

ST. JOHN VIANNEY CATHOLIC CHURCH

EMPLOYMENT MINISTRY

JOB LISTING (*INDICATES NEW OPPORTUNITIES) – July 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

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 DIRECTOR OF THE SECRETARIAT FOR COMMUNICATIONS - The Archdiocese of Galveston-Houston is inviting resumes for the position of Director of the Secretariat for Communications. The Director is a cabinet-level position, responsible for the efficient management and operations of several departments in the Archdiocese including Media Relations and The Texas Catholic Herald. In addition, the incumbent will be expected to provide expertise to the Archbishop and other Archdiocesan administrators in matters involving the media, current events, and community relations. General Requirements: Successful applicants should have demonstrable experience in working in and/or with local news media, preferably in the Houston/Galveston area. The incumbent will be expected to be a voice to the local media and the public in matters involving the Archdiocese. In addition, the incumbent will be expected, proactively, to research current and breaking events that affect the Archdiocese 1.3 million Catholics. Education/Experience: At a minimum, the Director of the Secretariat for Communications will be expected to have a Bachelor's degree in Journalism, Communications, or a related field. In addition, the incumbent should possess at least eight years of directly related experience. Fluency in English is a requirement of the position. Qualified candidates should send a cover letter, resume, and salary requirements to: hr@archgh.org.

2 MANAGER OF NETWORK SYSTEMS AND HELP DESK SERVICES - The Archdiocese of Galveston-Houston is currently seeking to fill the position of Manager of Network Systems and Help Desk Services. This position will be responsible for the day to day operations of Chancery LAN/WAN network systems as well as CITRIX parish network systems. The manager is responsible for and ensures system and network integrity and security. Responsibilities include management of system backups, anti-virus, PC and server OS updates, and firmware and driver updates. Managerial responsibilities will include support of daily system and network operations and help desk ticket tracking. Responsible for end-user help desk support services. This position reports to the Director of Information Services and Telecommunications. Position Qualifications: Extensive knowledge in both local and wide area networking technologies. Experience in management of HP blade server environment. Experience in supporting CITRIX networks. Experience with Microsoft Exchange server configuration and support. Knowledge of backup methodologies, firewall configurations and VPN support. Extensive knowledge of Windows Server 2008 and Microsoft Office 2010. Knowledge of PC management utilizing policy based deployments. 7-10 years of experience, service oriented, excellent communication skills. Bachelor degree from a four year accredited program in Computer Science or Information Systems. Prior management experience a plus. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org; Attention: Manager Network Systems and Help Desk Services.

3 MUSIC MINISTER - We are seeking a Music Minister for a full-time position. The successful candidate will oversee the planning, coordination and implementation of the Parish liturgical music program in line with the Parish Mission Statement. She/he will foster the prayerful and active participation of the liturgical assembly in singing; coordinate the preparation of music to be sung at various liturgical celebrations; empower musicians to use their talents effectively and develop long-range musical goals for the Parish. Education/Experience: 1. Minimum of 1 year experience working directly with liturgical music in a Catholic setting. 2. Proficient in piano & organ. 3. Experience in directing children's, youth and adult choirs. 4. Able to work evenings and weekends. Contact information: Send resume to rjones@stasugarland.com. St. Thomas Aquinas Catholic Church, 12627 W. Bellfort Ave., Sugar Land, TX 77478.

4 DIRECTOR OF FINANCE AND HUMAN RESOURCES - The Society of St. Vincent de Paul, Archdiocese of Galveston-Houston (SVdP), is a grassroots, volunteer-based, direct-aid organization that brings together men and women to grow in their spirituality through service of others. We have been serving the Greater Houston area since 1871. We are part of a national organization and linked by the common mission of the Society of St. Vincent de Paul. The Archdiocesan Council is composed of 60+ parish-based volunteer groups called Conferences. The Central Council operation serves as a resource and support system for these Conferences. The Director of Finance and Human Resources is part of the senior management team and reports directly to the Executive Director. The Director of Finance and Human Resources will provide overall financial, human resources and administrative leadership for the organization, while also being an active participant in, and driver of, the organization's overall strategy. Total revenue for FY 2013 was \$7.8M of which 40% is from in-kind goods and services; approximately 75% of the cash receipts is collected at the Conference level and combined with Central Council operation in the annual audit. Qualifications: B.S. or B.A., advanced degree preferred. CPA preferred. Minimum 7 years financial management experience, preferably in nonprofit. Hands on experience in accounting required. Experience in Human Resources Management. Ability to provide leadership, think strategically, analytically and creatively. Excellent oral and written skills. Ability to

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develop and manage individuals. Strong interpersonal skills: ability to create and sustain relationships, communicate with employees, board members, volunteers, donors and civic individuals. Passion for the mission. Expertise in QuickBooks and Excel preferred.

5 CHIEF ADVANCEMENT OFFICER - Msgr. Kelly Catholic High School; Beaumont, TX, is looking for a critical member of its team, a Chief Advancement Officer. This individual will be responsible for shaping the organization's development strategy, increasing awareness of Kelly's mission and success, collaborating with the school's various stakeholders, raising funds and planning events. Kelly HS, a Diocesan, Co-Ed Catholic HS of 425 students is the only Catholic High School in the Diocese of Beaumont. Education/Experience: A college degree in marketing, advertising or some related field is required. Experience with schools, Catholic institutions, strategic planning, fundraising, and/or event planning would be beneficial. Contact information to send resume. Enthusiastic, self-starters are encouraged to send resumes and a letter of interest to principal@mkchs.com. Call 409 866-2351 #101 for more information. Msgr. Kelly Catholic High School 5950 Kelly Drive, Beaumont, TX.

6 NURSE STAFF DEVELOPMENT COORDINATOR - The candidate for this position must have good clinical skills, the desire to be a vital link in educating all levels of staff, and have strong organizational and communication skills. They will provide education, training and educational guidance/support to the nursing department and all areas of the facility. They must function as a team leader working with the Director of Nursing, Human Resources and the facility Administrator. They will carry out facility initiatives to promote the highest standards of quality and best practices in education and training. Education/Experience: Graduate from an accredited school of nursing, BSN preferred. Knowledgeable of nursing practices/ procedures, including laws, regulations and guidelines that pertain to long-term care. Demonstrated track record or successful teaching skills. Excellent interpersonal skills. Knowledge of drugs/treatment modalities used in geriatric practice. Understanding of Catholic Health Care Directives. Contact information to send resume. Please visit our website at www.sistersofcharity.org to apply online. Contact Human Resources at Villa de Matel Convent at 713-928-6053. Villa de Matel 6510 Lawndale, Houston, Texas 77023.

7 MUSIC DIRECTOR - Seeking to fill full-time position of Music Director to lead the music department of a large parish of more than 6,000 families. Must be proficient in organ accompaniment at Mass. Education/Experience: A degree in music or sacred liturgy required. Contact information: Send resume to Craig Shemon at craig@epiphanycatholic.org or mail to Epiphany of the Lord Catholic Community Attn: Craig Shemon, Archdiocese of Galveston-Houston, 1530 Norwalk Drive, Katy, Texas 77450.

8 DIRECTOR OF SPANISH MUSIC MINISTRY - Prince of Peace is a vibrant and fast growing parish in northwest Houston – with 3 Spanish liturgies each weekend: 1 Saturday Vigil (7pm) and 2 Sunday Masses (2pm & 7:30pm). Position responsibilities include all the below: 1) Music Planning for all Spanish liturgies and Sacraments 2) Availability to serve as accompanist or director for liturgies 3) Conduct/coach Spanish choirs for Saturday and Sunday liturgies 4) Direct Friday evening Spanish Music Ministry rehearsal 5) Be available for weddings, baptisms, other special liturgies that require music weekend or weekday 6) Build, coordinate, and coach Spanish Cantor ministry 7) Coordinate and build Audio/Video Ministry for Spanish Masses Education/Experience: Job applicants should have both choral and instrumental experience, with proficiency to conduct and play Mass. Degree(s) in piano/organ, choral conducting, voice – or sufficient experience and demonstration of competent skills in the areas mentioned previously. Applicants can submit resume with Matthew Caporale at the following e-mail: mcaporale@pophouston.org.

9 DIRECTOR OF NEW EVANGELIZATION - Prince of Peace Catholic Church in Houston TX is creating a full-time position titled Director of New Evangelization. The Director will work directly with the pastor and church leadership to give direction for New Evangelization efforts within the community. The Director will actively promote the spiritual renewal of the parish and the creation of community in a position with an evolving job description. Duties will include parish missions and renewal activities; integration of individuals into community and ministry; and promotion of valid census data. Education/Experience: English-speaking member of the Catholic Church in good standing; a degree in theology or religious studies and/or experience in pastoral ministry or related field; effective communicator with proven ability to work independently and collaboratively; administrative and supervisory experience; ideally possessing a knowledge of Spanish or ability to interface; familiarity with social media. To obtain full job description: www.pophouston.org/parish-employment-opportunities Contact information to send resume. Send resume and references to search@pophouston.org (no phone calls please). Prince of Peace Catholic Church 19222 Tomball Parkway, Houston, TX 77070.

10 DIRECTOR OF ADVANCEMENT - The responsibility of the Director of Advancement encompasses the planning and implementation of programs that generate financial support and promote St. Cecilia Catholic School externally and internally, and the managing of volunteers who serve those programs. The Advancement Director shall attend meetings or events related to fund raising, alumni relations, and public affairs. Education/Experience: Has a bachelor's degree plus 10–15 years of development experience, preferably in a catholic school. Is experienced and capable across all areas of advancement, including significant prior involvement in capital campaigns; major gift programs; annual funds and other fundraising efforts; marketing/communications plans and initiatives; and admission/enrollment management programs. Specific responsibilities include, but are not limited to, the following: 1. Plan and coordinate all fund raising efforts designed to attract contributions to St Cecilia Catholic School including the identification, cultivation, solicitation, recognition and stewardship of individuals, local business and organizations, corporations, foundations, and other philanthropic sources. 2. Support the Principal in all matters related to fund raising, including the active solicitation of contributions. 3. Supervise all recruitment, training, and work of volunteers for fund raising, alumni activities, and office assistance. 4. Initiate an ongoing process for attracting prospective major donors to the school. 5. Organize and coordinate all alumni and parent solicitation and support activities associated with

the school's fund raising needs. 6. Serve as an ambassador for the school by encouraging existing and prospective donors to visit and tour the campus, and to help conduct support related activities of the Advancement Office. 7. Coordinate and monitor all associated programs such as Grandparents Day and Volunteer Appreciation Mass. 8. To serve as a resource in the planning, coordination and operation stages of fund raising events sponsored by the Advancement Office and the school's volunteer groups. 9. Collaborate with the Principal and school administration in planning and publicizing the school, in people, programs, and commitment to the community. Maintain an accurate record of gifts and pledges received by the school and supervise the maintenance of donor files and prospect research. Send resume and cover letter to Cindy Duca at cduca@saintcecilia.org. Saint Cecilia Catholic School, 11740 Joan of Arc, Houston, TX 77024.

11 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.

12 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.

13 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.

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.

15 DIRECTOR OF RELIGIOUS EDUCATION - A person of Catholic faith who is supportive of Catholic education. A person with a pleasant, professional, and welcoming attitude and demeanor. A person who holds, as a minimum, a Bachelor of Arts degree preferably with a concentration in Theology and holds Archdiocesan certification to teach the Catholic faith and Archdiocesan certification as a catechetical leader. A person who is flexible enough to handle several tasks simultaneously and willing to accept more responsibility when

the need presents itself and able to work collaboratively parish staff. Fluency (spoken and written) in both English and Spanish is a big plus for this position. Education/Experience: A Bachelor of Arts degree preferably with a concentration in theology. Archdiocesan certification to teach religious study and certification as a catechetical leader along with experience in parish work. Please send resume to: sacc@staugustinecc.com.

16* **BUSINESS MANAGER** - St. John Paul II Catholic School, an independent primary school serving over 700 students in West Houston, is currently seeking a BUSINESS MANAGER. The business manager oversees all financial functions of the school including general ledger maintenance, cash management, tuition and family commitment account management, tuition assistance and loan programs, expenditure controls and approvals, budget preparation, payroll, benefit plan management, banking relations, vendor contracts, financial reports to the board of directors and annual audit oversight. The business manager attends monthly Board of Director meetings and also serves on the finance committee and the tuition assistance committee. This position reports to the principal of the school. Job qualifications include: Bachelor's degree in accounting; CPA preferred. 5-10 years general accounting experience, preferably in a school, nonprofit organization, or small business. Highly experienced with Quickbooks and Excel. Strong verbal and written communication skills. Self-starter and ability to manage multiple tasks. Discretion to handle confidential and sensitive personal information. Interested candidates should submit an application from our website (www.jp2.org), a cover letter and resume to Mrs. Janie Hengst by email to principal@jp2.org.

CLERICAL/ADMINISTRATIVE JOBS

1 **ADMINISTRATIVE ASSISTANT** - The Archdiocese of Galveston Houston is looking for a professional, full-time Administrative Assistant for the Secretariat for Clergy Formation and Chaplaincies in the Archdiocese of Galveston-Houston. The assistant has a key role in supporting the mission, assumes a range of clerical duties, and administers the office including calendaring, email, confidential files and other duties as assigned. The assistant creates and manages multiple databases, monitors office budget, processes invoices and check requests, and coordinates special projects. Education/Experience: Candidates must have a high school diploma, college preferred, and have 3-5 years' experience working in a confidential office setting; excellent verbal and written communication skills necessary. Position requires basic math skills, ability to prioritize, multi-task and problem-solve. Bi-lingual preferred. Interested applicants should submit a cover letter and resume to HR@archgh.org by July 23, 2014. Please indicate job title on subject line. Downtown Chancery 1700 San Jacinto, Houston, TX 77002.

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

3 **FULL TIME SECRETARY** - St. Francis de Sales Church is looking for a professional full time Secretary. This position will provide secretarial support to the Pastor, Parochial Vicar and Administrator of the Church. The secretary has a key role in supporting the Church, performs a range of clerical duties including the creation of weekly bulletin, maintain sacramental records, scheduling pre-Baptism classes, phone relief and other duties as assigned. Education/Experience: Good organizational and written skills. Must be proficient with Word and Publisher. Experience a plus. Bilingual preferred but not necessary. Must know the basics of the Catholic Faith. Please email resumes to Shirley Guilliams, Administrator, shirleyg@sfdshouston.org. St. Francis de Sales Church, 8200 Roos Road, Houston, TX 77036.

4 **BILINGUAL SECRETARY/RECEPTIONIST** - St. Anne Catholic Church in Tomball is seeking applications from suitably qualified and experienced candidates for the role of Bilingual Parish Secretary/Receptionist which is a full time position working Monday to Friday, 9:00 a.m. to 4:30 p.m. The Bilingual Parish Secretary/Receptionist must be able to communicate clearly and compassionately across all demographic groups in both English and Spanish. Create, promote and maintain a welcoming atmosphere for staff, parishioners, and visitors so they feel the welcome of Christ. Answer Church phones and handle telephone inquiries. Maintain parish census database. Maintain current and accurate sacrament records. Facilitate and schedule the use of parish facilities for weddings, baptisms, sacrament preparation, religious education classes and other events. Prioritize and direct all communications of parish events to keep everyone informed of the ongoing activities to build up the community including preparing Sunday bulletin and inserts, maintaining parish calendar and room scheduling, and sorting and distributing incoming mail. Send resume by email to thopper@stanne-tomball.org or mail to: Rev. Thomas W. Hopper - Pastor St. Anne Catholic Church, 1111 S. Cherry St., Tomball, TX 77375.

5 PART-TIME BOOKKEEPER - St. Leo the Great Catholic Church in Houston is currently seeking applicants for the position of a part time Bookkeeper. 19 hours per week on Monday, Tuesday & Friday, (days of the week are negotiable). Duties: Include but not limited to accounting for deposits, payment of parish bills, payroll processing, bank reconciliation and financial reporting. Must have knowledge of business operation, Federal taxation, the ability to analyze, communicate and interpret financial data. If interested, please submit your resume via email to Fr. Carmelo Hernandez, C.S. at santaquiteria@yahoo.com. St. Leo the Great Catholic Church, 2131 Lauder Rd., Houston, TX 77039.

6 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.

7 EVANGELIZATION COORDINATOR - Sacred Heart – Conroe, TX seeks a part-time Evangelization Coordinator. The candidates should be a Catholic with an active faith and the ability to translate this faith into action through outreach to persons who have not yet connected to the parish. Responsibilities will include creating programs of welcome in each of the principal languages used in the Sunday liturgies of the parish (currently English/Spanish), overseeing a team ministry approach to support evangelization efforts, building a solid foundation of spirituality, Christian living, evangelization and discipleship, and implementing programs to integrate cultural differences into parish life. Education/Experience/Qualifications: College graduate with degree in theology, religious education, or religious studies. Master's degree preferred. The candidate should be a practicing Catholic and skilled in written and oral communications in both English and Spanish, and have solid interpersonal skills. Candidates should have basic skills with Microsoft Office applications. If interested, please submit a cover letter with resume via email to eborski@shconroe.org. Please place the job title on the subject line. Sacred Heart Catholic Church 109 N. Frazier, Conroe, TX 77301.

8 BOOKKEEPER - Seeking an applicant to coordinate all aspects of bookkeeping and benefits for a Memorial Area parish of 4400 families. Good salary, health/dental/vision benefits, pension, great work area. Education/Experience: Bachelor's Degree and two or more years of experience plus familiarity with MS Office programs and various financial accounting programs Email resume & references to ewalsh@saintcecilia.org. St. Cecilia Church 11720 Joan of Arc Drive, Houston, TX 77024.

9 PART-TIME VOCATIONS & FAMILY LIFE COORDINATOR - Sacred Heart Catholic Church in Conroe, TX seeks a part-time Vocations & Family Life Coordinator. The candidates should be a Catholic with an active faith and the ability to translate this faith into action for others promoting growth in holiness through supporting vocations. Duties include overseeing a bi-lingual (English/Spanish) team ministry approach to support vocations including the following; the marriage preparation process, programs promoting the priesthood, permanent diaconate and religious life, and programs supporting family life. Education/Experience/Qualifications: College graduate with degree in theology, religious education, religious studies, social work or counseling. The candidate should be skilled in written and oral communications, and have solid interpersonal skills. Candidates should have basic skills with Microsoft Office applications. If interested, please submit a cover letter with resume via email to eborski@shconroe.org. Please place the job title on the subject line. Sacred Heart Catholic Church 109 N. Frazier, Conroe, TX 77301.

10 PART-TIME EARLY CHILDHOOD TEACHERS - St. Luke the Evangelist Early Childhood Center is accepting application for 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. Requirements: Caring, compassionate, with warm respect and courtesy for children. Willing to serve others. Ability to communicate professionally and openly with children, parents, and staff. High School Diploma. Minimum CDA required. Send letter of interest and resume to earlychildhoodcenter@stlukesatholic.com. St. Luke the Evangelist Catholic Church, 11011 Hall Road, Houston, TX 77089.

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

12 PART-TIME LITURGY AND MUSIC ASSISTANT - Sacred Heart Catholic Church in Conroe, TX seeks a part-time Liturgy & Music Assistant. The successful candidate must be detail oriented and be able to work with people from diverse backgrounds and in a team environment. The candidate should be able to work evenings and weekends. Duties include providing administrative support to the Music and Liturgy Director and also providing piano accompanist support at 2 weekend Masses. The candidate should be bilingual English/Spanish. Education/Experience/Qualifications: High School graduate with ability to play piano and 2 years of office assistant experience. The candidate should be skilled in written and oral communications, and have solid interpersonal skills, with the ability to maintain confidentiality when needed. Candidates should have basic skills with Microsoft Office applications. Good knowledge of the teachings and practices of the Catholic Church is also required. If interested, please submit a cover letter with resume via email to eborski@shconroe.org. Please place the job title on the subject line. Sacred Heart Catholic Church 109 N. Frazier, Conroe, TX 77301.

13 ADULT FAITH FORMATION & SACRAMENT PREPARATION COORDINATOR - Sacred Heart Catholic Church in Conroe, TX seeks a full-time Adult Faith Formation and Sacrament Preparation Coordinator. The candidate should be a Catholic with an active faith and the ability to translate this faith into action for others by promoting growth in holiness through planning, implementing and documenting processes of catechesis and activities to develop leaders and ministry teams to meet the needs of those in the RCIA process (adults and children), in other Adult Education (English/Spanish) and those in preparation for the Sacraments (First Reconciliation and Communion). Education/Experience/Qualifications: College graduate with degree in theology, religious education, or religious studies. The candidate should be skilled in written and oral communications, and have solid interpersonal skills. Candidates should have basic skills with Microsoft Office applications. If interested, please submit a cover letter with resume via email to eborski@shconroe.org. Please place the job title on the subject line. Sacred Heart Catholic Church 109 N. Frazier, Conroe, TX 77301.

14 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 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.

15 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 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 romaguera@ssjwoodlands.com. Please list the job title in the subject line. Saints Simon & Jude Catholic Church 26777 Glen Loch Drive, The Woodlands, TX 77381.

16 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.

17 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 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.

18 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.

19 SPANISH LITURGIST 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

MISCELLANEOUS JOBS

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

2 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 public relations skills and must have own transportation for job-related responsibilities. Applicants should contact Geoff Green, Holy Rosary's Business Administrator, at businessadmin@holynosaryparish.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 or mail to: Epiphany of the Lord Catholic Community. Attn: Mr. Craig Shemon – Parish Administrator, 1530 Norwalk Drive, Katy, TX 77450.

4 VERANDA HOUSE SENIOR LIVING in Katy is looking for resident aides for our Katy and Sealy location. We are an independent and assistant living facility serving seniors with their ever day living needs. We are looking for energetic, happy faces to assist

CONTINUED TO NEXT PAGE

with medication reminders, assistance to and from the dining room, light housekeeping, laundry, going on field trips and . If you enjoy working with seniors and looking for a rewarding career look no further, please email your resume to Hannah@verandahouse.org,

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 BILINGUAL LEGAL CLERK - The St. Frances Cabrini Center for Immigrant Legal Assistance team is seeking one highly qualified Bilingual Legal Clerk: Candidate will be responsible for: Providing telephone relief for the receptionist; Collecting client payments and posting payments on the account receivable system; Assisting the Business Manager with daily cash outs, collection calls, and reconciliations; Coordinating monthly data reports; Assisting with the coordination of timesheets, expense reports, invoices, check request and out of city travel reports for the legal program; Preparing documents, filing, sending client correspondence, making photocopies, scanning documents, and; Providing administrative support as needed. Minimum requirements: Minimum of two years experience in accounts receivable and providing administrative support; Proficiency in English and Spanish - verbal and written; Proficiency in MS Office applications, especially Word, Excel and PowerPoint; and Reliable transportation, valid Texas driver's license and evidence of insurability. To apply, please go to <http://www.catholiccharities.org/about-us/about-us-employment>.

2 MEDICAL CASE MANAGER I - The Refugee Resettlement program at Catholic Charities is seeking a highly qualified Medical Case Manager I responsible for ensuring all eligible refugee clients receive quality health services. Candidate will be responsible for: Assisting the Medical Case Management Coordinator in assessing potential clients for eligibility. Providing intake and individualized service plans. Provide or arrange for interpreters when necessary. Providing quality services to clients. Addressing and identifying needs through medical case management services, advocating for clients with clients' doctors and medical health professionals, and facilitating communication between refugee client and client's doctor and/or healthcare worker. Maintaining clients' files and document any progress or change. Performing other duties as assigned by Medical Case Management Coordinator such as providing health literacy workshops to refugee clients, providing training to interested medical professionals, and collaborating with community stakeholders in efforts to provide more holistic services. Requirements: Minimum two years of college studying social science or related field, or comparable experience with immigrant/refugees. Bilingual (Burmese Preferred). Able to competently work with people from various backgrounds and cultures. Able to handle high confidential client information. Demonstrates organizational and planning skills, Basic Computer Skills (Microsoft Word, Excel, Outlook). Knowledgeable about local and state-level healthcare. To apply, please go to <http://www.catholiccharities.org/about-us/about-us-employment>.

3 BILINGUAL CASEWORKER - Catholic Charities of the Archdiocese of Galveston-Houston is seeking one highly qualified Bilingual Caseworker: Candidate will be responsible for: Facilitating the process of conducting finger print background checks for all potential sponsors of Unaccompanied Alien Children referred by the Office of Refugee Resettlement; Assisting sponsors in completing the Family Reunification Packet; Compiling records and disseminating data to stakeholders; Maintaining client records, and; Willingness to become a Notary of Republic and notarize client documents as needed. Requirements: Undergraduate degree in social science/related field or comparable caseworker experience; Proficiency in English and Spanish - verbal and written; Must be open to a flexible schedule; Proficiency in MS Office applications, especially Word, Excel and PowerPoint; and Reliable transportation, valid Texas driver's license and evidence of insurability. To apply, please go to <http://www.catholiccharities.org/about-us/about-us-employment>.

4 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>.

5 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 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>.

JOBS ON WEB SITES 7/15/14

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

<p>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/</p>	<p>Best places to work in Houston selected by employees http://www.chron.com/topworkplaces</p>
<p>Jobing.com Search for openings at local companies in greater Houston Some entry-level positions in, retail, restaurant, and clerical.</p>	<p>http://houston.jobing.com/</p>
<p>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 <u>No charge</u>. Office locations www.workforcesolutions.com Their job database is WorkInTexas.com</p>	<p>For Virtual Job Fair to: http://virtualjobfair.wrksolutions.com/ To find a List of Job Fairs http://www.wrksolutions.com/jobs/jobposting_results.aspx</p>
<p>Indeed.com 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: http://www.indeed.com/</p>

JOB COUNSELING & NETWORKING	CONTACT INFO
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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) Meet Mondays 7-9pm	http://www.epiphanycatholic.org/
Nonprofit Employment “United Way”	http://community.unitedwayhouston.org/jobs.aspx
Memorial Assistance Ministries MAM Employment Services	Go To: http://mamjobsnetwork.org/

ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
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SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070 PH 832 912 3200 Fax 713 912 3291	http://www.securitasjobs.com/
McDermott Engineering, 777 N Eldridge, Hoax 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

<p>HARRIS COUNTY has openings for clerical, technical and professional positions. Job Line 713-755-5044 www.co.harris.tx.us/hrrm Do not go by job title read the job description for the exact requirements. NOW YOU CAN SUBMIT APPLICATIONS BY EMAIL</p>	<p>Human Resources Division, 1310 Prairie Suite, 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m.</p>
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PROFESSIONAL
 Some openings shown:
ACCOUNTANT
SENIOR AUDITOR
LITERACY SERVICE SPECIALIST
SPECIAL PROJECT MGR.
SYS ADM
GUARDIAN CASE MGR.
DIR AUDIT SERVICE
HR COORDINATOR
YOUTH SERVICE SPECIALIST
PRETRIAL SERVICES
& MORE

PARAPROFESSIONAL TECH
 Some openings shown:
NUTRITION ASST BILING
UTILITY CARETAKER
ADMIN TECH
MECHANIC
MAINTAINANCE
CARPENTER
PROJECT MGR. & STAFF
OFFICE MGR.
BUDGET ANALYST
INSPECTOR
HOUSING SPECIALIST
FINANCIAL ASST
PAINTER
SR CLIENT SERVICE SPEC.
& MORE

CLERICAL
 Some openings shown
ADMIN ASST
CLERK IV BILING
CALL CENTER BILING
OFFICE ASST
CALL CENTER AGENT
& MORE
LAW ENFORCEMENT SEE WEBSITE

OPENINGS AT HOTELS

OMNI HOUSTON HOTEL Westside {3m from SJV} 13210 Katy Freeway@Eldridge Job Line 281-558-8338 Call job line for the latest openings or visit website [HTTP://WWW.HCAREERS.COM/PUBLIC/CJB/OMNI-HOTELS-JOBS/](http://WWW.HCAREERS.COM/PUBLIC/CJB/OMNI-HOTELS-JOBS/)
 For both locations

Dir. of Outlets	Engineering	LP Officer	Dir. Sales&Marketing
OMNI HOUSTON HOTEL & SPA, Four Riverway, {12miles from SJV} (713) 871-8181 Apply in person M-F 9-12Job Line 713 624 4823			
Bartender	Beverage Mgr	Outlets Supv	Sales Leader in Development 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 **OPENINGS**
Concierge Housekeeping Supv AR Clk Front Desk Supv/Agt Sales Mgr. Express Group

DRURY INN & SUITES Houston West/Energy Corridor , 1000 North Highway 6 Houston, TX 77079 281-558-7007
 Check website for openings <https://www.druryhotels.com/content/careers/apply.aspx>
 Or call 1-888-324-1897 (Job Information Line)

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

ROYAL SONESTA HOTEL (formerly INTERCONTINENTAL HOUSTON) Galleria Area, 2222 W Loop S., 77027
 713 627 7600 Apply M-W 9-11& 2-4- www.sonesta.com/RoyalHouston (bottom of page) **OPENINGS IN**
Culinary Food&Beverage Front Office Housekeeping

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

HILTON WESTCHASE HOUSTON 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-100
<http://jobs.interstatehotels.com/>
Concierge Sales Mgr. Engineering Dir. Gen'l Maint Mechanic Barista Bartender Host/Hostess Catering Sales Mgr.

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	LVN	Dir. Revenue Cycle	MA (certified)	LVN
Office Coordinator	Reception	MA	Ins. Verification	Reception
Reception	Practice Mgr.	Office Reception	Billing & Collections	MA
Ins/Billing Collector		Medical Coder-Cert	Office Mgr.	
Ins Verification			Front Desk BiLing	

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 JOB LISTINGS:

Maintenance Mechanic	Medical Technologist	Patient Care Asst	Unit Secretary	Security
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NOTE CROTHAL provides MHHS Environmental Services. To apply email:
 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

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." SEE WEB PAGE FOR SUMMER 2014

<u>Teaching Assts</u>	<u>Child Nutrition</u>	<u>Building&Grounds</u>	<u>Skilled Labor</u>	<u>Technology Services</u>
Special Ed, ESL/Billing	Materials Handler	Custodian Foreman	Electrician	Net Developer
	Production Asst	Grounds Wkr		Sys Engineer
	Police Officer			

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." SEE WEB PAGE FOR SUMMER 2014

Some typical positions are:

<u>Aides/Clerical:</u>	<u>Behavior Intervention</u>	<u>Trades</u>	
Attendance	Spec Ed	Electrician	Plumber
Instructional Aide	ESL Compliance	Grounds keepers	
		Carpenter	

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

PREWETT, READ & ASSOCIATES is hiring a Landscape Installation foreman, a Landscape Irrigation Forman, and Landscape Laborers/Helpers. Interested individuals should apply at 10920 Hazelhurst, Houston, TX 77043, between 8:00 and 4:00 Monday – Friday. You can also fax a résumé to 713-468-4311, or email it to info@prewettread.com.

OIL SOURCE is looking for a **Purchasing & Warehouse Receptionist**. OilSource is a small business. All positions are multitasking. Purchasing & Warehouse Receptionist serves visitors by greeting, welcoming, and directing them to the right person or attending them for general issues. Same thing with received phone calls. When needed the position holder is expected to assist in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with essential equipment. Also, since our company is basically a Purchasing Unit, the position holder is expected to assist in a variety of procurement related activities, identifying potential vendor for material needed by customers and requesting quotes from them. **Job Duties:** welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries, maintains safe and clean reception area, assist in receiving trucks and unload merchandise, stock warehouse with tools, check in merchandise and affix labels, move materials off racks and package for shipment, record amounts of materials or items received, sort material according to size, type, style, color, or product code, prepare packages for deliveries, identify potential vendors, using various sources, to ensure adequate competition, develop and assemble procurement documents, provide information and instructions to vendors, and responds to vendor questions to ensure the clarity of solicitation documents, negotiate with vendors to obtain best prices, prepare service payments, send invoices to customers. **Skills/Qualifications:** Bilingual English-Spanish, Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management. Knowledge in computer use to enter, retrieve, review and modify data, Ability to utilize word processing, database and software programs, Ability to compile, review, categorize, prioritize, analyze and interpret data and/or information, Ability to work effectively with little or no supervision, Ability to develop spreadsheets, analyze results, and report findings, Strong interpersonal phone and email skills, Ability to prioritize tasks and follow through with employee and customer request for assistance, Strong, documented attention to details and customer satisfaction. **Experience:** At least three years' in public/private companies. Job related functions on at least one of the following: Receptionist, Buyer or Warehouse Clerk. Applicants can send their resumes to gpiletti@oilsourceinc.com and call Giancarlo Piletti at 713 465 4274 or 713 306 0902.

MASTER CARE GARDENS is looking for a **Landscape Supervisor**: Landscaping and Maintenance Company is looking for a bilingual supervisor, bilingual, High School graduate or higher education, proficient in Microsoft Office, good communication skills, good business reference, must have valid Driver's License. **Outside sales:** A commercial landscaping company (who also grows ornamental plants and owns a local retail nursery) is offering an excellent opportunity for an Outside Sales Representative. We are searching for a qualified and ambitious individual who wants to grow with us. Responsibilities include: Establish new sales accounts through cold calling and personal visits to potential customer sites. Turn in weekly reports and follow up on calls and visits. We also look for a candidate who is independent, reliable and possess strong teamwork and organizational skills. Bilingual a plus. Base salary plus a monthly commission plus gas for their personal car. To apply, contact Regina Teran at regina@mastercaregardens.com

Landscaping and Maintenance Company is hiring experienced workers. Must have a valid Driver's License. Apply in person at 3905 Artdale St. Houston, Texas 77063, or call 713-772-7071.