

ST. JOHN VIANNEY CATHOLIC CHURCH

EMPLOYMENT MINISTRY

JOB LISTING (*INDICATES NEW OPPORTUNITIES) – September 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 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. St. Augustine Catholic Church, 5438 Laurel Creek Way, Houston, Texas 77017.

2 DIRECTOR OF LIFE TEEN MUSIC MINISTRY - Mary Queen Catholic Church located in Friendswood, Texas has a part-time (10-15 hrs/week) Director of Life Teen Music Ministry position available. Experience: The successful candidate will have singing and playing experience with Life Teen or comparable Catholic youth program and an in depth knowledge of music and music theory (formal training a plus). Pro-audio knowledge and sound mixing and the ability to learn quickly is a requisite. The candidate must also have the desire to lead teens in praise and worship as well as lead by example in prayer, praise and worship. Excellent communication skills are necessary for collaboration with Pastor, Office Administrator, Pastoral Staff and volunteers. For more information or to apply please contact Carla Martin at Mary Queen Catholic Church, 281-482-1391, ext. 311 or via email at carlamartin@maryqueenchurch.org.

3 PART-TIME MUSIC DIRECTOR AND PART-TIME LITURGY DIRECTOR - We need a part time Music Director and a part time position for Liturgy Director. Education/Experience: Music Director should be able to read notes, play piano and organ, can sing and play the instrument at funeral services if possible, and can lead choirs in the parish. Liturgy Director should have at least a degree or certificate in Liturgy and can speak both English and Spanish. Candidates can email resume to eugeneagoco@yahoo.com or mail to: Fr. Eugene Agoco, DS, St. Matthew the Evangelist Catholic Church, 9915 Hollister Dr., Houston, TX 77071.

4 DIRECTOR OF MUSIC - St. Bartholomew the Apostle Catholic Church in Katy, Texas is seeking applicants for the full-time position of Director of Music. St. Bart is a vibrant and growing parish of more than 5000+ families. Education/Experience: Applicants must hold a degree in music, possess excellent keyboard and choral direction skills, be well organized, enthusiastic and well versed in diverse genres of music literature. Salary is commensurate with experience. Contact information to send resume: Mrs. Dawn Mortus, Parish Administrator, St. Bartholomew the Apostle Catholic Church, 5356 Eleventh Street, Katy, Texas 77493, 281.391.4758 ext. 412.

5 CHAPLAIN AND CAMPUS MINISTER (PRIEST) - The Office of Young Adults and Campus Ministry is seeking a Roman Catholic priest, with permission of superior, to serve the Catholic student population at Prairie View A&M University. This position is for 30 hours per week. Preferably Campus Ministry Experience. Education/Experience: Master's degree in pastoral ministry, theology or related field. Minimum of one year experience in campus ministry. Thorough understanding of Catholic teaching and ability to teach at a university level. Experience in ministry with young adults. Knowledge of the principles of "Empowered by the Spirit". Please send resume to HR@archgh.org. Please include job title on subject line. Prairie View A&M University, 100 University Drive, Prairie View, TX 77446.

6 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

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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.

7 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.

8 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.

9 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.

10 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.

11 BUSINESS MANAGER/BOOKKEEPER - The Archdiocese of Galveston-Houston is searching for a full-time Business Manager for Camp Kappe Youth Retreat Facility and the School of Environmental Education. This person will manage the day-to-day operational needs of the on-site office in Plantersville, TX. This position is full-time, 40 hours per workweek Monday through Friday. Duties: Duties include, but are not limited to accounting for deposits, payment and processing of bills, bank reconciliation, financial reporting and general administrative support for the onsite staff. Successful candidates must have knowledge and an understanding of bookkeeping and business operations. Additionally, candidates must be able to work effectively and collaboratively with the facility director, SEE staff, OACE 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 business or accounting (or equivalency) 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 Camp Kappe/SEE Business Manager in the subject line.

CLERICAL/ADMINISTRATIVE JOBS

1 STAFF ACCOUNTANT - The Archdiocese of Galveston-Houston is accepting applications for the position of Staff Accountant. The Staff Accountant applies principles and practices of accounting to analyze financial information received from the parishes and schools of

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the Archdiocese, as well as prepares financial reports and schedules. The Staff Accountant provides accounting assistance to the 200 (approximate) parish and school bookkeepers and administrators with accounting functions ensuring accuracy and compliance. The Staff Accountant provides on-line support and training for the Archdiocese's financial reporting system "Logos." This position is a full time position. Educational/Experience: Bachelor's Degree with a minimum 30 hours in Accounting. Three to Five years related experience in accounting preferably in a non-profit organization. Strong analytical and problem-solving skills. Experience in reconciliation of general ledger and bank accounts. Knowledge and experience with FASB and GAAP statements and standards. Excellent computer skills, knowledge of Microsoft Excel, Word and PowerPoint. Experience working with enterprise accounting systems. Payroll experience a plus. Practicing Catholic preferred. CPA or progress towards CPA desirable. Communication/Language Requirements: Excellent oral and written communication skills. Excellent customer service and interpersonal skills. Ability to write reports, business correspondence and procedure manuals. Ability to effectively give presentations to large audiences and respond to questions from bookkeepers and business administrators, pastors and chancery management regarding accounting principles and best practices. Bi-lingual (Multiple languages) is a plus. Suitable applicants should send resumes to Archdiocese of Galveston-Houston, P.O. Box 907 Houston, TX 77001-0907, Attn: Human Resources or email: JNelson@archgh.org with PAS Staff Accountant in the subject line.

2 ADMINISTRATIVE ASSISTANCE - 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. Please indicate job title on subject line. Downtown Chancery, 1700 San Jacinto, Houston, TX, 77002.

3 COMMUNICATIONS PRODUCTION ASSISTANT - This person supports positions in production of publications and other informational products. The suitable candidate contributes to designing and proofreading pages of the Texas Catholic Herald; collecting/confirming data for annual Archdiocesan Directory, annual Kenedy Directory; designing, proofreading; maintaining/organizing internal electronic and hard copy files; assisting with video recordings and post-production and web and social media projects. This is a full time benefits eligible position. Education/Experience: Bachelor's Degree in Journalism, Communication, or related field. Two or more years as a copy editor/page designer at a daily/weekly newspaper, trade publication, etc. Proficient with Adobe products, including InDesign and Photoshop, as well as Microsoft Office. Knowledge of AP Stylebook. Knowledge and familiarity with the structure and the mission of the Catholic Church. Strong writing and editing skills. Additional skills desired but not required: photography, knowledge of languages in addition to English, HTML/Web knowledge/experience, video production and editing. Please send cover letter, resume to jdycus@archgh.org. Downtown Chancery, 1700 San Jacinto, Houston, TX, 77002.

4 WEEKEND HOSPITALITY COORDINATOR - The Archdiocese of Galveston-Houston is searching for a part-time Weekend Hospitality Coordinator for the Camp Kappe Youth Retreat Facility. This person will be responsible for the welcoming, check-in and check-out, and monitoring of the groups utilizing the facility on the weekends. This position is part-time, 20 hours per weekend Friday through Sunday. Duties include, but are not limited to checking in groups in upon arrival to the facility, taking group leader on a walk-through of the grounds, verifying the assigned rooms requested for use and assigning keys, be the on-site contact for all weekend groups, and at the end of the retreat, conduct the check-out procedures. Additionally, candidates must be able to work effectively and collaboratively with the facility director, SEE staff, OACE staff, volunteers, parishioners and service providers. Working knowledge of Microsoft Office (Outlook, Word, Excel,) is required. Qualified candidates must be 21 years of age or older. If interested, please submit a cover letter, resume, and salary requirements via mail to Jeannie Nelson at jnelson@archgh.org and place Camp Kappe/SEE Business Manager in the subject line.

5 PART-TIME PARISH BOOKKEEPER - A person with a pleasant, professional appearance and demeanor. A person who is very well versed in office computers and software, and can manage well and experienced in Logos Accounting software implementing and reporting all income/expenses, IRS tax reports, payroll and statements....etc. A person must be able to work effectively and collaboratively with pastor office staff, volunteers and volunteer. 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.

6 ADMINISTRATIVE ASSISTANT - The Administrative Assistant position is an hourly full time position from 8:00 – 3:00 Monday to Friday. The candidate for this position understands and supports the mission of IWA and the goals of the Academy. Record all tuition received into Blackbaud system and monitor collection of tuition. Provide friendly reminder phone calls when a due date has past. Prepare and send out invoices related to tuition. Point of contact for teachers and coaches having a need to collect fees for sports, clubs and field trips. Preparing and sending out invoices in conjunction with school events. Maintaining personnel files and filing new paperwork as individuals are hired. Provide new hire paperwork to the appropriate parties as needed and track this paperwork as it is returned. Qualifications: Bachelor's degree. Proven track record for maintaining confidentiality. Professional verbal and written communication

skills. Keen attention to details. Proficient in Microsoft Office applications. Conscientious, highly organized, flexible, and courteous. Send your resume with a cover letter and three references to Stephen Edworthy at sedworthy@incarnateword.org. Incarnate Word Academy, 609 Crawford, Houston, TX 77002.

7 YOUTH MINISTRY - PROGRAM COORDINATOR - The purpose of the position is to assist the Director of Youth Ministry and Associate Director of Youth Ministry with the planning and implementation of educational, spiritual, and social activities for all youth ministry students (grades 6-12) and their parents. This response is developed through a comprehensive youth ministry programming embracing each of the components of youth ministry; including: worship, community life, justice and service, leadership development, advocacy, catechesis, evangelization, and pastoral care. Qualifications: An active Catholic in good standing with the Church. Good communication skills, written and verbal. Flexibility of schedule to work often during some evenings and weekend hours. Bachelor's degree preferred. To apply, submit a cover letter and resume to searchcommittee@silcc.org. While this position is currently a part time position, there is a good possibility it will grow into a full time responsibility. This is a salaried position not to exceed 30 hours. St. Ignatius Loyola Catholic Church, 7810 Cypresswood Drive, Spring, TX 77379.

8 RECEPTIONIST - Mary Queen Catholic Church located in Friendswood, Texas has a full-time Receptionist position available. The candidate must have a welcoming personality and superior telephone etiquette. This individual must be comfortable greeting/working with Parishioners, Volunteers, Staff and General Public. Responsibilities include answering multi-line telephone, data entry, secretarial support, bulletin back-up and able to multi-task. Bilingual preferred. Experience: The candidate must be proficient with Word, Excel and Publisher. For more information or to apply please contact Carla Martin at Mary Queen Catholic Church, 281-482-1391, ext. 311 or via email at carlamartin@maryqueenchurch.org.

9 PARISH BOOKKEEPER - St. Matthias Catholic Church in Magnolia has an immediate opening for the position of Bookkeeper and is seeking applicants. The position requires 16 hours per week over Monday through Wednesday. Required Skills: Familiarity with accounting systems and bookkeeping processes. Planning and organization. Ability to work independently and meet deadlines. Analytical skills. Team work. Verbal and written communications. Accuracy and attention to detail. Open and positive Christian attitude. Desired Skills: Basic Spanish language skills. Please send resumes and contact information to Tom Mayhew, Parish Manager, at TMayhew@St-Matthias.net. St. Matthias the Apostle Catholic Church, 302 S. Magnolia Blvd, Magnolia, TX 77355.

10 PART-TIME STEWARDSHIP & DEVELOPMENT COORDINATOR - Sacred Heart Catholic Church in Conroe, TX seeks a part-time Stewardship & Development Coordinator. Duties include overseeing stewardship education programs, new parishioners welcome process, communication efforts, establishment of best practices for maintenance of parish census and other donor records, attend Stewardship Council meetings, recruit and train volunteers, coordinate campaigns, annual appeals, fundraising and other stewardship and development activities. Education/Experience/Qualifications: College graduate with degree in business, marketing, or non-profit administration preferred. The candidate should be skilled in written and oral communications, and have solid interpersonal skills, be a Catholic and active steward in one's parish with the ability to maintain confidentiality when needed. 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.

11 PART TIME - DONATION INTAKE SORTER 20 HOURS PER WEEK - Primarily responsible for sorting all incoming donations by the following categories: Clothing, shoes, accessories, linens, and household items. Reports To: Donations & Distribution Manager. Also Works With: Warehouse Staff, Thrift Store Staff and Volunteers, Processing all incoming donations as they come off the truck, including furniture, appliances, electronics, clothing, and more. Sorting donations into five general categories: clothing, shoes, accessories, linens, & household items. As basket trucks and rolling cages fill up, transport donations to the specified sorting stations; Bring empty basket trucks and rolling cages back to the intake station as they come available; Receive donations and provide receipts as they are dropped off at the warehouse and maintain a professional and courteous attitude to all donors. Assist with assembling containers of donated merchandise for multiple store locations. Assist with unloading trucks and putting the donations in the proper areas in the warehouse. Clean, maintain, and restock work area daily. Minimum Education: High School Degree or GED Equivalency preferred. Valid Texas Driver's License. Must be able to lift & carry 50 lbs. independently. Equipment used: Dollies, pallet jack, docking ramps, basket trucks, rolling carts and cages, simple hand tools, etc. Send resumes to hr@svdphouston.org or fax to 832-538-0322.

12 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.

13 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.

14 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.

15 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.

16 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.

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.

MISCELLANEOUS JOBS

1 PART-TIME CAREGIVER - All child-care center employees must: Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities. Relate to children with courtesy, respect, acceptance, and patience. Recognize and respect the uniqueness and potential of all children, their families, and their cultures. Ensure that no child is abused, neglected, or exploited while in the care of the center. Report suspected abuse, neglect, and exploitation to DFPS as specified. Know and comply with the minimum standards for child-care centers. Know which children they are responsible for by knowing each child's name and have information showing each child's age. Supervise children at all times. Ensure the children are not out of control. Foster developmentally appropriate independence in children through planned but flexible program activities. Foster a cooperative rather than a competitive atmosphere. Show appreciation of children's efforts and accomplishments and ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent. Education/Experience: High School Diploma or its equivalent. CDA or Child Care Setting Experience. CPR/1st Aid Certification. Interested candidates send resume to Cindy Clements at c.clements@sttheresa.cc. St. Theresa Catholic Church, Early Childhood Center, In Memorial Park, 6622 Haskell Street, Houston, TX, 77007.

2 DONATIONS AND DELIVERY TRUCK DRIVER - 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 driver will be primarily responsible for picking up and unloading donations of food and other goods from retail stores as well as picking up and unloading donations, loading furniture vouchers and delivery, loading and delivering recycle items, maintaining trucks and equipment, and warehouse duties when not driving. Reports To: Donations & Distribution Manager. Responsible for maintaining a clean and properly operating truck, reporting any truck mechanical problems to manager immediately. Inspect: truck tires, fuel, fluids daily and logging weekly. Ensuring that all proper safety equipment and tools needed are on board the truck. Drive truck and pick-up donated items throughout the Houston area. Maintains a courteous and cooperative attitude toward donors, assuring that all pick-ups are completed to the donor's satisfaction. Assist with the organization of the warehouse. Hours: Normal hours: Tuesday through Saturday 8:00 am – 4:30pm. High School Degree or GED Equivalency preferred. Valid Texas Driver's License and a good driving record. Previous delivery experience in the Houston area preferred. Must be able to lift & carry 50 lbs. independently. Due to Insurance issues, must be 25 years of age or older. Equipment used: Cell phones, GPS, dollies, pallet jack, docking ramps, tie down straps, and simple hand tools. Wear proper safety apparel: steel toed foot wear, (lower back support belt and gloves when required). Send resumes to hr@svdphouston.org or fax to 832-538-0322.

3 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.

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.

KHOU, a Gannett-owned TV station in Houston, Texas, is currently seeking a **GENERAL ASSIGNMENT REPORTER** to join their news team. This role will cultivate sources to generate original reports, generate story ideas for daily newscasts, as well as promotable packages, and present stories across multiple platforms, including television and social media. They offer a competitive benefits package including health, dental, vision, EAP, flexible spending accounts, life insurance, holiday, paid time off, and 401(k). EOE. No phone calls please. **Date Posted:** 9/4/14, **Closing Date:** 10/4/14. **URL:** <http://www.khou.com>. Experience: 3 years. Requirements: The ideal candidate will possess a bachelor's degree and a minimum of three (3) years of reporting experience. Please note that online applications only will be accepted for this job. Contact email: shunter@khou.com. Contact details: Human Resources. Apply Online URL: https://career4.successfactors.com/career?company=Gannett&career%5fns=job%5flisting%5fsummary&navBarLevel=JOB%5fSEARCH&site=VjItRUxuWk96bEdaeDRYZFIMSmxOdnF0dz09&_s.crb=4HsVp5wKP7IUObNSKoxyChIF9Hg%3d

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JOBS ON WEB SITES 9/15/14

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

<p>NOTE HARRIS COUNTY IS HAVING A JOB FAIR ON SEPTEMBER 20TH</p>	<p>CHECK Harris Cty web site FOR DETAILS</p>
<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. Goto:http://www.indeed.com/</p>
<p>JOB COUNSELING & NETWORKING</p>	<p>CONTACT INFO</p>
<p>Jobs Ministry Southwest</p>	<p>www.jobsministrysouthwest.com</p>
<p>Northwest Bible Church, “Between Jobs Ministry”</p>	<p>www.nwbc.org</p>
<p>Saint Luke’s United Methodist Church (UMC)</p>	<p>Ernie Pérez eernieper@aol.com</p>
<p>Jet Ministry /Chapel wood United Methodist -Employment leads from “entry level” to Supv.</p>	<p>www.jetjobseekers.org</p>
<p>Epiphany of the Lord, Katy, TX (281-578-0707) Meet Mondays 7-9pm</p>	<p>http://www.epiphanycatholic.org/</p>
<p>Nonprofit Employment “United Way”</p>	<p>http://community.unitedwayhouston.org/jobs.aspx</p>
<p>Memorial Assistance Ministries MAM Employment Services</p>	<p>Go To:http://mamjobsnetwork.org/</p>
<p>ORGANIZATION & COMPANY WEB SITES</p>	<p>CONTACT INFO</p>
<p>SECURITAS Security Services USA 20465 State Highway 249 Houston, TX 77070 PH 832 912 3200 Fax 713 912 3291</p>	<p>http://www.securitasjobs.com/</p>
<p>McDermott Engineering, 777 N Eldridge, Hoax 77079 PH. 281 870 5901</p>	<p>http://www.mcdermott.com/CareerCenter</p>
<p>J.P. Morgan Chase</p>	<p>www.jporganchase.com</p>
<p>Allstate Insurance Co.</p>	<p>www.allstatecareers.com/careers/jobsearch.asp</p>
<p>Coca Cola Bottling Co.</p>	<p>http://www.cokecce.com</p>
<p>KHOU TV</p>	<p>www.khou.com</p>
<p>Center Point Energy/HL&P</p>	<p>http://www.centerpointenergy.com/careers/</p>
<p>Complete Production Service Inc., 11700 Old Katy Rd #300, Hou. TX 77079</p>	<p>www.CompleteProduction.com (Oil field Services)</p>
<p>Conoco Phillips</p>	<p>http://www.conocophillips.com/</p>
<p>City of Houston</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</p>

	http://www.houstontx.gov
NOTE HARRIS COUNTY IS HAVING A JOB FAIR ON SEPTEMBER 20TH	CHECK Harris Cty web site FOR DETAILS

HARRIS COUNTY has openings for clerical, technical and professional positions. Job Line 713-755-5044 www.co.harris.tx.us/hrrm Do not go by job title read the job description for the exact requirements. NOW YOU CAN SUBMIT APPLICATIONS BY EMAIL	Human Resources Division, 1310 Prairie Suite, 170 Houston, Texas 77002-2042 Tel. 713-755-5250 Open Mon-Fri, 8:00-3:30 p.m.
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PROFESSIONAL

Some openings shown:

- ACCOUNTING STAFF
- BUDGET ANALYST
- NUTRITIONIST
- ASST PROJECT MGR.
- SR PROGRAM ANALYST
- CHILDRENS LIBRARIAN
- GRANTS TEAM LDR
- SYS ADM
- GUARDIAN CASE MGR.
- YOUTH SERVICE SPECIALIST
- PRETRIAL SERVICES DIR
- JUVENILE PROBATION OFFICER
- INSTRUCTOR
- & MORE

PARAPROFESSIONAL TECH

Some openings shown:

- FOOD SERVICE
- CUSTODIANS
- ENTERPRISE IT STAFF
- UTILITY CARETAKER
- ADMIN TECH
- MECHANIC
- MAINTAINANCE
- CARPENTER
- INSPECTOR
- FINANCIAL STAFF
- OPERATORS
- GENERAL MECHANIC
- CONTRACTOR ADMIN
- AC TECH
- ELECTRICIAN
- WEB APPLICATION DEV
- & 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 Call Job Line 281-558-8338 or visit website <http://www.hcareers.com/public/cjb/omni-hotels-jobs/> **Some positions at Westside location:**

- | | | | |
|-----------------|-------------------------|-------------------------|-----------------|
| Food & beverage | Engineering | Front Office Operations | Banquet Staff |
| Housekeeping | Front Office Operations | Rooms Div (LID) | Loss Prevention |

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

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|----------------------|---------------|----------|-------------|-------------------|
| Rooms Division (LID) | Kitchen Staff | SPA Supv | Sales (LID) | Housekeeping Supv |
|----------------------|---------------|----------|-------------|-------------------|

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 PT | Housekeeping Supv | AR Clk | Front Desk Supv&Staff | Sales Mgr. Express Group |
| Restaurant Supv | Maint Tech | Asst Controll | Admin Asst | |

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 **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. Housekeeper	Barista Bartender	Host/Hostess Guest Service Agt
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HILTON HOTELS, Operating as **Doubletree** and **Hilton** <http://hiltonworldwide.com/careers/>
 Six locations Closest (13 miles) from SJV is **HOUSTON HILTON HOTEL POST OAK**, Galleria Area, 2001 Post Oak Blvd.
Doubletree Houston-400 Dallas St, (18m from SJV), **Hilton Houston Convention Center** 1600 Lamar (17m from SJV)

OPENINGS: (three hotels):

Admin Asst Sales Baker	Banquet Staff Coffee Bar	Concierge Cook	Guest Service
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MARRIOTT HOTELS <https://marriott.taleo.net/careersection/2/jobsearch.ftl>

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

At JW Marriott Houston 5150 Westheimer-713-961-1500	“At Your Service” Agts Engineer	Sr Catering Sales Dir Event Operations	Executive Asst Supv Maintenance
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At Houston Marriott West Loop 1750 West Loop Sth.713-960-0111	Facility Maintenance	Supv Front Office	Guest Services Rep
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Residence Inn- Houston Westchase 9965 Westheimer @ Elmside Houston, Texas 77042	Housekeeper	Night Auditor
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More than 10 miles from SJV

Houston Renaissance, 6 Greenway Plaza 713 629 1200	No Openings listed
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STARWOOD HOTELS <http://www.starwoodhotels.com/corporate/careers/search/> **Five Locations:**

1. **Four Points by Sheraton**, 10655 Katy Freeway (3m east of SJV) 281 501 4600
 NO OPENINGS POSTED

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

OPENINGS: **Banquet Staff** **Server** **Cook**

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

OPENINGS: **Front Desk Staff** **Kitchen Staff** **Engineering/Maint** **Banquet Staff**
F&B Supv **Sales Mgr. Catering** **Service Express** **Housekeeping**

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

OPENINGS: **Restaurant&Bar** **Accounting Director** **Greeter** **F&B Director**
Supv

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

Serv Express Agt	Food & Beverage	Front Desk Staff / Mng	Dir. of Catering&Events Mng	Housekeeping
Engineer Supv				

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 713 445 5115 Open Mon-Fri. 8a.m. 4:30 PM

Web site <https://jobs-kelsey.icims.com/jobs/intro> Here are some listings in the last month:

MA (Certified)	Supv Admin Services	Ambulatory Serv Rep	Health Plan Specialist
Facilities Staff	Financial Reviewer	Financial Analyst	Training Syst Analyst
Supv Admin Service	Sr ASC Coder/Editor		

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 Reception	Front Office Reception	MA	MA (certified) Ins. Verification Billing & Collections Office Mgr. Front Desk	LVN Reception MA

MEMORIAL HERMAN, Memorial City Hospital 920 Frost wood, Houston, TX Job Line 713-222 2273
 Applications: Mon. - Fri. 8:00 a.m. -4:30 p.m. Human Resources office 713-932-3470 Fax 713-932-3629.
 Web Site: www.mhhs.org shows openings in 21 facilities in the Houston area.
 Also on the West side is the **Katy Hospital** 23900 Katy Freeway, Katy, Texas 77494 281-644-7000 &
Continuing Care Hospital 3043 Gessner Houston, Texas 77080 713-462-2515:

SOME JOB LISTINGS:
Maint Mechanic Reg Security Patient Access Rep Sterile Processing Tech Sr Financial Analyst
Dir.

***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. School starts August 25th. Visit website www.springbranchisd.com Shows **Para/Tech /Skilled** positions: 13 openings
 In **Skilled Labor**, 11 openings in **Clerical**, 17 openings in **Teaching Assts (TA)** and 2 openings in **Tech Services**
 Some sample job titles are:

<u>TA</u> Special Ed, ESL/Billing	<u>Child Nutrition</u> Materials Handler Production Asst Police Officer Mailroom	<u>Building&Grounds</u> Custodian Foreman Grounds Wkr	<u>Skilled Labor</u> Electrician HVAC Mechanic Plumber	<u>Technology Services</u> Customer Service Eng. Applications Eng./Web Developer
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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." Job Categories are **Instructional Aides** 19 openings, **Support /Clerical** 2 openings, **Maintenance** 5 openings, **Nutrition** 2 openings.

Some sample job titles are

<u>Aides/Clerical:</u> Attendance Instructional Aide Library Aide	PreK & Kindergarten Behavior Intervention Spec Ed ESL Compliance	<u>Trades</u> Electrician Grounds keepers Carpenter Custodians	Plumber Pest Control
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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