ST. JOHN VIANNEY CATHOLIC CHURCH
EMPLOYMENT MINISTRY

JOB LISTING.*INDICATES NEW OPPORTUNITIES) – February 15, 2016

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

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 ASSOCIATE DIRECTOR - The Associate Director for the Office of Aging Ministry provides oversight and leadership in outreach and educational ministry targeting the age 55+ population in Catholic parishes. Responsible for providing information and support to assigned parishes for the development or enhancement of parish-based senior groups; provides information and resources of the Office of Aging to meet the needs of pastors, parishes and aging adults in the Archdiocese. Essential Duties and Responsibilities include but are not limited to the following: Provide oversight and leadership direction in the development and implementation of educational programming targeting the age 55+ population in Catholic parishes related to critical issues of aging with particular emphasis on caregiver support, planning for retirement, and end of life care. Serve as a resource to clergy/parishes for assistance in organizing, developing and resourcing senior adult ministries within parishes to support aging and older adults. Develop and maintain contacts with assigned parishes; provide resources, information and referrals as appropriate related to senior adult ministry and ministry priorities. Develop collaborative relationships with other Archdiocesan departments to identify and provide resources and opportunities for adult Catholic formation responding to the various life stages and cultural needs of aging and older adults. Assist with organizing and coordinating special projects and presentations within the scope of program activities and ministry focus. Represent the Office of Aging as needed on various committees and select community organizations. Education and Experience: Practicing Catholic with knowledge and understanding of Catholic parish life. Minimum Bachelor degree in pastoral ministry or social service field; Master's degree preferred. Two to four years proven experience in social services or pastoral ministry working with aging and older adults. Strong interpersonal and communication skills. Suitable candidates should send a cover letter and resume to Human Resources at HR@archgh.org; reference “Office of Aging” in subject line. Office of Aging Ministry St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX 77021.

2 BUSINESS MANAGER - St. Faustina Catholic Church is seeking a full-time Business Manager who will serve as a professional administrator and steward of the physical, financial, personnel resources of the parish, and any additional duties as required by and in support of the pastor's responsibilities to the parish. This position will report directly to the Pastor. Key responsibilities: Supervise the daily operations of the parish office and be responsible for all personnel matters including the personnel evaluation process. In collaboration with the pastor, establish and implement personnel policies. Oversee the management of the parish records. Supervise all physical plant operations including maintenance, landscaping, facilities, and major operating systems (plumbing, structural, electrical, air conditioning, and heating). Serve as the primary point of contact with all contractors, subcontractors, and vendors. Coordinate parish liability, property insurance and workers' compensation policies and programs within the parameters of the archdiocese insurance program. In collaboration with the pastor, administer employee salaries and employee benefits within the parameters of the archdiocese compensation and employee benefits programs. In collaboration with the pastor, respond to all legal matters working closely with the archdiocese's legal department. Prepare, administer, and review the budget process in collaboration with the pastor, finance committee, subject to review and/or approval by the pastoral council. Oversee all IT related activities including support of the parish's computer equipment and network. Oversee all financial related activities in collaboration with the pastor. Maintain the accuracy of all financial files and records, and establish a responsible cash flow management system. Act as the liaison between the parish and the archdiocese on financial matters with the advice and guidance of the pastor. May attend archdiocesan administration meetings, as necessary, representing the parish and the pastor. Education and Experience: Bachelor’s Degree in business administration with 9 hours of accounting required. Master’s level degree preferred. Minimum five years' experience in an administrative position at a Catholic parish preferably as a business and/or financial
The Director of Religious Education (DRE) is responsible for the ongoing development and implementation of various education programs and objectives established by the parish. The DRE will oversee and professionally manage faith formation education programs and activities of all levels including elementary, middle school, high school, and adults. The DRE will oversee the CCE ongoing education programs, sacramental programs, Rite of Christian Initiation of Adults (RCIA), children with special needs programs, vacation religious programs, Sunday liturgy-of-the-word, and adult faith formation and education activities. The DRE will work closely with other key directors to establish a comprehensive curriculum and series of programs designed to enhance the knowledge and understanding of the Catholic Faith and its teachings. This position will report directly to the Pastor. Key responsibilities: Develop comprehensive curriculums for each age segment identifying and achieving agreed upon learning objectives. Develop and administer an annual budget in collaboration with the Pastor and Business Manager. Plan and implement weekly programs and events with a core team of staff and volunteers. Plan and implement youth retreats. Oversee and supervise all instructors and facilitators, volunteers and paid staff, to ensure each is delivering quality instruction and learning. Provide periodic spiritual enrichment and community building experiences. Requirements and Experience: Must be an active Catholic in good standing with the Church. Must have an undergraduate degree in theology, religious education, religious studies, or related field from an accredited Catholic university. Must have three years’ experience as a Director of Religious Education at a Catholic parish or four years’ experience as an Assistant Director of Religious Education. Minimum of three years’ of parish catechetical experience. Must be well versed in Catholic teachings and theology. Must have excellent organization and communication skills. Intermediate to advance proficiency levels in Excel, Word, and PowerPoint software. Must have been in an administrative position requiring planning, budgeting, resource allocation, and goal setting. Must have the demonstrated abilities to motivate and dialogue with youth and parents. Must have the demonstrated abilities to work effectively in teams and other staff members. Bilingual capabilities (English/Spanish) preferred. Must be current in Virtus training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date. Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to DeaconRandy@ saintfaustinachurch.org with Director of Religious Education in the subject line or mail to: St. Faustina Catholic Church Attn: Director of Religious Education P. O. Box 1099 Fulshear, TX 77441.

The Director of Youth Ministry will plan, organize and implement parish level opportunities and events for middle and high school youth to worship, socialize, learn, serve and grow in their Catholic faith. The Youth Minister will work closely with the Director of Religious Education to ensure a consistent religious experience, both educational and social, for the youth. This position will report directly to the Pastor. Key responsibilities: Formulate and direct a comprehensive youth ministry program designed to engage the youth in their spiritual development. Develop and administer an annual budget in collaboration with the Pastor and Business Manager. Plan and implement weekly programs and events with a core team. Plan and implement youth retreats. Work closely with the Director of Religious Education on Confirmation related activities. Requirements and Experience: Must be an active Catholic in good standing with the Church and an active visible member of a parish community. Must have a master's level degree preferred. Minimum of three years’ experience as a Youth Minister or Assistant Youth Minister preferably working with middle school and high school age youth. Must be well versed in Catholic teachings and theology. Must have excellent organization and communication skills. Intermediate to advance proficiency levels in Excel, Word, and PowerPoint software. Must be familiar with Life Teen and other similar Catholic programs. Must be knowledgeable of social media and technology. Must have the demonstrated abilities to motivate and dialogue with youth. Must have the demonstrated abilities to work effectively in teams and other staff members. Must be fluent in English however, bilingual capabilities (English/Spanish) preferred. Must be current in Virtus training or must obtain confirmation that the training has been successfully completed within 30 days of their hire date. Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to
5 ASSOCIATE DIRECTOR OF YOUTH FAITH FORMATION - St. Michael Catholic Church is seeking a competent, full-time Associate Director of Youth Faith Formation. This position requires a balance of collaborating, planning out, and assisting with the high school and junior high youth faith formation programs that are either currently in place or being developed for the future. The ideal candidate has a strong desire to lead junior high and high school youth into a meaningful relationship with Jesus Christ through His Church. The position requires the ability to work well as a team player with the Director of Youth Faith Formation, Administrative Assistant, other staff members, adult volunteers, and parents. Education, Training, and Experience: Bachelor’s Degree in Theology, Religious Education, Youth Ministry, or a related field. Two to three years’ experience in youth ministry (paid or volunteer). Experience in developing a faith formation program. Experience working with and relating to junior high and high school youth, their families, and adult volunteers. Ability to recruit, interview, train, and follow-up with adult volunteers. All applicants will be expected to have completed or be willing to complete formation required by the Office of Adolescent Catechesis & Evangelization. Other Competencies: Confirmed Catholic in good standing with the Church. Well versed in Catholic teaching/theology. Strong written and verbal communication skills. Proficiency in all Microsoft programs. Excellent communication and organizational skills. Ability to advertise via social media accounts. Committed to on-going personal spiritual growth and formation within the Church. Committed to being an active parishioner of St. Michael Catholic Church. Regular timely attendance during stated or negotiated office hours. Willingness to work some nights and weekends is a must. Complete job description available. Interested candidates should send a cover letter and resume to: ddbosque@stmichaelchurch.net. This position will be open until the position is filled. St. Michael Catholic Church 1801 Sage Road Houston, TX 77056.

6 DIRECTOR OF INTERMEDIATE YOUTH FAITH FORMATION - St. Luke the Evangelist is a 3700 family parish in southeast Houston seeking a Director of Intermediate Youth Faith Formation with responsibility for the Confirmation Preparation program. This person is responsible for: 1. Directing, implementing and assessing a program of intermediate youth faith formation for the parish which includes, but is not limited to: Academic formation, Sacramental preparation for Confirmation, Spirituality, Seasonal Liturgical/Spiritual Formation, Social and Service projects and assisting with the annual Parish Mission and VBS. 2. Working collaboratively with the Parish Pastoral Staff in providing for the needs of the community with emphasis on ministry to, for and with youth. 3. Managing clerical staff and volunteers. 4. Additional duties as determined by the pastor. We seek a candidate who has a good sense of humor and is a practical Catholic with the following qualifications: Requirements: 1. Master’s degree in Religious Education with a Bachelor’s in theology, religious education or related field. Consideration will be given to a candidate with a Bachelor’s degree who has substantial experience in the field. 2. Fluency in English and Spanish is strongly preferred; fluency in English is required. 3. Three to five years’ experience in religious education. 4. Three to five years’ experience in leadership/management, preferably in parish ministry or catechesis or an equivalent area. Interested candidates should send a cover letter and resume with salary requirements and references by email or mail to: Donna Viramontes businessmanager@stlukescatholic.com St. Luke the Evangelist Catholic Church 11011 Hall Road Houston, TX 77089. All resumes must be received by the end of the business day 19 February, 2016.

7 ASSISTANT HEAD OF SCHOOL - Regis School of the Sacred Heart, Houston, Texas. Regis seeks candidates for the position of the Assistant Head of School, effective July 1, 2016. Job Description: The Assistant Head is a highly visible community leader who works closely with the Head of School to oversee the wellbeing of the school and its community. This position is charged with the leadership and management, hiring, professional development, supervision and evaluation of Regis’ faculty. In close partnership with the Head of School this educational leader inspires and executes the academic vision for the school in support of the Sacred Heart mission. The Assistant Head will promote and support excellent, engaged and student-centered faculty with a collaborative, collegial spirit. Through innovative teaching practices and a commitment to boys’ education the Assistant Head will help to prepare boys for future success. Primary duties and responsibilities: 1. Collaborates with the Head of School to envision and nurture a faculty community rooted in the mission of the school. 2. Assumes responsibility for the quality of instruction and execution of faculty duties as well as the development and implementation of the school’s curricula. 3. Actively builds strong communication with the faculty to support a spirit of equity, recognition, excellence in teaching. 4. Develops a philosophy of professional development and allocates resources to support a culture of growth. 5. Works with the faculty to promote and support instructional goals and provides consistent feedback in and out of the classroom. 6. Leads a formative faculty evaluation process and solicits faculty input to improve performance. 7. Manages the recruitment, hiring, and mentoring of new faculty with the Head of School. 8. Gathers faculty at organized and well managed meetings and training opportunities and leads regular division meetings. 9. Serves as a member of Regis’ full administrative team and collaborates with colleagues on school-wide events. 10. Communicates...
directly and honestly with parents and students to ensure a successful learning environment. Qualifications and Qualities: Master of Arts degree  Minimum of 3-5 yrs. administrative experience  Proven track record of directing and inspiring faculty members  Excellent written and oral communication skills with students and adults  History of collegiality and collaboration with other faculty and administrators  Understanding of the developmental needs of boys from ages 3-14 yrs.  Vision and insight to guide the upcoming growth of the school. Desire to actively support the Sacred Heart Goals and Criteria  Preference will be given to candidates with the following credentials:  Experience at independent schools  A demonstrable record of educational leadership  Exceptional communication skills  A leadership style that promotes collegiality and innovation  A mindful and thoughtful leader who collaborates and is decisive, consistent, and clear. How to Apply: All interested candidates should email a cover letter, resume, statement of educational philosophy, and two letters of recommendations to Mr. Dennis Phillips, Head of School, dphillips@theregisschool.org. This position offers a competitive package of salary and benefits. Regis School of the Sacred Heart is a member of the Network of Sacred Heart Schools. The school’s mission is rooted in the Goals and Criteria of Sacred Heart education. The schools commit themselves to educate to a personal and active faith in God; a deep respect for intellectual values; a social awareness which impels to action; to the building of community as a Christian value; and personal growth in an atmosphere of wise freedom Regis seeks to attract qualified individuals of diverse backgrounds to its faculty and staff. The school is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, religion, physical or mental disability, or any other status protected by applicable law.

8 DIRECTOR OF ADMISSIONS - To promote St. Pius X High School to the wider community and oversee building a strong annual enrollment. Duties and Responsibilities: Develops, oversees and implements strategies to build and maintain enrollment. Manages all areas of enrollment. Coordinates outreach and marketing activities with the Director of Advancement. Implements professional recruitment and enrollment procedures. Provides initial introduction to Dominican education at St. Pius X High School through open houses, individual tours and special events. Maintains contact with applicants and families throughout inquiry and admissions process. Reviews and screens applications and makes decisions with Admissions Committee. Analyzes exit interviews to identify attrition patterns and communicates findings to administration. Qualifications: A bachelor’s degree or higher. Two years of experience or more in admissions, marketing or a related field. Experience in a Catholic or private school preferred. Experience with international students preferred. Experience with data entry and reporting using databases, preferably Education Edge. Working knowledge of admissions best practices, trends and philosophy. Strong interpersonal skills. Excellent verbal and written communications skills. Strong administrative and data management skills, including close attention to detail. Excellent organizational, problem-solving and analytical skills. Positive, can-do attitude. Self-motivated. Flexible. Strong work ethic. Ability to work independently and as a team member. Proficient in Microsoft Office Suite. Proficient in Blackbaud Database Systems, particularly Education Edge. Marketing and advertising skills. Please send cover letter and resume to floresc@stpiusx.org. For more information, visit stpiusx.org. 811 W. Donovan Street Houston, TX 77091-5643 713.692.3581 tel 713.692.5725 fax stpiusx.org.

9 DIRECTOR OF FAITH FORMATION - St. Angela Merici Catholic Church is a dynamic growing community of 1400 families. The Director of Faith Formation is responsible for developing and executing active catechesis at all levels for Saint Angela Merici Catholic Church, maintaining pastoral relevancy by staying current on issues and responding with appropriate information and programs. Mindful of the parish mission and vision, the Director is responsible for a) developing a comprehensive Faith Formation plan for children through adults, b) implementing policy and programs to nurture all parishioners to a mature faith rooted in prayer, service and community, c) managing staff and a team of volunteer coordinators in implementing a comprehensive plan for the spiritual growth and faith development of all parishioners and d) active marketing of the Faith Formation programs and services to both parish and community. The Director of Faith Formation, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church. Qualifications include: Master’s Degree in religious education PREFERRED, or BS/BA degree in Religious Education or related field with substantial experience as Director of Religious Education/Faith Formation with 3 to 5 years’ experience in religious education  5 years leadership/management experience required; preferably in parish ministry or catechesis OR any combination of education and experience which would provide an equivalent background. Salary: Interested candidates should send a cover letter, resume with salary requirements and references by mail or email to: St. Angela Merici Catholic Church 6140 Hwy 6 PMB 99 Missouri City, TX 77459 Fax: 281-778-0400 or email: stephweber@stamericigh.com Note: Resume submissions without salary requirements will not be considered. Submitted by: Margaret Myers margaretmyers@stamericigh.com.
10 DIRECTOR OF ADULT FAITH FORMATION - St. Luke the Evangelist is a 3700 family parish in southeast Houston seeking a Director of Adult Faith Formation. This person is responsible for: 1. Directing, implementing and assessing a program of adult faith formation for the parish which includes, but is not limited to: RCIA, Scripture Study, Adult Confirmation, Sacramental preparation for Baptism and Marriage, Parenting, Spirituality, Seasonal Liturgical/Spiritual Formation and assisting with the annual Parish Mission. 2. Working collaboratively with the Parish Pastoral Staff in providing for the needs of the community with emphasis on ministry to, for and with adults. 3. Managing clerical staff and volunteers. 4. Additional duties as determined by the pastor. We seek a candidate who is a practical Catholic with the following qualifications: Requirements: 1. Master’s degree in Religious Education with a Bachelor’s in theology, religious education or related field. Consideration will be given to a candidate with a Bachelor’s degree who has substantial experience in the field. 2. Fluency in English and Spanish is strongly preferred; fluency in English is required. 3. Three to five years’ experience in religious education 4. Three to five years’ experience in leadership/management, preferably in parish ministry or catechesis or an equivalent area. Interested candidates should send a cover letter and resume with salary requirements and references by email or mail to: Donna Viramontes businessmanager@stlukescatholic.com St. Luke the Evangelist Catholic Church 11011 Hall Road Houston, TX 77089. All resumes must be received by the end of the business day 5 February, 2016.

11 FACILITIES MANAGER - Sacred Heart of Jesus Catholic Church is currently seeking a Facilities Manager. This position requires the following skills: carpentry, sheet rocking, painting, HVAC, electrical, mechanical and plumbing of the church facilities and upkeep of the grounds. The position is responsible for the cleanliness, maintenance and safety of all facilities and grounds. This position also coordinates and oversees all usage/rentals of buildings and property. This person should be able to lift up to 50 pounds, climb ladders and work outside. This position is hands on as well as will supervise at least one maintenance person. Bi-lingual (English and Spanish) preferred. Must be available for emergencies 24/7. Required Education and Experience: Associate’s degree in Facility Management desired. Experience is required in supervising others along with 3-5 years of facility management experience. This position requires a valid Texas Driver’s license. To apply, please send your resume and references to: Michele Gunn at mgunn@sacredheartmanvel.org. Please place job title in subject line. Sacred Heart of Jesus Catholic Church 6502 Co. Rd. 48 Manvel, Texas 77578.

12 DIRECTOR OF YOUTH MINISTRY - St. Francis de Sales is seeking to employ a full-time Director of Youth Ministry. The candidate must possess creative energy, be filled with interpersonal skills to evangelize the youth of the parish. The following are required responsibilities: Working with Middle and High School Youth (grades 6-12). Oversee weekly programming sessions for Middle and High School. Should possess excellent leadership and organizational skills. Recruit and train all youth ministry volunteers and catechists. Professionally able to communicate and write in English and Spanish. Organize retreats, fundraisers and assist with service projects. Coordinate and implement Confirmation. Proficient with Word, Excel, Publisher and other technology. Ability to plan and use effectively a budget. Weekend work required and as well as some evenings. Qualifications: At least three (3) years of previous experience. Candidate must be an active Catholic in good standing who is able to use their energy to fulfill the requirements of the St. Francis de Sales Parish. Send Resume and references to: Mrs. Shirley Guilliams, Parish Administrator 8200 Roos Rd. Houston, TX. 77036 Email: shirleyg@sfds-houston.org. No telephone calls, please.

13 DIRECTOR OF CEMETERIES - Archdiocese of Galveston-Houston Summary: The Archdiocese of Galveston-Houston is seeking a candidate to direct and manage the Cemetery ministry and operations of its five cemeteries. The Director of Cemeteries will manage cemetery operations in accordance with relevant state codes and Catholic tradition concerning the burial of human remains; develop, implement, and monitor a comprehensive sales and marketing plan that promotes Catholic burial tradition; oversee the financial management of the cemeteries which includes preparing and monitoring budgets; organize, supervise and direct the cemetery office and maintenance personnel in conjunction with Archdiocesan policy; counsel families and cemetery patrons; and ensure that clergy are properly assisted during graveside services. The City of Houston is currently the fourth largest and one of the fastest growing cities in the United States. The Archdiocese of Galveston-Houston serves the spiritual needs of its 1.2 million Catholics with worship in over fourteen languages in 146 parishes throughout 10 counties. In addition, it is the home of the largest private school system in the State of Texas and its educational outreach spans a growing family of 50 Elementary, Middle Schools and 9 High Schools. Education and Experience: Minimum requirements include a Bachelor’s Degree in Business or related field, complete knowledge and understanding of Catholic funeral practices, knowledge of state cemetery law governing rules and regulations of cemetery management, at least 5 years of prior management and administrative experience. Knowledge of arboriculture and horticulture a plus and candidates must be comfortable working in both indoor and outdoor environments with possible exposure to noise, vibrations, odor and inclement weather conditions. A valid driver’s license it required.
Candidates must be a practicing Catholic in good standing with the Church. Suitable candidates please send resume to Jeannie Nelson at jnelson@archgh.org with Director of Cemeteries in the subject line.

14 DIRECTOR OF SOCIAL MINISTRY - Most Holy Trinity is seeking applicants for Director of Social Ministry. This is a part-time/full-time position. The Director of Social Ministry directs and oversees an active parish social ministry program with service, advocacy and action components covering full range of social ministry. The Director is responsible for directing, implementing, and overseeing the operations of a) Food Pantry, b) Financial Assistance, and c) Resale Shop, and minor oversight of d) Wellness Care Clinic. The Director of Social Ministry, a ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church. Eligible benefits may apply. Education/Experience: - High School degree or equivalent, required - Associate’s degree or higher preferred, 3 - 5 years leadership/management experience required; preferably in parish ministry or with other non-profit agencies - OR, any combination of education and experience which would provide an equivalent background - Must possess strong written, verbal and computer skills - Must possess strong interpersonal skills - Must be able to work some weekends - Must be able to work with the School in 2014.

15 PART TIME MUSICIAN/YOUTH MINISTER - Epiphany of the Lord is looking for a musician to add to our youth ministry department. Tasks include preparing and leading the music for our Sunday night Youth Mass. Must be able to engage and recruit our youth. Must be available for some conferences and mission trips throughout the year. Additional involvement with our regular Faith Formation group on Sundays and some evenings during the week needed. Epiphany of the Lord is the 4th largest parish in the archdiocese with over 6,000 families. Experience/Requirements: Strong guitar and vocal skills. Talent with other instruments a plus. Experience in Catholic Liturgy. Experience in contemporary liturgical music. High energy and creativity. This position would require 8-10 hours a week but could be more for the right candidate. Apply: Please email resume, cover, references and an audio sample to: Craig Shemon at: craig@epiphanycatholic.org. Epiphany of the Lord Catholic Church 1530 Norwalk Drive Katy, TX 77450.

16 DIRECTOR OF TECHNOLOGY - The Archdiocese of Galveston-Houston is seeking a dynamic individual to serve as the Director of Technology in the Secretariat for Catholic Schools. The City of Houston is currently the fourth largest and one of the fastest growing cities in the United States. The Archdiocese of Galveston-Houston serves the spiritual needs of its 1.2 million Catholics with worship in over fourteen languages in 146 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 51 Elementary-Junior High 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 20,000 students and their families. The Archdiocesan school system recently expanded with the opening of a new High School in 2013 and a new Elementary School in 2014. Under the supervision of the Assistant Superintendent of Excellence and in collaboration with the Superintendent and Associate Superintendent, this position provides vision and leadership for developing, implementing, managing, and evaluating information technology (IT) initiatives, projects, and functions for the Catholic Schools Office. This position manages the technology plan for the Catholic Schools as well as creates a method to identify, evaluate, prioritize, and implement Archdiocesan-wide technology goals. In addition, this person collaborates with the Assistant Superintendent of Curriculum and Assessment and the Assistant Superintendent of Urban and Rural Achievement to improve student achievement in support of a 21st century learning environment. The Director of Technology coordinates with appropriate staff on information systems, communications, multimedia, web-based technologies, and student management systems initiatives in order to achieve more productive, efficient, and valuable use of information and technology-based instructional and administrative investments for the Catholic Schools. This position plans and executes professional development opportunities for principals and their teachers and staff inclusive of providing training and technical support for Archdiocesan-wide technology initiatives and projects. The Director of Technology disseminates technology-related information throughout the school community to increase literacy in educational technology. This position also works interdependently with various stakeholders to write guidelines and curriculums that encourage safe and responsible use of technology for students. The Director of Technology serves as an advisor to the Superintendent on IT matters and serves on Version 1 bas as of 8/21/2015 2 committees to contribute technical expertise to schools. The Director of Technology demonstrates positive interpersonal skills; is a proactive problem solver; has a deep commitment to continuous learning; understands and can lead others through change processes; and is dedicated to raise the expectations and achievement levels for all students within the Archdiocese. 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 collaborative member of the CSO leadership team. This position requires that the Director of Technology has and continues 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, Assistant Superintendents, and Directors 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, a visionary leader and energetic advocate for the ministry of Catholic education, and faithful disciples of Catholic philosophy, values, and teachings. Education/Experience The minimum is an earned Bachelors’ degree from an accredited college or university in the area of Computer Science, Information Technology, or Education Technology, or an equivalent certification as defined by the TCCED; a minimum of three (3) years of increasingly responsible management and operational experience in Information Technology with a broad range of experience in various technology areas and a minimum of two (2) years of experience in an education-related organization. Master’s degree, network and hardware certifications, and experience in a K-12 setting are preferred. Qualified candidates should email a cover letter, resume, and salary requirements to: Cathy Stephen cstephen@archgh.org, Assistant Superintendent of Excellence Catholic Schools Office.

17 DIRECTOR OF FORMATION RESOURCES CENTER - Coordinates with staff in the secretariat to assist with the design and development of learning and practicing experiences. The goal is to provide resources and services within a Catholic context to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner. ESSENTIAL DUTIES AND RESPONSIBILITIES; Create engaging learning activities and compelling course content that enhances retention and transfer and assist others to do the same; Work with subject matter experts and identify target audience’s training needs; State instructional end goals and create content that matches them; Visualize instructional graphics, the user interface and the finished product; Conduct instructional research and analysis on learners and contexts; Apply tested instructional design theories, practice and methods; Provide exercises and activities that enhance the learning process; Create supporting material/media (audio, video, simulations, role plays, games, etc.); Decide on the criteria used to judge learner’s performance and develop assessment instruments; Maintain project documentation and course folders REQUIREMENTS; Practicing Catholic; Proven working experience in instructional design; Excellent knowledge of learning theories and instructional design models; Lesson and curriculum planning skills; Basic HTML and Flash programming knowledge; Solid knowledge of course development software and at least one Learning Management System; Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard; Ability to write effective copy, instructional text, audio scripts/video scripts; MA degree in instructional design, educational technology or similar; Proficiency in reading and writing Spanish in addition to English is a plus APPLICATION Suitable candidates should send a cover letter and resume to Jeannie Nelson at jnelson@archgh.org. St. Dominic Chancery 2403 Holcomb Blvd Houston, TX 77021.

18 ASSOCIATE DIRECTOR FOR LITURGY AND LITURGICAL FORMATION OFFICE OF WORSHIP - The Associate Director for Liturgy and Liturgical Formation shares responsibility for the proper implementation and celebration of liturgy in the Archdiocese of Galveston-Houston and has specific responsibility in the area of liturgical formation. This position plans, prepares and implements programs for liturgical formation; serves as liturgical resource for parishes and archdiocesan offices; and assists in general liturgy preparation. Candidates must be practicing Catholics in good standing with the Church. Essential Duties and Responsibilities include but are not limited to the following: Assist in the development of and coordinate implementation of archdiocesan. Liturgical minister formation programs for all liturgical ministers. Assist in the development of and coordinate the implementation of annual. Spirituality programs for liturgical minister enrichment. Coordinates formation and fosters communication via the website and social media. Assist in the preparation and celebration of archdiocesan liturgies. Assist in the coordination of liturgical ministers for archdiocesan liturgies. Serve as a resource in liturgical ministry to parishes and archdiocesan offices. Represent Office of Worship as needed on various committees and in parish. Consultation. Is an ex officio member of the Archdiocesan Liturgical Commission. Education and Experience: Minimum qualifications include a Master’s degree in Liturgical Theology with at least 3-5 years’ experience with liturgical preparation and minister formation in the parish as well as large archdiocesan events is essential. This position requires computer literacy with intermediate to advanced skills in Microsoft Office. Candidates should possess some basic formal music skills, including but not limited to sight-reading, keyboard, voice, and/or choral. Suitable applicants should send a resume and cover letter to the attention of Human Resources at HR@archgh.org. St. Dominic Chancery 2403 Holcomb Blvd Houston, TX 77021.
CLERICAL/ADMINISTRATIVE JOBS

1 VOLUNTEER SERVICES COORDINATOR - The Volunteer Services Coordinator is responsible for assisting in the development and implementation of ongoing internal and external communications and volunteer services at all levels of the Society with the goal of promoting the Society, its mission, special works and most importantly increasing the awareness of the Society in the community ORGANIZATIONAL RELATIONSHIPS: Reports To: Volunteer Services Manager Supervises: Non-Supervisory Position Also Works With: Other Society Staff Responsibilities: Work part time - 20 hours per week and one Saturday per month (5 hour shift) - for a term ending August 31, 2016 Work in tandem with Volunteer Manager and key staff stakeholders to revise current and/or create new volunteer job descriptions Work in tandem with Volunteer Manager and key staff to help craft and implement a more robust volunteer incentive program Help train staff on the entire volunteer process; from tours, introductory video, orientation, recording volunteer hours and acknowledging the volunteers’ service Help train staff on volunteer policies Act as on-site liaison between staff and volunteers in matters of the volunteer process Assist in Outreach and recruitment activities to include school service days, ministry fairs, special events and community collaborations Perform any other duties as may be assigned from time to time by the Volunteer Manager Be familiar with and 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 Society of St. Vincent de Paul Volunteer Services Coordinator 2016 QUALIFICATIONS: Commitment to public service Excellent communication skills, including excellent writing skills Good presentation skills Willingness to work with event planning (Ability to maintain schedules and timelines) Detail-oriented Ability to prioritize multiple tasks and work proactively Proficiency in Word, Excel, and Power Point This position pays $14.50 per hour Please send resumes to hr@svdphouston.org.

2 STAFF ACCOUNTANT - for the Clinic, you would work in a state of the art facility conveniently located in midtown Houston. Our dynamic team consists of a dedicated staff, experienced healthcare professionals and support personnel, and a strong volunteer corps. Our non-profit environment fosters an opportunity for you to grow as an accounting professional. **501(c)(3) non-profit organization · A Ministry of the Archdiocese · A United Way Agency** Employment Opportunity Job Posting/Title: Accountant Organization: San José Clinic Salary: Based on experience and qualifications Summary: Responsible for organizing and maintaining input of all accounts payable invoices, deposits, payroll and performing other accounting/finance functions. Requirements: 1. Bachelor’s Degree in Accounting/Business Administration. 2. Minimum of 2 years’ experience in accounting is required. 3. Must be highly skilled in the use of Excel spreadsheet. 4. Must be highly skilled in dealing with financial and numeric data. 5. Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Also able to handle and complete multiple tasks or projects with multiple deadlines. 6. Ability to deal professionally, courteously and efficiently with public and all levels of the organization. 7. Must be proficient in Microsoft Office and financial accounting system software applications. Benefits: PTO Bank Low cost Health and Dental insurance Company sponsored and supplemental life insurance Short term disability and Long term disability 401K Matching Please submit Resume to: Laura John, PHR Human Resources Administrator San José Clinic 2615 Fannin Street Houston, TX 77002 713-286-6412 Fax 713-286-6419 Fax jobs@sanjoseclinic.org www.sanjoseclinic.org.

3 PARISH BOOKKEEPER - St. Bernadette Catholic Church is seeking applicants for the position of Parish Bookkeeper. This is a full time position reporting to the Pastor and the Parish Administrator. Responsibilities: Safeguard the financial assets of the parish Insure that parish financial controls are followed Maintain all accounting functions for the church and preschool Maintain Accounts Payable, Accounts Receivable, and bank accounts Process payroll and maintain personnel files Maintain general ledger, prepare and post journal entries monthly/quarterly/end of year Input and track parishioner financial pledges and payments All other responsibilities as assigned Education/Experience: Associates degree or higher in Finance or Accounting preferred. 3+ years’ experience working in an accounting field required Must possess strong written and verbal communication skills Exceptional Microsoft Office Suite skills required Must be able to pass a traditional financial and background check Must be able to complete Virtus training Please send resumes and cover letter to Kathleen Keating at keatingk@stbchurch.org. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

4 MINISTRY SECRETARY - St. Bernadette has an opening for a full-time Ministry Secretary. This position will provide administrative support to multiple ministry heads; will handle registration for religious education classes, Vacation Bible School and other events; will order books, office supplies and other materials as needed; and will provide backup for the Receptionist and Parish Secretary among other duties. The successful candidate will be detail oriented and able to work with people from diverse backgrounds and in a team environment. Other duties may be assigned. Required Skills: Required skills advanced Microsoft Office Suite 2013. This position requires an ability to multitask in a fast-paced environment and
manage multiple projects with little supervision. Excellent organizational, time management and oral and written communication skills a must. Good knowledge of the teachings and practices of the Catholic Church is also required. Applicants will be asked to complete a typing test as well as an MS Word 2013 and Excel 2013 skills test. Experience: Associates degree or higher preferred. 3+ years’ experience working in administrative field required Must possess strong written and verbal communication skills Exceptional Microsoft Office Suite skills required Must be able to pass a traditional financial and background check Must be able to complete Virtus training Please send resumes and cover letter to Kathleen Keating at keatingk@stbchurch.org. St. Bernadette Catholic Church 15500 El Camino Real Houston, TX 77062.

5 YOUTH MINISTRY COORDINATOR - Sacred Heart – Conroe, TX seeks a full-time Youth Ministry Coordinator. This position requires an individual who is energetic, charismatic, and faith filled and prepared to lead a comprehensive model of youth ministry. Sacred Heart Parish has approximately 7,500 families and is north of Houston, Texas near Lake Conroe. The Youth Coordinator is responsible for coordinating all aspects of youth ministry for junior high and high school. She or he should be comfortable not only with coordinating specific youth ministry programs, but with the administrative duties involved as well. A successful candidate will grow a comprehensive youth ministry program for the parish, cultivate and train adult volunteers according to archdiocesan guidelines, and work collaboratively with parish staff, local high schools, and families. Education/Experience/Qualifications: A college graduate with Bachelor’s or Master’s degree in theology, religious education, religious studies or youth ministry or related area required. The individual must be dependable and highly organized. Fluency in English/Spanish both written and verbal is preferred but not required. Work Environment: General Office Environment and on some occasions working outside in various temperatures and weather conditions. Applicant must be prepared to work in the evenings and weekends in order to meet the needs of the youth, parents, and volunteers in a variety of settings. 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.

6 PART TIME BOOKKEEPER - St. Mary Magdalene Catholic Church in Humble is currently seeking applicants for the position of a part-time Bookkeeper. This person will manage the day-to-day operational needs of the Parish Office. This position is part-time, 19 hours per work week Monday, Thursday and Friday. Duties include but are not limited to accounting for deposits, payment of parish bills, payroll processing, bank reconciliation, and financial reporting. Successful candidates must have knowledge and an understanding of Parish Bookkeeping and Business Operations, the ability to analyze, communicate and interpret financial data, the ability to communicate in English (written and oral) in a clear, productive and professional manner, bilingual in Spanish (written and oral) is a plus. Candidates must be able to work effectively and collaboratively with the pastor, office staff, volunteers, parishioners and service providers. Working knowledge of Microsoft Office (Outlook, Word, Excel,) is required. The ability to prioritize multiple requests and maintain confidentiality is essential. Education: Qualified candidates will have a Bachelor's degree in accounting and with at least 2 years of experience as a bookkeeper. Must be familiar with accounting principles and have knowledge of financial systems. If interested, please submit a cover letter, resume, and salary requirements via email to Wanda Conley at Wconley@stbchurch.org. St. Mary Magdalene Catholic Church Bookkeeper in the subject line. St. Mary Magdalene Catholic Church 527 South Houston Ave. Humble, TX 77338.

7 COORDINATOR OF YOUTH MINISTRY - St. Justin Martyr Church is currently looking for a full-time Coordinator of Youth Ministry. The primary responsibility of this position is to implement a comprehensive youth program for middle school (6th – 8th grade) and high school (9th – 12th grade) youth. This includes planning the religious education programs, preparation for the Sacrament of Confirmation, youth ministry activities, retreats, fundraising, service opportunities and any other activities that can build the faith of the young Church. A part-time assistant is available to help with administrative tasks and program facilitation. Education/Experience: Applicants must be at least 25 years of age with a minimum of 2 to 3 years youth ministry experience. This experience includes administration/budgeting, comprehensive youth ministry program development, recruitment and formation of volunteers, relational ministry, etc. The applicant must also possess a minimum of a Bachelor’s Degree in Theology, Religious Education, Youth Ministry, or related field. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Adolescent Catechesis and Evangelization. Please submit your resume via email to sjm@sjmtx.com or via mail to: St. Justin Martyr Catholic Church Attention: Fr. Paul Chovanec, Pastor 13350 Ashford Point Drive Houston, Texas 77082.

8 PART-TIME ORGANIST - Epiphany of the Lord Catholic Community, the 4th largest parish in the Archdiocese, is seeking a part-time organist for Masses and funerals. Experience: Must be proficient with the organ and familiar with the Catholic Liturgy. Other musical and/or choral experience a plus. Hours and pay commensurate with experience. Please
9 FULL TIME BOOKKEEPER - Epiphany of the Lord is looking for a full time Bookkeeper. Position would report to Pastor and Business Administrator. Successful candidate will be responsible for accounts payable/receivable, statement reconciliation, weekly and monthly financial statements, organizing weekly collections and deposits, assisting with the budget, attending semi-annual meetings at the archdiocese, match purchase orders with invoices, prepare year end contribution letters, organize capital campaign donations, and verify monthly pension and health premiums. Epiphany of the Lord is the 4th largest parish in the archdiocese with over 6,000 families. Experience/Requirements: A degree in finance, accounting, or related field preferred 3-5 years of work experience in a related field Experience working in non-profit or church helpful Excellent computer skills a must Payroll experience a plus Self-starter Excellent communication skills Excellent organizational skills Attention to detail Ability to multi-task Please email resume, cover, and references to Craig Shemon at craig@epiphanycatholic.org. Epiphany of the Lord Catholic Church 1530 Norwalk Drive Katy, TX 77450.

10 ASSOCIATE, COMMUNITY LIFE AND STEWARDSHIP II - The Associate, Community Life and Stewardship II identifies, supports, facilitates, staffs, and directs volunteer opportunities within the St. Cecilia Catholic Community. The Associate, Community Life and Stewardship II coordinate parish-wide events in coordination reporting to the Director of Community Life and Stewardship. This position will interact directly with the Hispanic population of the parish. This position will also coordinate the production of the weekly bulletin. The Associate, Community Life and Stewardship, a full time, exempt, ministerial position within the Archdiocese of Galveston-Houston, must be a practicing Catholic in good standing with the Church. Seeking an individual who has a BS/BA degree in a related field or the equivalent work experience Three to five years’ experience in communications, fundraising and/or volunteer coordination. Have the ability to communicate written, orally and electronically in both English and Spanish or any combination of education and experience which would provide an equivalent background. Must be bilingual. This position requires the ability to maintain confidential information with the highest degree of discretion at all times Follows Archdiocesan Ethical and Personal Conduct Clear and comprehensible oral and written communication Adept at social media, including Facebook, Flock Notes & Constant Contact. Submit resumes to: ssmith@saintcecilia.org. The deadline for applications is February 29th. St. Cecilia Catholic Church 1170 Joan of Arc Drive Houston, TX 77024.

11 DATABASE ANALYST - Responsible for the various databases (demographics, facilities scheduling, volunteers, calendar and more) in a Catholic parish of 3500 families. Must have ability to enter, organize, query/analyze, and generate reports on data. H.S. degree a necessity, college degree in business management or computer strongly desired. Prior experience with church or company of comparable size preferred. Email resume to Ed Walsh, ewalsh@saintcecilia.org. Epiphany of the Lord Catholic Church 1530 Norwalk Drive Katy, TX 77450.

12 FAITH FORMATION ADMINISTRATIVE ASSISTANT - The Faith Formation Administrative Assistant is responsible for providing secretarial and related office service for the Faith Formation Staff and Faith Formation families. This position will be reporting to the Director of Lifelong Faith Formation while maintaining working relationship with the entire Faith Formation Team. The Administrative Assistant, Faith Formation is a full time, non-exempt, administrative position within the Archdiocese of Galveston-Houston. Seeking an individual with a high school degree, college education in Business Management and/or computer strongly desired. Be proficient in Microsoft Office Suite, including Publisher, Word and Excel. Proficient in Adobe Creative Cloud, InDesign, Illustrator and Photoshop. Proficient in Publisher, Word and Excel. Experience: Minimum of two years’ experience in the field of clerical/record keeping, word processing and or administration needed. Bilingual skills (English/Spanish) are required; experience working within the Catholic community preferable. Requires the ability to maintain confidential information with the highest degree of discretion at all times following the Archdiocesan Ethical and Personal Conduct Policy. Be proficient in clear and comprehensible oral and written communication. Be able to manage and prioritize multiple tasks while being task-oriented with an excellent sense of priority, logic and objectivity. Submit resumes to: karenann@saintcecilia.org. The deadline for applications is February 29th. St. Cecilia Catholic Church 1170 Joan of Arc Drive Houston, TX 77024.

13 COORDINATOR OF YOUTH MINISTRY - St. Justin Martyr Church is currently looking for a full time Coordinator of Youth Ministry. The primary responsibility of this position is to implement a comprehensive youth program for middle school (6th - 8th grade) and high school (9th - 12th grade) youth. This includes planning the religious education programs, preparation for the Sacrament of Confirmation, youth ministry activities, retreats, fundraising, service opportunities and any

email resume to Business Administrator Craig Shemon at: craig@epiphanycatholic.org. Epiphany of the Lord Catholic Church 1530 Norwalk Katy, TX 77450.
other activities that can build the faith of the young church. A part time assistant is available to help with administrative tasks and program facilitation. Requirements: Applicants must be a least 25 years of age with a minimum of 2 to 3 years youth ministry experience. This experience includes administration/budgeting, comprehensive youth ministry program development, recruitment and formation of volunteers, relational ministry, etc. The applicant must also possess a minimum of a Bachelor’s Degree in Theology, Religious Education, Youth Ministry or Related Field. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Youth Ministry. If you are interested, please submit your resume via email to sjm@sjmtx.com or via mail to: St. Justin Martyr Catholic Church Attention: Fr. Paul Chovanec, Pastor 13350 Ashford Point Drive Houston, Texas 770872.

14 RESALE STORE ASSOCIATE - Location: Bellaire Resale Shop (5236 Cedar St., Bellaire, TX 77401). Please visit our website at www.svdphouston.org. Job Summary: Duties include, but are not limited to, operating cash register, ringing up sales, processing clothing vouchers, answering the telephone, pricing, stocking, cleaning and assisting customers Reports to: Resale Shop Manager Also Works With: Warehouse personnel, truck personnel, community service people, Society staff, food depot staff, volunteers and Vincentians Principal Duties: Assist in sorting, pricing and presentation of merchandise/clothing as directed by the store manager. Assist with maintaining the cleanliness of the store. Operating the POS (point of sale) system and credit card machine. Assist with answering the phone. Assist customers with purchases and vouchers. Assist customers with loading and unloading donations and sales into and out of vehicles. Skills and Experience: One year previous retail experience is a plus. Ability to lift 50 lbs independently. Ability to stand for long periods of time. Other Requirements: Ability to work well with a team. Friendly, outgoing, with excellent customer service skills. Must submit to/pass a background check. Attend Virtus Training Seminar. Send Resumes to hr@svdphouston.org or fax to 832-538-0322.

15 PARISH SECRETARY & RECEPTIONIST - To provide skilled secretarial service, receive visitors to parish offices, and maintain accurate parish records Monday through Friday from 9 a.m. to 5 p.m. in the parish front office. Primary Responsibilities: - Provides secretarial and clerical services to pastor and parochial vicars. - Provides receptionist services for the parish office. - Schedules Baptisms and Funerals, and processes sacramental certificate requests. - Manages the Mass intention book and offerings, as well as provides Mass cards. - Maintains record of facility reservations. - Orders office supplies and church flowers. - Prepares universal prayers (prayers of the faithful) and announcements for Masses. Education/Experience: Individual must have a high school diploma, have excellent grammar, composition, spelling and typing skills, and be adept in using Microsoft Office. Individual must be able to maintain confidentiality in all matters and have good people skills in order to interact with all who come into the parish office. Three to five years working in a general office setting with the public is desired. Ability to speak Spanish and/or Vietnamese would be beneficial though not necessary. If interested, please submit via email a cover letter with resume to Valerie Chase at spsecretary@holyrosaryparish.org. Please type “Parish Secretary Application” on the subject line. Holy Rosary Catholic Church 3617 Milam Street Houston, TX 77002.

16 PRIME TIME (AFTER SCHOOL CARE) ASSISTANT - St. Vincent de Paul Catholic School seeks responsible, energetic and nurturing individuals who love children to work as assistants in our after school program, Prime Time. The position requires supervising children during play, rest, and homework, planning and implementing daily activities, preparing and serving snacks, and providing academic assistance to school students in grades PK-4 through 8th grade. Category: Part-time hourly contract basis Pay Rate: $12.00-15.00/hour, depending on education & experience Work Year: school days Jan. - May with some additional training days Specific Days Needed: M, T, W, Th, F Min./Max. Hours per week: 14 - 18 Job Hours: M-F 2:45 p.m. – approx. 6:00 p.m. 1st & 3rd Wed of the month – 1:45 p.m. – approx. 6:00 p.m. Education/Experience: The successful candidate is expected to: Be mature, responsible, energetic and nurturing with excellent interpersonal skills. Hold a college degree or currently attend college. Commensurate experience in child care/education will be considered. Receive a criminal background check clearance. Be trained and verified in VIRTUS child abuse awareness. Please go to the Safe Environment tab on the Archdiocese’s website, www.archgh.org for more information about and to register for this free 3 hour workshop required by all Archdiocesan employee/volunteers who work with children. Be committed to the philosophy of Catholic school and value oriented education. Special talents in physical education, art, music, or education are a plus. Send resume to or contact Gayle Grassle, ggrassle@svdp-edu.org or 713-666-2345.

17 PROGRAM COORDINATOR FAMILY LIFE MINISTRY - Responsible for providing secretarial support for FLM employees. Overseeing (in detail) all the financial transactions of the office. Serves as receptionist, as well as a support for various programs under this job description and other duties assign by Director. Duties and Responsibilities: Excellent computer skills with knowledge of MS Office, Publisher. Required fluency in English and Spanish, (speaking, reading, and
writing). High School minimum. This person support other positions in clerical work. Gives information by phone, receives calls in English and Spanish and takes messages for other employees, types correspondence and memos, composes letters and reports in English and Spanish. Keeps general files, takes minutes during staff meetings, electronic registration of events, etc. Willing to work in a faith based environment. If interested, please submit a cover letter with resume by email to HR@archgh.org. Please place the job title on the subject line. St. Dominic Chancery 2403 Holcombe Blvd. Houston, TX 77021.

18 SENIOR INTERNAL AUDITOR - The Office of Internal Audit is currently seeking a professional for a Senior Internal Auditor position. The senior auditor will perform operational audits and special projects for the Archdiocese working independently or as the lead auditor supervising other auditors. Duties and Responsibilities: Senior Auditors in the Internal Audit Department of the Archdiocese are expected to carry out the following job duties: Perform operational audits and special projects for the Archdiocese working independently or as the lead auditor supervising other auditors; As required, supervise audit staff in their performance of specific sections of audits and monitor their progress, ensuring timely completion of the audit. Advise them and assist on particular problems encountered. Review audit findings and provide guidance in determining their disposition; Research pertinent rules or regulations which may affect portions of the audit. Ensure assignments are conducted in conformity with standards promulgated by the Institute of Internal Auditors and departmental standards; Prepare clear, concise audit findings noting any deficiencies or opportunities for improvement based on work performed; Compile and edit materials essential to the production of an effective and comprehensive audit report; Assist Director in reviewing audit reports and supporting work papers for accuracy and completeness; Participate in conferences with Archdiocesan management relative to the conduct of the audits; Assist Director in the training of assigned audit staff and the preparation of performance evaluations of assigned audit staff, and Perform other duties as assigned. Qualifications: The successful candidate will possess and/or demonstrate these minimum qualifications: A Bachelor’s degree in Accounting. At least 5 to 7 years internal audit experience, the major duties of which included: experience in leading audit engagements, data analysis, the development of audit findings and the preparation of audit reports. Working knowledge of Generally Accepted Auditing Standards (GAAS), 2 Generally Accepted Accounting Principles (GAAP), and Institute of Internal Auditors Standards. Proficiency in Microsoft Office, including Word and Excel. Experience in automated work paper programs. Strong analytical, written and oral communication skills, with attention to detail. Strong interpersonal skills. Catholic in good standing with the teaching of the faith preferred. Ability to travel within the Archdiocese of Galveston-Houston. We require that all applicants have a valid Texas driver’s license and that they maintain a safe driving record. Ability to lift up to 25 pounds and standard bending, etc. Preferred: Professional certification, either CPA or CIA, or working toward completion of a certification. Experience in Computer Assisted Auditing Techniques (CAAT) such as ACL to download and analyze data. Salary is commensurate with experience. Please submit your cover letter and resume electronically to HR@archgh.org, or mail it to Archdiocese of Galveston-Houston; 1700 San Jacinto; Houston, Texas 77002, and reference Senior Audit Position in the subject line.

19 INTERNAL AUDITOR - The Office of the Internal Auditor is currently seeking a professional for an Internal Auditor I position. The internal auditor will perform financial and operational audits throughout the Archdiocese working under the direct supervision of either a Senior Auditor or the Director of Internal Audit who reviews work products for accuracy and completeness. Duties and Responsibilities: The Internal Auditor I in the Internal Audit Department of the Archdiocese of Galveston-Houston is expected to carry out the following job duties: Perform financial and operational audits and special projects for the Archdiocese working under the supervision of a Senior Auditor or the Director; Research pertinent rules or regulations which may affect portions of the audit. Ensure assignments are conducted in conformity with standards promulgated by the Institute of Internal Auditors and departmental standards; Prepare clear, concise audit findings noting any deficiencies or opportunities for improvement based on work performed; Answer review notes in a timely manner; Compile and edit materials essential to the production of an effective and comprehensive audit report within the time allotted, and Perform other duties as assigned. Qualifications: The successful candidate will possess and/or demonstrate: A Bachelor’s degree in Accounting. Working knowledge of Generally Accepted Accounting Principles (GAAP), and familiarity with Generally Accepted Auditing Standards (GAAS) and Institute of Internal Auditors Standards. Proficiency in Microsoft Office, including Word and Excel. Strong analytical, written and oral communication skills, with attention to detail. Strong interpersonal skills. Catholic in good standing with the teachings of the faith preferred. Ability to travel within the Archdiocese of Galveston-Houston. We require that all applicants have a valid Texas driver’s license and that they maintain a safe driving record. Ability to lift up to 25 pounds and standard bending, etc. Salary is commensurate with experience. Please submit your cover letter and resume electronically to HR@archgh.org, or mail it to Archdiocese of Galveston-Houston; 1700 San Jacinto; Houston, Texas 77002, and reference Internal Auditor I position in the subject line.
20 STAFF ACCOUNTANT - Office of Finance Archdiocese of Galveston-Houston 1700 San Jacinto Houston, TX 77002
Summary: The Archdiocese of Galveston-Houston is accepting applications for the position of Staff Accountant. The Staff Accountant provides assistance to multiple ministries within the Archdiocese with accounting and administrative functions and policies. The Staff Accountant applies principles and practices of accounting to analyze financial information, prepares reconciliations and monthly journal entries, as well as audit schedules for external auditors. This is a full time position, Monday-Friday. Education/Experience: College degree in Accounting or Finance. Minimum 30 hours in Accounting. One to three years related experience in Accounting, especially in a not-for-profit environment. Strong analytical and problem-solving skills. Experience in reconciliation of general ledger and bank accounts. Experience in processing daily cash deposits. Knowledge of FASB and GAAP statements and standards. Excellent computer skills, knowledge of Microsoft Excel, Word and Access. Experience working with enterprise accounting systems. Communication/Language Requirements: Excellent oral and written communication skills. Excellent customer service and interpersonal skills. If interested, please send your resume to: Archdiocese of Galveston-Houston, 1700 San Jacinto, Houston, TX 77002, Attn: Human Resources, or email: HR@archgh.org. Please Note: Because of the sensitive nature of positions in the Accounting Department, applications for this position cannot be accepted from anyone related in any fashion to current employees on the Archdiocesan payroll.

21 COORDINATOR OF MIDDLE SCHOOL YOUTH MINISTRY - Seeking a passionately Catholic Youth Minister to use their creative energy and interpersonal skills to evangelize and disciple the students at Christ the Redeemer Catholic Church in line with our vision and mission statement. Responsibilities: Work with a team of youth ministers to build, develop, and coordinate ministries to youth in grades 6-12. This position will oversee weekly middle school programming and will include ministry to high school students.; Outreach for Middle School students especially in the public schools and at social activities.; Overseas weekly programming for Middle School; the candidate should possess excellent leadership and organizational skills.; Train and empower adult and teen volunteers.; Communicate professionally and clearly with Middle School Parents.; Plan and coordinate Middle School retreats with others.; Assist with service projects.; Encourage an atmosphere of family in the parish.; Proficiency with social media and technology are essential.; Must be highly motivated, energetic, and able to give and receive honest feedback and opinions to collaborate in a team environment with the parish staff and other two youth ministers.; Ability to play guitar and lead worship.; Background in graphics and web design a plus.; Weekend work required as well as evenings. Background: Christ the Redeemer is a parish of 6,500 families located in Cypress, TX, a northwest suburb of Houston. Our parish, as part of the Archdiocese of Galveston-Houston, is composed of a broad mix of socioeconomic levels. The parish has grown greatly in the past decade; youth ministry has been enthusiastically developed to accommodate growth. We see anywhere from 250-300 middle school students at our weekly youth group meetings called Rise with the help of twenty four adults and twenty four high school upper classmen. This person will be working as well with our high school program, Encounter, which serves 550-600 high school students weekly with a team of fifty-five adults. With such a large program, ministry is not just to the students, but to the Core team as well as the parents and families. We want someone who can work with a team to creatively and energetically grow a youth ministry program, form intentional disciples, and present the faith in a way that is innovative, dynamic, orthodox, and relevant to young people. This program is young and the youth ministry culture is still being formed, which calls for excellent communication, good leadership skills, and a team mentality. Qualifications: Bachelor’s degree in Youth Ministry, Theology, Catechetics, or Religious Education. Candidate must be an active Catholic in good standing who is able to use their energy, joy, humor, charisma, and creative problem solving skills to manage multiple projects. A prayer and Spirit led individual who desires to seek the Lord’s will for our parish and this ministry. This position is currently open and reports to Director of Youth Evangelization and Catechesis. Please send resume and cover letter to Rachel Poyo as well as a ninety second selfie video explaining what you are passionate about and why you are interested in our youth ministry position. You can either e-mail resume and video to Rachel.Poyo@ctrcc.com or mail them to Christ the Redeemer Catholic Church c/o Rachel Poyo 11507 Huffmeister Rd Houston, TX 77065.

22 COORDINATOR OF MUSIC MINISTRY - PART TIME - The coordinator of Music Ministry works with the pastor to oversee the planning, and coordination of parish liturgical music program. He/she fosters the active participation of the liturgical assembly in singing, coordinates the preparation of music to be sung a various liturgical celebrations and prepares the musicians and vocalists that serve the liturgy. This person will be required to work most weekends as accompanist and/or cantor. Education/Experience: The successful applicant will be proficient in both piano (read and play piano music as written) and vocals. This person should have 2-3 years of experience in leading music, acting as a cantor or psalmist and accompanying in a Mass setting. This position has the potential to become a fulltime position in May. Please send resumes to stthomashuntsville@sbcglobal.net. St. Thomas the Apostle Catholic Church - Huntsville 1323 16th Street Huntsville, TX 77340.
23 COORDINATOR OF RELIGIOUS EDUCATION FOR ELEMENTARY - The Coordinator of Religious Education for Elementary is responsible for helping to plan, implement, and oversee the Elementary religious education and Sacramental preparation programs for the parish community. This position reports to the Director of Faith Formation. The position works in close conjunction with other departments, and requires 35 hours per week, including evening and weekend hours. General Qualifications and Job Skill Requirements: Practicing Roman Catholic with a commitment to upholding Catholic principles and teachings both professionally and personally. Knowledge of and the ability to convey effectively the official teachings of the Church regarding Scripture, doctrine, morality, spirituality and Sacramental preparation with demonstrated fidelity to these teachings. Full Catechist and Basic Formation for Catechetical Leadership Certification. Full Catechetical Leadership certification completed or in process. 2-5 years of experience in religious education Please send a cover letter, resume with salary requirements and references by mail or email to: Sacred Heart Catholic Church Attn: Faith Formation Office 507 S. Fourth Street Richmond, TX 77469-3599 Fax: 281-342-9833 or email: cami@sacredheartrichmond.com. Sacred Heart Catholic Church 507 S. Fourth Street Richmond, TX 77469.

24 EARLY CHILDHOOD CENTER TEACHERS - St. Rose of Lima Early Childhood Center is accepting applications for full and part time 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. Requirements: Caring, compassionate, with warm respect and love for children. Strong sense of service. Ability to communicate professionally and openly with children, parents and staff. High School Diploma (CDA, AA or BS preferred) Send resume to: Diane Bozeman at dianeb@stroselima.org. St. Rose of Lima Catholic Church 3600 Brinkman Houston, TX 77018.

25 FACILITIES STAFF-FULL TIME - To create a position that will be responsible for custodial care, security and maintenance of SSJ campus including grounds, building operations, mechanical systems in addition to adequately staffing and preparing the facilities for ministry programs, worship, and community events. The Facilities Staff must have the ability to see the vision and mission of Sts. Simon & Jude Catholic Church (SSJ) while managing the details and providing the structure that supports them. This position requires a self-starter individual with excellent interpersonal and communication skills, pays attention to details and acutely committed to deadlines. Must have the ability to collaborate with parish staff, parishioners and volunteers and takes pride in the appearance of SSJ campus and all the events that are held within. Follows the directives of Facilities Manager and/or program/ministry leaders regarding facilities’ usage and proper scheduling of work and meeting needs (set up and take down of sanctuary and meeting rooms for classes and meetings), devotions, weddings, funerals, and physical resources (i.e. equipment), and providing access to the building. Follows compliance and implementation of policies as they relate to parish facilities and any other duties assigned by the Facilities Manager. Education/Experience: High School Diploma preferred and 3-5 years in related field. Possess a valid Driver’s License. General knowledge of basic building maintenance, HVAC and mechanical functions, general carpentry, plumbing, electrical, and custodial skills. Ability to communicate with staff and volunteers on facility needs and uses. Spanish-speaking a plus; Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities. Please send resumes to mzm_hr@ssjwoodlands.com. Sts. Simon & Jude Catholic Church 26777 Glen Loch Dr. The Woodlands, TX 77381.

26 EARLY CHILDHOOD TEACHER ASSISTANT - We are looking for a Teacher’s assistant to work with our Early Childhood Teachers. The responsibilities would be helping our Toddler Room Teachers with 12 month-24 month olds. This person needs to be energetic and willing to interact with the children during playtime in addition to helping set out snack, lunch, nap time and change diapers. This would be a part-time position Tuesdays, Wednesdays, and Thursdays 8:00AM-NOON. Education/Experience: Virtus Trained (www.virtus.org); Experience with young children; Knowledge of changing diapers; Background check will be submitted through our licensing department Contact information to send resume to: Christine Langeland St. Ambrose School Assistant Principal Director of Early Childhood Center 4213 Mangum Rd. Houston Texas, 77092 713-686-6990 E-mail: clangeland@sashornets.org.
MISCELLANEOUS JOBS

1 MAINTENANCE - Sacred Heart of Jesus Catholic Church is seeking a qualified candidate for a maintenance person. The hours include some weekend work as business requires. The maintenance person will perform general maintenance and repairs to the buildings and grounds including (but not limited to) minor carpentry, painting, and HVAC. The maintenance person should be able to perform outdoor work, climb a ladder, lift up to 50 pounds, and have a valid Texas Driver’s License. Experience: Candidate must have a minimum of two years maintenance work experience, ability to use tools, and have working knowledge of Microsoft Office products. Candidate must pass a criminal background check. Please send your resumes to Michele Gunn, Business Administrator, at mgunn@sacredheartmanvel.org. Sacred Heart of Jesus Catholic Church 6502 Count Road 48 Manvel, TX 77578.

2 PART-TIME MAINTENANCE - Queen of Peace Catholic Church is seeking a qualified candidate for a part-time maintenance person. The maintenance person will perform general maintenance and repairs to the buildings and grounds including (but not limited to) minor carpentry, painting, and HVAC. The maintenance person should be able to perform outdoor work, climb a ladder, lift up to 50 pounds, and have a valid Texas Driver’s License. Experience: Candidate must have a minimum of two years maintenance work experience, ability to use tools, and have working knowledge of Microsoft Office products. Candidate must pass a criminal background check. Please send your resumes to pastorsec@qophouston.com. Queen of Peace Catholic Church 3011 Telephone Road Houston, Texas 77023.

Stadium Workers @ NRG Stadium-Houston 77054 ---Start date, March 1, 2016. Have a valid government issued photo ID and social Security card to apply. You will work 8 hours each day (including weekends) – 40 hours week. Willing to stand and be on your feet for the entire shift, minus your lunch break. Start time may vary from 8 am, 5 pm or 11 pm. ANY criminal convictions within the LAST 7 YEARS that include assault, theft, guns, drugs or stalking will disqualify you from working for our company. General cleaning, food service attendants. CONTACT: Greg W – Pelican Staffing Solutions – 612-545-5330. Office hours to complete application - - - Monday through Friday 10 am – 2 pm.

Memorial Assistance Ministries (MAM). Bilingual Benefits Application Advocate/Case Worker. Full-time job. Reports to Director of Family Assistance Programs. Job Summary: The Benefits Applications Manager serves as a case manager for clients who may qualify for Public Benefits. The manager assesses eligibility, assists with the application process for public and private benefits and refers clients to other MAM programs and services. Qualifications include: Bachelor’s degree in Social Work or related field, 3 year experience with target population, Knowledge of other social service agencies and their services English fluency (read, write, and speak), Spanish fluency (read, write, and speak), Flexibility to occasionally work in the evening and/or weekends in order to accommodate the scheduling of clients and/or support or attend events on behalf of MAM. CONTACT: Georgia Kimmel, Director of Family Assistance Programs MAM, 713.574.7534, www.helpherehelpnow.org

Memorial Assistance Ministries (MAM). Bilingual Case Manager 1. Part time job, 28 hours per week. Reports to Director of Family Assistance Program. Job Summary: The Case Manager serves as a case manager for clients whose situations are complicated and require help to become self-sufficient. He/she will assess client eligibility, develop self-sufficiency plans, coordinate public and private benefits, find resources and connect clients with services. The Case Manager will establish a client relationship that will serve to motivate and engage the client in his or her own program outcome. He/she reports to the Director of family assistance and collaborates with other management staff to assure the success of MAM clients and activities. Qualifications include: Bachelor’s degree in Social Work or related field, 3 year experience with target population, Knowledge of other social service agencies and their services English fluency (read, write, and speak), Spanish fluency (read, write, and speak), Flexibility to occasionally work in the evening and/or weekends in order to accommodate the scheduling of clients and/or support or attend events on behalf of MAM. CONTACT: Georgia Kimmel, Director of Family Assistance Programs MAM, 713.574.7534, www.helpherehelpnow.org
# JOBS ON WEB SITES

**2/15/16**

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

<table>
<thead>
<tr>
<th>Houston Chronicle/Yahoo Hot Jobs</th>
<th>Best places to work in Houston selected by employees</th>
<th><a href="http://www.chron.com/topworkplaces">http://www.chron.com/topworkplaces</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>All jobs from Chronicle and other postings for search by job category or title,</td>
<td>See feature section in Chronicle: “Jobs” it contains useful info for job hunters</td>
<td></td>
</tr>
<tr>
<td><a href="http://jobsearch.local-jobs.monster.com/">http://jobsearch.local-jobs.monster.com/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jobing.com</th>
<th>Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</th>
<th><a href="http://houston.jobing.com/">http://houston.jobing.com/</a></th>
</tr>
</thead>
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<tbody>
<tr>
<td>provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast</td>
<td>No charge.</td>
<td></td>
</tr>
<tr>
<td>Office locations <a href="http://www.workforcesolutions.com">www.workforcesolutions.com</a></td>
<td>Their job database is WorkInTexas.com</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indeed.com</th>
<th>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</th>
<th><a href="http://www.indeed.com/">http://www.indeed.com/</a></th>
</tr>
</thead>
</table>

## JOB COUNSELING & NETWORKING

<table>
<thead>
<tr>
<th>Jobs Ministry Southwest</th>
<th><a href="http://www.jobsministrysouthwest.com">www.jobsministrysouthwest.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Bible Church, “Between Jobs Ministry”</td>
<td><a href="http://www.nwbc.org">www.nwbc.org</a></td>
</tr>
<tr>
<td>Saint Luke’s United Methodist Church (UMC)</td>
<td>Ernie Pérez <a href="mailto:eernieper@aol.com">eernieper@aol.com</a></td>
</tr>
<tr>
<td>Jet Ministry /Chapel wood United Methodist -Employment leads from “entry level” to Supv.</td>
<td><a href="http://www.jetjobseekers.org">www.jetjobseekers.org</a></td>
</tr>
<tr>
<td>Epiphany of the Lord, Katy, TX (281-578-0707) Meet Mondays 7-9pm</td>
<td><a href="http://www.epiphancatholic.org/">http://www.epiphancatholic.org/</a></td>
</tr>
<tr>
<td>Memorial Assistance Ministries MAM Employment Services</td>
<td>Go To:<a href="http://mamjobsnetwork.org/">http://mamjobsnetwork.org/</a></td>
</tr>
</tbody>
</table>

## ORGANIZATION & COMPANY WEB SITES

<table>
<thead>
<tr>
<th>SECURITAS Security Services USA</th>
<th><a href="http://www.securitasjobs.com/">http://www.securitasjobs.com/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Openings at ASSISTING HANDS HOME CARE</td>
<td></td>
</tr>
<tr>
<td>Looking for compassionate, reliable, honest CNA/caregivers in Katy, West Houston, or Galleria</td>
<td><a href="http://www.assistinghands.com/westhouston">www.assistinghands.com/westhouston</a></td>
</tr>
<tr>
<td>Apply at assistinghands.com/west Houston or Fax resume 281.369.5859.</td>
<td></td>
</tr>
<tr>
<td>Assisting Hands of West Houston</td>
<td>13111 Westheimer Rd, Suite 200, Houston, TX 77077 281.369.5858</td>
</tr>
<tr>
<td>Company</td>
<td>Website</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Coca Cola Bottling Co.</td>
<td><a href="http://www.cokecece.com">http://www.cokecece.com</a></td>
</tr>
<tr>
<td>Complete Production Service Inc., 11700 Old Katy Rd #300, Hou. TX 77079</td>
<td><a href="http://www.CompleteProduction.com">www.CompleteProduction.com</a> (Oil field Services)</td>
</tr>
<tr>
<td>City of Houston</td>
<td>Review openings in person at City of Houston HR Dept. 611 Walker, 1st Floor, M-F 9-a. m. 4:30p.m. Openings also at <a href="http://www.houstontx.gov">http://www.houstontx.gov</a></td>
</tr>
<tr>
<td>HARRIS COUNTY</td>
<td>Human Resources Division, 1310 Prairie Suite, 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m. LAW ENFORCEMENT SEE WEBSITE</td>
</tr>
</tbody>
</table>

**CATEGORIES**

- Accounting & Finance Adm
- Administration
- Building Maintenance
- Clerical & Data Entry
- Community & Social Services
- Construction Trades
- Counseling
- Customer Service
- Database Admin
- Education Training & Library
- Engineering
- Grounds & Landscaping
- Health & Human Services
- IT and Computers
- Maintenance
- Nursing
- Nutrition
- Office and Adm Support
- Probation
- Project Management
- Public Health
- Social Services
- Trades
- Web Design
- Vehicle Maintenance

**OPENINGS AT HOTELS**

**OMNI HOUSTON HOTEL Westside** [3m from SJV] 13210 Katy Freeway @ Eldridge Call Job Line 281-558-8338 or visit [http://www.hcareers.com/public/cjb/omni-hotels-jobs/](http://www.hcareers.com/public/cjb/omni-hotels-jobs/) Some positions at Westside location:
- Driver
- Restaurant Staff
- Dir of Rooms
- Housekeeping Supv
- Dir of Rooms

**OMNI HOUSTON HOTEL & SPA,** Four Riverway, {12miles from SJV} (713) 871-8181Apply in person M-F 9-12 Job Line 713 624 4823
- AM Front Office
- SPA Supv
- Dir Catering/Convention
- Hsekeeping Supv
- Front Desk Agt
- Catering Sales Mgr.
- Loss Prevention
- Cosmetologist
- AD Engineering
- Mech Maint Eng.

**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. At Human Resources office at hotel’s employee entrance Web site: [www.besthotelcareers.com](http://www.besthotelcareers.com)

**NO OPENINGS LISTED**

**DRURY INN & SUITES** Houston West/Energy Corridor, 1000 North Highway 6 Houston, TX 77079 281-558-7007 Check website [https://www.druryhotels.com/content/careers/apply.aspx](https://www.druryhotels.com/content/careers/apply.aspx) or call 1-888-324-1897 (Job Information Line)
WINDHAM HOUSTON West Energy Corridor 14703 Park Row, Houston, TX 77079 281-558-5580

ROYAL SONESTA HOTEL Galleria Area, 2222 W Loop S., 77027
713 627 7600 Apply M-W 9-11& 2-4- www.sonesta.com/Royal Houston (bottom of page) OPENINGS IN

Culinary Food & Beverage Front Office Housekeeping

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

HILTON WESTCHASE 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-100 http://jobs.interstatehotels.com/
General Mgr. Convention Services mgr. Outlets & Banquet Mgr. Restaurant Staff Housekeeping

HILTON HOTELS 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 Houston Convention Center 1600 Lamar (17m from SJV)
Doubletree (formerly Houston Renaissance), six Greenway Plaza OPENINGS: (four hotels)
Cashier Floor Care Tech Group Coordinator
Dining Mgr. Food & Beverage Sous Chef

MARRIOTT HOTELS https://marriott.taleo.net/careersection/2/jobsearch.ftl
Open jobs listed on the Web site by location apply online. OPENINGS within 10 miles of SJV

At JW Marriott Houston
5150 Westheimer-713-961-1500
Sr Marketing Acct Exec Housekeeping Supv Sr Catering Exec

At Houston Marriott West Loop
1750 West Loop Sth.713-960-0111 Sales Executive Restaurant Supv Sous Chef

Hsekeeping Supv

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: F&B Housekeeping Culinary

2. Westin Galleria/Westin Oaks
5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520
OPENINGS: Sales Mgr. Sys Analyst Housekeeping Supv Engineering
Exec Meeting Spec Front Desk Culinary Catering/Event Mng

3. St Regis Hotel, 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600
OPENINGS:
Housekeeping Supv Engineer Massage Therapist Culinary Stewart

4. Westin Houston Memorial City, 945 Gessner Rd, Houston, TX 77024, 281 501 4300
OPENINGS:
Catering/Event Mng Adm Assist Catering Kitchen Staff Front Dsk Mgr.
AR Agt Engineering Supv Sales Mgr. Catering
Here are some non-Clinical listings in the hospitals near the 77079 area: Do not 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 15 miles 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](https://jobs-kelsey.icims.com/jobs/intro) Here are some listings in the last month:

- Member Serv Rep
- Dept. Support Spec.
- Ambulatory Serv Rep

**MEDSERV INCORPORATED.** An employment service of Harris Co The Medical Society focuses on employment at private physician practices in Houston. Job Line 713-526-1321 x 216

Web: [http://medserv-hcms.com](http://medserv-hcms.com) The Web site lists jobs by area (six) of Houston: Texas Medical Center, Central Houston, Southwest, North, West, & Southeast (Not shown) Houston. Check website for all Listings.

<table>
<thead>
<tr>
<th>West</th>
<th>Southwest</th>
<th>North</th>
<th>TX MED Cntr</th>
<th>Central</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Med Lab Asst</td>
<td>MA</td>
<td>MA</td>
<td>LVN</td>
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<tr>
<td>Reception</td>
<td>Supv Billing</td>
<td>Front Off Coord</td>
<td>Off Coord</td>
<td>Billing&amp;Collections</td>
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<tr>
<td>Billing/Collection</td>
<td>MA</td>
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<tr>
<td>Surgery Scheduler</td>
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**MEMORIAL HERMAN, Memorial City Hospital** 920 Frost wood, Houston, TX  Job Line 713-222 2273

Applications: Mon. - Fri. 8:00 a.m. - 4:30 p.m. Human Resources office 713-932-3470 Fax 713-932-3629.
Web Site: [www.mhhs.org](http://www.mhhs.org) shows openings in 21 facilities in the Houston area.

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

**SOME JOB LISTINGS:**

**MEMORIAL CITY**
- PBX
- Patient Care Tech
- Patient Access Rep

**KATY HOSPITAL**
- Maintenance

**NOTE** CROTHAL provides MHHS Environmental Services. To apply email:
Natalie.Sales@memorialhermann.org or visit [http://www.crothall.com/careers](http://www.crothall.com/careers)

**Hospital Corporation of America (HCA)** Has many facilities in Houston area Go to website for list.

Closest to SJV is West Houston Medical Center 12141 Richmond, Houston, TX (between Dairy Ashford & Wilcrest) Apply in person Mon-Fri 9:00-4:00 in HR Or Call 281-588-3444 Job Line 281-588-8198. Web [http://www.westhoustonmedical.com/](http://www.westhoustonmedical.com/)

**HCA Shared Services** located at 8101 West Sam Houston Tollway (12 Miles from SJV). Go to [http://www.indeed.com/](http://www.indeed.com/) Enter “HCA Shared Services”
### Spring Branch Independent School District

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](http://www.springbranchisd.com)

Shows **Para/Tech/Skilled** positions:

<table>
<thead>
<tr>
<th>TA</th>
<th>Paraprofessionals</th>
<th>Child Nutrition</th>
<th>Skilled Labor</th>
<th>Technology Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Childcare Specialist</td>
<td>Production Asst</td>
<td>HVAC Mechanic</td>
<td>Applications Eng./Web Developer</td>
</tr>
<tr>
<td></td>
<td>Support Specialist</td>
<td>Police Officer</td>
<td>Building &amp; Grounds</td>
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<td></td>
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<td>Custodian</td>
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<td>Grounds Wkr</td>
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</tbody>
</table>

Some sample job titles are:

- TA
- Special Ed,
- ESL/Billing
- Workroom Aide
- Nutrition
- Technology Aide

### Alief Independent School District

12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68,


At the Home Page, scroll down to Human Resources and click on “Job Postings,” Under “Human Resources” Click on “Vacancies”

Job Categories are **Instructional Aides, Support/Clerical, Maintenance, Nutrition, and Custodial**

Some sample job titles are:

<table>
<thead>
<tr>
<th>Aides/Clerical:</th>
<th>Trades:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Aide</td>
<td>Secretary</td>
</tr>
<tr>
<td>Workroom Aide</td>
<td>SPED Instructional Aide</td>
</tr>
<tr>
<td>Nutrition</td>
<td>HR Specialist</td>
</tr>
<tr>
<td>Technology Aide</td>
<td></td>
</tr>
</tbody>
</table>

### Katy Independent School District


Apply at KISD, Personnel Office, and 6301 South Stadium Lane (South of Katy High School) Tel 281 396 2347