bible Church, "Between Jobs Ministry"</b>	<a href="http://www.nwbc.org/betweenjobsministry">http://www.nwbc.org/betweenjobsministry</a>
<b>Chapel wood United Methodist</b> –web site links to Job seekers web site	<a href="http://www.jetjobseekers.org">www.jetjobseekers.org</a>
<b>First H.O.P.E. at First Baptist Church</b> meets once a month on Saturdays	<a href="https://houstonsfirst.org/event/first-hope-training">https://houstonsfirst.org/event/first-hope-training</a> .
<b>Energy Job Search Work Team.</b> Meets every Tuesday 10am - 11:30 at Chapelwood Methodist	<a href="https://mvejst.org/">https://mvejst.org/</a>
<b>Epiphany of the Lord, Katy, TX.</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, & discusses job opportunities. Meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office.	<a href="http://www.epiphanycatholic.org/">http://www.epiphanycatholic.org/</a> <a href="mailto:outreach@epiphanycatholic.org">outreach@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.
<b>CAM-Cypress Assistance Ministries</b> 11202 Huffmeister Houston TX 77065	One on one job counseling Job leads emailed weekly 281.955.5895 <a href="http://www.cypressassistance.org">www.cypressassistance.org</a> <a href="mailto:camjobs@cypressassistance.org">camjobs@cypressassistance.org</a>
<b>TEAM Employment Assistance Ministry</b> Individual job search help	The Foundry United Methodist Church,8350 Jones Road, Jersey Village, TX 77065 <a href="http://foundrychurch.org">foundrychurch.org</a>

ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<b>ALLIED UNIVERSAL</b> is hiring Security Officers, no experience required, just great customer service. Several openings in West Houston.  <b>Website is <a href="http://www.aus.com">www.aus.com</a>.</b>	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
<b>SECURITAS Security Services USA</b> 20465 State Highway 249 Houston, TX 77070	<a href="http://www.securitasjobs.com/">http://www.securitasjobs.com/</a> PH 832 912 3200 Fax 713 912 3291
Openings at ASSISTING HANDS HOME CARE Looking for compassionate, reliable, honest CNA/caregivers in Katy, West Houston, or Galleria.	Apply at <a href="http://assistinghands.com/west">assistinghands.com/west</a> Houston Assisting Hands of West Houston 13111 Westheimer Rd, Suite 200, Houston, TX 77077
<b>Coca Cola Bottling Co.</b>	<a href="http://www.coca-colacompany.com/careers">http://www.coca-colacompany.com/careers</a>
<b>McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901</b>	<a href="http://careers.mcdermott.com/">http://careers.mcdermott.com/</a>
<b>Center Point Energy/HL&amp;P</b>	<a href="http://www.centerpointenergy.com/careers/">http://www.centerpointenergy.com/careers/</a>
<b>Conoco Phillips</b>	<a href="http://www.conocophillips.com/">http://www.conocophillips.com/</a>

City of Houston	<a href="https://www.governmentjobs.com/careers/houston">https://www.governmentjobs.com/careers/houston</a>
<b>HARRIS COUNTY has over 100 openings for clerical, technical, and professional positions. 713 274 5445</b> <b>YOU CAN SUBMIT APPLICATIONS BY EMAIL</b> <b>You can search for jobs "by Categories" Shows a selection of categories with openings You can research jobs by location or department. Employment Line</b>	<b>Complete List of openings by dept. and job title is on:</b> <a href="https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx">https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx</a>

**Some Categories are:**

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

**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

**Asst. OM**  
**Dir Revenue Manage Mgr. Front Desk Engineer Painter PT HR Coord**

**Culinary**

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

**HVAC Engineer Culinary F&B Housekeeping Barista**  
**Rev Mgr. Research Coord**

**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)

**Housekeeping Food&Bev Engineering Concierge Front Desk Lounge Attendant**

**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/>

**HILTON HOTELS**, Operating as **Doubletree** and **Hilton** <http://hiltonworldwide.com/careers/>Six locations-Closest (13 miles) from SJV is **Houston Hilton, Post Oak**, Galleria Area, 2001 Post Oak Blvd. **Doubletree Houston**-400 Dallas St, (18m from SJV), **Hilton Americas Houston** 1600 Lamar (17m from SJV) **Doubletree (formerly Houston Renaissance)**, six Greenway Plaza

**Concierge** **Catering Sales** **AD Finance**  
**Barista** **Security** **Engineer**

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

**MARRIOTT HOTELS** <https://marriott.taleo.net/careersection/2/jobsearch.ftl> there are numerous Marriott locations in the Houston area. Open jobs listed on the Web site by location apply online.

*Some OPENINGS within 15 miles of SJV*

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

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

<b>Marriott Marquis</b>	<b>F&amp;B &amp;</b>	<b>Procurement Purchasing</b>	<b>Event</b>
1777 Walker St Houston	<b>Culinary</b>	<b>Housekeepng/laundry</b>	<b>Management</b>
(+15miles from SJV)713-654-1777	<b>Sous Chef</b>	<b>Groundskeeper</b>	
	<b>Rooms&amp;Guest Service</b>		

**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

**NON CLINICAL OPENINGS AT HOSPITALS & CLINICS**

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	Admin Staff	Front/Back Office	Advanced Practice (NPs & PAS)	Non-Clinical Nursing Allied Health
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**MEMORIAL HERMAN**, Memorial City Hospital 920 Frost wood, Houston, TX Job Line 713-222 2273

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

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

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

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

Memorial City Ambulatory Serv Rep Maint Mechanic Sr Billing Rep In Patient Coding

**KATY HOSPITAL** check web site

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

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

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

**SCHOOL DISTRICTS**

**Spring Branch Independent School District** Paraprofessional Openings-Actual and Anticipated visit web

<https://online.springbranchisd.com/teamSBISD/opportunities.html> Sample Job titles/Depts. are:

Admin Staff	Teaching Asst.	Childcare	Tech Services
Special Ed	ESL/Bilingual	Child Nutrition	Compliance Specialist
Custodian	Skilled Labor	Building & Grounds	Production Asst.

**Alief Independent School District** 12302 High Sat

address: P.O. Box 68, Alief, TX 77411

Telephone: 281-498-8110 <http://www.aliefisd.net/> Web lists vacancies

r, Houston, TX 77072 mailing

**Katy Independent School District**-check website for openings. <http://www.kayisd.org> Apply at KISD Personnel Office,

6301South Stadium Lane (South of Katy High School) Tel 281 396 2347