

**ST. JOHN VIANNEY CATHOLIC CHURCH
EMPLOYMENT MINISTRY**

JOB LISTING (*INDICATES NEW OPPORTUNITIES) – August 15, 2013

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 Archdiocese of Galveston-Houston is currently seeking an Associate Director for the Special Youth Services department. The Associate Director will be responsible for the development of program curriculum in addition to offering consultation, resources and advocacy for ministry to at-risk and troubled youth. The Associate Director will recruit, train, and lead groups of volunteers who provide programs and group activities for at-risk and troubled youth as well as pastoral counseling for youth detained in juvenile probation facilities. This position reports to the Director of Special Youth Services and will also interface with members of the Office of Youth Ministry, the Office of Correctional Ministries, as well as other archdiocesan and parish staff, as appropriate. Qualifications: Required: bachelor's degree (theology, social work or a related field); two or four years' experience in catechesis and youth ministry; strong interpersonal relation, communication, organization and execution skills; group facilitation, program development and facilitation skills; computer literacy. Preferred: master's degree (theology, social work or a related field); bilingual english/spanish preferred; familiarity with the catholic faith. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to Franchelle Lee at flee@archgh.org with AD, Special Youth Services in the subject field. Special Youth Services, St. Dominic Chancery, 2403 Holcombe Blvd, Houston, TX 77021.

2 PART-TIME DIRECTOR OF RELIGIOUS EDUCATION - The Catholic Schools Office of the Archdiocese of Galveston-Houston is seeking applicants for the part-time position of Director of Religious Education for Catholic Schools. The Director of Religious Education for Schools provides oversight, coordination and support to primary and secondary Catholic schools in the areas of religion curriculum, religion instruction, religion textbooks and source materials, and the integration of human sexuality in accordance with Archdiocesan guidelines. In addition, the Director of Religious Education for Schools is responsible for ensuring all requirements are met for the certification of religion teachers in Catholic schools. Schools are accountable regarding Religious instruction to the Catholic Schools Office through this position. Requirements: master's degree in theology; in-depth understanding of religious education; commitment and love for catholic schools; knowledge of the catholic church and its teachings and structures; must be a highly-organized individual with excellent communication skills; experience as a director of religious education or religion teacher preferred; Qualified and interested individuals should send a cover letter and resume to: George Laird, Ed. D., Interim Superintendent, Catholic Schools Office, 2403 Holcombe Blvd., Houston, TX 77021. cmqueen@archgh.org.

3 SUPERINTENDENT OF THE SECRETARIAT FOR CATHOLIC SCHOOLS -The Archdiocese of Galveston-Houston is seeking a dynamic leader to serve as Superintendent of the Secretariat for Catholic Schools. The City of Houston is currently the fourth largest and fastest growing city 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 50 Elementary-Junior High Schools and 9 High Schools. Included among these inner city, Montessori, parochial, and private schools are some of the oldest Catholic schools in the state. These schools serve approximately 18,500 students and their families. The Archdiocesan school system is also expanding with the opening of a new High School this year and a new Elementary School in 2014. The position of Superintendent reports directly to the Moderator of the Curia, is an Archbishop's Cabinet-level position, and directly supervises the staff of the Catholic Schools Office. The Archbishop is the chief teacher of the faith in Catholic K-12 schools. The Superintendent assists in this ministry and, in cooperation with the pastors and principals, commits to upholding the Catholic identity of all archdiocesan, religious order, and associated private schools. The Superintendent provides educational leadership and works closely with principals. The Superintendent establishes instructional guidelines and policies, oversees accreditation and certification requirements, ensures the ongoing implementation of the Archdiocese of Galveston-Houston Safe Environment

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Policy in schools, and is the liaison between the Archdiocese and the Texas Catholic Conference Education Department. The Superintendent works with all the members of the educational community to continue the implementation and updating of the Archdiocesan Schools Strategic Plan, Lumen Pro Via. General Requirements. 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. Expertise in instructional leadership, curriculum development, technology, instructional design, written and oral communication, along with proficiency in marketing, development, recruitment, and fiscal management, are required. Fluency in English is a requirement of the position, and fluency in Spanish is desirable. Education/Experience at a minimum, the Superintendent of the Secretariat for Catholic Schools must hold a master's degree in school administration or education, or related field, with a doctorate preferred. A minimum of five years of experience as a Catholic School principal, and three years of experience at the Catholic School Office administration level or equivalent executive office position is required. Qualified candidates should email a cover letter, resume, and salary requirements to: Jeannie Nelson (jnelson@archgh.org) by October 1, 2013.

4 PART-TIME BILINGUAL ASSOCIATE DIRECTOR OF WORSHIPSPANISH LITURGY - Prince of Peace Catholic Church, a diverse and growing community of approximately 7,000 families, is searching for a Part-time Bilingual Associate Director of Worship-Spanish Liturgy. This person will work side by side with the Director of Worship in direct liaison with Spanish Parochial Vicar (Spanish Ministry Dept.) in planning, preparing and celebrating Spanish liturgical events. This Staff position is 20+ hours per week and works closely with the liturgical ministers and coordinators for masses, sacramental celebrations, and other services. A detailed job description is available upon request. Education/Experience: The ideal candidate would have a degree or certification in Liturgy, with strong verbal and written bi-lingual capabilities. A proven record of sound liturgical experience in a parish is a plus. A demonstrated ability to function well within a team is an essential trait. The candidate should possess a dimension of spirituality that leverages all credentials and experience to achieve inspirational liturgy. If interested, please either email a resume to fdinges@pophouston.org or fax to 281-469-8418, or mail to: Director of Worship, Prince of Peace Catholic Church, 19222 Tomball Parkway, Houston, TX 77070-3510.

5 BUSINESS MANAGER - Epiphany of the Lord Catholic Community is accepting application for a Business Manager. This person will be responsible for the day-to-day business operations of the parish including budget, finances, personnel, & parish relations. Education/Experience: A college degree in accounting or finance is required. Parish & bilingual skills preferred. If interested, please send resume to: Epiphany of the Lord Catholic Church, 1530 Norwalk Dr., Katy, TX 77450, or email: epiphany@epiphanycatholic.org.

6 DIRECTOR OF RELIGIOUS EDUCATION - A person of Catholic faith who is supportive of Catholic education. A person with a pleasant, professional, and welcoming attitude and demeanor. A person who holds, as a minimum, a Bachelor of Arts degree preferably with a concentration in Theology and holds Archdiocesan certification to teach the Catholic faith and Archdiocesan certification as a catechetical leader. A person who is flexible enough to handle several tasks simultaneously and willing to accept more responsibility when the need presents itself and able to work collaboratively parish staff. Fluency (spoken and written) in both English and Spanish is a big plus for this position. Education/Experience: A Bachelor of Arts degree preferably with a concentration in theology. Archdiocesan certification to teach religious study and certification as a catechetical leader along with experience in parish work. Please send resume to: sacc@staugustinecc.com.

7 PARISH ADMINISTRATOR - St. Matthew the Evangelist Catholic Church, located in NW Houston, is taking applications for the position of Parish Administrator. This person will be responsible for the day-to-day administrative operations of the parish including but not limited to, assisting the pastor with facilities and plant maintenance, budget and finances, personnel and parish relations. Education/Experience: A degree in business or similar field is preferred but not required. At least 5 years of management experience is a must. If interested, send resume to: St. Matthew's Catholic Church, P.A. Search Committee, 9915 Hollister Dr., Houston, TX 77040, e-mail: admin@stmatthewhou.org. A complete job description is available upon request. Bilingual is a plus.

8 DIRECTOR OF YOUTH MINISTRY - St. Francis de Sales has an opening for full-time Director of Youth Ministry, which includes Confirmation and Jr. High Ministry. This position requires working with Middle and High School youth. This will include but is not limited to: Faith Formation sessions for the teens, Jr. & Sr. High nights, retreats, service opportunities, as well as working with the DRE in regards to continuing catechesis. Position Qualifications: The position requires a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or a related field. Candidates should also have the basic certification from the

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Office of Adolescent Catechesis and Evangelization. Other skills include strong interpersonal skills, ability to lead and organize volunteers, an ability to plan and use effectively a budget, as well as an ability to use Windows & Office. Knowledge of Spanish is helpful but not necessary. Interested candidates should submit a cover letter, resume, and references to: Mrs. Shirley Guilliams, Parish Administrator, St. Francis de Sales, 8200 Roos Rd, Houston, TX 77036.

9 DIRECTOR OF LITURGY AND MUSIC - Saint Maximilian Kolbe Catholic Community seeks a qualified Director of Liturgy and Music to guide and foster the liturgical life of its parish community. Liturgy is a priority at Saint Maximilian Kolbe, and it is the source of the parish's many vibrant ministries. The Director of Liturgy and Music is responsible for preparing parish liturgies, recruitment and formation of liturgical ministers (including music ministers), planning music, and directing the music ministry. Saint Maximilian Kolbe has established liturgical and music ministries. Music ensembles include adult choirs, children's choir, and youth orchestra/ensemble. This is a full-time, 40 hours per week, position that reports to the pastor. Qualifications: Qualified candidates should have a bachelor degree in theology, liturgy, and/or music; three years as a director or assistant director in parish liturgical and music ministries; and above all, a deep appreciation for liturgy, and celebrating liturgy well. The candidate should also have in-depth knowledge of liturgical principles; strong piano, organ, and vocal skills; experience directing choirs; the ability to communicate effectively with parishioners, the parish staff, and the pastor; Interested candidates should send a resume and cover letter to St. Maximilian Catholic Community at Liturgy@stmaximilian.org. Deadline for applications is July 26, 2013. The hired candidate could begin late August/early September.

10 DIRECTOR OF EVANGELIZATION AND CATECHESIS - St. Edith Stein Catholic Community is accepting applications for a full-time Director of Evangelization and Catechesis. Responsibilities include curriculum development and implementation for age levels prek-5th grade for about 400 children; catechist recruitment and formation; sacrament preparation; RCIA for children; ongoing parent and family formation and education. The director would supervise approximately 50+ volunteers. Applicant must have excellent organizational and pastoral skills and be able to work collaboratively with parents, catechists, volunteers and parish staff. Part-time option is also available. Education/Experience: Qualified candidates should have 2-4 years teaching/supervising experience in a parish catechetical program for elementary grades. A four year degree in religious education, theology or related field is preferred, but equivalent catechetical formation through the Archdiocese of Galveston-Houston is acceptable. Please submit a letter of interest, resume, and references by email to: application@stedithstein.org

11 DIRECTOR OF MUSIC MINISTRY - Saint Katharine Drexel Catholic Community is seeking a qualified candidate for the position of Director of Music Ministry. The candidate will be able to provide leadership and direction in the planning and implementation of both English and Spanish liturgical music in a collaborative environment. The Candidate must be willing to recruit, teach and motivate new choir members. Ability to work toward promoting prayerful, engaging liturgies that support congregational singing is necessary. Requirements: Qualified candidates should have strong keyboard and competency in choir direction. Bilingual (Spanish/English) is desirable. Candidates should be familiar with computer technology, including Microsoft Office Suite and Finale Notation software and also a basic knowledge of sound system technology. Interested candidate can submit a resume by email to frdavidharris@gmail.com, call for an appointment at: 979-826-2275 or by mail to: St. Katharine Drexel Catholic Church Attn: Fr. David Harris, 800 FM 1488, Hempstead TX 77445.

12 ACCOUNTING & BENEFITS MANAGER - St. Thomas High School has an opening for an experienced accountant to manage day-to-day accounting and benefits including payroll, tuition collections, general accounting and bookkeeping, retirement plan and employee benefits. Education/Experience: Bachelor's Degree in Accounting or a related field and at least five years of professional accounting experience. CPA a plus, but not required. QuickBooks certification preferred. Strong understanding of Generally Accepted Accounting Principles (GAAP). Experience in a school and/or non-profit environment is a benefit, but not required. Contact information to send resume. Please visit our website at www.sths.org and click on About Us to see a full description of the position and qualifications. Applications should be submitted to careers@sths.org using the staff application posted on the website. St. Thomas High School, 4500 Memorial Drive, Houston, TX 77007, www.sths.org.

13 DIRECTOR OF RELIGIOUS EDUCATION - St. Edward is accepting applications for D.R.E. Supervisory responsibilities include curriculum development and implementation for all age levels; catechist recruitment and formation; sacrament preparation; Adult Education; and Youth Ministry. The candidate would supervise a staff of 5-6 and approximately 100 volunteers. Applicant must have excellent organizational and pastoral skills and be able to work collaboratively with parish staff. Education/Experience: A degree (graduate level preferred) in theology, religious study or its equivalent is required along with

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experience in parish work. Please submit a letter of interest, resume, and references by mail, fax or email to: St. Edward Catholic Church, DRE Search Committee, 2601 Spring Steubner Rd., Spring, Texas 77389, Fax: 281-353-9786, deaconnick@saintedward.com.

14 DIRECTOR OF MUSIC MINISTRY - Saint Thomas the Apostle Catholic Community is seeking a qualified candidate for the position of Director of Music Ministry. The successful candidate will be a visionary and builder. The choir that practices weekly will extend and encompass the worshipping community as they fully participate in the Sunday liturgy. The music for Sunday liturgies will be more than music picked for each Sunday but will accompany the faithful as they journey through the liturgical seasons. The successful candidate will bring in the voices of our children and youth in a constant renewal of energy and vision. Requirements: Qualified candidates should have 3-5 years liturgical music experience in a parish setting; be a proficient pianist and vocalist; 2 years coordinating music ministry; be available most weekends. Bilingual (Spanish/English) is desirable. This is a 30 hour a week position. Interested candidate can submit a resume with a cover letter by email to stthomashuntsville@sbcglobal.net or by mail to: Saint Thomas the Apostle Catholic Church 1603 Avenue N, Huntsville, TX 77340, Attn. Father Fred Valone. *Resumes accepted through August 02, 2013.

15 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 of all facilities. This person should be able to lift up to 50 pounds and climb ladders. This position will supervise at least one maintenance person. 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: ngunn@sacredheartmanvel.org. Sacred Heart of Jesus Catholic Church, 6502 Co. Rd. 48, Manvel, Texas 77578.

16 NURSING HOME UNIT MANAGER – RN - Unit Manager would be responsible for managing a 60-bed unit and have 7-day/week 24-hour/day responsibility for the day-to-day nursing activities performed by unit staff. The Unit Manager will be responsible for ensuring excellent quality of care if maintained on the unit by meeting and exceeding standards, guidelines and regulations that govern our facility. The Unit Manager must be a role model for excellence in nursing and customer service and be able to motivate team members to meet high standards. Specific Responsibilities: Ensuring quality of care is provided by being visible on the unit and engaged with residents and staff on a daily basis. Monitoring of charting and documentation to ensure standards are met. Participating in state audits; Monitoring of drug administration; Day-to-day nursing; Employee relations and staff development; Safety compliance; Equipment and supply monitoring; Budget and overtime monitoring to ensure goals are met; Care plan and assessment; Department Supervision; On-Call availability. Qualifications: Must possess a RN License for state of Texas. Strong knowledge of state and federal regulations as they pertain to long-term-care. 3-5 years of management experience in LTC setting. Strong managerial skills with capability to assume authority and accountability for 28-30 staff members. Understanding of budget process and ability to closely manage staffing and supplies budget. Possess knowledge of EMR and be very fluent in Microsoft Windows/Office programs. Human Resources. 2401 Holcombe Blvd, Houston, TX 77021. www.stdominicvillage.org, careers@stdominicvillage.org.

17 HUMAN RESOURCES DIRECTOR - St. Dominic Village is currently seeking a HR Director. This position is responsible for handling all HR functions within the organization. The HR Director will be the liaison with the HR Committee of the organization's Board of Directors. This one-person HR department will partner with senior leaders supporting a 200+ employee healthcare organization in the Texas Medical Center area. Specific Responsibilities: benefits administration, workforce planning and recruiting, performance management design and implementation, compensation analysis, compliance monitoring/correction, handling of investigations, coaching/guiding leaders in disciplinary matters and guiding preparation of disciplinary documentation, policy design and implementation, employee relations, guide leaders in company-wide employee communications. Qualifications: bachelor degree and a minimum of 5 years' experience in a hr director function, PHR or SPHR certification, solid business knowledge and understanding of financial impacts of all decisions, effective judgment and decision making ability, excellent interpersonal and oral communication skills, strong written communication skills, ability to interact and communicate with all levels of the organization including board of directors, prefer prior experience in healthcare and/or non-profit setting. Human Resources, 2401 Holcombe, Houston, Texas 77021, 713-741-8719, www.stdominicvillage.org, careers@stdominicvillage.org

CLERICAL/ADMINISTRATIVE JOBS

1 COMMUNICATIONS PRODUCTION ASSISTANT (PART-TIME) - This person supports other positions in production of publications and other informational products. Contributes to designing and proofreading pages of the Texas Catholic Herald; collecting/confirming data for annual archdiocesan directory, annual Kenedy directory; designing, proofreading annual archdiocesan directory; designing ads and original graphics for the TCH and print/electronic collateral for Archdiocese; maintaining/organizing internal electronic and hard copy files. Other duties as assigned. Education/Experience: Two or more years as a copy editor/page designer at a daily/weekly newspaper, trade publication, etc. Proficient with Adobe products, including InDesign and Photoshop, as well as Microsoft Office. Knowledge of AP Stylebook. Familiarity with Catholic Church. Strong writing and editing skills. Additional skills desired but not required: photography, knowledge of languages in addition to English, HTML/Web knowledge/experience. Please send cover letter, resume to info@archgh.org. Communications Office, 1700 San Jacinto St., Houston, TX 77002.

2 SPECIAL ASSISTANT TO THE SUPERINTENDENT - The Catholic Schools Office of the Archdiocese of Galveston-Houston is seeking applicants for the position of Special Assistant to the Superintendent for the 2013-2014 \school year. The Special Assistant to the Superintendent collaborates with the Superintendent and other members of the Catholic Schools Office in implementing priority goals and objectives related to the schools of the Archdiocese. The successful candidate will be a visionary leader with excellent communication and human relation skills who is dedicated to fostering a community of academic excellence within an environment that emphasizes Catholic identity and values. Summary: To provide oversight, coordination and support to archdiocesan and regional schools in the continued development of the ministry of Catholic education in the Archdiocese, and in the future planning process and its implementation, and to designated schools in the following areas: accreditation, curriculum, instruction, standardized testing, federal programs, health, facilities, school finance, principal assessment. Designated schools are accountable to the Catholic Schools Office through the Special Assistant to the Superintendent in the above areas. Requirements: must be Catholic; master's degree in education with background in administration and curriculum and instruction; doctorate preferred substantial school experience; a history of success as a classroom teacher/administrator knowledge of the Catholic Church and its teachings and structures Bilingual (English/Spanish) a plus. Qualified and interested individuals should send a cover letter and resume to: Sr. Kevina Keating, CCVI, Superintendent, Catholic Schools Office, 2403 Holcombe Blvd. Houston, TX 77021, cmcqueen@archgh.org.

3 PART-TIME PARISH BOOKKEEPER - A person with a pleasant, professional appearance and demeanor. A person who is very well versed in office computers and software, and can manage well and experienced in Logos Accounting software implementing and reporting all income/expenses, IRS tax reports, payroll and statements, etc. A person who is flexible enough to handle several tasks simultaneously and willing to accept more responsibility when the opportunity presents itself. Education/Experience: Qualified applicant must have at least 5 years of experience as a bookkeeper. Must be familiar with accounting principles and have knowledge of financial systems. Please send resume to: sacc@staugustinecc.com. St. Augustine Catholic Church, 5438 Laurel Creek Way, Houston, Texas 77017.

4 BULLETIN EDITOR/SECRETARY - We are seeking a full-time secretary. This position is responsible for completing and submitting the weekly parish bulletin. This person will assist office visitors as well as answer the phone in a profession and courteous manner. This person will maintaining sacramental registers; providing sacramental certificates and perform secretarial duties in conjunction with the Parish Secretary. Requirements: High School Diploma and a working knowledge of Microsoft Office, Word, Excel, and Publisher are required. This position requires an ability to multitask in a fast paced environment. Outstanding phone skills and etiquette are a must. Bilingual is helpful, but not required. Send resume to: Leonard Tyson at ltyson@st-mm.com or fax to 281-446-8213.

5 CHOIR/MUSIC ACCOMPANIST - St. Matthew the Evangelist Catholic Church, located in NW Houston, is looking for a substitute pianist on occasions to accompany 3 – 4 weekend liturgies plus one weekday practice. This is a stipend position. Education/Experience: Strong keyboard skills and ability to sight read music is required. This person must be familiar with Glory & Praise and Ritual Song hymns, our NRM Mass settings, and capable of accompanying solo cantors and group singers. Experience with Spanish hymns for a bilingual choir would be a plus. Send resume to: St. Matthew's Catholic Church, Music Search Committee, 9915 Hollister Dr., Houston, TX 77040, e-mail: admin@stmattewhou.org.

6 CHOIR/CANTOR ACCOMPANIST - Our Lady of Lourdes Catholic Church in Hitchcock (15 minutes north of Galveston on Hwy 6) seeks an accompanist for one weekend Mass as well as Thursday Choir Rehearsal. This is a stipend position. Education/Experience: Degree in music not necessary; strong keyboard skills and ability to sight-read required. Interested candidates are asked to contact Mike Comeaux at 409-925-3579 ext. 30 or e-mail at mcomeaux@ololchurch.org. Our Lady of Lourdes Church, 10114 Hwy 6, Hitchcock, TX 77563.

7 COORDINATOR OF YOUTH MINISTRY - St. Mary Catholic Church is seeking an experienced full-time Coordinator of Youth Ministry, which includes Confirmation Preparation, Faith Formation 6-12, and Jr. High and High School Youth Ministry. This position requires a balance between Jr. High and High School aged youth. It will include, but is not limited to, planning and carrying out Sunday Faith Formation sessions for Jr. High and High School teens, Confirmation Preparation Sessions, Social activities for Jr. High and High School, Retreats, service projects, camps and conferences. This job requires someone is organized, and a clear leader who can work as a part of a team. Qualifications: Potential candidates must have previous leadership experience in Youth Ministry. Candidates must have a Bachelor's Degree in theology, religious education, youth ministry, or a related field. Candidates should have the Basic Certificate in Youth Ministry from the Archdiocese of Galveston-Houston. Necessary skills include relational ministry with youth, strong interpersonal skills, ability to lead and organize volunteers and youth. Experience in program planning, a basic understanding of social media, and graphics using Microsoft programs. Interested candidates should submit a cover letter, resume, and references via e-mail to lisa.sabatier@saintmcc.org. St. Mary Catholic Church, 1612 E. Walker Street, League City, TX 77573.

8 BOOKKEEPER (PART-TIME) - St. Stephen Catholic Church in Houston is currently seeking qualified applicants for the position of Part-Time Bookkeeper. This person will manage the day-to-day operational needs of the Parish Office. 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 & Business Operations, the ability to analyze, communicate and interpret financial data, the ability to communicate in both English and Spanish (written and oral) in a clear, productive, and professional manner. 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, PowerPoint,) and other office application tools 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 5 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 mail to Jeannie Nelson at jnelson@archgh.org and place St. Stephen Bookkeeper in the subject line. St. Stephen Catholic Church, 1912 Center Street, Houston, Tx 77007.

9 PIPE ORGANIST - Looking for an Organist has previous experience and can read the Latin Language and is familiar with playing Gregorian Chant Music for the 9:30AM, 11:00AM - Latin Novus Ordo and 5:30PM English Masses. Education/Experience: Must have either previous experience or have the following degree: BM in Recording Arts/Organ; Minor in Musicology; Minor in Liberal Arts; Five-Year BM/MM Program and/or Internship for a Bachelor's Degree in either Piano or Organ. Interested candidates can fax in resume to 713-222-2280 or email it to: info@annunciationcc.org. You can also contact the Choir Director, Matthew Ditter by email at jpranschke@yahoo.com or Theresa Camere at somebody.has.to.work@gmail.com. Annunciation Catholic Church, 1618 Texas Avenue, Houston, TX 77003.

10 ACCOUNTANT - San José Clinic has been providing quality healthcare and education to poor, underserved individuals throughout the Houston area for nearly a century. We began with the vision of Monsignor George T. Walsh, Pastor of Annunciation Catholic Church, a \$50 contribution from the Charity Guild of Catholic Women and community-minded volunteers. Together, they embarked on an unwavering mission. Join the thousands of those who took part in our historic journey by becoming a part of our continuing effort to create access to healthcare for those who are most in need. Summary: Responsible for organizing and maintaining input of all accounts payable invoices, deposits, payroll and performing other accounting/finance functions. Education/Experience: 1. Bachelors 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. Laura John, PHR, Human Resources Administrator, 713-286-6412

Office, 713-286-6419 Fax. laurajohn@sanjoseclinic.org. www.sanjoseclinic.org. The mission of San José Clinic is to provide quality healthcare and education to those with limited access to such services in an environment which respects the dignity of each person. San José Clinic, 2615 Fannin Street, Houston, TX 77002.

11 REGISTRAR - The Cenacle Retreat House, located in the Memorial/Kirkwood area, is in need of a Registrar. The Registrar acts as an emissary for the Cenacle and is the face and voice of Cenacle welcome, hospitality and peace to all who enter the Cenacle doors. This position is responsible for the administrative details of all Cenacle-sponsored programs, including but not limited to: • Coordination of the details of retreats, workshops, and days of prayer. close-out of cenacle programs and generation of statistical reports. payment processing and deposit preparation. acting as back-up receptionist on an on-going basis, Education/experience: high school diploma, 2 years college or 3 years similar work experience, excellent people skills, ability to multi-task, prioritize, and attend to details, bilingual spanish/english is a plus, This is an hourly, non-exempt position. Those interested should email a current resume and hourly rate of pay expectations to Jerry Wilt, Director of Operations jwilt@cenacleretreathouse.org. Cenacle Retreat House, 420 N. Kirkwood Rd., Houston, TX 77079.

12 COMMUNICATIONS AND GRAPHICS SPECIALIST - San Jose Clinic has been providing quality healthcare and education to poor, underserved individuals throughout the Houston area for nearly a century. We began with the vision of Monsignor George T. Walsh, Pastor of Annunciation Catholic Church, a \$50 contribution from the Charity Guild of Catholic Women and community-minded volunteers. Together, they embarked on an unwavering mission. Join the thousands of those who took part in our historic journey by becoming a part of our continuing effort to create access to healthcare for those who are most in need. Summary: Responsible for creating and maintaining all marketing materials for the organization, including graphics and social media. Also responsible for public relations functions, representation at events/meetings, and branding. Education/Experience: 1. Bachelor's degree in marketing or communications. 2. Three to five years of relevant experience in public relations, communications, marketing, graphics design. 3. Can demonstrate excellent organizational skills, multi-tasking and effective use of time. Also able to handle and complete multiple tasks or projects with multiple deadlines. 4. Ability to deal professionally, courteously and efficiently with public and all levels of the organization. 5. Ability to operate computer, copier fax, and camera. 6. Must be proficient in Microsoft Office, Adobe Creative Suite, HTML and image editing software. 7. Can demonstrate effective verbal and written communication skills. 8. Can demonstrate effective customer relation skills, working with diverse populations, often in stressful fast paced environments. Laura John, PHR, Human Resources Administrator, 713-286-6412 Office 713-286-6419 Fax, laurajohn@sanjoseclinic.org, www.sanjoseclinic.org, The mission of San José Clinic is to provide, quality healthcare and education to those with limited access to such services in an environment which respects the dignity of each person.

13 EDUCATION COORDINATOR - The Education Coordinator is responsible for planning, scheduling and coordinating monthly in-services for all facility staff as well as facilitating orientation for staff. Assess, implement and maintain programs of continuing education to develop staff skills; maintain records of employee acknowledgement of HIPAA rules and regulations. Supervise and inventory in-service supplies, materials and equipment; Orientation program evaluated and updated; Schedule orientation for all new employees; Infection control in-services and policies; Safety Policies and Fire Drills; Electronic Medical Records (EMR); Data Entry; Other Duties as Assigned. Qualifications: Be certified as a LVN in the state of Texas; Previous education experience preferred; Strong clinical knowledge of long-term care settings; Strong computer skills essential Excel, scheduling software, Outlook, electronic medical records; Critical thinking and problem solving skills are a must; Must be able to work flexible hours to meet the needs of a 24-hour staff; Must have good communication skills; Must possess good organizational and time management skills; Must be able to interact on a professional basis with staff; Must willingly demonstrate the ability to work in a team oriented environment; Must demonstrate initiative – be a self-starter with job duties assigned. Human Resources, 2401 Holcombe, Houston, Texas 77021, 713-741-8719, www.stdominicvillage.org, careers@stdominicvillage.org

14 HOSPITALITY COORDINATOR - The Hospitality Specialist assists individuals, groups, and organizations with retreat planning, including scheduling for the Retreat Center. Will coordinates promotional contact with potential users; primary greeter for guests/groups using the facility; serves as administrative assistant to the Director. Will also handle basic bookkeeping duties and coordinates housekeeping. Also required to work the call duty as assigned monthly. Work hours are Monday thru Thursday 8:00 – 5:00 pm, and Friday, 11:00 am to 8:00 pm. Position Qualifications: Two years college or the equivalent preferred with a strong work ethic. Proven work experience with extensive knowledge of MS Office (Word, Excel,

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PowerPoint, Outlook Email), and PC configurations and setup. Ability to multitask, with a keen attention to detail, excellent organizational and time management skills: ability to perform tasks and functional of moderate level complexity and to comprehend registration and calendaring processes in the hospitality industry. Must have the ability to work collaboratively in a team environment and possess excellent written and verbal communication skills. Mastery of written and spoken Spanish language is a plus. Applicant must be able to lift 30 lbs and enjoy the out of doors. If interested, please send resume to circlelakedirector@sbcglobal.net. Circle Lake Retreat Center, 19000 Circle Lake Drive, Pinehurst, Texas 77362 (On SH 249 between Tomball and Magnolia).

15 OFFICE ASSISTANT - St. Dominic Church is in need of a bilingual part time person to provide support to multiple tasks in the Office of Catechesis and Evangelization (CCE Office). The successful candidate will be detail oriented and work with people from diverse backgrounds and in a team environment; able to work evening and week-end. Other duties may be assigned. Requirements: Knowledge of windows office and some knowledge of diocesan logos ll. 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 (English and Spanish) is a must. Good knowledge of the teachings and practices of the Catholic Church is also required. Interested candidates may send their resumes to: Rev. Roger Estorque at frroger@comcast.net. St. Dominic Catholic Church, 8215 Reservoir, Houston, TX 77049.

16 COORDINATOR OF RELIGIOUS EDUCATION AND YOUTH MINISTRY - St. Theresa Catholic Community in Memorial Park is seeking a caring and charismatic individual to lead and re-vitalize our CCE and youth ministry programs. Deeply-rooted faith and an ability to support and convey the core tenets of Roman Catholicism as expressed in our sacraments are required for this position. In addition, the successful candidate will: Value multiculturalism, and ably communicate with a very diverse community. Enthusiastically promote youth ministry programs. Be able to relate to and work with pre K3-Kindergarten, elementary, middle school, high school students, and families as well as sacramental preparation for First Reconciliation, First Eucharist and Confirmation. Have prior experience managing whole-family faith formation programs, and volunteers. Requirements: Be a self-motivator who works well with supervision. Be proficient in using websites, blogs, media programs, and various social. networking tools to communicate with students and families. Must be educated to B.A. level in theology or related field or equivalent experience. Send resume to: Fr. Phil Lloyd, 6622 Haskell, Houston, TX 77007. britishbulldog@sttheresa.cc.

17. COORDINATOR OF ELEMENTARY FAITH FORMATION - Saint Thomas the Apostle Catholic Community is seeking a qualified candidate for the position of Coordinator of Elementary Faith Formation. This exceptional individual will be able to nurture the faith life of all children grades pre-K through 6th grade of various cultures and backgrounds; empower parents through partnership, respect, and sharing to be the first and primary teachers of the faith of their children; provide experiences and expressions of faith through music, activities, prayer and service; and build the community through evangelization, catechesis, and a welcoming environment. Requirements: Qualified candidates should have 3-5 years teaching/supervising experience in a parish catechetical program for elementary grades; be able to speak both English and Spanish fluently; have been awarded a full catechists certification from the Archdiocese of Galveston-Houston or achieved 4 year degree in Religious Education, theology or related field. Interested candidate can submit a resume with a cover letter by email to stthomashuntsville@sbcglobal.net or by mail to: St. Thomas the Apostle Catholic Church, 1603 Avenue N, Huntsville, TX 77340. Attn: Father Fred Valone, *Resumes accepted through May 31, 2013.

8. HIGH SCHOOL AND YOUNG ADULT FAITH FORMATION COORDINATOR - Sacred Heart Catholic Church, Richmond, TX is in search of a full time Coordinator of High School and Young Adult Faith Formation. The successful candidate will be responsible for administering a comprehensive and effective faith formation program for parish youth grades 6-12 as well as young adults. Education / Experience: A Bachelor's degree in Theology or Religious Studies/Education is preferred. Extensive training and certification in administering youth catechetical and formation programs and at least five years teaching/ministry experience is required. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: info@sacredheartrichmond.com. Sacred Heart Catholic Church, 507 South 4th Street, Richmond, TX 77469.

19. ADULT EDUCATION COORDINATOR - St. Edward Catholic Church is seeking an Adult Education Coordinator. Primary duties will be to coordinate a comprehensive Adult Education Program. This position requires a candidate who is skilled in relational ministry. The Coordinator is responsible for the planning and execution of all adult catechesis including RCIA, Adult Sacrament Preparation, Adult Bible Studies, Adult Catechesis, Archdiocesan programming, and all other adult activities.

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This individual will be part of and a supporting member of the Faith Formation Department. Education/Experience: The candidate must be an active Catholic in good standing with the Church with no impediment to full communion. Candidate should have experience in Parish Ministry and a Bachelor Degree in Theology, Religious Education or a related field with the intention of seeking a Master's degree. If interested, please submit resume to Deacon Nick Thompson at deaconnick@saintedward.com or via mail to: St. Edward Catholic Church, Attn: Deacon Nick Thompson, 2601 Spring Stuebner, Spring, TX 77389.

MISCELLANEOUS JOBS

1. **MAINTENANCE WORKER** - St. Pius V Church is looking for a full time Maintenance worker. This candidate must be able to make general repairs including maintenance & repair of mechanical equipment, plumbing, appliances, furniture, carpentry and sheetrock work. Must also have basic HVAC knowledge, have good organizational & planning skills, be available for emergencies 24/7, have the ability to lift a minimum of 40 pounds, climb ladders and have complete mobility in building and grounds activities. English required—must be able to communicate effectively & work well with others. If interested, please send resume to ocastrostpiusv@sbcglobal.net, and include the job on the subject line, OR you can submit an application at the Parish Office after 9am.

2. **RECEPTIONIST/CLERICAL WORKER** – Al Zientek, CPA, CFP®, a westside firm in business for over 30 years, is looking for a full-time (or close to full-time) receptionist/clerical worker. Requirements include a knowledge of Windows Office (mainly Outlook and Word), good communications skills, and a willingness to learn various support tasks for a tax/estate planning firm. Interested candidates should send a resume to Debbie Zientek at dzientek@zientek.com or call 281-496-6152 ext. 214. For more information contact: Al Zientek, CPA, CFP®, P.C., 2465 South Kirkwood, Houston, TX 77077

CATHOLIC CHARITIES

2900 Louisiana, Houston, TX 77006

Web site: www.catholiccharities.org

Applications: All interested candidates should send a letter of interest indicating which position he or she is applying for and a résumé to Catholic Charities, Attn.: Human Resources, P.O. Box 66508, Houston, TX 77266, OR fax to 713-874-6784, OR e-mail to humanresources@catholiccharities.org. Call the Job Line at 713-874-6799 for the most current information on job postings.

JOBS ON WEB SITES 8/15/13

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

HARRIS COUNTY has openings for clerical, technical and professional positions	JOB FAIR SCHEDULED 9AM-3PM Wednesday SEPTEMBER 11TH AT Humble Civic Center 8233 Will Clayton Parkway, Humble TX 77338.
Houston Chronicle/Yahoo Hot Jobs All jobs from Chronicle and other postings for search by job category or title, http://jobsearch.local-jobs.monster.com/	The Houston Chronicle hosts Job fairs Check: http://blog.chron.com/jobfairs/2012/12/2013-job-fairs-scheduled/ Best places to work in Houston selected by employees http://www.chron.com/topworkplaces
Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.	http://houston.jobing.com/
Workforce Solutions/The Work Source provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast region. <u>No charge</u>	For an office near you go to www.workforcesolutions.com For Virtual Job Fair go to: http://virtualjobfair.wrksolutions.com/ Their job database is WorkInTexas.com

Indeed.com is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards.	This site can deliver new jobs daily to email. Go to: http://www.indeed.com/
JOB COUNSELING & NETWORKING	CONTACT INFO
Jobs Ministry Southwest	www.jobsministrysouthwest.com
Northwest Bible Church, "Between Jobs Ministry"	www.nwbc.org
Saint Luke's United Methodist Church (UMC)	Ernie Pérez ernieper@aol.com
Jet Ministry /Chapel wood United Methodist -Employment leads from "entry level" to Supv.	www.jetjobseekers.org
Epiphany of the Lord, Katy TX (281-578-0707)	http://www.epiphanycatholic.org/
Nonprofit Employment "United Way"	http://community.unitedwayhouston.org/jobs.aspx
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
McDermott Engineering, 777 N Eldridge, HouTX 77079 ph. 281 870 5901	http://www.mcdermott.com/CareerCenter
J.P. Morgan Chase	www.jpmorganchase.com
Allstate Insurance Co.	www.allstatecareers.com/careers/jobsearch.asp
Coca Cola Bottling Co.	http://www.cokecce.com
KHOU TV	www.khou.com
Center Point Energy/HL&P	http://www.centerpointenergy.com/careers/
Complete Production Service Inc., 11700 Old Katy Rd #300, Hou. TX 77079	www.CompleteProduction.com (Oil field Services)
Conoco Phillips	http://www.conocophillips.com/
City of Houston	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 http://www.houstontx.gov
HARRIS COUNTY has openings for clerical, technical and professional positions. Job Line 713-755-5044 www.co.harris.tx.us/hrrm Do not go by job title read the job description for the exact requirements. NOW YOU CAN SUBMIT APPLICATIONS BY EMAIL	Human Resources Division 1310 Prairie Suite 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m. NOTE JOB FAIR SCHEDULED FOR SEPTEMBER 11TH AT Humble Civic Center.

PROFESSIONAL

Some openings shown:

**PROJECT ANALYST
ENGINEER
ADMIN ASST
CASE MGR.
SYS ADM
SR AUDITOR**

PARAPROFESSIONAL TECH

Some openings shown:

**DB ADMIN
MAINTENANCE MECH
NUTRITION ASST BILING
SR ADMIN ASST
WEB MASTER
OPERATOR**

CLERICAL

Some openings shown

**OFFICE ASST
SHELVING ASST
CLERK
ADMIN ASST
RECEPTION
SECRETARY**

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PROBATION OFFICER
ACCOUNTANT
SUPV TAX AUDIT
PROCEDURE ANALYST
STAFF AUDITOR
& MORE

PROJECT ANALYST
SOFTWARE DEVELOPER
CLAIMS ADJUSTER
HELP&SOFTWARE
SUPPORT
CONSTRUCTION
MNGMENT
LOGISTICS PLANNER
UTILITY
FRONT DESK RECEPTION
& MORE

CIRCULATION ASST
CLK IV BILING
PROJECT ASST
& MORE

OPENINGS AT HOTELS

OMNI HOUSTON HOTEL Westside {3m from SJV} 13210 Katy Freeway@Eldridge Job Line 281-558-8338
Call job line for the latest openings

OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} (713) 871-8181
Apply in person M-F 9-12 Job Line 713 624 4823

Housekeepin Restaurant Nail Tech Stylist Operator
g

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 OPENINGS

Dir Food&Bev Front Desk Agt Banquet Staff Sales & Admin

DRURY INN & SUITES Houston West/Energy Corridor, 1000 North Highway 6 Houston, TX 77079 281-558-7007

Check website for openings <https://www.druryhotels.com/content/careers/apply.aspx>

Or call 1-888-324-1897 (Job Information Line)

WYNDHAM HOUSTON West Energy Corridor 14703 Park Row Houston, TX 77079 281-558-5580

ROYAL SONESTA HOTEL (formerly INTERCONTINENTAL HOUSTON) Galleria Area, 2222 W Loop S., 77027

713 627 7600 Apply M-W 9-11& 2-4- www.sonesta.com/RoyalHouston (bottom of page) OPENINGS IN
Food & Beverage Front Office Housekeeping Asst Restaurant Mgr.

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

Closest (13 miles) from SJV is **HOUSTON HILTON HOTEL POST OAK**, Galleria Area, 2001 Post Oak Blvd

OPENINGS at **Doubletree Houston**-400 Dallas St, (18m from SJV), and at **Hilton Houston Convention Center**
1600 Lamar (17m from SJV) and at **Hilton USA**

OPENINGS:(three
hotels):

Culinary

Housekeeping

Line Cook

AR Clk

Dir. Prop Operations Food&Beverage HVAC Mechanic Security

HILTON HOUSTON WESTCHASE 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-100

Ask for Human ResourcHousekeeping Kitchen Staff Restaurant Catering Sales

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

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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

Guest Services

Housekeeping

Engineering

At Houston West Loop

Marriott

1750 West Loop Sth.713-960-0111

Restaurant Supv

Guest Services

Housekeeping

Food & Beverage

Kitchen Mechanic

Houston Resident Inn-

Westchase

9965 Westheimer @

Elmside

Houston, Texas 77042 USA

Housekeeping

More than 10 miles from SJV

Houston Renaissance,

6 Greenway Plaza 713 629

1200

**No openings
found**

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

1. **Four Points by Sheraton**, 10655 Katy Freeway (3m east of SJV) 281 501 4600

NO OPENINGS

POSTED

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

OPENINGS:	Banquet Staff	Front Desk	Housekeeping
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3. **Westin Galleria/Westin Oaks** , 5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520

OPENINGS:	Restaurant Mgr.	Frt desk Mgr.	Housekeeping	Sales Mgr.
			Maint Mechanic	
Food & Beverage	Loss Prevention	Sys Analyst		

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

OPENINGS:	Restaurant&Bar	Housekeeping	Security	Kitchen Staff
Sous Chef	Purchasing Coord			

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

OPENINGS	Sales Reporting Sys	Sales&Admin	Engineer	Supv Stewards
	Analyst			
Security	Food & Beverage			

HOSPITALS -NON CLINICAL OPENINGS

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 15miles of Saint John Vianney)

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

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

Web site <https://jobs-kelsey.icims.com/jobs/intro> Link to Saint Luke's Hospital. Some listings in the last month:

MA (Certified)	CSR	Executive Sec	Sr Sys Analyst
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MEDSERV INCORPORATED. An employment service of Harris Co The Medical Society focuses on employment in private physician practices in Houston. Job Line 713-526-1321 x 216 Web: [The www.medserv-hcms.com](http://www.medserv-hcms.com) 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.

<u>West</u>	<u>Southwest</u>	<u>North</u>	<u>TX MED Cntr</u>	<u>Central</u>
MA	MA	MA-Reception	MA	Jr Recruiter
Billing&Collectio	LVN	Surgery	Clinic Mgr.	RN
ns		Scheduling	Supv Revenue	Front Off Coord
IT Records		Receptionist	Cycle	
RN Mgr.		Billing	RN or LPN	
Pediatrics		&Collections	Ins. Verification	
		Practice Mgr.	Front Off	
			Reception	

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 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 & **Continuing Care Hospital** 3043 Gessner Houston, Texas 77080 713-462-2515:

SOME NON CLINICAL OPENINGS at Memorial City:

Security Officer	Office Asst	Patient Access Rep	Stationary Engineer
Sr HR/OD Consultant			

CROTHAL provides MHHS Environmental Services. To apply email

aaron.ihledfeldt@crothall.com or visit <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 9:00-4:00in HR Or Call 281-588-3444 Job Line 281-588-8198. Web

<http://www.westhoustonmedical.com/>

EVS Tech **Unit Secretary** **Nurse Tech**
HCA Shared Services located at 8101 West Sam Houston Tollway (12 Miles from SJV).

Go to <http://www.indeed.com/> Enter "HCA Shared Services"

SCHOOL DISTRICTS

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.

Or Visit website www.springbranchisd.com Sample Positions under "Para/Tech/Skilled" Category

<u>Clerical/Teach</u>	<u>Attendance Spec</u>		
<u>Assts</u>			
Special Ed	Childcare	Custodian	Grounds Worker
	Specialist		
ESL/Billing	Adm Assts	Locksmith	Production Asst

Alief Independent School District 12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68,

Alief, TX 77411 Telephone: 281-498-8110. Web lists vacancies. <http://www.aliefisd.net/>

At the Home Page, scroll down to Human Resources and click on "Job Postings", Under "Human Resources"

Click on "Vacancies" Some typical positions are:

<u>Aides/Clerical:</u>	ESL Instructional	Peace Officer	Maintenance
Speech Therapy	SPED	Nutrition Services	<u>Skilled Trades</u>
Attendance	Bookkeeper	Custodian	Electrician
		Groundskeeper	Plumber

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

Full-Time Nanny Needed

We are a family of 5, and I am a work from home mother of 3 beautiful boys ages 6 months, 9 1/2 years, and 12 years old. We are looking for a loving, caring, experienced mother or grandmother to care for my family in my home located in the North Spring/Woodlands area (off Gosling between Spring Stuebner and Woodlands Parkway). Hours would be **Monday - Thursday 10:30am - 5:30pm and Friday 8:30am - 3:30pm (35 hours/week)**. Primary responsibility would be to care for the 6 month old baby during the day while I work from my office in the home. Some light house-keeping and cooking. We live in a nice neighborhood with a park within walking distance. They older boys will be at school until 3:30 and 4:30pm. **Fluent English is not necessary.** I would like to start the right person on September 1st if possible. Pay is \$1,100/mo (\$7.25/hour). Please contact Elisha Jardine at 832-877-3243 or Elisha_jardine@yahoo.com if you are interested.