

ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

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

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

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.	
HOUSTON CHRONICLE HAS ISSUED: <u>THE 2017 CHRONICLE 100</u> <u>& 2017 HOUSTON TOP WORKPLACES</u>	Lists prominent companies in the Houston area it is a good resource for researching companies you may wish to contact
AT THIS WEB SITE THERE ARE NO JOB FAIRS IN THE HOUSTON AREA Next One MAY 8TH	Go to: http://www.coasttocoastcareerfairs.com/ Includes all Texas major cities, has info on individual companies, and some job openings. You can also sign up for notifications
Workforce Solutions/The Work Source provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast <u>No charge.</u> Office locations www.workforcesolutions.com Their job database is WorkInTexas.com	Go to web site for details http://www.wrksolutions.com/jobs/jobposting_results.aspx
Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for search by job category or title, http://jobsearch.local-jobs.monster.com/	Best places to work in Houston selected by employees latest issue Nov 2017 http://www.chron.com/topworkplaces <i>Every job hunter should check this site for ideas and leads</i> See feature section in Chronicle: “Jobs” it contains useful info for job hunters
Chronicle blogger Kimberly Thompson, “Career Rescue” many helpful items for job search	Go to: http://blog.chron.com/careerrescue/
Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.	Go to: http://houston.jobing.com/
Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards. This site can deliver new jobs daily to your email	Go to: http://www.indeed.com/
Glassdoor- holds a growing database of millions of company reviews, salary reports, interview reviews, and questions.	Go to https://www.glassdoor.com/
JOB COUNSELING & NETWORKING	CONTACT INFO
<u>Memorial Assistance Ministries MAM 713-428-4576</u> <u>Employment Services</u> A comprehensive service that provides job leads and job search training <u>Classes in job search, coaching, provide valuable job links</u>	Go to http://mamjobsnetwork.org/
Jobs Ministry Southwest	www.jobsministrysouthwest.com
Northwest Bible Church, “Between Jobs Ministry”	http://www.nwbc.org/betweenjobsministry

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Chapel wood United Methodist –web site links to Job seekers web site	www.jetjobseekers.org
<p>Epiphany of the Lord, Katy, TX (281-578-0707)</p> <p>EPIPHANY JOB NETWORKING This ministry offers networking, various skills are reviewed, & job opportunities are discussed. Weekly meetings are on Mondays from 7 pm to 9 pm in the Rec Room of the Parish Activity Center. Outreach Office.</p> <p>Seminar covers resume writing, interviewing, networking, and other important tools to have a successful career search, with focus on having the right approach and a positive attitude.</p> <p>They hold a seminar on a Saturday about every six weeks, from 9 am to 2 pm. Registration is required and the deadline to register is midnight, Wednesday, and prior to the Saturday of the seminar.</p> <p>Future Seminars July 2, 2018 October 20, 2018</p>	<p>http://www.epiphanycatholic.org/</p> <p style="text-align: center;">Career Search Seminar April 7, 2018</p>
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<p>ALLIED UNIVERSAL is hiring Security Officers, no experience required, just great customer service. Several openings in West Houston.</p> <p>Website is www.aus.com.</p>	<p>Contact : Angelica Blake, Talent Acquisition Specialist Angelica.blake@aus.com Allied Universal 1235 North Loop West Suite #400 Houston, Texas 77008 W: 713.939.4205 C:713-817-5742 </p>
<p>SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070</p>	<p>http://www.securitasjobs.com/ PH 832 912 3200 Fax 713 912 3291</p>
<p>Openings at ASSISTING HANDS HOME CARE Looking for compassionate, reliable, honest CNA/caregivers in Katy, West Houston, or Galleria Assisting Hands of West Houston 13111 Westheimer Rd, Suite 200, Houston, TX 77077 281.369.5858 Fax resumes 281.369.5859.</p>	<p>Apply at assistinghands.com/west Houston</p>
Allstate Insurance Co.	https://www.allstate.com/careers.aspx
Coca Cola Bottling Co.	http://www.coca-colacompany.com/careers
McDermott Engineering, 777 N Eldridge, HouTx 77079 PH. 281 870 5901	http://careers.mcdermott.com/
Center Point Energy/HL&P	http://www.centerpointenergy.com/careers/
Conoco Phillips	http://www.conocophillips.com/
City of Houston	https://www.governmentjobs.com/careers/houston
<p>HARRIS COUNTY has over 100 openings for clerical, technical, and professional positions. 713 274 5445 YOU CAN SUBMIT APPLICATIONS BY EMAIL You can search for jobs “by Categories” Shows a selection of</p>	<p>Complete List of openings by dept. and job title is on: https://hrrm.harriscountytexas.gov/Pages/CareerOpportunities.aspx</p>

categories with openings You can research jobs by location or department. Employment Line
Some categories are:

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

OPENINGS AT HOTELS

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

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

OMNI HOUSTON HOTEL Westside {3m from SJV} 13210 Katy Freeway @Eldridge Westside location:
 visit <https://www.omnihotels.com/careersfor> complete listing by city
Dir of Finance Food&Bev Front Desk Security Housekeeping Supv Front Office
Engineers Culinary

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

HOUSTON MARRIOTT WESTCHASE HOTEL 2900 Briar Park, near Westheimer Job Line 713-735-2775

Apply in person: Mon-Fri 8:00 a.m. to 5:00 p.m. Web site: www.besthotelcareers.com

Accting/Fin	Food&Bev	Culinary	Front Office	Housekeeping			
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ROYAL SONESTA HOTEL , 2222 W Loop S(Galleria area) 713 627 7600 -

www.sonesta.com/RoyalHouston

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

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

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

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

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

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

Group Coordinator **Housekeeping** **Sales Adm Assist** **Food&Bev**
Barista **PBX Operator** **General Maintenance** **Guest Service Agt**

HILTON NATIONAL
OPENINGS: DETAILS ON
WEB PAGE

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

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

At JW Marriott Houston 5150 Westheimer-713-961-1500	Dir franchise Operations F&B Culinary	Dir LP&Security Restaurant Mgr.	Dir Guest Services
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At Houston Marriott West Loop 1750 West Loop Sth.713-960-0111	Maint Engineer Mechanic (HVAC LIC)	Housekeeper LP Supv	Revenue Mgr.
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Marriott Marquis 1777 Walker St Houston (+15miles from SJV)713-654-1777	Restaurant Chief Engineer Barista	AM AM Housekeeping Houskpng/laundry SPA Attendant	F&B & Culinary Lead Cook
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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: Culinary Food&Bev

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

OPENINGS: Hotel Mgr. Front Desk Agt Dir of Front Office

Meeting&EventsMgr Phone Operator

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

Server Front Desk Agt AP Clerk

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

OPENINGS: Mgr. Restaurant Dir of Events Front Desk Agt Housekeeping

NON CLINICAL OPENINGS AT HOSPITALS & CLINICALS

Here are some non Clinical listings in the hospitals near 77079 area: Don't go by the job title check the job description
Some jobs are entry level but the job title may not indicate entry level.

Note PRN or Supplemental = "as needed"/on call It could lead to a permanent job in the future

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

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

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

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

Support Specialist	Patient Account Analyst	Ambulatory Service Rep	MA (certified)
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FAVORITE STAFFING An employment service of Harris Co The Medical Society.

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

They focus on these areas.

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

MEMORIAL HERMAN, Memorial City Hospital 920 Frost wood, Houston, TX Job Line 713-222 2273
 Applications: Mon. - Fri. 8:00 a.m. -4:30 p.m. Human Resources office 713-932-3470 Fax 713-932-3629.
 Web Site: <https://jobs.memorialhermann.org/search-jobs> shows openings in 21 facilities in Houston area
 Also on the West side is the **Katy Hospital** 23900 Katy Freeway, Katy, Texas 77494 281-644-7000
 (11miles from SJV)&**Continuing Care Hospital** 3043 Gessner Houston, Texas 77080 713-462-2515

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

MEMORIAL CITY **Ambulatory Serv Rep Maintenance 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

SCHOOL DISTRICTS

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

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

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

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

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

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

AVAILABLE JOBS WITH THE ARCHDIOCESE OF GALVESTON-HOUSTON

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 ASSISTANT SUPERINTENDENT FOR CURRICULUM, ASSESSMENT, AND DATA - The Archdiocese of Galveston-Houston is seeking a dynamic individual to serve as Assistant Superintendent for Curriculum, Assessment, and Data in the Secretariat for Catholic Schools. The City of Houston is currently one of the fastest growing cities in the United States. The Archdiocese of Galveston-Houston serves the spiritual needs of its 1.7 million Catholics with worship in over fourteen languages in 146 parishes, and is the fifth largest diocese in the U.S. It is the home of the largest private school system in the State of Texas, and its educational outreach spans a growing family of 49 elementary-middle schools and 10 high schools. Included among these inner city, rural, Montessori, parochial, and private schools are some of the oldest Catholic schools in the state. These schools serve approximately 18,500 students and their families. The Archdiocesan school system recently expanded with the opening of a new high school in 2013, an elementary school in 2014, and will add another elementary school this Fall. Under the general supervision of the Superintendent Secretariat Director, this position is responsible for overseeing and updating all curriculum guidelines and programs; facilitates, supervises, and conducts all accreditation protocols; functions as the accreditation liaison for the Archdiocesan – affiliated schools with the Texas Catholic Conference of Bishops' Education Department; and analyzes and reports on all data gathered by and for schools. This position oversees all assessment activities and provides leadership that supports schools in the creation, implementation, maintenance, and enhancement of the academic programs in the schools. These programs will ensure excellence, scholarship, creativity, and achievement for all students enrolled in Catholic schools throughout the Archdiocese of Galveston-Houston. The Assistant Superintendent for Curriculum, Assessment, and Data demonstrates positive interpersonal skills and provides knowledge and expertise in curriculum, evaluating continuously both the appropriateness and the quality of the curriculum. In addition, this position provides advice and information; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines and policies; and serves as a member of the CSO leadership team that also serves as a liaison to a cluster of schools. This position requires that the Assistant Superintendent for Curriculum, Assessment, and Data have and continue to maintain an established reputation as a leader in the educational profession. General Requirements The Archbishop is the chief teacher of the faith in Catholic K-12 schools. The Superintendent, Associate Superintendent and Assistant Superintendents, assist in this ministry and, in cooperation with the pastors and principals, commit to upholding the Catholic identity of all Archdiocesan, religious order, and associated private schools. Suitable candidates must be active Roman Catholics in full communion with the Catholic Church, visionary leaders, and energetic advocates for the ministry of Catholic education, and faithful disciples of Catholic philosophy, values, and teachings. Education/Experience Doctoral Degree in Education Curriculum and Assessment preferred with a minimum of seven (7) years' experience in education in a Catholic school setting, including three (3) of these years in an administrative capacity. Suitable candidates should email a cover letter, resume, and salary requirements to resume@archgh.org with Assistant Superintendent for Curriculum on the subject line.

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

3 DIRECTOR –To provide administration, leadership, supervision and day-to-day operational support for St. Rose of Lima's Early Childhood Center and Summer Programs. Key Areas of Responsibility: o Compliance with all procedures, regulations and criteria set forth by the Texas Department of Family and Protective Services for Day Care Licensing along with those published by the Archdiocese of Galveston-Houston for Early Childhood Centers. o Supervision of St. Rose of Lima's Early Childhood Center, including student and parent volunteers. o Setting of policies within the guidelines established by the Pastor and the Finance Council of St. Rose of Lima for admission, attendance, tuition and educational goals of the St. Rose of Lima Early Childhood Center and Summer Programs. o Develop or implement curriculum and program policies that fulfill the mission of the ministry or center; including implementation of the Catechetical Curriculum for Lifelong Faith Formation, specifically for birth to five years of age, as promulgated by Daniel Cardinal DiNardo on August 6, 2013; effective on January 6, 2014. o Supervision of all aspects of employment for all employees within the programs; this will include bi-weekly timecard validation and approval for payroll. o Creation and submission of the annual budget for the department and subdepartments within the programs. o Communications on a

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regular and consistent basis with parents of children within the programs, staff and the community at large, utilizing all acceptable and approved forms and methods of media needed to accomplish this. o Maintain communication with the Office of Evangelization and Catechesis and attendance at Archdiocesan events related to early childhood ministries. Education/Experience: o Must be at least 21 years and possess a current Childcare Director's Certification/License for centers with 13 or more children, with two or more years of hands-on experience in an early childhood center, or ... o Must be at least 21 years of age, and meet both the education and experience qualifications required by Texas Department of Family and Protective Services in order to obtain a Childcare Director's Certification/License for centers with 13 or more children within the required period, and have two or more years of hands-on experience in an early childhood center. o Must be Vitus certified, or obtain Virtus certification within the required period, and must agree to and pass an Archdiocesan required background check as a prerequisite to employment. o Must have current training and or certification in CPR, AED and First Aid. o Must be proficient in Microsoft Office applications. o FTCM certification and Catechist Certification, or enrollment within these programs within the required period. Contact information to send resume: Chuck Pearce, Business Administrator St. Rose of Lima Catholic Community 3600 Brinkman St Houston, TX 77018 cpearce@stroselima.org. Early Childhood Center St. Rose of Lima Catholic Community 3600 Brinkman St. Houston, TX 77018.

4 DIRECTOR OF CAMPUS MINISTRY - Accountability: Principal FLSA: Exempt Date of Issuance: January 2018 Profile: A member of the St. Thomas High School faculty seeks ways to teach and model Goodness, Discipline and Knowledge. He/she interacts in a positive and caring way with students by offering academic and personal guidance. Familiarity with the school's history and traditions is important in order to capture, perpetuate and enhance the school's spirit and values. He/she is actively involved in the school's religious life and takes a leadership position in extolling the Catholic and Basilian beliefs of St. Thomas High School. Role: Responsible coordinating all matters related to the growth of St. Thomas High School as a faith community. Duties: 1. Works closely with the Theology Department and other interested teachers to encourage the growth of students as a faith community. 2. Plans and organizes all-school liturgies and group liturgies on special occasions including Christmas Eve Mass. 3. Coordinates the scheduling of priest celebrants for the all-school liturgies and for daily Mass for the School community. 4. Maintains a productive relationship with the faculty, staff and students by communicating with them about campus ministry programs and special projects. 5. Coordinates, organizes and facilitates the student, faculty, parent and other retreat program in light of the mission of the school. 6. Coordinates training of student, faculty/staff and parent retreat team leaders. 7. Plans and facilitates the annual faculty retreat day. 8. Organizes student collections for the poor during Advent and Lent. 9. Is available to faculty, staff, students and families as a resource person and/or counselor. 10. Ensures the sacrament of reconciliation is available on a weekly basis as well as from any priest at any time. 11. Coordinates daily scripture readings, short reflections and prayers each morning on EBN and coordinates refreshing and delivery of Friday afternoon prayer. 12. Prepares the list of Campus Ministry events on an annual basis and seeks approval by the Principal and Assistant Principal. Assures all Campus Ministry events are on the school and meeting room calendars. 13. Responsible for assuring clarity, understanding and practice of the Basilian charism in the wider St. Thomas community. 14. Plans and manages St. Thomas' Faculty and Staff Faith Formation program. 15. Responsible for the growth and guidance of the St. Thomas Squires organization, Fellowship of Christian Athletes and other campus ministry-led extra-curricular activities. Certification: Bachelor's degree required. Master's degree in theology, education or related field is preferred. State of Texas Teacher's Certification preferred. Previous experience in directing the efforts of a robust Campus Ministry Program is preferred. Demonstrated leadership and organizational skills required. Schedule: The Director Campus Ministry is an 11-month position requiring approximately 215 days of which 10 are in-service days. The work day is typically 7:30 a.m. until 4:00 p.m. Some evenings and weekends are required for retreats, masses, programs, etc. Faculty is encouraged to work with students before and after school and to moderate clubs and organizations that fit their skillset. Other requirements include attendance at evening and weekend events such as Back to School Night, Parent Teacher Conference, National Honor Society Induction, Freshman Registration, Commencement Mass and Ceremony, Open House and school fundraisers. Other duties as assigned. To apply, go to www.sths.org/careers and complete a Faculty Application. No phone calls please.

5 DIRECTOR OF ALUMNI RELATIONS - The Director of Alumni Relations is a key position within the St. Pius X Advancement office. The Director is responsible for the planning and implementation of programs and projects that engage St. Pius X alumni and provide tangible benefits. The Director also serves as an ambassador and is charged with creating and maintaining pathways for alumni participation that advance the strategic goals of the School. Position Responsibilities Create and strengthen relationships between St. Pius X alumni and the School• Develop, implement and promote programming to re-connect alumni with the School• Develop, implement and promote alumni-focused events that support the School's strategic initiatives• Educate graduating students about alumni benefits and engage them in programs• Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print• publications Work in conjunction with the Director of Annual Giving to identify, cultivate, solicit and steward alumni gifts• Secure commitments from alumni to provide professional expertise and volunteer service• Work collaboratively with the Advancement Assistant to ensure accurate and complete alumni database• records; capture biographical and career information of alumni via surveys, projects, correspondence, website, postal returns, etc. Work closely with the Alumni Association Board of Directors, arranging its meetings, staffing its committees• and ensuring strong and productive relationships between its members and School Perform other duties as requested by the Head of School and the Director of Advancement• This position reports to the Director of Advancement• Qualifications Bachelor's degree in Communications, Marketing or a related field• A minimum of three years of experience in alumni relations and external affairs with demonstrated• accomplishment in fostering productive relationships with volunteers and developing volunteer leadership Excellent communication, organizational and

interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the School, alumni, other constituents and the public. The demonstrated ability to strategize, implement and build constituency programs and activities, along with a talent for motivating volunteers. Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment to achieve goals. High professional and ethical standards for handling confidential information. Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines. Experience with Raiser's Edge or a similar constituent database. Ability to work evenings and weekends as needed. Please send a cover letter, resume and references to yeagerj@stpiousx.org. For more information, visit stpiousx.org.

6 CHIEF OPERATING OFFICER (COO) - Catholic Charities of the Archdiocese of Galveston-Houston is a faith-based, multi-service agency with locations in Fort Bend, Harris and Galveston Counties. Catholic Charities is the social services arm of the Archdiocese of Galveston-Houston with an annual budget of over \$40 million and an employee base of approximately 350 employees. Catholic Charities administers over 15 programs serving a diverse client population that includes, but is not limited to, children, adults, immigrants, refugees and senior citizens. The vision of Catholic Charities is to be people of faith helping people in need achieve self-sufficiency and live with dignity. Driven by the Gospel mandate to serve the least among us, we bring compassion and care to the residents of the 10 counties of the Archdiocese. Catholic Charities serves all people without regard to race, religion or ethnicity. Catholic Charities is seeking a new addition to the Senior Management team in the newly created role of Chief Operating Officer (COO). The successful candidate is a mission-focused, seasoned, strategic, and process-minded leader with experience in scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. He/she is able to help others deliver measurable, cost-effective results that make the vision a reality. Importantly, the COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission while also introducing efficient and effective systems to increase the productivity of the organization. Reports to: CEO
Supervisory Responsibility: The COO will directly supervise a combination of Management and Administration Senior and Management Team Vice Presidents and Directors. Position Summary: The COO is a senior management team position and part of the Executive Team. The COO provides leadership, supervision, oversight, and executes the business plan, facilitates organization-wide communication, and monitors all administration activity. Through constant communication with the CEO and Senior Management team, the COO manages the plan with clear deadlines and goals. The COO has a clear understanding of the business plan and is able to delegate projects and tasks in a way that best utilizes the strengths and abilities of personnel to ensure organization success. The COO consistently communicates the plan to the Senior Management team and ensures constant feedback – keeping all staff accountable for their responsibilities in order to fully integrate all functions and to resolve cross functional issues. With consistent oversight of Management and Administration, the COO will keep all internal functions operating efficiently and cost-effectively and ensure all resources are being allocated optimally. Responsibilities: Commitment to the Mission and to Organizational Sustainability: Models commitment to CCGH's mission and plan for a sustainable organizational structure, including working with the Executive team and representation of the agency. Ensures team members comply with federal, state, regulatory agencies, Catholic Charities USA (CCOA), and funder requirements. Has control over the execution of the business plan and is in tune with challenges, progress, and handles unexpected issues in a timely fashion. Team Collaboration: Contributes to team's success by being in sync with the Senior Management team and the CEO. Holds everyone accountable and ensures personnel strength. Works with other members of the executive team to create and continually represent a unified leadership perspective. Facilitates integration of and collaboration between administration and programs. Constantly informs direct reports of decisions/expectations and ensures they constantly keep the COO informed on their department's activity. Ensures no communication gaps between any departments or with the CEO. Spends time developing relationships with the Senior Management team and Management team to ensure there is trust and familiarity in working relationships. Leadership: Supervises, mentors and coaches Management and Administration VPs and Directors. Meets with direct reports and encourages ideas and innovation from all staff. Identifies and executes efficient processes and procedures across Management and Administration and programs. Identifies and trains employees for more responsibility in accordance with their talents. Instills transparency, trust, capability, and energy leading to high achievement. Creates a predictable routine/system that ensures transparency and accountability. Works with Management and Administration and Program VPs and Directors to maintain positive working relationships with internal and external stakeholders and funders. Sets clear expectations for all operations. Regularly schedules internal meetings as part of a plan to stay in sync with all departments. Demonstrates an intimate understanding of all programs and services. Culture: Receives direction from the CEO in the formation of the culture of CCGH. Represents and holds others accountable to representing the values of CCGH and continually monitors the environment to ensure the culture is vibrant within the agency. With the other members of the Senior Management team, continuously works toward maintaining a results-oriented, learning, faith-based organizational culture. Overall Organizational Indicators: Ensures compliance with all regulatory, licensing, and accrediting requirements and adherence to agency policies and procedures. Responsible for all Management and Administration reporting and analytics and creates a system for collecting and analyzing metrics and analytics. Utilizes data to inform decision making, streamline processes and implement quality improvements. Manages Quality and Compliance Team to review and assist all departments and programs in maintaining compliance with CCOA and agency standards. Executive Team Participation: Participates in regular meetings of the Senior Management team, the Board of Directors and select committees of the Board. Helps create the development of the overall organizational strategy and key indicators of success. Works with the Executive Team to create and coordinate organizational processes and technology needed for the definition of program and department performance, including definition of goals, objectives, outcomes, targets and key performance indicators. Is a team player

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who promotes a culture of excellence and learning. • Budget Development/Oversight: Monitors and ensures resources are allocated ideally, ensuring departments are adhering to budgets. • Oversight and monitoring of the annual agency-wide budgets. • Works with the CEO, VP of Finance and the Management Team to review budgets and ensure alignment across the organization with financial objectives and requirements. Minimum Qualifications/Requirements: BA degree required; MBA or similar advanced degree and Six Sigma Certification highly desirable. • 10-15 years of experience in an administrative VP role or equivalent (five to ten years of experience in non-profit environment highly desirable); thorough understanding of finance, payroll, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing. Experience with direct and indirect management of executive level leadership. • Strong management, administrative, organizational, interpersonal, verbal communication, and writing and presentation skills are required. Direct and indirect profit and loss management and/or responsibility. Budget management experience. • Proficient in Word, Excel and PowerPoint. • Embraces the mission, vision and values of CCGH and Catholic Social Teachings. • Valid Driver's License. • Available to work as needed to evenings and weekends to ensure projects, deadlines and community needs are met. Additional Preferred Qualifications: Experience with federal, state, government contracts and grant management. • Fund and government contract accounting experience is highly desirable. • Advanced knowledge and experience with Excel formulas and pivot tables; knowledge of Financial Edge and Raiser's Edge helpful. Excellent verbal and written communication skills, ability to speak Spanish helpful. • Competencies Required: • Results Orientation – proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful profit and loss (P&L) management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness. • Strategic Vision and Agility – ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan. • Capacity Building – ability to effectively build organizational and staff capability and capacity, developing a topnotch workforce and the processes that ensure the organization runs smoothly. • Leadership and Organizational Acumen – exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed. • Action Orientation – enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary. Applications: For consideration, interested applicants should submit a resume and cover letter indicating salary requirements online at: <http://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=798>.

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

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

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

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

10 ACCOUNTING MANAGER - Archdiocesan Council Office The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** Reporting to the Director of Finance and Human Resources, the Accounting Manager is responsible for oversight of all finance, accounting and reporting activities. The Accounting Manager will lead all day-to-day finance operations including functional responsibility over accounting, accounts payable, accounts receivable and payroll. The Accounting Manager will assist the Director in ensuring that SVdP has the systems and procedures in place to support effective program implementation and conduct flawless audits. This position is for 32 hours per week, is full-time and is eligible for benefits. **Organizational relationships:** Reports To: Director of Finance and Human Resources Also Works With: Executive Director, Program Directors, other staff members, Donors and Community Partners. **Supervises:** This position supervises the Accounting Clerk **FLSA Classification:** Exempt **PRINCIPAL DUTIES** Oversee the general ledger, supporting sub-ledgers and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements Maintain internal controls and safeguards for receipt of revenue, costs and program budgets and actual expenditures **Accounting Manager Job Description** Responsible for ensuring compliance with financial reporting for approximately 60 Conferences through auditing, training and reporting Perform monthly bank and other balance sheet account reconciliations Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; monitor progress and keep senior leadership current with svdp's financial status Assist svdp's leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain and correct variances, as appropriate Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for corporate and foundation grants Report monthly program results to program heads and work with them on variance explanations and forecasts Process monthly sales tax reporting Assist with Form 990 and Annual Report preparation Assist with Special Events as needed Comply with standard business communication practices. Preferred education: Bachelor's degree in Accounting; advanced degree preferred. Preferred skills and experience: 3 – 5 years' experience, including accounting and financial management, preferably in non-profit. Expertise in quickbooks and Excel. Hands-on accounting experience required; this is a "shirt-sleeves" position. Ability to provide leadership, think analytically and creatively. Excellent oral and written skills. Ability to develop and manage individuals. Strong interpersonal skills: ability to create and sustain relationships, communicate with employees, board members, volunteers, donors and civic individuals Strong Microsoft Office skills, detail oriented. Ability to maintain strict confidentiality is essential. Bilingual a plus. Must have valid driver's license and reliable transportation. Ability to sit for long periods of time Ability to lift 25 pounds independently Ability to pass background check.

11 DIRECTOR OF RELIGIOUS EDUCATION - Corpus Christi Church is seeking a qualified individual as Director of Religious Education. Applicants must be Roman Catholic in good standing with the Catholic Church, have a thorough knowledge of Catholic Church teachings particularly in catechesis and have a minimum of three years of catechetical experience in the field. The DRE will oversee the ongoing education programs, sacramental programs, Rite of Christian Initiation of Adults (RCIA), adult faith formation. The DRE will work collaboratively with staff members to implement a comprehensive curriculum and programs to enhance the knowledge and understanding of the Catholic Faith. Excellent interpersonal, leadership, and organizational skills are vital. Applicants must have experiences in an administrative position requiring planning, budgeting, and goal setting. Intermediate to advanced proficiency levels with Excel, Word, and Power Point software. Candidate must demonstrate ability to motivate and dialogue with youth and parents. Must be current in Virtus requirements. • Corpus Christi is a multicultural parish applicant must be capable of interacting professionally and respectfully with persons of different cultures and ways of thinking. Bilingual (English/Spanish) preferred. Interested candidates should submit a cover letter, resume, references and salary requirements via email to: Father Thomas Smithson, SSS, Pastor, at tsmithsonsss@gmail.com with Director of Religious Education in the subject line. Corpus Christi Catholic Church 9900 Stella Link Rd. Houston, TX 77025.

12 DIRECTOR OF DEVELOPMENT - The Archdiocese of Galveston-Houston is seeking a full-time Director of Development, who, in support of the Archbishop, will establish stewardship and fundraising opportunities in support of and to advance the pastoral programs, ministries, schools, and St. Mary Seminary in Galveston-Houston. This position is responsible for planning, organizing, and directing fundraising including but not limited to, Diocesan Service Fund, major gifts, planned giving, special events, Cardinal's Circle, and capital campaigns. The Archdiocese of Galveston-Houston serves the spiritual needs of its Catholics with worship in over fourteen languages in 153 parishes. It is the home of the largest private school system in the State of Texas and its educational outreach spans a growing family of 49 Elementary-Middle Schools and 10 High Schools. General Requirements Strategically and practically, the Director of Development shall implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. The incumbent must have the capacity to nurture strong relationships with donors and key stakeholders, have a demonstrated success with major gift solicitation, knowledge of the systems, structures, and teachings of the Catholic Church, including the theology of stewardship, demonstrated success with planned giving programs and excellent written and oral communication skills. Management, leadership, interpersonal and organizational are key requirements along with the ability to research and effectively communicate best practices/resources in fundraising and stewardship. Suitable candidates must be active Catholics in full communion with the Catholic Church, a visionary leader and energetic advocate for the ministry of church, and a faithful disciple of Catholic philosophy, values, and teachings. Education and Experience Bachelor's Degree and 10 or more years of experience as a development professional with demonstrated success in fundraising and donor engagement. Incumbent must have a working knowledge of related software i.e. donor database software, Raiser's Edge and Microsoft Office Suite. Suitable applicants should email cover letter and resume to resume@archgh.org with Director of Development in the subject line. Archdiocese of Galveston-Houston 1700 San Jacinto Houston, TX 77002.

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

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

email a cover letter and résumé to resume@archgh.org with Director OACE in the subject line or mail via US Post to: Human Resources Resume, PO Box 907, Houston Texas, 77001-0907.

15 DIRECTOR OF YOUTH MINISTRY - We seek a full time Director of Youth Ministries, whose primary responsibility is to implement a comprehensive youth ministry program for senior and junior high students, while serving with the Assistant Director of Youth Ministries and a team of volunteers to carry out the mission of the parish. The Director will serve as the Life Teen coordinator, the Coordinator for the Sacrament of Confirmation preparation, and also be directly responsible for catechesis, social events, Archdiocesan programming, and fellowship opportunities. The position is immediately available. Qualifications: The Director of Youth Ministries must be at least 21 years of age with a minimum of 5 years of youth ministry experience and possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or related field. They should also have completed Virtus training with a successful background check. The applicant should be proficient in Microsoft applications, and knowledgeable with regards to planning and maintaining a budget. Compensation will be based on education and experience. How to Apply: Please send a cover letter, resume, and three references to: St. Ignatius Loyola, C/O DYM Search Committee, Spring, TX 77379 or email at DYMSearchCommittee@silcc.org.

16 ASSOCIATE DIRECTOR OF YOUTH MINISTRY - The Associate Director of Youth Ministry is responsible for bringing about Comprehensive Youth Ministry in light of our mission to bring youth into communion and intimacy with Jesus Christ. The Associate Director is responsible for planning and coordinating the Systematic Catechetical Youth Ministry Program for 6th -8 th grades as well as all Special Events for 6th -12th grades. This includes retreats, camps, and conferences for both Junior High and High School. The Associate Director is also responsible for assisting the Director of Youth Ministry in helping to develop and implement new programs offered by the Archdiocese and/or created at Saint Helen and will assist in all office duties as well as training and working with volunteers and other staff at Saint Helen Catholic Church. This is a full time position and therefore would require 40 hours per week. Administrative Responsibilities: 6 th -8 th Grade Systematic Catechesis 1. Plans, coordinates, facilitates, and evaluates all programs, classes, retreats, parent meetings, and special events for 6th -8 th grade Systematic Catechesis in both English and Spanish. 2. Communicates clearly with the Liturgy Department regarding all liturgies. 2. In collaboration with the Director of Youth Ministry, plans and monitors a budget for 6 th -8 th grade Systematic Catechesis and 6th -12th grade Special Events. 3. Recruits, trains, and supervises all catechists involved in the program. 4. Arranges for every catechist to be knowledgeable about the Archdiocesan Ethics and Personal Conduct Policy, Volunteer Code of Conduct, and to assure that the signed documents are maintained. 5. Arranges for every driver for all events to be in compliance with the Archdiocesan Fleet Policy, and to maintain the necessary documents. 6. Maintains a working inventory of resources, including textbooks, teacher's manuals, resource books, and supplies. 7. Offers sufficient training and referral resources to prepare youth with special needs. 8. Maintains accurate records of attendance and registration. 9. Collaborates with the parents of the youth in the preparation process and intentionally strives to serve the spiritual needs and foster the conversion of the family as a whole. 6 th -12th Grade Special Events 1. Coordinates our parish's participation in the Archdiocesan Youth Conference and Junior High Youth Rally. 2. Collects registration forms, fees, arranges transportation, room assignments, meals, and recruits chaperones. 3. Plans the fundraising activities to help youth pay the registration fees. 4. Attends Archdiocesan meetings that are associated with the conference. 5. Plans, coordinates, facilitates, and evaluates all Junior High and High School retreats as part of the Systematic Catechetical Program. This includes all the necessary paperwork and logistics required for the events. 6. Assists the Director of Youth Ministry with the Confirmation Retreat and helps as needed with necessary paperwork. To Apply: Please send your resume and a cover letter to Brittany Garcia, Director of Youth Ministry, at brittany@sthelenchurch.org.

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

18 PART-TIME MUSIC DIRECTOR - St Mary Star of the Sea 1019 West 6th Street Freeport, TX 77541 Summary: Seeking a part-time (19 hours a week) Music Director for St. Mary Star of the Sea in Freeport, TX. Starting hourly rate is \$12.00 per hour but is negotiable per experience. Must be available for Saturday 5:30 pm Mass, Sunday 9:00 am English and 11:00 am Spanish Masses. Must also be available for funerals. Education/Experience: Must know how to: play piano and/or organ; work with the Spanish choir; know voice training and voice harmony integration; and know Liturgical Music and Liturgical Planning. Interested candidate please send your resume to pastor@stmarystarofthesea.org or call (979) 233-5271 and speak to Tina Robledo, Office Manager for more information.

19 MAINTENANCE DIRECTOR - As a Maintenance Director, your overall responsibility will be to ensure that the Church, School and other facilities in our property remain in good working order. You will also keep a planned preventative maintenance schedule

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

CLERICAL/ADMINISTRATIVE JOBS

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

2 MINISTRY LEADER FOR SPANISH MUSIC - The ministry leader for Spanish music serves as the foundation for the Spanish language music program at Prince of Peace. The director is responsible for the coordination, planning, and implementation of music across all Spanish Masses and Spanish language liturgies. This includes proper musical planning and leadership not only at weekend Masses but also Holy Days of obligation, major Feast days, special Rites, Baptisms, Weddings, and Funerals. Together with the ensemble accompanist(s) the director seeks to lead the community in full, active, and conscious participation of Sacred worship. Education/Experience: The ministry leader for Spanish music, at a minimum, should possess a bachelor’s degree in music (performance, education, composition, sacred, collaborative, etc.). If a bachelor’s degree is not possessed with a focus on music, the ability to demonstrate the outlined goals in this job description with full ease and faculty would apply; in addition to a prior work experience that reflects such abilities. Please submit resume and cover letter to Matthew Caporale at: mcaporale@pophouston.org. Prince of Peace Catholic Community 19222 Tomball parkway Houston TX 77070.

3 ACCOUNTS RECEIVABLE COORDINATOR - The Archdiocese of Galveston-Houston is seeking a dedicated individual who is able to keep focused in a fast paced and high volume accounting department. The Accounts Payable Coordinator is part of an A/P-A/R team that performs accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions for the Archdiocese and Chancery. The A/P-A/R Coordinator shall possess the ability to maintain confidentiality and will work closely with the team to accomplish the assigned tasks of the office. Position Responsibilities: Ensure that all payments made through accounts payable are valid requests with the proper coding, approvals and supporting documentation. • Propose journal entries that are needed for corrections • Communicate with vendors and/or other chancery departments regarding payment processing • Manage accounts payable records • Review and verify invoices and check requests • Sort, code and match invoices • Set invoices up for payment • Enter and upload invoices into system • Track expenses and process expense reports • Reconcile accounts payable transactions • Monitor accounts to ensure payments are up to date • Research and resolve invoice discrepancies and issues • Maintain vendor files • Correspond with vendors and respond to inquiries • Provide supporting documentation for audits Education and Experience High School Diploma with some college preferred and a minimum of 3-5 years accounts payable or general accounting experience. Knowledge Skills and Abilities • Knowledge of accounts payable • Knowledge of general accounting procedures • Proficient in data entry and management • High degree of accuracy and attention to detail • Knowledge of relevant accounting software • Excellent computer skills, including a working knowledge of Microsoft Excel and Word • Able to organize and prioritize • Efficient attention to detail and accuracy • Confidentiality, discretion and judgement • Written and oral communication skills • Information management skills • Problem-solving skills • Team work • Able to meet deadlines Suitable candidates should email resumes to Leticia Herrera at lherrera@archgh.org with Accounts Payable – Accounts Receivable Coordinator in the subject line. Position will remain open until filled. Archdiocese of Galveston-Houston 1700 San Jacinto Houston, TX 77002.

4 TEMPORARY DISASTER SERVICES COORDINATOR - The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their

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

5 COORDINATOR OF LITURGY - St. Anthony of Padua Catholic Church 7801 Bay Branch Drive The Woodlands, TX 77382 **Duties and Responsibilities:** Provides spiritual formation for the ministerial roles of lectors, sacristans, Eucharistic ministers,• altar servers, and ushers. Serves as resource to those ministerial roles for ongoing updates on current liturgical practices. Creates and maintains approved liturgical calendar for fiscal year.• Assists with scheduling ministers and provides support of ministry heads with recruiting and• training new ministers. Coordination of facilities and resources as needed to provide an appropriate liturgical• environment at Saint Anthony of Padua. Coordinate sacramental services such as weddings, funerals, baptisms, reconciliation masses,• sacrament of the sick, and RCIA with all involved personnel. Collaborate with the director of music to plan seasonally appropriate music, prayer, and liturgy.• Coordinate with the Faith Formation Department to plan liturgy for First Communion and• Confirmation throughout the year. Work with the appropriate personnel at St. Anthony of Padua Catholic School on liturgy and• sacrament preparation and planning. Generate communication on upcoming liturgies and needs for bulletin, website, and weekly• pulpit announcements. Oversees the Liturgical budget.• Willing to work some holidays• & holy days. Responsible for the Instituted Acolyte Ministry (recruitment, coordination of Archdiocesan• paperwork, communication regarding IA scheduling needs, etc.) Staff point of contact for Vocations Ministry• Assist deacons in formation and any seminarians assigned to parish.• Organize communication and hospitality for visiting clergy.• Manages “Arts• & Environment” for all liturgical services with volunteer support. Models radical hospitality with all volunteers and parishioners.• **Education and Experience:** Master of Divinity is preferred; MA in theology or MTS also acceptable.• Provide any certifications for specialized course work in Catholic Liturgy.• Previous experience (8-10 years) as a liturgist in a Catholic parish in the United States with at• least 3,000 families a plus. Experience managing staff and volunteers a plus.• **Language and Communication Skills:** Ability to communicate effectively, both verbally and in writing, is required.• Fluency in Spanish would be beneficial.• Team player that has a desire to support coworkers.• To apply please email résumé and cover letter to Barbara Beale at: bbeale@staoptw.org.

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

7 ACCOUNTING AND CENSUS CLERK - Sacred Heart – Conroe, TX seeks a part-time (16 hours per week) Accounting and Census Clerk. This position assists in the financial development of the Parish through accurate and timely data entry, filing, scanning of documents, preparation of correspondence and general administrative support to enhance and promote good stewardship of the parish finances. Sacred Heart Parish has approximately 6,500 families and is north of Houston, Texas near Lake Conroe. **Education/Experience/Qualifications:** High School Diploma required and 2 years of office/data entry experience. **Work Environment:** General Office Environment and on some occasions working outside in various temperatures and weather conditions. Office hours will be set to meet the needs of the parish between 8 and 5 p.m. Monday through Friday. If interested, please submit a cover letter with

resume via email to eborski@shconroe.org. Please place the job title on the subject line. Sacred Heart Catholic Church 704 Old Montgomery Road Conroe, TX 77301.

8 PARISH SECRETARY - St. Francis of Assisi Catholic Parish seeks a dedicated full time parish secretary who, under the supervision and in support of the pastor's vision and mission, provides secretarial and office related services. The candidate must be task oriented with an excellent sense of priority, alertness, logic, objectivity and exercises the particular abilities of a highly organized person. This includes the ability to work independently, strong computer skills including typing, and adept at using one or more word processing programs including but not limited to email and internet browsers, desktop publishing program, spreadsheet program, database program, and quick-book. Suitable candidates must have well-developed people skills that include the ability to communicate well orally in person and on the telephone, and in writing via text, parish email, parish social media, the parish website, and office correspondence. This position could have access to and regularly works with information of most sensitive, highly confidential, strategic and critical nature therefore the ability to maintain confidentiality is essential. St. Francis of Assisi Parish is an African-American parish thus the parish secretary must be rooted in African-American Catholic culture and spirituality, and be someone who will work to encourage and promote this culture and spirituality. The parish secretary must be an active and practicing Catholic in good standing with the Church. Minimum Qualifications: At least two years college, additional business or secretarial training preferred, 3 to 5 years administrative support experience required, previous clerical experience in the a Catholic Church is highly desirable. Suitable candidates are encouraged to send a resume and cover letter to resume@archgh.org with St. Francis of Assisi Parish Secretary in the subject field. St. Francis of Assisi Parish 5102 Dabney Street Houston, Texas 77026.

9 ADULT FORMATION ADMINISTRATIVE ASSISTANT - The Administrative Assistant will assist in all aspects of Adult Formation Office. They include but are not limited to managing all wedding and infant baptismal intakes and files; charting attendance at classes, preparing all materials for classes, recording celebrations in sacramental records, generating certificates and gathering requisite documents. The Administrative Assistant will also maintain the Adult Formation web page, respond to general information inquiries, execute mail outs and attend and assist at Adult Formation events as needed and requested by the Adult Formation Director. Qualifications Computer skills: intermediate to advanced• Must be available to work Monday—Friday, 8:30am—5pm, and some evenings• and weekends. Able to speak Spanish—a plus• Interested candidates should send a cover letter, resume with salary requirements and references by email to ygill@stjohnvianney.org or mail to: Yvonne Gill Saint John Vianney 625 Nottingham Oaks Trail Houston, Texas 770791.

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

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

12 BOOKKEEPER - Holy Ghost Catholic Church is seeking a full time Bookkeeper to perform general ledger analysis, account and systems analysis and prepare financial reports. This position will report to the Business manager. Salary commensurate with

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

13 COORDINATOR OF YOUTH MINISTRY - St. Mary Magdalene Catholic Church has an immediate opening for a full-time, salaried Coordinator of Youth Ministry (CYM). The CYM will develop and coordinate a comprehensive Youth Ministry program for both middle school {grades 6 – 8} and high school {grades 9 – 12} youth; special emphasis should be placed on evangelization, outreach, and service / mission work. The CYM will collaborate with the Pastoral Associate for Formation in implementing the catechetical and sacramental preparation programming for grades 6 – 12. A qualified applicant must: be an active and practicing Catholic (in full communion with the Church) and be at least 21 years of age with a minimum of 2 years of parish Youth Ministry experience; hold a Bachelor's degree in Theology, Religious Education, Youth Ministry, or a related field – or equivalent combination of experience and education. The applicant must also have a strong Catholic theological background; possess strong interpersonal, communication, and organizational skills; be able to effectively and efficiently manage fluctuating demands and deadlines, as well as ministry volunteers. Experience using Windows-based computers with Microsoft Office software is essential. Please submit a resumé with cover letter, salary requirements, and references to Mike Smith (Pastoral Associate for Formation) via email at msmith@st-mm.com; no telephone inquiries, please. Interested applicants should submit their paperwork by December 30, 2017 for consideration. St. Mary Magdalene Catholic Church 527 South Houston Humble, TX 77338.

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

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

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send a resume, transcript (if applicable), and cover letter to Deb Brown at dbrown@shconroe.org. Sacred Heart Catholic School 615 McDade Street Conroe, TX 77301 Summary:

MISCELLANEOUS JOBS

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

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

3 PART-TIME CAREGIVER - Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities; • Relate to children with courtesy, respect, acceptance, and patience; • Recognize and respect the uniqueness and potential of all children, their families, and their cultures; • Ensure that no child is abused, neglected, or exploited while in the care of the center • Report suspected abuse, neglect, and exploitation to DFPS as specified in the • Know and comply with the minimum standards for child-care centers; • Know which children they are responsible for; • Know each child's name and have information showing each child's age; • Supervise children at all times • Foster developmentally appropriate independence in children through planned but flexible program activities; • Foster a cooperative rather than a competitive atmosphere; • Show appreciation of children's efforts and accomplishments; and Education/Experience: • High School Diploma or equivalent • CDA or 2+ years of Child Care Setting Experience or willingness to obtain 48 training hours within one year of hire date • CPR/1st Aid Certification or willingness to obtain Contact Cindy Clements at c.clements@sttheresa.cc to send resume. St. Theresa Catholic Church – Memorial Park 6622 Haskell Street Houston, TX, 77007.

4 TRUCK DRIVER/ASSISTANT TRUCK DRIVER - Vincentian Services Center The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. **JOB SUMMARY** Primarily responsible for routine tasks involved in the pick-up and delivery of items donated by individuals and businesses to the Society. Responsible for maintaining trucks and equipment. Perform duties in the warehouse when not driving or assisting on trucks. **ORGANIZATIONAL RELATIONSHIPS:** Reports To: Donations & Distribution Manager Supervises: Non - Supervisory Position Also Works With: Society Staff, Volunteers, General Public **FLSA Classification:** Non-Exempt **DUTIES AND RESPONSIBILITIES:** Maintain a clean and properly operating truck, reporting any truck mechanical problems to • manager immediately. Inspect truck tires, fuel and fluids daily. Login weekly. Ensure that all proper safety • equipment and tools needed are onboard the truck. Donations & Delivery Driver Assistant Job Description Maintain a courteous and cooperative attitude toward donors, assuring that all pick-ups and • deliveries are completed to the donor's satisfaction. Assist with the distribution of new and donated merchandise for multiple store locations. • Assist with the organization of the warehouse. Work with the warehouse personnel to test, • refurbish and repair donated items for

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pricing and sale. Follow recycling procedures to ensure minimum waste disposal. • Maintain an orderly and well organized warehouse. • Work with Warehouse staff to improve the daily operations of the warehouse. • Complete all assignments in a timely and professional manner. • Other duties as assigned. • PREFERRED EDUCATION: High School Degree or GED preferred. PREFERRED SKILLS AND EXPERIENCE: Valid Texas Driver's License and a good driving record. Must be at least 25 years old to drive, • for insurance. Previous delivery experience in the Houston area preferred. • Must be able to lift and carry 50 lbs independently • Fluency in Spanish a plus • Strong interpersonal skills: ability to create and sustain relationships, communicate with • employees, volunteers, donors and civic individuals Ability to multitask while staying focused and organized • Ability and willingness to work within the tenants of Six Sigma • Adhere to the "Rule" as set out in the U.S. Manual of the Society of St. Vincent de Paul and the • Catholic Social Teachings of the Church; passion for the mission OTHER REQUIREMENTS: Work hours are Tuesday – Saturday 7:30 – 4:00 • Ability to pass background check • EQUIPMENT USED: Cell phones, GPS, dollies, pallet jack, docking ramps, tie down straps, and simple hand tools. Wear proper safety apparel: steel toed foot wear, (lower back support belt and gloves when required). Send resumes to hr@svdphouston.org or fax to 832-538-0322.

5 FUND DEVELOPMENT ASSISTANT - St. Dominic Village (SDV) is a non-profit Senior Care Community that provides high quality, affordable independent retirement living, assisted living and skilled care nursing services in a safe, caring environment. Our mission is Caring for Our Elders with The Compassion of Christ. We raise funds to support those who have exhausted their own personal resources. St. Dominic Village is a member of the Texas Medical Center and serves 800 residents annually. General Description Responsible for database (etapestry) administration and ensuring database integrity; develop and execute queries and reports; manage donor acknowledgement process utilizing database software. The Development Assistant is responsible for the performance, integrity and security of the database. Fundraising background and grant knowledge is a PLUS! Following the policies and procedures of St. Dominic Village Development office. Education/Experience: Qualified applicants will have Bachelor's degree or equivalent combination of education and experience. Good writing skills, competence with Microsoft Office, particularly Word and Excel. Experience in with a database; preferable Etapestry, Word and Mail Merge, and website maintenance a plus. Ability to learn quickly and have attention to detail and accuracy a must. Apply online at careers@stdominicvillage.org or in person at 2409 Holcombe Blvd, Houston, TX 77021.