

ST. JOHN VIANNEY CATHOLIC CHURCH EMPLOYMENT MINISTRY

JOB LISTING (*INDICATES NEW OPPORTUNITIES) – November 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 OF COMMUNICATION - We are a large suburban parish looking for someone to direct effective communication with our parishioners, staff and surrounding community. It's a position that requires a talented person who can lead and inspire our staff and ministry heads to become conscious of and improve their communication effectiveness. If you're enthusiastic about spreading our faith through multi-media and eager to make a difference at the parish level, this position is for you. As the Director, you will support the Pastor, Commissions and staff by developing, implementing and maintaining total parish communication. Specific projects that you will be working on are to renovate our website using the recommendations of our Improve Communication through Technology Challenge Team, along with your own; Improve and manage parish Facebook and initiate Twitter usage; Develop creative ways to communicate our mission to "Go, therefore and Make Disciples"; Support the Worship, Administration, Love, Know and Serve Commissions to communicate their message to their target audience through all forms of media, while insuring communication and collaboration among the Commissions; Write articles and promotional material for print and online publication and Administer our Flock note network and provide continuation training. Education/Experience: 3+ years of Communication experience, with a related B.A. Degree preferred Superior ability to listen and communicate in a clear and concise manner, (both written and verbal); experience with website content and management/design and social media; Practicing Roman Catholic with knowledge of Catholicism and its' Liturgy and practices; Experience working in a parish environment, Proficient web-publishing, marketing, podcast, Microsoft Office, Excel, Outlook Access and Publisher tools, and knowledge of publication layout techniques. Organized, creative and detail oriented and Able to work collaboratively and possess strong work and personal ethics. Please send resume and sample of your writing to stanleyje@ssjwoodlands.com. Sts. Simon and Jude Catholic Church, 26777 Glen Loch Drive, The Woodlands, TX 77381.

2 PARISH BUSINESS MANAGER - Christ the Redeemer Catholic Church is currently seeking qualified applicants for the full-time (30 hrs/week) position of Parish Business Manager. This person will manage the day to day bookkeeping and financial needs of the parish reporting directly to and under the supervision of the Parish Administrator. Successful candidates must have the ability to coordinate and conduct the financial business affairs of the parish in an ethical, efficient and organized manner; Knowledge of and an understanding of Parish bookkeeping & Business operations; The ability to work effectively and collaboratively with priests, deacons, office staff, parishioners and service providers; The ability to analyze, communicate and interpret financial data. The ability to prioritize multiple requests and maintain confidentiality; Proficiency using Microsoft Office (Outlook, Word, Excel, Power Point) and other office applications tools; Prior experience on LOGOS Church management accounting software a plus. Essential Duties and Responsibilities: Manages accounting, banking and recording procedures for the parish; Consults and advises Pastor and Parish Administrator on all financial related matters; Reviews monthly financial records, statements, checking and savings accounts; Provides detailed financial analyses and financial forecasts. Prepares, in conjunction with the

Pastor, Finance Council and department heads the annual parish budget; Supervises the parish bookkeeper to ensure correct recording of all parish expenditures and deposits; Generates various summary and detailed monthly ledger reports and creates new ad hoc analysis reports when necessary. Preparation of payroll and timely submission of all payroll related taxes as well as quarterly and annual tax reports; Responsible for accurate and timely deposit of funds and proper general ledger recording; Monitors spending on budget line items within the total parish budget and advises Pastor and Parish Administrator accordingly; Provides timely information to the Archdiocese when requested; Responsible for the accurate preparation of financial reports for the end of fiscal year and end of calendar year. Education/Experience: Must have a Bachelor's degree in accounting or finance and be familiar with accounting principles. The successful candidate must have intermediate knowledge of financial systems and Microsoft Excel. MBA in accounting and finance or CPA preferred. If you are interested in one of these positions, please send a cover letter and resume to Parish Administrator Deacon Phillip Jackson at pjackson@ctrcc.com. Please list your preferred position in the subject line of your email.

3 ASSOCIATE DIRECTOR OF FAITH FORMATION - Epiphany of the Lord Parish is accepting applications for the position of Associate Director in the Department of Faith Formation. This person will be responsible for assisting the Director of Religious Education in the areas of faith formation and sacrament preparation for a large parish. Education/Experience: A degree in theology is required. Parish & bilingual skills preferred. If interested, please email resume to epiphany@epiphanycatholic.org or mail to: Epiphany of the Lord Catholic Community, 1530 Norwalk Drive, Katy, TX 77450.

4 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.

5 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 or revgaryr@att.net. St. Mary of the Miraculous Medal Catholic Church, 1604 9th Ave. N., Texas City, TX 77590.

6 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 or by mail to: St. Matthias the Apostle Catholic Church, Attn: Music Search Committee, 302 S. Magnolia Blvd., Magnolia, Texas 77355.

7 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 and include job title on subject line. Young Adult Campus Ministry, 2403 Holcombe Blvd., Houston TX 77021.

8 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.

9 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) by October 1, 2013.

10 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 or fax to 281-469-8418, or mail to: Director of Worship, Prince of Peace Catholic Church, 19222 Tomball Parkway, Houston, TX 77070-3510.

11 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.

12 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 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.

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 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.

1 EDGE COORDINATOR - Sacred Heart Church seeks a part-time Edge Coordinator. Duties include planning catechesis for the junior high youth according to the Edge model, and recruiting and training volunteers and volunteer members of the Edge Core Team. In addition, the Edge Coordinator will plan additional activities such as summer trips, events and other related activities that enhance the enjoyment and education of the junior high youth. This position also needs to ensure Archdiocesan guidelines on ethics and safe environment are implemented and proper documentation is in place. Education/Experience/Qualifications: College graduate with degree in theology or religious education preferred. In lieu of a college degree, high school diploma with experience in youth ministry is acceptable. The candidate should be skilled in written and oral communications, and be able to solve practical problems and deal with a variety of variables in varied situations and have the ability to maintain confidentiality when needed. Candidates should have basic skills with Microsoft Office applications, especially Outlook, Excel and Word. If interested, please submit a cover letter with resume via email to rjanise@shconroe.org . Please place the job title on the subject line. Sacred Heart Catholic Church, 109 N. Frazier, Conroe, TX 77301.

2 ADMINISTRATIVE ASSISTANT - The Archdiocese of Galveston-Houston is seeking an experienced administrative assistant able to manage multiple deadlines along with providing organizational leadership to serve in the Office of Worship. 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 order to maintain and coordinate programs and services. Other duties may be assigned. Experience: Intermediate to advanced computer skills in the Microsoft Office Suite, experience creating newsletters and flyers and keyboarding speed of at least 50 wpm. The successful candidate will be highly organized, self-motivated, able to manage multiple projects and calendars, experience creating and maintaining Access databases and able to provide administrative assistance as needed. In addition, the position is required to handle phone, email and in-person inquiries from chancery employees, parish employees, parishioners, volunteers, clergy, and others throughout the Archdiocese, as well as have the ability to read and write proficiently in Spanish and English or Vietnamese and English. High School diploma, successful experience with secretarial and equivalent positions, excellent writing and communication skills, strong and focused work ethic, ability to multitask, bilingual (Spanish or Vietnamese) a plus. Knowledge of Catholic liturgical tradition is an asset. Qualified candidates should email a letter of interest, a current resume, and salary history/requirements to: HR@archgh.org. Please include job title on subject line. St. Dominic Chancery 2403 Holcombe Blvd., Houston, Texas.

3 COORDINATOR OF SACRAMENT PREPARATION - The potential candidate will develop and coordinate preparation for First Communion, Reconciliation according to Archdiocesan guidelines and will assist with all CCE activities. Education/Experience: Ability to multitask, recruit and train catechists, communicate well with parents and other staff members. Bilingual - English and Spanish. Archdiocesan certification - FTCM and Basic Formation Catechetical Leader Certificate, along with experience in parish work. Interested candidates should submit a cover letter, resume, and references to: Fr. Jim Courville, Saint Helen Catholic Church, 2209 Old Alvin Road, Pearland, Texas 77581, frjim@sthelenchurch.org.

4 RELIGIOUS EDUCATION DEPARTMENT - We currently have two openings for full-time positions in our Religious Education Department. These are 30-hour per week positions and include benefits. These are support positions working in our R.E. offices to help with enrollment and to serve as a liaison for parents and catechists. It's a great opportunity to work for the church and help with the religious education of our young children. Tasks include preparing and managing data for student Religious Education registration, assist in planning and preparing for student registration, fiscal management of revenue, provide administrative support for the elementary and junior high R. E. and sacramental programs, support volunteer catechists, communicate necessary information to parents and catechists, as well as other duties as needed. Education/Experience: Knowledge of Microsoft Office. Please send a cover letter and resume to Parish Administrator Deacon Phillip Jackson at pjackson@ctrcc.com. Please list your preferred position in the subject line of your email. Christ the Redeemer Catholic Church 11507 Huffmeister Rd., Houston, TX 77065.

5 ADMIN ASSISTANT - St. Michael Catholic Church is seeking an experienced full-time Administrative Assistant to assist the Music and Liturgy ministries. This position supports these ministries by recording sacramental information, by assisting all choirs and maintaining the music database. Position Qualifications: Potential candidates must have 2 years experience in an office environment; working knowledge of Catholic liturgy and music; computer skills and knowledge of publishing and scheduling software. Interested candidates should submit a cover letter, resume, and references via email to Donna Del Bosque at ddbosque@stmichaelchurch.net. The deadline for resumes will be November 15, 2013. St. Michael Catholic Church 1801 Sage Road, Houston, TX 77056.

6 SPANISH LITURGY ACCOMPANIST/DIRECTOR - Prince of Peace is a vibrant and fast growing parish in northwest Houston, and has 3 Spanish liturgies each weekend, with 1 Saturday Vigil and 2 Sunday Masses. Position responsibilities, depending on applicant's availability, could include all the below: 1) Serve as accompanist/director for Sunday 2pm and 7:30pm Masses 2) Serve as accompanist for Saturday 7pm Mass, as needed. 3) Be available for Holy Days, funerals, weddings, baptisms, and seasonal celebrations as needed. Education/Experience: Job applicants should have both choral and instrumental experience, with proficiency to conduct and play Mass. A degree in music (piano/organ) is preferable, but sufficient experience in playing liturgies and with piano/organ is also acceptable, per the interview process and review. Contact information to send resume: mcaporale@pophouston.org

7 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 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.irantalab@smseminary.com. Enter job title on subject line. St. Mary Seminary, 9845 Memorial Drive, Houston, TX 77024.

8 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 or call 936-756-3848 for more information.

9 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.

10 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.

11 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.

12 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.

13 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.

14 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.

MISCELLANEOUS JOBS

1 PART TIME HOUSEKEEPER/COOK - Part time housekeeper/cook for priests. Must speak fluent English and provide own transportation. Education/Experience: High school graduate preferred. Must have previous experience. Please send resume to: Shirley Guilliams - Parish Administrator, St. Francis de Sales Church, Houston, Texas 77036.

2 DISHWASHER - Martha's Kitchen 322 South Jensen The hours of work are 7:30 am to 3:30 pm Monday thru Friday. Houston, TX 77003 . Overall responsibilities are washing and sanitize dishes, clean kitchen and dining room daily, help prepare meals, perform necessary yard work around kitchen, and perform other duties as directed by Supervisor. The hours of work are 7:30 am to 3:30 pm Monday thru Friday. The person to contact regarding this job opening is Sr. Maria Elena Lopez, 713-224-2522 or by email at marthakitchen@stmartha.com.

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.

1 GRANT WRITER - Catholic Charities of the Archdiocese of Galveston-Houston is a large multi-service organization that solicits \$20+ million per year in governmental and foundation grants/contracts. The agency is seeking a Grant Writer who will be responsible for developing grant proposals and reports covering a wide-range of services. Duties of this position include: 1. The development of tailored, donor-centric proposals and reports that provide appropriate levels of detail with regard to program outcomes and compliance with the regulations that govern service delivery. 2. The review of RFPs and other sources of grant opportunities, with the Grant Writer to work with program staff to determine the potential for alignment with the agency's strategic plan. Education/Experience: Minimum Education/Experience Required: 1. A Bachelor's degree in a Human Service Field, with a Master's degree preferred. 2. A minimum of five years of grant writing experience, gained as either a full-time responsibility or as a primary function of a position as a program director. 3. Familiarity with governmental regulation, with a preference for experience gained while holding responsibility for the delivery of social services within residential or other highly regulated settings. 4. High-level writing skills, combined with experience in managing multiple, overlapping deadlines. Candidates can email send resume to: humanresources@catholiccharities.org OR Click on link to apply: <http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CATHOLICCHARITIES2&cws=1&rid=296>.

JOBS ON WEB SITES 11/15/13

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

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 eernieper@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.jporganchase.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/hrm 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.
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PROFESSIONAL

Some openings shown:

COUNSELOR
HOUSING ANALYST
LIBRARY DIRECTOR
PROCEDURE ANALYST
SR AUDITOR
STAFF AUDITOR
SYS ADM
WIC NUTRITIONIST
YOUTH SERVICE SPEC
PROJECT MGRS
PRODEDURE ANALYST
WIC SITE SUPV
& *MORE*

PARAPROFESSIONAL TECH

Some openings shown:

BANKING SPEC
ENGINEERING TECH
GARDENING CARETAKER
MAINTENANCE
NUTRITION ASST BILING
OPERATIONS TECH
OPERATOR
SYS ANALYST
WEB DEVELOPER
BENEFITS COMPLIANCE SPEC
GRANT WRITER
STAFF SERVICES
ADMIN CLK
CARETAKER
FIRE INSPECTOR
CARPENTER
& *MORE*

CLERICAL

Some openings shown

ADMIN ASST
ASST SUPV CALL CENTER
CIRCULATION ASST
CLERK
CLK IV BILING
HR ASST
SHELVING ASST
CALL CENTER BILING
PAYROLL SPECIALIST
STAFF SERVICES
COMMUNITY AIDE
& *MORE*

An individual is needed to help manage a household, and assist with the care of a 15-year-old with Autism. Responsibilities: *helping mom with son's needs and care management. Housekeeping management, laundry, dishes, errands, and personal assistance.* Must be patient, reliable, detailed-oriented with great organizational skills, able to multitask, resourceful, follows directions, energetic, calm at stressful situations, and in good physical shape and excellent health.

Experience and exposure to individuals with special needs and especially Autism is a plus. Training will be provided. Perfect for para-professionals, or someone with a background working with special needs, but not necessary. Must be legal to work in the U. S., a non-smoker, own reliable transportation, speak fluent English, willing to withhold taxes, accept non-cash payment and have a clean criminal background.

This is a long-term position. **Serious applicants only.** Must have flexible availability at least 20 to 35 hours per week with potential for more including some weekends, overnights, and evenings. Must have availability between 3:30 p.m. and 8:30 p.m. most weekdays. Prefer someone who lives relatively close by (Clay and Eldridge). Excellent pay with some benefits (bonus, sick and vacation). When responding, please include your location and experience with Autism.

If interested, please contact Gina at [\(713\) 849 5993](tel:7138495993) or ginaam@sbcglobal.net

Local supplement manufacturing company located in Rosenberg is seeking experienced Machine Operators, Packaging Operators & Quality Inspectors

If you have at least 1 yr. manufacturing experience, we would like to see your resume!

Please forward resume to our skill bank: jobs@bioticsresearch.com

We can consider your skills & experience if you have worked in the following industries:

Pharmaceutical, plastics industry, bottling/packaging operations, meat processing environments, plastics industry or working in a line assembling multiple components in a fast paced environment

Job Functions:

- Assemble, set-up, sanitize and operate tablet presses, encapsulating machines, or other production equipment.
- Disassemble and clean machine parts for next production run
- Operate machine to meet or exceed production efficiencies
- Record data on production batch records accurately
- Monitor machine for optimal operation during production run. Basic machine troubleshooting
- Clean and prep production rooms before production runs
- Notify Production Supervisor when there are equipment malfunctions or product defects

Requirements:

- High School or GED
 - Minimum 1 yr. proven manufacturing experience
 - Must be able to complete BRC Production Operator Training
 - Ability to work in a fast-paced environment safely
 - Must demonstrate stability in previous jobs
-

EMPLOYMENT OPPORTUNITIES

FULL TIME LAB TECHNICIAN

(Will train)

with

ALPHA TESTING, INC.

1414 West Sam Houston Parkway North

Building 5, Suite 150

Houston, Texas 77043

(713) 360-0460

Located off Sam Houston Parkway (Beltway 8) on Hazelhurst (North of Westview)

Will train to perform soils & concrete testing. The ideal applicant will be a hard worker, able to lift and maneuver large bags of soil and concrete cylinders weighing up to 50 lbs. Competitive compensation and benefits will be offered.

Normal business hours are 8:00 AM to 5:00 PM, Monday through Friday.

Contact Kirstin at (713)360-0469 or send an email to kwandling@alphatesting.com

PART-TIME SOIL TESTING POSITION

(Will train)

with

ALPHA TESTING, INC.

1414 West Sam Houston Parkway North

Building 5, Suite 150

Houston, Texas 77043

(713) 360-0460

Located off Sam Houston Parkway (Beltway 8) on Hazelhurst (North of Westview)

Will train to perform engineering tests on soils. Work in air-conditioned laboratory with pleasant environment.

Normal business hours are 8:00 AM to 5:00 PM, Monday through Friday. Expect 15-25 work hours per week; work schedule is flexible.

Contact Kirstin at (713)360-0469 or send an email to kwandling@alphatesting.com

Rioja Restaurant has an opening for a cook. They are looking for someone with 6+ months of experience as a cook. For additional information, can call Ignacio at 713-449-4199.

OPENINGS AT HOTELS

OMNI HOUSTON HOTEL Westside {3m from SJV} 13210 Katy Freeway@Eldridge Job Line 281-558-8338

all 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

Front Office
Host/Hostess

Sous Chef
Credit Mgr.

Stylist

Nail Tech

Banquet Staff

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**

Asst controller
Engineer

Front Desk Agt
Restaurant Supv

Front Office Mgr.
Cashier

Catering
Bell person/Driver

Housekeeping
Adm Asst

Cook

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/Royal_Houston (bottom of page) **OPENINGS IN**

Food & Beverage

Front Office

Catering Sales Mgr.

Banquets

Culinary/Cook

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

Ask for Human Resources.
Server

Housekeeping
Cook

Front Office.Supv.
Host/Hostess

Steward

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.
Doubletree Houston-400 Dallas St, (18m from SJV), **Hilton Houston Convention Center** 1600 Lamar (17m from SJV)
OPENINGS: (three hotels):

Banquet Staff	Front Office Supv	Lead Maint Eng.	Server
Concierge	General Maint	Lead Cook	Sous Chef
Engineering Mgr.	Kitchen Supv	Restaurant Supv	

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

At JW Marriott Houston 5150 Westheimer-713-961-1500	Front Desk Housekeeping	Loss Prevention	Engineering
At Houston West Loop Marriott 1750 West Loop Sth.713-960-0111	Engineer Maintenance Lead	Ld Housekeeping Loss Prevention	Restaurant Supv
Houston Resident Inn-Westchase 9965 Westheimer @ Elmside Houston, Texas 77042 USA	Guest Services	Maintenance Tech	Loss Prevention
<i>More than 10 miles from SJV</i>			
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: **Housekeeping Supv** **Room Attendant** **Accounting Clk**

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

OPENINGS:

Food & Beverage	Restaurant Supv	Steward	Housekeeping	Group Coord
	Engineering/Maint	Sys Analyst	Guest Service Mgr.	Boiler Operator

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

OPENINGS: **Housekeeping Supv** **Cook** **Steward**

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

OPENINGS **Food & Beverage** **Security Officer** **Housekeeping** **Front Office** **Seward**

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)	Financial Reviewer	Ambulatory Serv Rep	
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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 Office Mgr. MED Reception	Billing/Collection Reception LVN	MA-Reception Surgery Scheduling Billing&Collections Dir. Revenue Cycle	MA Practice Mgr. Supv Revenue Cycle RN or LPN Ins. Verification Front Off. Coord Billing Coord	MA Reception MA-Frt/Back Off Bilingual MA

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:

Mgr. Clinical Nutrition Security Officer HR Consultant Materials Mgmt.

NOTE “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

<u>Teaching Assts</u>	<u>Adm Asst</u>	<u>Mgr. Child Nutrition</u>	<u>Building&Grounds</u>	<u>Technology Services</u>
Special Ed ESL/Billing	AP Clerk Childcare Specialist Support Specialist Bookkeeper Attendance Specialist	HVAC Mechanic Materials Handler Production Asst Police Officer	Ld Custodian Grounds Wkr	Apps Support Spec CS Engineer

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>	<u>ESL Instructional</u>	<u>Peace Officer</u>	<u>Skilled Trades</u>
Front Office Aide Pre K Secretary	SPED Asst Attendance Clk Lab Aide		Electrician

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