

# ST. JOHN VIANNEY CATHOLIC CHURCH

## EMPLOYMENT MINISTRY

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

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

**1 DIRECTOR OF LITURGY** - Epiphany of the Lord Parish is accepting applications for the position of Director of Liturgy. This person will be responsible for training and overseeing staff, ministers and choirs, and assisting the clergy in the planning of liturgies for a large parish. Education/Experience: A degree in theology and/or liturgy is preferred. Parish & bilingual skills preferred. If interested, please send resume to: Epiphany of the Lord Catholic Community, 1530 Norwalk Dr., Katy, TX 77450, email: [epiphany@epiphanycatholic.org](mailto:epiphany@epiphanycatholic.org).

**2 YOUTH MINISTER** - Holy Family Parish 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. Education/Experience: 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 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. Please email your resume to: [hfp youthminister@gmail.com](mailto:hfp youthminister@gmail.com) Or mail to: Youth Minister, c/o Holy Family Parish, 1010 35th Street, Galveston, Texas 77550.

**3 FULL-TIME YOUTH MINISTER** - St. Mary of the Miraculous Medal Catholic Church in Texas City, TX has a position open for a Full-time Youth Minister. He or she will be responsible for the organization and implementation of Faith Formation for High School and eventually Jr. High School youth in the Parish. Education/Experience: Applicants should be fully certified in youth ministry. Experience working with a Life Teen program is also preferred. Additional education/experience in religious education and/or faith formation is also a plus. Qualified candidates should call Fr. Gary at 409-948-8448 to arrange an appointment or fax in resume to 409-645-8662 or email resume to [revgaryr@earthlink.net](mailto:revgaryr@earthlink.net) or [revgaryr@att.net](mailto:revgaryr@att.net). St. Mary of the Miraculous Medal Catholic Church, 1604 9th Ave. N., Texas City, TX 77590.

**4 LITURGIST** - Holy Family Parish is interested in hiring a professionally trained, full time liturgist. The liturgist will be expected to coordinate the liturgy of five churches that comprise Holy Family Parish. Liturgist will be expected to work the director of music to provide an environment that is appropriate. The liturgist will be expected to plan and implement the liturgy of two Masses that are in Spanish. The other eight Sunday Masses will be in English. Funerals, weddings, baptisms will be the responsibility of the Liturgist to provide the proper liturgical environment. Education/Experience: A master's degree in liturgical studies; Detailed knowledge of the documents on liturgy in the Roman Catholic Church; Excellent communication skills (written and oral) in English and Spanish; Ability to perform duties with little or no supervision; Excellent time management and organizational skills; Proficiency in computer applications, software and electronics as needed to complete duties and tasks; Demonstrate good judgment in matters of parish and/or diocese policies or procedures. Please email your resume to: [hfpliturgist@gmail.com](mailto:hfpliturgist@gmail.com), or mail to: Liturgist, c/o Holy Family Parish, 1010 35th Street, Galveston, Texas 77550.

**5 PARISH ADMINISTRATOR** - St. Matthias the Apostle Catholic Church is accepting applications for a Parish Administrator. This position will be full-time employment and report directly to the pastor. This job will entail working directly with the Pastor to ensure compliance with all parish objectives and the spiritual vision of the church. 1. Supervise staff and provide overall management and supervision required to facilitate the personnel and administrative process for the parish as delegated by the pastor. 2. Assure compliance of the timely completion and submission of parish reports to the Archdiocese. 3. Serves as the parish's primary liaison with, the personnel and others on matters of administration for the parish on behalf of the pastor. 4. Prepares reports, narratives and correspondence relating to parish activities or other special areas upon request. 5. Monitor status of professional services contracts, purchase orders and other expenditure contracts. 6. Researches, evaluates and analyzes financial and operating activities and procedures for the Parish. Education/Experience: A college degree in business management or finance a plus, but not required. Experience with parish functions preferred; Bilingual candidate a plus, but not required. If interested please email resume to: [cnguyen@st-matthias.net](mailto:cnguyen@st-matthias.net) OR mail to: St. Matthias the Apostle Catholic Church, 302 S. Magnolia, Magnolia, TX 77355.

**6 MAJOR GIFTS OFFICER** - The Foundation for the Diocese of El Paso, a 501(c)(3) organization, is seeking an experienced professional to serve as a Major Gifts Officer reporting to the Board of Directors and Chief Executive Officer. The Major Gifts Officer will

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be responsible for growing the corpus of the Foundation's endowment program called the Catholic Legacy Fund. S/he will direct the development and implementation of fundraising activities for major gifts and planned giving by identifying and cultivating current and prospective donors within the Diocese of El Paso. The Major Gifts Officer will be responsible for working with the Board of Directors to develop and execute strategic fundraising initiatives for the Catholic Legacy Fund and serving as a resource to parishes and pastors to grow the donor base through workshops and cultivation events. Education/Experience: 1. Proven success in fundraising. 2. Minimum of 3 to 5 years' experience with an emphasis on major gift acquisition or comparable professional experience. 3. Bachelor's degree required. Advanced Degree preferred. Certified Fund Raising Executive (CFRE) preferred. 4. Spanish language fluency preferred. 5. Practicing Catholic in good standing. Submit resume with cover letter by email to: Janine Young, Foundation for the Diocese of El Paso, [jyoung@elpasodiocese.org](mailto:jyoung@elpasodiocese.org). Application Deadline: Friday, October 4, 2013. Foundation for the Diocese of El Paso, 499 St. Matthews Street, El Paso, Texas 79907.

**7 BUSINESS MANAGER** - Northwoods Catholic School is an independent, Catholic school for boys and girls in pre-kindergarten through eighth grade (PK-8) is looking for a Business Manager. This person would report directly to the President and would be in charged with overseeing the Finance and Accounting, Facilities/Operations, Human Resources, Staff Management and practices of the school. This role is a critical member of the leadership team. The Business Manager must be able to support the overall Catholic educational mission of the school and the implementation of all policies and standards, particularly in regard to Catholic faith and morals. Also be able to: Constructively participate in the management team of the school, working with President and the other department heads with an attitude of collaboration and service. Multitask in a fast-paced environment. Effectively lead and manage a team. Develop and maintain effective working relationships with faculty, staff and parents, including parents' association and booster clubs. Organize, systematize and monitor programs and activities. Superior organizational, communication and interpersonal skills. Hands-on, efficient, resourceful, hardworking, high energy, team player. Proficiency in Microsoft Office Suite, especially MS Excel. Experience with QuickBooks a requisite. Experience: Bachelor's degree in business or accounting; MBA preferred. 5+ years progressive financial and administrative leadership experience in a nonprofit organization, ideally an independent school. Experience with QuickBooks a requisite. Interested candidates can mail a cover letter and resume to Northwoods Catholic School, Attn: Fr Scott Reilly, President, 5500 FM 2920, Spring, TX 77388 or send via email to Scott Madgey at [smadgey@nceducation.org](mailto:smadgey@nceducation.org).

**8 DIRECTOR OF MUSIC MINISTRY** - St. Matthias the Apostle Catholic Church is seeking a qualified candidate for the position of Director of Music Ministry. The successful candidate will be a visionary and builder. The successful candidate will bring in the voices of our children and youth, our Hispanic community and the community as a whole. Requirement: 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 weekends. Bilingual (Spanish/English) is desirable. Interested candidate can submit a resume with a cover letter by email to Music Search Committee at [cnuyen@st-matthias.net](mailto:cnuyen@st-matthias.net) or by mail to: St. Matthias the Apostle Catholic Church, Attn: Music Search Committee, 302 S. Magnolia Blvd., Magnolia, Texas 77355.

**9 RICE UNIVERSITY CAMPUS MINISTRY CHAPLAIN** - The Catholic Student Center serving Rice University and the Educational institutions serving the Texas Medical Center is seeking a full time Roman Catholic priest, with permission of superior. Prefer Campus Ministry experience, and will work in collaboration with the centers' director, a Dominican Sister in a broad-based ministry guided by the principles of "Empowered by the Spirit". Education/Experience: Master's degree in pastoral ministry, theology or related field. Minimum of one year experience in campus ministry. Thorough understanding of Catholic teaching and ability to teach at a university level. Experience in ministry with young adults. Please send resume to [HR@archgh.org](mailto:HR@archgh.org) and include job title on subject line. Young Adult Campus Ministry, 2403 Holcombe Blvd., Houston TX 77021.

**10 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](mailto:flee@archgh.org) with AD, Special Youth Services in the subject field. Special Youth Services, St. Dominic Chancery, 2403 Holcombe Blvd, Houston, TX 77021.

**11 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

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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. [cmcqueen@archgh.org](mailto:cmcqueen@archgh.org).

**12 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 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](mailto:jnelson@archgh.org)) by October 1, 2013.

**13 PART-TIME BILINGUAL ASSOCIATE DIRECTOR OF WORSHIP SPANISH 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](mailto: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.

**14 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](mailto:epiphany@epiphanycatholic.org).

**15 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](mailto:sacc@staugustinecc.com).

**16 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 Office of Adolescent Catechesis and

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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 Williams, Parish Administrator, St. Francis de Sales, 8200 Roos Rd, Houston, TX 77036.

**17 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](mailto: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.

**18 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 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](mailto:deaconnick@saintedward.com).

**19 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](mailto: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.

### **CLERICAL/ADMINISTRATIVE JOBS**

**1 PART-TIME COORDINATOR OF ELEMENTARY FAITH FORMATION** - St. Anne Catholic Church is accepting applications for a Coordinator of Elementary Faith Formation (Part-time). Seeking a person who is able to supervise and implement a parish CCE program for Pre-K3-5th grade, and sacrament preparation. Work with catechists on formation and certification completion for the Archdiocese. The person must have excellent organizational and pastoral skills, able to work collaboratively with the parish staff. Education: Bachelor of Arts Degree in the field of Religious Education, Theology or relative field. 3 year of work experience in a catechetical program for elementary, catechist certification from the Archdiocese or working toward certification. Please send resume and references by Monday September 9, 2013 to Cary Ann Nunn, Director of Religious Education, at [cnunn@saintanne.org](mailto:cnunn@saintanne.org) or mail to: St. Anne Catholic Church, Attn: Cary Ann Nunn, 2140 Westheimer Rd. Building H, Houston, Texas 77098-1496.

**2 SECRETARY FOR LITURGY** - The Archdiocese of Galveston-Houston is seeking a full-time secretary to work in the Office of Worship located at the St. Dominic Chancery. The person in this position will work closely with the Director and staff of the Office of Worship to provide clerical and organizational support in the area of liturgy preparation including the preparation of programs and liturgy aids as well as maintenance of liturgical furniture and vessels. Other duties may be assigned. Education/Experience: The position requires a minimum of two years of secretarial experience in a busy office managing multiple deadlines. Additional requirements: high school diploma or equivalent, intermediate to advanced computer skills in the Microsoft Office Suite 2010, including Microsoft Access, experience creating programs, newsletters and flyers, and possess keyboarding speed of at least 50 wpm. The successful candidate will be highly organized, possess data entry accuracy, able to manage multiple projects and calendars, experienced creating programs with desktop publishing skills, able to create and maintain Access databases, possess and able to provide administrative assistance as needed. In addition, this position is required to handle phone, email and in-person inquiries from chancery employees, parish employees, parishioners, volunteers, clergy, and others throughout the Archdiocese. Knowledge of Catholic liturgical tradition is an asset as is the ability to read and write proficiently in Spanish and English. Qualified candidates should email a letter of interest, a current resume, and salary history/requirements to: [HR@archgh.org](mailto:HR@archgh.org). Please include job title on subject line. Office of Worship, St. Dominic Chancery, 2403 Holcombe Blvd. Houston, Texas.

**3 SEMINARY MUSICIAN** - St. Mary's Seminary is searching for an experienced musician with liturgical training experience who will be responsible for the planning, rehearsing and performance of the musical aspects of the liturgical life of St. Mary's Seminary Program of

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**Priestly Formation.** This formation program trains the future priests of the Catholic Church of Galveston-Houston and much of the state of Texas through the 13 dioceses represented at St. Mary's. The Seminary musician will be an important part of this preparation for the priesthood, working with the seminarians on a daily basis. Primarily, this person will provide daily accompaniment of Lauds, Vespers and Mass on organ and/or piano. Additional duties include: Assisting in the coordination of the musical life of the seminary in collaboration with a team of seminarian liturgical leaders and the Seminary Moderator of the Liturgy. Coach seminarians on vocal technique and presidential chants. Rehearse regularly with the entire seminary community. Assist in organization of other musical ensembles (e.g. Spanish language, Gregorian schola cantorum, contemporary ensemble). Qualifications: A Bachelor's degree is required; a Masters degree in music is preferred. Proficiency in organ and piano in a liturgical setting. Candidate must demonstrate familiarity with the history and corpus of Western sacred music and its place in the liturgical life of the Church. Must also be familiar with contemporary Spanish-language liturgy, musical sources and repertoire. Prior experience working in a church or seminary environment is preferred. Must be a practicing Catholic. For more information, please contact Fr. Trung Nguyen, Rector of St. Mary's Seminary at 713.686.4345 x225. If interested, please send letter of interest and resume to [cathy.iralantab@smseminary.com](mailto:cathy.iralantab@smseminary.com). Enter job title on subject line. St. Mary Seminary, 9845 Memorial Drive, Houston, TX 77024.

**4 BASEBALL AND TRACK COACHES** -Sacred Heart Catholic School, 615 McDade Street, Conroe, Texas 77301. Interested applicants may contact Bernard Smith, Athletic Director, at [Bsmith@shconroe.org](mailto:Bsmith@shconroe.org) or call 936-756-3848 for more information.

**5 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](mailto:info@archgh.org). Communications Office, 1700 San Jacinto St., Houston, TX 77002.

**6 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, [cmqueen@archgh.org](mailto:cmqueen@archgh.org).

**7 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](mailto:ltyson@st-mm.com) or fax to 281-446-8213.

**8 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@stmatthewhou.org](mailto:admin@stmatthewhou.org).

**9 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

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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](mailto:lisa.sabatier@saintmcc.org). St. Mary Catholic Church, 1612 E. Walker Street, League City, TX 77573.

**10 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](mailto:jnelson@archgh.org) and place St. Stephen Bookkeeper in the subject line. St. Stephen Catholic Church, 1912 Center Street, Houston, TX 77007.

**11 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](mailto:info@annunciationcc.org). You can also contact the Choir Director, Matthew Ditter by email at [jpranschke@yahoo.com](mailto:jpranschke@yahoo.com) or Theresa Camere at [somebody.has.to.work@gmail.com](mailto:somebody.has.to.work@gmail.com). Annunciation Catholic Church, 1618 Texas Avenue, Houston, TX 77003.

**12 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](mailto:laurajohn@sanjoseclinic.org), [www.sanjoseclinic.org](http://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.

**13 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](mailto:laurajohn@sanjoseclinic.org), [www.sanjoseclinic.org](http://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.

**14 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

CONTINUED TO NEXT PAGE

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 II. 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 [froger@comcast.net](mailto:froger@comcast.net). St. Dominic Catholic Church, 8215 Reservoir, Houston, TX 77049.

**15 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](mailto:britishbulldog@sttheresa.cc).

**16 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](mailto: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.

**17 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](mailto:info@sacredheartrichmond.com). Sacred Heart Catholic Church, 507 South 4th Street, Richmond, TX 77469.

### **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](mailto:ocastrostpiusv@sbcglobal.net), and include the job on the subject line, OR you can submit an application at the Parish Office after 9am.

**CATHOLIC CHARITIES**  
2900 Louisiana, Houston, TX 77006  
Web site: [www.catholiccharities.org](http://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](mailto:humanresources@catholiccharities.org). Call the Job Line at 713-874-6799 for the most current information on job postings.

### JOBS ON WEB SITES 9/15/13

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

<b>Houston Chronicle/Yahoo Hot Jobs</b> All jobs from Chronicle and other postings for search by job category or title, <a href="http://jobsearch.local-jobs.monster.com/">http://jobsearch.local-jobs.monster.com/</a>	<b>The Houston Chronicle hosts Job fairs Check:</b> <a href="http://blog.chron.com/jobfairs/2012/12/2013-job-fairs-scheduled/">http://blog.chron.com/jobfairs/2012/12/2013-job-fairs-scheduled/</a> Best places to work in Houston selected by employees <a href="http://www.chron.com/topworkplaces">http://www.chron.com/topworkplaces</a>
<b>Jobing.com</b> Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.	<a href="http://houston.jobing.com/">http://houston.jobing.com/</a>
<b>Workforce Solutions/The Work Source</b> provides job search services: like placement, career counseling and financial aid services for residents of the Houston Galveston Gulf Coast region. <u>No charge</u>	For an office near you go to <a href="http://www.workforcesolutions.com">www.workforcesolutions.com</a> For Virtual Job Fair go to: <a href="http://virtualjobfair.wrksolutions.com/">http://virtualjobfair.wrksolutions.com/</a> Their job database is <a href="http://WorkInTexas.com">WorkInTexas.com</a>
<b>Indeed.com</b> 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: <a href="http://www.indeed.com/">http://www.indeed.com/</a>

JOB COUNSELING & NETWORKING	CONTACT INFO
<b>Jobs Ministry Southwest</b>	<a href="http://www.jobsministrysouthwest.com">www.jobsministrysouthwest.com</a>
<b>Northwest Bible Church, "Between Jobs Ministry"</b>	<a href="http://www.nwbc.org">www.nwbc.org</a>
<b>Saint Luke's United Methodist Church (UMC)</b>	<a href="mailto:Ernie_Perez_eernieper@aol.com">Ernie Pérez eernieper@aol.com</a>
<b>Jet Ministry /Chapel wood United Methodist - Employment leads from "entry level" to Supv.</b>	<a href="http://www.jetjobseekers.org">www.jetjobseekers.org</a>
<b>Epiphany of the Lord, Katy TX (281-578-0707)</b>	<a href="http://www.epiphanycatholic.org/">http://www.epiphanycatholic.org/</a>
<b>Nonprofit Employment "United Way"</b>	<a href="http://community.unitedwayhouston.org/jobs.aspx">http://community.unitedwayhouston.org/jobs.aspx</a>
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<b>McDermott Engineering, 777 N Eldridge, HouTX 77079 ph. 281 870 5901</b>	<a href="http://www.mcdermott.com/CareerCenter">http://www.mcdermott.com/CareerCenter</a>
<b>J.P. Morgan Chase</b>	<a href="http://www.jporganchase.com">www.jporganchase.com</a>
<b>Allstate Insurance Co.</b>	<a href="http://www.allstatecareers.com/careers/jobsearch.asp">www.allstatecareers.com/careers/jobsearch.asp</a>
<b>Coca Cola Bottling Co.</b>	<a href="http://www.cokecce.com">http://www.cokecce.com</a>
<b>KHOU TV</b>	<a href="http://www.khou.com">www.khou.com</a>
<b>Center Point Energy/HL&amp;P</b>	<a href="http://www.centerpointenergy.com/careers/">http://www.centerpointenergy.com/careers/</a>
<b>Complete Production Service Inc., 11700 Old Katy Rd #300, Hou. TX 77079</b>	<a href="http://www.CompleteProduction.com">www.CompleteProduction.com</a> (Oil field Services)
<b>Conoco Phillips</b>	<a href="http://www.conocophillips.com/">http://www.conocophillips.com/</a>
<b>City of Houston</b>	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>
<b>HARRIS COUNTY has openings for clerical, technical and professional positions. Job Line 713-755-5044 <a href="http://www.co.harris.tx.us/hrrm">www.co.harris.tx.us/hrrm</a></b> <b>Do not go by job title read the job description for the exact requirements.</b> <b>NOW YOU CAN SUBMIT APPLICATIONS BY EMAIL</b>	Human Resources Division 1310 Prairie Suite 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m.



PROFESSIONAL

Some openings shown:

**PROJECT ANALYST**  
**ADMIN ASST**  
**SYS ADM**  
**SR AUDITOR**  
**ACCOUNTANT**  
**TAX AUDIT**  
**PROCEDURE ANALYST**  
**STAFF AUDITOR**  
**COUNSELOR**  
**HOUSING ANALYST**  
**LIBRARY DIRECTOR**  
**WIC NUTRITIONIST**  
**CONTRACTS ADMIN**  
**& MORE**

PARAPROFESSIONAL TECH

Some openings shown:

**DB ADMIN**  
**MAINTENANCE**  
**NUTRITION ASST BILING**  
**SR ADMIN ASST**  
**WEB DEVELOPER**  
**OPERATOR**  
**PROJECT ANALYST**  
**HELP&SOFTWARE SUPPORT**  
**LOGISTICS PLANNER**  
**UTILITY**  
**FRONT DESK RECEPTION**  
**SYS ANALYST**  
**BANKING SPECIALIST**  
**COMMUNITY RELATIONS BILING**  
**& MORE**

CLERICAL

Some openings shown

**OFFICE ASST**  
**SHELVING ASST**  
**CLERK**  
**ADMIN ASST**  
**CIRCULATION ASST**  
**CLK IV BILING**  
**AP CLK**  
**ASST SUPV CALL CENTER**  
**HR ASST**  
**& MORE**

OPENINGS AT HOTELS
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**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

**Banquet Staff**    **Sous Chef**    **Nail Tech**    **AR Clk**    **Operator**

**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) OPENINGS

**DirFood&Bev**    **Front Desk Agt**    **Supv Restaurant**    **Sales & Admin**    **Housekeeping**    **Engineer**

**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](http://www.sonesta.com/RoyalHouston) (bottom of page) OPENINGS IN

**Food & Beverage**    **Front Office**    **Barista**    **Asst Restaurant Mgr.**

<b>Holiday Inns and InterContinental Hotels</b> Web site <a href="http://ihg.jobs.net/">http://ihg.jobs.net/</a> Shows OPENINGS for ALL Houston HOLIDAY INN, HOLIDAY INNS EXPRESS, CANDLEWOOD & STAYBRIDGE SUITES
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**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) OPENINGS: hotels):	(three  AR Clk  Banquet Staff	Housekeeping  HVAC Mechanic	Line  Server	Cook	Front Off Supv
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**HILTON HOUSTON WESTCHASE** 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-100

Ask for Human Resources. **Housekeeping**    **Kitchen Staff**    **Restaurant Catering Sales**

**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 <b>JW Marriott Houston</b> 5150 Westheimer-713-961- 1500	<b>Supv Event Ops</b> <b>Guest Services</b>	<b>Sales&amp;Admin</b> <b>Lead Housekeeping</b>	<b>Engineering</b> <b>Server</b>
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At <b>Houston West Loop Marriott</b> 1750 West Loop Sth.713-960-0111	<b>Restaurant Supv</b> <b>Guest Services</b> <b>Barista</b>	<b>Housekeeping</b> <b>Food &amp; Beverage</b> <b>Loss Prevention</b>	<b>Kitchen Cook</b> <b>Maintenance</b> <b>Accountant</b>
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<b>Houston Resident Inn-Westchase</b> <b>9965 Westheimer @ Elmside</b> <b>Houston, Texas 77042 USA</b>	<b>Housekeeping</b>
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<u>More than 10 miles from SJV</u> <b>Houston Renaissance,</b> 6 Greenway Plaza 713 629 1200	<b>No openings found</b>
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<b>STARWOOD HOTELS</b> <a href="http://www.starwoodhotels.com/corporate/careers/search/">http://www.starwoodhotels.com/corporate/careers/search/</a> <b>Five Locations:</b> 1. <b>Four Points by Sheraton,</b> 10655 Katy Freeway (3m east of SJV) 281 501 4600 NO OPENINGS POSTED
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<b>2. Sheraton Houston West,</b> 11191 Clay Road (8mi NE of SJV) 281 501 4200:
<b>OPENINGS:</b> <b>Banquet Staff</b> <b>Rm Attendant</b> <b>Housekeeping</b>

<b>3. Westin Galleria/Westin Oaks ,</b> 5011 Westheimer/ Post Oak (14 m. East of SJV) Job Line:713 960 6520
<b>OPENINGS:</b> <b>Restaurant Supv</b> <b>Front desk</b> <b>Housekeeping</b> <b>Sales Mgr.</b>
<b>Food &amp; Beverage</b> <b>Engineering</b> <b>Sys Analyst</b> <b>Maint Mechanic</b> <b>Cook</b>
<b>AR Agt</b> <b>Group Coord</b>

<b>4. St Regis Hotel,</b> 1919 Briar Oaks Lane (13m east of SJV) 713 840 7600
<b>OPENINGS:</b> <b>Restaurant&amp;Bar</b> <b>Housekeeping Supv</b> <b>Steward</b> <b>Sous Chef</b>
<b>Resv Specialist</b> <b>Purchasing Coord</b> <b>Front Desk</b>

<b>5. Westin Houston Memorial City,</b> 945 Gessner Rd Houston TX 77024, 281 501 4300
<b>OPENINGS</b> <b>Food &amp; Beverage</b> <b>Sales&amp;Admin</b> <b>Banquet Staff</b> <b>Front Office</b>
<b>Restaurant GM</b> <b>Lead Cook</b>

#### 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:

<b>MA (Certified)</b>	<b>Special Accts Coord</b>	<b>Ambulatory Serv Rep</b>	<b>Patient Care Tech</b>
<b>Dept. Support Specialist</b>			

**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	MA
Office Coord	Billing/Collection	Surgery Scheduling	Clinic Mgr.	Reception
MED Reception	Office Mgr.	Receptionist	Supv Revenue Cycle	
Billing&Collections		Billing&Collections	RN or LPN	
		Practice Mgr.	Ins. Verification	
			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](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 &

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

*SOME NON CLINICAL OPENINGS at Memorial City:*

<b>Mgr. Clinical Nutrition</b>	<b>Security Officer</b>	<b>Office Asst</b>
<b>Materials Mgmt.</b>	<b>Patient Access Rep</b>	

**CROTHAL** provides MHHS Environmental Services. To apply email [aaron.jhledfeldt@crothall.com](mailto:aaron.jhledfeldt@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](http://www.springbranchisd.com) Sample Positions under "Para/Tech/Skilled" Category

<b>Teaching Assts</b>	<b>Childcare Specialist</b>	<b>Carpenter</b>	<b>Custodian</b>	<b>Net Developer</b>
<b>Special Ed</b>	<b>Adm Asst</b>	<b>HVAC Mechanic</b>	<b>Grounds Wkr</b>	<b>Apps Support Spec</b>
<b>ESL/Billing</b>	<b>Support Specialist</b>			<b>CS Engineer</b>
	<b>AP Clerk</b>			

**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:

<b><u>Aides/Clerical:</u></b>	<b>ESL Instructional</b>	<b>Custodian</b>	<b><u>Skilled Trades</u></b>
<b>Front Office Aide</b>	<b>SPED</b>	<b>Peace Officer</b>	<b>Electrician</b>
			<b>Plumber</b>

**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