

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

**JOB LISTING (\*INDICATES NEW OPPORTUNITIES) – April 15, 2014**

**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 YOUTH MINISTRY** - St. John Neumann Catholic Church in Austin, TX is seeking a dynamic full-time Director of Youth Ministry to both lead and work as a part of a youth ministry team in directing our Youth Ministry programs. Candidate must have a passion for Jesus, his church and forming disciples for the New Evangelization. Our ideal candidate will be an active Catholic with a strong desire to work with youth (grades 6th-12th) and form them in discipleship. Although this is a youth ministry job, a majority of the time is spent forming other adults and older high school youth to be leaders. That being said he/she should be able to relate well not only youth, but people of all ages. He/she will have a solid background and/or education in Theology and experience in Discipleship model ministry and directing a Life Teen and EDGE program. It is a plus if he/she has the ability lead music for activities and retreats. Good work ethic, strong communication skills, ability to work as a member of a team, knowledge of social networking & new technologies to aid in evangelization and faithfulness to all the teachings of the Catholic Church are key characteristics we are looking for in a candidate. About St. John Neumann: The parish of St. John Neumann Church is a Catholic community of over 2,700 families located in the heart of Westlake at 5455 Bee Cave Road in Austin, Texas. Our vision is to focus on spiritual renewal for our children, youth, families and adults. Spiritual renewal is a lifelong process that involves learning and living our faith, both individually and as a community, and moving to a deeper understanding of and relationship with Christ in our lives. Essential Job Duties: Oversees Associate Youth Minister & Ministry Assistant in a team approach to comprehensive youth ministry from 6th-12th grade; Organizes and facilitates curriculum development and implementation of weekly Life Teen meetings (Life Nights and D-Group meetings); Works with Associate Youth Minister in directing high school confirmation program; Plans and organizes monthly fun outreach events (Lock-in, lock-outs, movie nights, etc.); Directs Social Concerns outreach programs (SJN Street Team, Youth 4 Life); Yearly budget, and fundraising needs for all areas of the Youth program; Works with associate youth minister in building and training Core team and Peer Leader groups for all youth ministry programs; through leadership development, spiritual direction, EIM training and reaching benchmark goals for ministry growth and development; Attends sporting games, plays/musicals, band concerts, goes to schools for lunch and any other activities that youth might be involved in outside of the church (Contact Work); Oversee the planning and coordinating of retreats, conferences, camps, mission trips and other trips (i.e. Ski, beach, floating trips); Any other responsibilities that fit under the given position. Education: Bachelor's Degree (preferably Theology or related fields) Experience: 5+ years' experience in ministry; Computer experience using Microsoft Office; Dealing with customers and the public. Certification / Licenses: 1) Certification for Ethics and Integrity, within 90 days of hire 2) Valid Class C driver license. Interested candidates should send resume by fax to Samantha Delfin at 512-328-3226 or by email to [sdelfin@sjnaustin.org](mailto:sdelfin@sjnaustin.org).

**2 DIRECTOR OF HISPANIC MINISTRY- PART-TIME** - St. Francis De Sales is a vibrant diverse and International parish in Southwest Houston. It has two Spanish Liturgies on the Weekends and one during the week. It also has various Spanish Ministries. Position responsibilities would include the following: 1. To discern and serve the needs of Hispanics in order to promote the mission of St. Francis de Sales Church in a more efficient pastoral ministry to them and with them. 2. In collaboration with all other pastoral staff members and clergy, facilitate an

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ongoing formation in the faith, worship, social service, community life and formation of volunteers in the Spanish language. Education & Experience: Job applicants should have Two years of college or minimum High School Diploma along with two or more years of experience working with volunteers in parishes. They must also have a profound knowledge of the Hispanic culture and heritage. Lastly they must have the Archdiocesan certificate of formation towards Christian ministry and must be Bilingual in both English and Spanish. Contact Information to send resume: shirley@sfdshouston.org. St. Francis De Sales Catholic Church 8200 Roos Rd, Houston, TX 77036.

**3 DIRECTOR OF LITURGY** - St. Bernadette Catholic Church in Houston, Texas is looking for a full time Director of Liturgy to work in a supportive, collaborative setting with a large parish ministry team and well trained, dedicated volunteers. The parish is located in suburban Houston and currently has 2,600 households. Education/Experience: A degree in Theology, Liturgy or Pastoral Studies as well as experience in parish work is required. Application for employment and a Job Description may be obtained from the Parish Administrator, Kathleen Precise, at precisek@stbchurch.org. All applications must be received by May 23, 2014. St. Bernadette Catholic Church 15500 El Camino Real, Houston, TX 77062.

**4 PLANT MANAGER** - Provide regular and preventative maintenance on the parish campus. This person will manage a staff of 3-6 persons and report to a business administrator and pastor. Position includes benefits. Person must be dependable and work well with others. Supervise contractors. Supervise multiple room arrangements for various events. Minor electrical and plumbing required. Order, unload, store, and distribute materials. Properly handle safety or emergency related matters. Supervise cleaning staff. Assist in annual budget preparation. Occasional weekend work may be required. Person would be responsible for helpfully directing people on campus for various events in a friendly and professional manner. Must have some computer skills. Must have transportation and cell phone. Please send resume and references to Craig Shemon at: craig@epiphanycatholic.org or mail to: Epiphany of the Lord Catholic Community, Attn: Craig Shemon – Parish Administrator, 1530 Norwalk Drive, Katy, TX 77450.

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

**6 GENESIS EARLY CHILDHOOD PROGRAM** - Christ the Redeemer Genesis Early Childhood Program is accepting applications for teachers and co-teachers for the 2014-2015 school year. Education/Experience: It is preferred that applicants have a background in early childhood education, child care or related work with young children. For further information or application, please contact Director Mary Davis at mdavis@ctrcc.com or at 832-678-5432. Please list the job title in the subject line. Teachers and Co-Teachers. Christ the Redeemer Catholic Church 11507 Huffmeister Rd., Houston, TX 77065.

**7 DIRECTOR OF ADMISSION** - The Regis School of the Sacred Heart an independent Catholic school for boys from preschool through middle school in Houston, Texas, seeks a dynamic and creative person interested in leading and directing the school's admissions operation. The Director of Admissions is responsible for all aspects of the admissions process, including development and implementation of recruitment strategy as well as the ability to create marketing strategies for the School. The successful candidate will engage in effective community outreach to expand the school's reputation and admissions, as well as assure the retention of currently enrolled students. The Director of Admissions reports directly to the Head of School. Qualifications: The successful candidate will lead an

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admissions organization in continuing the school's record for retention of current families and recruitment of new enrollments and marketing the mission of The Regis School. Experience with recruitment, admissions, or a similar field is an advantage. This is an exceptional opportunity for a motivated and accomplished professional to join a progressive management team. A Master's Degree (preferred), or a Bachelor's Degree with experience in management, strategic planning, marketing, or educational administration strengthens the application. A proven track record of success in recruitment and a minimum of five years of progressively responsible experience in the administration of an admissions office is highly desirable. The successful candidate must have superior: communications, organizational, and interpersonal skills; supervisory experience in an admissions operation; expertise in facilitating organizational development and change; competency for analyzing recruitment-related data and assessing programming activities as part of a strategic enrollment planning initiative; an understanding of the innovative uses of technology in the recruitment process; experience working with diverse populations; Skill or interest in public relations, communications, parent relations, strategic marketing, board relations, and/or school management; Genuine affinity for working with children and families in an educational setting; Ability to make independent decisions along with maintaining the confidentiality of privileged and sensitive information; The successful candidate should have the ability to serve as an articulate spokesperson for the mission and values of The Regis School. This is a year-round position and is viewed by the Head of School as a key leadership role, with salary and benefits commensurate with experience. Anticipated starting date is May 1, 2014. Please send a cover letter, resume, and at least three references to: Nancy O. Taylor, Ed.D., Headmistress, The Regis School of the Sacred Heart, 7330 Westview Drive, Houston, Texas 77055-5122. Web site: [www.theregisschool.org](http://www.theregisschool.org), Email: [ntaylor@theregisschool.org](mailto:ntaylor@theregisschool.org)

**8 SUPERINTENDENT OF THE SECRETARIAT FOR CATHOLIC SCHOOLS** - The Archdiocese of Galveston-Houston is seeking a dynamic, collaborative, experienced leader to serve as Superintendent of the Secretariat for Catholic Schools. The Superintendent provides educational leadership and upholds the Catholic identity of all archdiocesan, religious order, and associated private schools. The position requires someone who has proven experience building consensus, is an excellent written and oral communicator, and is a visionary leader and a strong, energetic advocate for the ministry of Catholic education. This position 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 ideal candidate will: be an active Roman Catholic, in full communion with the Catholic Church; have expertise in instructional leadership, curriculum development, technology, instructional design; be proficient in marketing, advancement, recruitment; be an experienced fiscal manager; be committed to upholding the Catholic identity of all archdiocesan, religious order, and associated private schools; provide educational leadership and work closely with principals; establish instructional guidelines and policies; oversee accreditation and certification requirements; ensure the ongoing implementation of the Safe Environment Policy in schools; is the liaison between the Archdiocese and the Texas Catholic Conference Education Department; work with all members of the educational community to continue the implementation and updating of the Strategic Plan, Lumen Pro Via. 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. The system 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 vibrant Archdiocesan school system is expanding with the opening of a new High School this year, and a new Elementary School in 2014. The successful candidate will possess a Masters degree in Educational Administration, or an equivalent discipline, with a doctorate preferred. A minimum of five years experience as a Catholic School principal, and three years experience of continuous, successful school leadership is required. Fluency in English is required, and fluency in Spanish is desirable. We offer a culturally diverse, respectful work environment, a competitive salary, and a comprehensive benefits package. Interested applicants are asked to electronically submit a letter of introduction and a resume or curriculum vitae to our Search Partner from ACE Consulting, University of Notre Dame, [GailMAllenEsq@gmail.com](mailto:GailMAllenEsq@gmail.com). Review of applications will begin immediately and continue until March 6, 2014.

**9 HIGH SCHOOL AND MIDDLE SCHOOL YOUTH MINISTER** - The Youth Minister will serve as part of the Youth Ministry and Religious Education Teams. This person will be responsible for catechizing, as well as advocating the needs and concerns of our youth in grades 6 – 12 by designing and implementing appropriate youth related programs. The Youth Minister will receive direction from the Pastor through the Coordinator of Youth Ministry along with support from fellow members of the Parish staff. The goal of the Youth Minister is to lead teens closer to Christ. Work with the Coordinator of Youth Ministries to develop and execute the LIFE TEEN and EDGE program. This includes recruiting, training, supporting and nurturing the Core Team. Coordinate and help facilitate high school and middle school youth retreats on and off campus. Coordinate events outside of regular LIFE TEEN & EDGE meetings. (Bible study, social events, etc.). Maintain good communication with parents & teens through various means. (E-mail, website, etc.). Be a positive role model by living the Catholic faith. Reach out to high school and middle school youth by visiting them on their school campus; (all schools serving our parishioners.). Assist in running middle school summer camp. Foster community within the EDGE between SCCS students and other middle school students. Evangelize the high school and middle school youth who are not currently connected to the Parish through either the day school or CCE. Attend and participate in weekly St. Cecilia staff meetings, monthly Diocesan Youth Ministry meetings and all other meetings necessary to fulfill job requirements. Qualifications: A person called to serve as the high school and middle school Youth Minister should have a strong commitment to God; A clear understanding of and commitment to the teachings of the Catholic Church; Excellent communication skills, both written and verbal; Initiative. The ideal candidate must be a self starter; A willing desire to share his or her love and faith with youth; Spiritual maturity to interact appropriately with teens of both genders. Be personable and able to relate to youth; Theology degree helpful – confidence in apologetics is necessary; Previous youth ministry experience; Ability to function as a viable member of the Parish staff; Computer literacy (Power Point, editing skills and video experience helpful); Bilingual abilities a plus; Musical talent beneficial; Experience and ability to speak/preach to a large group (300+) To apply, please send your resume and cover letter to David Thies: dthies@saintcecilia.org

**10 DIRECTOR OF LITURGY & MUSIC** - Sacred Heart Parish is accepting applications for the full-time position of Director of Liturgy & Music. This person will be responsible for playing the piano or organ during liturgical celebrations, training staff, ministers and choirs, and assisting in the planning of the liturgies for a large parish. Education/Experience: A bachelor's degree or equivalent is required with a Master's degree in music and liturgy preferred. Bilingual (English/Spanish) skills preferred. If interested, please send your resume to: Sacred Heart Catholic Church, 109 N. Frazier, Conroe, TX 77301, Attn: Parish Administrator; email: eborski@shconroe.org. Resale Shop Manager – Bellaire Store, Society of St. Vincent de Paul. Summary: Responsible for the daily operation of the resale store, receiving and processing donations, assisting with providing free clothing to those in need referred by volunteers, supervision of employees and volunteers, providing outstanding customer service, cleaning maintain the store in good repair, merchandising, and generating sales and clothing voucher reports. This Manger will report to the Director of Resale Shops and Voucher Ministry, and will be responsible for supervising resale shop employees and volunteers. Principle Duties: Responsible for the overall appearance of the store, including but not limited to, cleanliness, frequent re-stocking of all merchandise, preparing displays, thoughtful merchandising, and proper pricing. Must be able to think strategically by constantly monitoring what is selling and communicating merchandise needs to the warehouse for timely and frequent deliveries. Responsible for processing and pricing donations quickly and efficiently. Responsible for end of day procedures include generating the closing z-report, preparing bank deposits and taking them to the bank, verifying the cash and credit card sales to the z-report, reporting the corresponding overages/shortages, settling the credit card machine, leaving an accurate starting bank for the next day. Responsible for training coaching, counseling, and delegating work to staff and volunteers while demonstrating leadership skills and promoting good morale. Responsible for the overall maintenance of the facility, including trash removal, working light bulbs, air filters, ensuring a safe work environment at all times. Responsible for ensuring that clients with clothing vouchers are assisted in a respectful and discreet manner. Responsible for communicating issues with Director of Resale Shops and Voucher Ministry in a timely manner. Education and Experience: BA degree or a minimum of 5 years experience working in a retail environment. Requires strong written and verbal communication skills, interpersonal skills, organizational skills, basic business, strong computer skills, and the ability to work well with a team. Must be

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able to lift 50 lbs. independently and stand for long periods of time. Computer, POS system, fax machine, copy machine, telephone, scanner, pricing guns. Minimum 40 hours per week (Tuesday – Saturday 9:00am – 5:30pm). Send resume and salary requirements to: HR@svdphouston.org.

**11 ASSOCIATE DIRECTOR OF CATECHETICAL LEADER AND CATECHIST FORMATION** - The Archdiocese of Galveston-Houston's Office of Evangelization & Catechesis is seeking an Associate Director of Catechetical Leader and Catechist Formation. The Associate Director of Catechetical Leader and Catechist Formation is part of a team dedicated to resourcing and consultation with the parishes of the Archdiocese. This position reports directly to the Director of the Office of Evangelization and Catechesis. Archdiocesan benefits are included and salary is determined upon experience, education, and competencies. Requirements: The ideal candidate must be a practicing Roman Catholic in good standing with the Church, have the minimum of a Master's Degree in Theology, Religious Studies or Religious Education, and extensive parish catechetical leadership experience. The candidate must be committed to on-going formation for leaders and catechists as well as themselves. The individual must possess strong communication skills, both oral and written, and excellent interpersonal skills. They must have administrative, teaching, and team building leadership experience, and are committed to working in a collaborative style. It is preferred that the candidate have experience in catechesis across the life cycle. Bi-lingual is not a requirement for this position. Potential candidates should submit a cover letter and resume via email to: jblevins@archgh.org. Office of Evangelization and Catechesis 2403 Holcombe Blvd., Houston Texas 77021.

**12 DIRECTOR OF ADVANCEMENT** - John Paul II Catholic School seeks a Director of Advancement. This person must be a highly motivated professional leader who enjoys people, is mission-driven and who possesses both advancement management skills and sound experience of cultivating and personally soliciting major donors. A public ambassador for John Paul II, the Director of Advancement must be a relationship builder and a committed advocate for the mission of the school. Reporting to the Executive Director of Development, the Director of Advancement will have a leadership role in shaping and achieving a broad range of strategic goals relative to JP II's philanthropic support and will help to ensure a sustainable long-term future for the school. The Director of Advancement works in close partnership with the Executive Director, principal, Board of Directors, and the Board's Development Committee. Education/Experience: The individual must have a bachelor's degree and at least five years of progressively responsible fundraising experience and leadership, including demonstrable management skills and ability to steward a multifaceted development program. Other requirements needed are excellent verbal, visual and written communication skills. The person must be an effective public speaker, well-organized, creative, systematic thinker, self-directed and goal oriented, with initiative and attention to detail. Advanced computer skills (internet, Microsoft Office, word-processing and fundraising database) are necessary. Send resume to principal@jp2.org. John Paul II Catholic School 1400 Parkway Plaza Drive, Houston, TX 77077.

**13 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.

**14 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).

**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

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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).

### CLERICAL/ADMINISTRATIVE JOBS

1 **BOOKKEEPER** - St. Raphael the Archangel Catholic Church in Houston is currently seeking applicants for the position of a full-time Bookkeeper. This person will manage the day-to-day operational needs of the Parish Office. This position is full-time, 40 hours per workweek Monday through Friday. Duties include but are not limited to accounting for deposits, payment of parish bills, payroll processing, bank reconciliation, and financial reporting. Successful candidates must have knowledge and an understanding of Parish Bookkeeping and Business Operations, the ability to analyze, communicate and interpret financial data, the ability to communicate in English (written and oral) in a clear, productive and professional manner, bilingual in Spanish (written and oral) is a plus. Candidates must be able to work effectively and collaboratively with the pastor, office staff, volunteers, parishioners and service providers. Working knowledge of Microsoft Office (Outlook, Word, Excel,) is required. The ability to prioritize multiple requests and maintain confidentiality is essential. Education: Qualified candidates will have a Bachelor's degree in accounting and with at least 2 years of experience as a bookkeeper. Must be familiar with accounting principles and have knowledge of financial systems. If interested, please submit a cover letter, resume, and salary requirements via mail to Jeannie Nelson at [jnelson@archgh.org](mailto:jnelson@archgh.org) and place St. Raphael the Archangel Catholic Church Bookkeeper in the subject line. St. Raphael the Archangel Catholic Church 3915 Ocee Street, Houston, TX 77063.

2 **FAMILY SERVICE ASSOCIATE** - The Archdiocese of Galveston-Houston Catholic Cemeteries is currently seeking applicants for the position of Family Service Associate. This position reports to the Director of Cemeteries and will interface with the parish community, funeral directors and client families to accomplish the Catholic Cemetery ministry. The candidate must have awareness of the spiritual needs of the families with whom we have contact and be able to maintain an enduring sense of care and service for client families. Summary: The Family Service Associate provides personal contact to individual members of the local Church and the public at large, representing the Catholic Cemetery ministry. The Family Service Associate facilitates the planning of preneed and at-need arrangements and the accomplishment of committal services. He/She maintains the cemetery records and communicates with the Cemetery staff on issues from the family's perspective. The Family Service Associate assists in the development and implementation of parish programs to promote awareness of the Catholic Cemeteries. Qualifications: Bachelor's degree or equivalent funeral and cemetery experience or in grief or social ministry. Strong interpersonal relation, communication and organization skills. Familiarity with the Catholic faith. Bilingual English/Spanish a plus. Computer literacy. Qualified and interested individuals should send a cover letter and resume to Gus Hollis at [ghollis@archgh.org](mailto:ghollis@archgh.org). Catholic Cemeteries P.O. Box 965, Dickinson, TX. 77539. Applications should be submitted by April 1, 2014.

3 **COORDINATOR OF INTERMEDIATE SCHOOL MINISTRIES** - We have a position open for a Coordinator of Intermediate School Ministries (Grades 5th through 8th). Duties include planning and delivering religious education classes for intermediate and middle school youth, including Homeschool programs and organizing all associated volunteers. Coordinator also plans and delivers on and off-site Youth Group events and Retreats, and sponsors fund raising events. It is important that applicant work well with student, parents and volunteers, is organized, and understands the workings of Faith Formation within a Parish setting. Education/Experience: Involvement in parish catechetical ministry and formation, either academic or diocesan

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certification, in theology, religious education is required. MAPS or MATS degree would be a plus. If you are interested, please send a cover letter and resume to Dominic Romaguera, Business Administrator, at romaguerad@ssjwoodlands.com. Please list the job title in the subject line. Saints Simon & Jude Catholic Church 26777 Glen Loch Drive, The Woodlands, TX 77381.

**4 COORDINATOR OF LITURGY AND SACRAMENTS** - St. Ignatius Loyola Catholic Church is accepting applications for the full-time position of Coordinator of Liturgy and Sacraments. This position is responsible for the celebration of the Rite of Marriage and Infant Baptism, and assist in all other liturgical and sacramental celebrations of the parish. Education/Experience: A bachelor's degree or equivalent with experience in liturgy or parish ministry is required. Certification in liturgy is preferred. The Coordinator of Liturgy and Sacraments must have a pastoral and evangelical vision that is imbued with hospitality so as to promote our parish motto, "a people for others". An evangelizing heart that welcomes returning/inactive Catholics to participate fully in the sacramental life of the church is also a prime quality. Interested candidates should submit a cover letter, resume, and references via email to SearchCommittee@silcc.org. Resumes are accepted until the position is filled.

**5 ADMINISTRATIVE ASSISTANT** - Epiphany of the Lord is accepting applications for a full time administrative position in the Faith Formation Office. Candidate shall assist directors of faith formation with enrollment and organization of students for faith formation classes, sacrament preparation, youth events and faith formation programs. Education/Experience: Knowledge of Microsoft Office; Excellent communication skills; Parish and bilingual skills preferred. If interested, please email cover letter and resume to epiphany@epiphanycatholic.org. Epiphany of the Lord Catholic Church 1530 Norwalk Drive, Katy, Texas 77450.

**6 GRANT WRITER** - Mid-level experienced development professional with primary responsibility for grant activities including research, identification of opportunities, application, management and reporting. This position serves as the relationship manager for all foundations within the organizations portfolio. Continuously evaluate funding opportunities and see new and innovative sources to secure revenue supporting the mission of San José Clinic. Requirements: 1. Bachelor's Degree in business, marketing or related field or comparable experience 2. Minimum of five years of grant writing experience that includes: cultivation, stewardship, foundation gifts, corporate gifts. Knowledge of the Houston philanthropic community and experience in healthcare preferred. Proven success in development efforts. 3. Excellent written and verbal communication skills. Demonstrated business writing proficiency, including grammar, punctuation, and editing. Ability to convey complex information in a clear and concise written manner. 4. Must adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice. 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. Benefits: PTO Bank; Low cost Health and Dental insurance; Company sponsored and supplemental life insurance; Short term disability and Long term disability; 401K Matching. Please submit Resume to: Laura John, PHR, Human Resources Administrator, San José Clinic, 2615 Fannin Street, Houston, TX 77002, 713-286-6412 Office, 713-286-6419 Fax, jobs@sanjoseclinic.org, www.sanjoseclinic.org.

**7 GRANTS AND FOUNDATION COORDINATOR** - Proactively network, research, and identify opportunities for financial support from individuals, foundations, corporations, community and religious organizations. Cultivate relationships with donors and potential donors. Continuously evaluate funding opportunities and seek new and innovative sources to secure revenue supporting the mission of San José Clinic. Coordinate grant application, management and reporting. Maintain grant submission information and reporting calendar. Requirements: 1. Bachelor's Degree in business, marketing or related field or comparable experience 2. Three years of grant writing experience in healthcare that includes: cultivation, stewardship, foundation gifts, corporate gifts. Knowledge of the Houston philanthropic community. Proven success in development efforts. 3. Excellent written and verbal communication skills. Demonstrated business writing proficiency, including grammar, punctuation, and editing. Ability to convey complex information in a clear and concise written manner. 4. Must adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice. 5. Can demonstrate

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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. Benefits: PTO Bank; Low cost Health and Dental insurance; Company sponsored and supplemental life insurance; Short term disability and Long term disability; 401K Matching. Please submit Resume to: Laura John, PHR, Human Resources Administrator, San José Clinic, 2615 Fannin Street, Houston, TX 77002, 713-286-6412 Office, 713-286-6419 Fax, jobs@sanjoseclinic.org, www.sanjoseclinic.org.

**8 EARLY CHILDHOOD TEACHERS** - St. Rose of Lima Early Childhood Center is accepting applications for full and part time early childhood teachers. Our full time and year round center provides a quality early childhood program that offers a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children based on Catholic values and traditions. Requirements: Caring, compassionate, with warm respect and courtesy for children Strong sense of service. Ability to communicate professionally and openly with children, parents and staff. High School Diploma (CDA, AA or BS preferred). Send resume to: Diane Bozeman - dianeb@stroselima.org. St. Rose of Lima, Early Childhood Center, 3600 Brinkman, Houston, TX 77018, 713-692-1941.

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

**10 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.

**11 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

**12 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

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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](mailto:cathy.irantalab@smseminary.com). Enter job title on subject line. St. Mary Seminary, 9845 Memorial Drive, Houston, TX 77024.

**13 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](mailto:cmcqueen@archgh.org).

#### **MISCELLANEOUS JOBS**

**1 MAINTENANCE & CUSTODIAL WORKER** - Duties and responsibilities for five buildings including church, education building, administration building and hall, annex and rectory include 1. Facility maintenance and repair - light bulb replacement, painting, minor plumbing, etc. 2. Facility cleaning - mopping, vacuuming, stripping/waxing floors, window cleaning, pick-up and disposal of trash, stocking paper products in rest rooms, etc. 3. Classroom/hall event set-ups – chair/table set up and take down 4. Building Exterior and Grounds maintenance. Position is full time with competitive salary, insurance, vacation and pension benefits. For confidential consideration submit resume to St. Maximilian Kolbe, 281-955-7324, [stmaximilian@stmaximilian.org](mailto:stmaximilian@stmaximilian.org). St. Maximilian Kolbe Catholic Church 10135 West Road, Houston, TX 77064.

**2 PRIORY COOK** - Provide dinner Monday through Friday for the Dominican Friars living at Holy Rosary Priory. Home-like environment. Benefits available. Duties and Responsibilities: • Collaborates with the kitchen manager in planning meals. Does most of the grocery shopping. Prepares dinner Monday through Friday (excluding holidays) for eleven men including those with dietary restrictions. Maintains the priory kitchen and dining room in a clean and orderly fashion. Sets the dining room table for dinner and cleans up after dinner. Launders, folds, and stores dish cloths, dish towels, napkins, and place mats as needed. Answers the kitchen phone. Greets and provides information to those persons who come to the priory kitchen seeking assistance. Qualifications: Knowledge of a balanced diet. Experience in meal preparation including meal planning and purchasing food and household supplies. Ability to accommodate persons with dietary restrictions and occasional guests for dinner. Willingness to work from recipes. Reliable, flexible, cooperative, have experience in household cleaning and able to maintain confidentiality. Good

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public relations skills and must have own transportation for job-related responsibilities. Applicants should contact Geoff Green, Holy Rosary's Business Administrator, at [businessadmin@holyrosharyparish.org](mailto:businessadmin@holyrosharyparish.org) or at 713-529-4854, ext. 109.

**3 PART TIME COOK & HOUSEKEEPER** - Epiphany of the Lord Catholic Community is accepting applications for the position of Cook & Housekeeper. This person will be responsible for preparing at least one meal a day for the Pastor and/or any occasional guests. There will be some light housekeeping duties in the rectory. The part time position will require approximately 5 hours per day, M-F. Please send resume and references to Craig Shemon at: [craig@epiphanycatholic.org](mailto:craig@epiphanycatholic.org) or mail to: Epiphany of the Lord Catholic Community. Attn: Mr. Craig Shemon – Parish Administrator, 1530 Norwalk Drive, Katy, TX 77450.

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

### **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.

**1 CLINICIAN** - The Counseling Services program at Catholic Charities is seeking a highly qualified Clinician that will provide clinical assessments, counseling services, presentations and workshops in English and Spanish. Also participate in internal agency collaboration as well as community outreach functions. May be assigned to mentor interns/students. The individual that fills this position will be responsible for: Utilizes clinical skills, including screening, assessment, diagnosis and service planning to provide appropriate treatment to individuals, couples, families, and groups in a counseling setting. Also, provides workshops and presentations within the agency and in the community. Meets or exceeds productivity and outcomes targets as outlined in the Performance Indicator Report. Manages critical case issues to ensure the safety and wellbeing of clients. Supervises the work of assigned students/ interns to ensure compliance with ethical practices and promote professional growth. Routinely participates in ongoing training. Participates in and executes abuse risk management responsibilities to ensure the safety of clients. Maintains professional licensing requirements. Participates in interagency and community networking and program promotion opportunities. Contributes to the development of strong interagency partnerships by serving clients referred by fellow agency programs and regularly communicating with client's case managers and other staff to provide effective treatment. Requirements: 1. Master's degree in social work, counseling, or other mental health field; 2. Texas professional licensure in good standing (LCSW, LPC, LMFT); 3. A minimum of three years' experience 4. Fluency in English and Spanish 5. Strong verbal and written communication skills 6. Experience providing services to the survivors of trauma. Please submit cover letter and resume through our job application website <http://www.catholiccharities.org/about-us/about-us-employment>.

**2 ON-CALL YOUTH CARE WORKER** - The Catholic Charities' St. Michael's Home for Children is seeking a On-Call Youth Care Workers at at our office 24 hour Houston, TX facility. The individual that fills this position will: Provide personalized care and services that uphold program policies and procedures in accordance with

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licensure, ensuring children's rights to a safe, culturally sensitive and age-appropriate environment is in place. Routinely assist in the daily activities, transportation, and monitoring of clients as indicated by the client's service plan, including: personal care, socialization, education, recreation, orientation, behavior management, and safety plans. Perform daily documentation of client behavior and incident reporting. Participate in quality activities through their active contribution in monthly shift meetings, departmental meetings, program meetings, and required ongoing trainings. Requirements: High school diploma or equivalent. Available seven days a week. Available 24 hours. Experience in working with at-risk juveniles, especially adolescent; Fluency in English and Spanish; Strong verbal and writing skills; Ability to cook, handle laundry, and house cleaning; Ability to handle and maintain confidential information. Valid Texas driver's license and insurance. Please submit cover letter and resume through our job application website <http://www.catholiccharities.org/about-us/about-us-employment>.

**3 DIRECTOR, QUALITY AND COMPLIANCE** - Catholic Charities is seeking a highly qualified Quality and Compliance Director to ensure agency-wide alignment to the Catholic Charities mission, vision, and values by working with all internal and external systems, data-reporting processes, and agency staff in application of ethical, legal, high-quality services and risk management. This position works closely with the Compliance Officer to ensure the Board of Directors, management staff, and employees are in compliance with the requirements of regulatory agencies, contracts, agency policies and procedures, and Catholic Charities Code of Conduct. **PRIMARY RESPONSIBILITIES:** 1. Design and coordinate systems and processes that will monitor and improve the performance, quality of services, and overall effectiveness of Catholic Charities. 2. Assist in the analysis and reporting of performance against performance and quality indicators. 3. Coordinate COA accreditation activity and events. 4. Manage clinical incident review functions, licensing monitoring and education, and training of staff regarding quality assurance and process improvement. 5. Provide oversight and supervision to the Compliance Officer in the development and implementation of the agency safety plan and curriculum design. 6. Provide oversight of the ETO Database Analyst in the integration of agency and program reporting and effectiveness measures for data collection and database development. 7. Assist in the identification of database training needs and oversee integration of best practice standards. **REQUIREMENTS:** Master of Social Work Degree, or Master of Arts Degree in a Human Services field; Licensure preferred. Five to ten years experience in a social service agency. Knowledge and understanding of quality improvement concepts. Knowledge and understanding of COA standards and implementation concepts. Ability to translate statistical data into recommendations regarding trends and necessary improvements. Demonstrated success in dealing with a variety of colleagues (i.e., auditors, senior management, line staff, clients, volunteers, etc.) Strong public speaking skills, as well as verbal and written communication skills; Command of English language. Bilingual English/Spanish languages preferred, but not required. Demonstrated success in developing and conducting training sessions and presentations for a broad audience range. Strong organizational and planning skills with the ability to work on multiple projects within timelines. Ability to handle highly confidential information with discretion. Please submit cover letter and resume through our job application website <http://www.catholiccharities.org/about-us/about-us-employment>.

**4 SENIOR MANAGER, HUMAN RESOURCES** - The Catholic Charities Human Resources Team is seeking a highly qualified Senior Manager, Human Resources to serve the organization through the central office in Houston, TX. The successful candidate will be responsible for providing management-level HR support to the Vice President, Human Resources and Mission Integration, providing oversight and direction to the HR Team, while supporting managers and line staff across the organization through common HR Generalist functions. This includes matters pertaining to employee relations, compliance with state and federal laws, program services requirements, records maintenance, recruiting, and HR reporting. **PRIMARY RESPONSIBILITIES:** 1. Work closely with, and provide HR support to, Vice President, Human Resources and Mission Integration 2. Provide daily oversight and direction to HR Team 3. Manage employment/recruitment processes; screen applicants/applications; coordinate behavioral interviews 4. Organize and oversee new employee orientations 5. Ensure new hire employee paperwork is in compliance with company policies and procedures, including the employment authorization process 6. Work closely with Compliance Officer to ensure compliance with all programs 7. Oversee preparation of weekly job postings through the TALEO Applicant Tracking System 8. Communicate employment offers and execute offer letters 9. Prepare employee separation notices and related documentation, and conduct exit interviews to document

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reasons related to separations 10. Assist in development and implementation of personnel policies and procedures; assist with revision of Employee Handbook and Policies and Procedures manual 11. Investigate employee relations issues; make recommendations that effectively resolve complaints; gather information and documentation to support appropriate solutions 12. Coordinate job description revisions 13. Complete compensation surveys, as needed 14. Respond to unemployment claims and represent company at unemployment hearings, as needed 15. Work with HR Specialist to generate management reports, as needed (attendance, disciplinary action, retention, compensation, and HRIS) 16. Support efforts to ensure legislative compliance (FLSA, EEO, ADA, FMLA, etc.) 17. Other HR-related duties as assigned REQUIREMENTS: PHR; SPHR Preferred; Bachelor's degree (HR Management or Business-related) or equivalent education; and work experience; Master's Degree preferred; A minimum of 5 years prior HR Generalist experience; Knowledge of state and federal employment laws and compliance programs (FLSA, EEO, ADA, FMLA, etc.); Fluent in English language; bilingual English/Spanish preferred; Experience with HR software applications; TALEO preferred; Excellent oral and written communication skills; Broad employee relations experience; Must be self-directed and able to multi-task successfully; Ability to positively interact in a team environment; Proficient in MS Office suites. Please submit cover letter and resume through our job application website: <http://www.catholiccharities.org/about-us/about-us-employment>.

### OTHER JOBS AVAILABLE IN THE HOUSTON AREA

#### **GARDEN MAINTENANCE FOREMAN**

Glorious Gardens, Inc.

Houston, TX

ggi10@comcast.net

<http://www.gloriousgardensinc.com>

**Position/Title:** Garden Maintenance Foreman

**Type:** Full

**Duties/Description:**

- Hands-on residential garden maintenance.
- Work with and supervise gardening staff in the weekly care of high-end flower gardens.
- Weeding, deadheading, watering, pest management, fertilizing, seasonal color changes, mulching. No lawn or tree care.
- Drive truck and trailer (valid license and clean driving record)

**Preferred Experience and Education:** BS degree and prior job experience required. If no degree, 3 years gardening experience in Houston, TX minimum. Must be eager and physically capable of strenuous garden labor. Good design sense and knowledge of ornamental flowers and shrubs required. Bilingual, English/Spanish, is helpful but not essential.

**Salary/Wages:** Negotiable

**Location:** Houston, TX

**Degree Required for Position:** non-degree, BS

#### **GARDEN MAINTENANCE WORKER**

Glorious Gardens, Inc.

Houston, TX

normone@comcast.net

<http://www.gloriousgardensinc.com>

**Position/Title:** Garden Maintenance Worker

**Type:** Full

**Duties/Description:**

- Hands-on residential garden maintenance.
- Weeding, deadheading, watering, pest management, fertilizing, seasonal color changes, mulching. No lawn or tree care.
- Drive truck and trailer (valid license and clean driving record)

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**Preferred Experience and Education:** 3 years greenhouse, nursery, or gardening experience in Houston, TX minimum. Must be eager and physically capable of strenuous garden labor. Good knowledge of ornamental flowers and shrubs required. Bilingual, English/Spanish, is helpful but not essential.

**Salary/Wages:** Negotiable

**Location:** Houston, TX

**Degree Required for Position:** non-degree

**HOUSEKEEPER NEEDED:** a trustworthy, honest, energetic and non-smoker housekeeper that can come to clean a house Monday – Friday, 2 hours a day (prefer 9am – 11am shift but flexible) - every other week. The position pays \$15 p/hr. Does not need to speak English. This position might transition to every week after July. Home is located on Tanner and Eldridge Parkway (77041). Interested applicants can contact Arcelia at 832-243-0218. The major duties include but are not limited to the following:

**Duties & Frequency**

Bathroom Cleaning – Daily	Kitchen Cleaning - Daily
General room cleaning – Daily	Bed changing - Once a week
Oven cleaning - When needed	Refrigerator cleaning – Once a week
Cabinet cleaning – Once a week	Dishes - Daily
Window washing - Once a week	Surface polishing - Once a week
Dusting - Every other day	Carpet cleaning - Once a week
Furniture cleaning - Once a week	Laundry - Once a week
Preparing dinner – Daily	Plant care - Every other day
Pet cleanup - Clean guinea pig cage once a week	Feed small dog - Every day
Other duties as needed	

**MULTIMEDIA SOLUTIONS INC: AUDIO/ VISUAL LEAD TECHNICIAN**

**Job Description:** Exciting opportunities exist for an A/V Lead Technicians at Multimedia Solutions. The preferred Lead Technician candidates will have installation experience with complex Consumer Electronic A/V System projects. Candidates must demonstrate experience completing technical installations of audio/visual systems, including equipment rack fabrication, site preparation, termination of network, coax, and other connection cables, calibration of audio and video equipment and implementation of control systems. Ability to trouble-shoot complex audio/ video switching and control system problems required. Excellent communication and customer service skills are a must. Basic computer skills (Microsoft Word, Excel and Internet) are required.

**Required Skills and Talents**

- Minimum of 2 years' experience preferred in installation of A/V system integration
- Strong Client Support and Service Skills
- Computer Skills (Microsoft, Excel and Internet)
- Ability to setup, test, calibrate various equipment and devices as required to produce fully functional systems. This includes Video Displays, TV, Projectors, Screens, Cameras, Switchers, Transmitters, Receivers, Interfaces, Amplifiers, Controls and other Active and Passive devices.
- Trustworthy and Dependable
- Self-starter and Self Motivated
- Valid Driver's License with Clean Record
- Team player with ability to direct site crew

**Job Location:** Houston, Texas and Surrounding Metropolitan Areas

**Position Type:** Fulltime/ Regular

**Compensation:** Commensurate with experience hourly/ salary

**Contact:** Tonya Assid at [tonyaassid@gmail.com](mailto:tonyaassid@gmail.com) or 281.974.1582

**MARRIOTT Houston – Energy Corridor** is looking for BRILLIANT team members for their Front Desk. AM, PM, and Night Audit Available. Please contact Catherine West, Front Office Manager. [Catherine.west@marriott.com](mailto:Catherine.west@marriott.com), 281-829-5525.

**JOBS ON WEB SITES 4/15/14**

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

<p><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></p>	<p><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></p>
<p><b>Jobing.com</b> Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p><a href="http://houston.jobing.com/">http://houston.jobing.com/</a></p>
<p><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></p>	<p>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></p>
<p><b>Indeed.com</b> is a search engine allowing job seekers to find jobs posted on thousands of company career sites and job boards.</p>	<p>This site can deliver new jobs daily to email. Go to: <a href="http://www.indeed.com/">http://www.indeed.com/</a></p>
<b>JOB COUNSELING &amp; NETWORKING</b>	<b>CONTACT INFO</b>
<p><b>Jobs Ministry Southwest</b></p>	<p><a href="http://www.jobsministrysouthwest.com">www.jobsministrysouthwest.com</a></p>
<p><b>Northwest Bible Church, “Between Jobs Ministry”</b></p>	<p><a href="http://www.nwbc.org">www.nwbc.org</a></p>
<p><b>Saint Luke’s United Methodist Church (UMC)</b></p>	<p><a href="mailto:Ernie_Perez_eernieper@aol.com">Ernie Pérez eernieper@aol.com</a></p>
<p><b>Jet Ministry /Chapel wood United Methodist -Employment leads from “entry level” to Supv.</b></p>	<p><a href="http://www.jetjobseekers.org">www.jetjobseekers.org</a></p>
<p><b>Epiphany of the Lord, Katy, TX (281-578-0707) Meet Mondays 7-9pm</b></p>	<p><a href="http://www.epiphanycatholic.org/">http://www.epiphanycatholic.org/</a></p>
<p><b>Nonprofit Employment “United Way”</b></p>	<p><a href="http://community.unitedwayhouston.org/jobs.aspx">http://community.unitedwayhouston.org/jobs.aspx</a></p>
<p><b>Memorial Assistance Ministries MAM Employment Services</b></p>	<p>Go To:<a href="http://mamjobsnetwork.org/">http://mamjobsnetwork.org/</a></p>
<b>ORGANIZATION &amp; COMPANY WEB SITES</b>	<b>CONTACT INFO</b>
<p><b>SECURITAS Security Services USA</b> 20465 State Highway 249 Houston, TX 77070 PH 832 912 3200 Fax 713 912 3291</p>	<p><a href="http://www.securitasjobs.com/">http://www.securitasjobs.com/</a></p>
<p><b>McDermott Engineering, 777 N Eldridge, Hoax 77079 PH. 281 870 5901</b></p>	<p><a href="http://www.mcdermott.com/CareerCenter">http://www.mcdermott.com/CareerCenter</a></p>
<p><b>J.P. Morgan Chase</b></p>	<p><a href="http://www.jporganchase.com">www.jporganchase.com</a></p>
<p><b>Allstate Insurance Co.</b></p>	<p><a href="http://www.allstatecareers.com/careers/jobsearch.asp">www.allstatecareers.com/careers/jobsearch.asp</a></p>
<p><b>Coca Cola Bottling Co.</b></p>	<p><a href="http://www.cokecce.com">http://www.cokecce.com</a></p>
<p><b>KHOU TV</b></p>	<p><a href="http://www.khou.com">www.khou.com</a></p>
<p><b>Center Point Energy/HL&amp;P</b></p>	<p><a href="http://www.centerpointenergy.com/careers/">http://www.centerpointenergy.com/careers/</a></p>
<p><b>Complete Production Service Inc., 11700 Old Katy Rd #300, Hou. TX 77079</b></p>	<p><a href="http://www.CompleteProduction.com">www.CompleteProduction.com</a> (Oil field Services)</p>
<p><b>Conoco Phillips</b></p>	<p><a href="http://www.conocophillips.com/">http://www.conocophillips.com/</a></p>
<p><b>City of Houston</b></p>	<p>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></p>

**HARRIS COUNTY has openings** for clerical, technical and professional positions. Job Line 713-755-5044  
[www.co.harris.tx.us/hrrm](http://www.co.harris.tx.us/hrrm)  
**Do not go by job title read the job description for the exact requirements.**  
**NOW YOU CAN SUBMIT APPLICATIONS BY EMAIL**

Human Resources Division, 1310 Prairie Suite, 170  
Houston, Texas 77002-2042  
Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m.

PROFESSIONAL

Some openings shown:

**LIBRARY DIRECTOR**  
**ACCOUNTANT**  
**SENIOR AUDITOR**  
**PROGRAM MGR. ERP**  
**TRAINING ASST**  
**LITERACY SERVICE SPECIALIST**  
**SPECIAL PROJECT MGR.**  
**SYS ADM**  
**SUPV PERSONNEL**  
**GUARDIAN CASE MGR.**  
**& MORE**

PARAPROFESSIONAL TECH

Some openings shown:

**DB ADMIN**  
**NUTRITION ASST BILING**  
**UTILITY CARETAKER**  
**LVN**  
**ENGINEERING TECH**  
**JUVENILE SUPV**  
**MA**  
**MECHANIC**  
**TRAINING TECH**  
**PURCHASE ADM.**  
**PROJECT AIDE**  
**GARDEN CARETAKER**  
**HR ADMIN**  
**TEAM LEADER ERP**  
**& MORE**

CLERICAL

Some openings shown

**ADMIN ASST**  
**CLERK IV BILING**  
**CALL CENTER BILING**  
**OFFICE ASST**  
**CALL CENTER AGENT**  
**& MORE**

**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

**Dir. of Sales                      Exec Chef                      Stylist                      Nail Tech                      SPA 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](http://www.besthotelcareers.com) **OPENINGS**

**Concierge                      HousekeepingSupv                      Front Desk Staff                      Cook                      Banquet Staff                      Painters**  
**Security                      PM 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**

**General Mgr                      Sales&Marketing                      Food/Beverage                      Banquet Staff                      Front Office                      Housekeeping**

**Holiday Inns and InterContinental Hotels** Web site <http://ihg.jobs.net/> Shows **OPENINGS** for **ALL Houston HOLIDAY INN, HOLIDAY INNS EXPRESS, CANDLEWOOD & STAYBRIDGE SUITES**

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

Ask for Human Resources.                      **Server                      Restaurant Supv                      Bellperson/Driver**  
**Front Desk Staff                      Pantry Worker                      Host/Hostess                      Barista**  
**AR Clk                      Accounting Clk**

**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**                      **Concierge**                      **Server**  
    **Bell person**                      **Cook**                                      **Sous Chef**

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

Open jobs listed on the Web site by location apply online. *OPENINGS within 10 miles of SJV*

At **JW Marriott Houston**                                      **“At Your Service” Agts**                      **Engineering**                      **Kitchen Staff**  
 5150 Westheimer-713-961-1500

At **Houston Marriott West Loop**                      **Restaurant Sup**                      **Supv Food&Beverage**                      **PBX Operator**  
 1750 West Loop Sth.713-960-0111

**Residence Inn- Houston Westchase**                      **Loss Prevention**                      **Maintenance Helper**  
**9965 Westheimer @ Elmside**  
**Houston, Texas 77042**

*More than 10 miles from SJV*  
**Houston Renaissance,**                      **Sr Sales Executive**  
 6 Greenway Plaza 713 629 1200                      **Marriott Marquis**

**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:                      **Front Office Mgr.**                      **Room Attendant**                      **Accounting Clk**

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

OPENINGS:                      **Asst Restaurant Mgr.**                      **Admin Asst**                      **Engineering/Maint**

**Asst Dir. Rev Mgmt.**                      **Service Express Agt**                      **Front Desk Supv**

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

OPENINGS: **Food&Beverage**                      **Housekeeping Supv**                      **Greeter**

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

*OPENINGS*                      **Food & Beverage**                      **Sous Chef**                      **Admin Asst**                      **Front Desk Staff /Management**  
**Barista/Cashier**                      **Engineer**                      **Banquet Staff**

### 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>Acct Development Spec</b>	<b>Ambulatory Serv Rep</b>	<b>Executive Secretary</b>
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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 Coordinator Reception Rev Cycle Mgr.	LVN Reception MA (Cert) Practice Mgr. Ins Coord	Dir. Revenue Cycle MA Office Reception Accts Coord Medical Coder	MA Practice Mgr. Ins. Verification Medical Admin Asst	LVN Payroll Spec Collector

**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>Team Ld. Engineering Services</b>	<b>Security Officer</b>	<b>Office Asst</b>	<b>Certified Coder</b>
<b>Maint Mechanic</b>	<b>Materials Mng Team Ld.</b>		

**NOTE CROTHAL** provides MHHS Environmental Services. To apply email: [Natalie.Sales@memorialhermann.org](mailto:Natalie.Sales@memorialhermann.org) 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/>  
**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
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**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)

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

**Alief Independent School District** 12302 High Star, Houston, TX 77072 mailing address: P.O. Box 68, Alief, TX 77411 Telephone: 281-498-8110. Web lists vacancies. <http://www.aliefisd.net/>  
 At the Home Page, scroll down to Human Resources and click on "Job Postings", Under "Human Resources" Click on "Vacancies" Some typical positions are:

<u>Aides/Clerical:</u>	<u>Instructional SPED</u>	<u>Trades</u>
Workroom	Behavior Intervention	Electrician
Attendance	Spec Ed Management	HVAC
		Plumber

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

## **BANK OF TEXAS CAREER FAIR:**

### **JOIN OUR TEAM!**

Attend our Career Fair and meet with our management team to discuss career opportunities.

Immediate positions available for Relationship Bankers & Assistant Managers.

**DATE:** April 24th & May 1st

**TIME:** 4:30 - 7 pm

**PLACE:** 4/24 Bellaire Branch  
5/1 Westheimer Branch

**QUESTIONS:** Call 713.260.5634 or [pdove@bokf.com](mailto:pdove@bokf.com)

Remember to bring your resume.

\*4/24 Career Fair located at: 5320 Bellaire Blvd, Bellaire, 77401

\*5/1 Career Fair located at: 12255 Westheimer, Houston, 77077

[www.bok.com/careers](http://www.bok.com/careers)

