

ST. JOHN VIANNEY CATHOLIC CHURCH

EMPLOYMENT MINISTRY

JOB LISTING (*INDICATES NEW OPPORTUNITIES*) – April 15, 2013

ST. JOHN VIANNEY DOES NOT SCREEN PROSPECTIVE EMPLOYERS. IT IS THE RESPONSIBILITY OF THE JOB APPLICANT TO DETERMINE THE CONDITIONS OF FEE PAYMENT, IF ANY, TO THE PERSONNEL SERVICE AND/OR THE PROSPECTIVE EMPLOYER. RESUME PREPARATION ASSISTANCE IS AVAILABLE. PLEASE CALL THE SOCIAL MINISTRY OFFICE AT 281-497-4434 TO MAKE AN APPOINTMENT. THIS LISTING IS UPDATED EVERY 15TH DAY OF THE MONTH AND AVAILABLE ON LINE AT www.stjohnvianney.org

MANAGEMENT/PROFESSIONAL/TECHNICAL/CRAFTS/SALES JOBS

1 **DIRECTOR OF MUSIC** - St. Matthias is seeking a part time Director of Music. Proficient experience in Catholic Liturgical Worship, including norms and directives for Sacred Worship, is required. Proficiency is required in Organ or Piano, vocals, music composition, and the direction of cantors, choir and accompanists. The Director must have the ability to work well with children, teens, and adults, and in collaboration with the presiding Pastor. Responsibilities include the planning, preparation, direction and oversight of all liturgical music, and the recruitment and training of cantors, choirs and accompanists. For more information please contact Fr. Chris Nguyen at 281.356.2000 or send cover letter, resume', and references to: cnguyen@st-matthias.net.

2 **DATABASE ADMINISTRATOR** - St. Dominic Village is currently seeking a full-time Database Administrator. This position is responsible ensuring database integrity and that accurate information is entered into the organization's master donor/contact database system; for the development and execution of queries and reports and management of donor acknowledgement process, and utilizing database software. Education/Experience: Qualified applicants will have Bachelor's degree or equivalent combination of education and experience. Good writing skills, competence with Microsoft Office, particularly Word and Excel. Experience in with a database, Word Mail Merge, and website maintenance a plus and have the ability to learn quickly and have attention to detail and accuracy If interested, please send resume via email to careers@stdominicvillage.org. Please place title of position on subject line.

3 **ASSOCIATE DIRECTOR OF MARRIAGE, FAMILY, AND PASTORAL CARE** - The Associate Director of Marriage, Family, and Pastoral Care is the lead-agent in assisting pastors and parish leaders in developing, coordinating, and implementing a comprehensive marriage, family, and pastoral care ministry. A primary responsibility of this diocesan position includes identifying and building a base of parish clergy and lay leaders who minister in the areas of marriage preparation, Natural Family Planning (NFP), marriage enrichment, family ministry, and pastoral care. He/she plans and oversees the training and support of these leaders that considers the diversity of need and promotes effective models of care such as: peer ministry, ecclesial movements, small group, support groups, etc. The ADMFPC collaborates with OFD team members and other Chancery offices to provide consultant services to parish & missions throughout the Archdiocese; forms and facilitates a Pastor Advisory Board and a diocesan Family Life Board; supervises a Program Coordinator, and ministry volunteers. Education and Experience: Master's degree in theology/religious education or related field; Practicing Catholic; Minimum 5 years of pastoral ministry experience, diocesan level or equivalent preferred; Experience working within the parish or Church structure in the area(s) of marriage/family life/pastoral care ministry. Required/Essential Skills: Bilingual skills (Spanish) required; Clinical Pastoral Education (CPE) a plus; Knowledge of Church documents, teachings and writings on marriage and the family, NFP, and Theology of the Body; Ability to work as a team member; High level of discretion and ability to maintain confidentiality; Excellent communication, interpersonal, and organizational skills; Ability to articulate authentic Church teaching, advise on pastoral needs, and make appropriate referrals; Ability to prioritize, work independently, multi-task, and meet deadlines. Email resume to catholicjobs@archatl.com. No phone calls please.

4 **CONTROLLER** – The Archdiocese of Galveston-Houston is currently looking for a Controller to lead the Accounting Department. Under the general supervision of the CFO, the Controller directs the accounting and reporting function of the Archdiocese/Chancery Operations and the timely preparation of periodic summary financial information of parishes and schools, including the establishment and ongoing maintenance of the system of internal controls. Ability to manage complicated projects, including but not limited to financial software implementation, supervision of documentation of workflow and related successful change management relating to those initiatives. The Controller establishes and maintains effective working relations with peers and others throughout the organization, and in the parish and school community. The incumbent is required to have strong management skills and experience managing a large staff. This person must be able to work collaboratively with different departments, committees, and leadership to accomplish the goals of the organization.

CONTINUED TO NEXT PAGE

Significant collaborative relationships include, but are not limited to, Treasury and Risk Management, Development, Information Services, and Internal Audit. Minimum Qualifications: Required: Bachelor's degree in accounting and Master's in Business Administration; 7 or more years of relevant experience in public accounting or industry, with equivalent experience of at least 5 years as Controller with similar management responsibilities and scope of work; preferably in a not-for-profit or charitable organization. Insurance and/or banking experience helpful; current license as CPA; excellent planning, organization, collaboration, and communication skills; active, practicing Catholic. Qualified candidates are encouraged to send a resume, letter of interest, and salary history to: hr@archgh.org with Controller in the subject field.

5 DIRECTOR MAINTENANCE - St. Raphael the Archangel is looking for a Director of Maintenance to oversee all areas of preventative maintenance, upkeep of facilities and general repairs. General Maintenance and Repair of Church and Facilities, along with perform a variety of work in the maintenance and grounds including carpentry, electrical, plumbing, and painting tasks. Also the cleaning of the church and offices. Position Hours: Tuesday-Saturday 9-5 pm 35 hrs a week. Experience: Must be bilingual. Trade experience preferred. If interested, please mail resumes to: humsancar@hotmail.com.

6 DIRECTOR OF ADULT FAITH FORMATION - Mary Queen Catholic Church (Friendswood, Texas) is accepting applications for Director of Adult Faith Formation. Ministry includes implementation of RCIA process, study of Sacred Scripture and Teachings of the Church, organizing/directing Sacramental preparation of Adults for Baptism, Confirmation and Matrimony; assisting with Annulment process; coordination of liturgies and liturgical ministries. Requirements: Qualified candidates should have a Masters in Theology (or equivalent) and five years experience in pastoral ministry. Salary will commensurate with experience. Interested candidates should submit their resume with cover letter to the attention of Carla Martin at carlamartin@maryqueenchurch.org or fax to 281-482-4886.

CLERICAL/ADMINISTRATIVE JOBS

1 SECRETARY - Performs administrative, secretarial, bookkeeping and other clerical duties thereby relieving officials of clerical work and minor administrative and business detail by performing the following duties with the highest degree of confidentiality and professionalism. Duties: Welcome, greet visitors and escort to designated place; Answer, screen incoming calls and route to appropriate individual; Route incoming mail and prepare outgoing mail including routine correspondence, email and faxes. Transcribe notes from email or voice recordings; Compose and type routine correspondence; Compile and type reports including statistical reports. Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities, and record and transcribe minutes of meetings. Prepare copies and file correspondence and other records in a timely manner; Arrange and coordinates travel schedules and reservations when asked; Support the work of designated Associate Superintendents. Make appointments for superintendent and associates. Prepare NCEA Data Bank Report, prepare CSO Annual School Report and check supply and fax rooms. Some specific responsibilities may include processing all deposits and pay monthly bills; order all office supplies; maintain email distributions lists; maintain new principal information; attend and function as hostess for CSO Seminar; function as active host at Opening School Mass in August; maintain luncheon sponsorship list; prepare & maintain secretariat calendar & attend collaborative calendar meeting; maintain CSO electronic calendar; reserve rooms for all meeting requests at SDC; prepare schools overview calendar; email school principals enrollments figures request & assessment request; send out invitations, prepare materials for ASC kick-off meeting in September; prepare and distribute Income Eligibility Survey annually; prepare materials for Sally Landram in Excellence in Education Award and ASC Outstanding School Board Award information. Qualifications: High School diploma, successful experience with secretarial and equivalent positions, excellent writing and communication skills, strong and focused work ethic, ability to multitask, bilingual (Spanish) a plus. Interested candidates can send their resume to Sr. Cornelia Knezek, SSCJ at cknezek@archgh.org.

2 ADMINISTRATIVE ASSISTANT - Resurrection is seeking a full-time Parish Administrative Assistant. This position is responsible for answering a multi-line phone system, assist office visitors, and routine clerical work. Duties include but are not limited to, answer phone calls and assist people in a courteous and kind manner; prepare a weekly church bulletin (bilingual); coordinate and maintain Mass schedule. Record and update Sacramental Register; prepare weekend parish announcements; schedule appointments and maintain calendars; research and issue Sacramental Certificates. Maintain parishioner data base/contribution envelope list; planning and scheduling group meetings and office projects. Required Skills: High School diploma and some College experience; Prior parish receptionist or front office experience; Strong computer skills; Advanced skills in Microsoft Office (Word, Publisher, Excel); Candidate must be fluent in Spanish (read, write, oral); Multitask Ability to pay close attention to detail and must be organized; Ability to work in fast-paced environment and meet deadlines; Ability to gather information from callers and direct them to the proper personnel and maintain confidentiality. Interested candidates can send their resume to the Parish Administrator, Hugo Banda at hbanda@rcchouston.org.

3 PARISH RECEPTIONIST - Sacred Heart of Jesus Catholic Church is currently seeking a part-time Parish Receptionist who is fluent in both English and Spanish (oral and written). This position will be responsible for general receptionist duties including answering a multi-line phone and routine clerical work. Courteous telephone and people skills (being patient, kind, and welcoming) are a must. This position requires confidentiality in all parish matters. Work hours will be Monday through Friday. Experience: Applicants must have at least a High School Diploma with experience in Microsoft Office. A minimum of two years of receptionist experience is preferred. This position requires an understanding of the Catholic faith and the Sacraments. To apply, please send your resume to: mgunn@sacredheartmanvel.org.

4 PART-TIME ACCOUNTANT - St. Anne Catholic School is currently looking for a Part-Time Accountant (18-20 hours per week) for the school business office. Under the supervision of the principal, the accountant directs all banking, including deposits, payroll, IRS dealings, reporting to the Archdiocese, budgeting and overview of the school finances. The accountant is responsible for reporting monthly financial information to the school finance committee and meeting once a year with the parish finance council to present the annual school budget. The candidate must be experienced in using spreadsheets, and it is preferred that this person have experience in the Archdiocesan financial software, Citrix/Logos. The accountant establishes and maintains effective working relationships with peers and others throughout the organization, both in the parish and school community. The applicant is required to have strong management skills and experience managing a small office staff. This person must be able to work collaboratively with different departments, committees, and leadership to accomplish the mission and goals of the school. Significant collaborative relationships include, but are not limited to, the pastor and principal, the church accounting office, the Archdiocesan finance office, faculty and staff. Qualifications: Bachelor's degree in accounting; 3 or more years of relevant experience in accounting. Experience in a non-profit or Catholic school is preferable; Excellent planning, organization, collaboration and communication skills; Active, practicing Catholic. Qualified candidates are encouraged to send a resume and letter of interest to: Margaret Morgan, Principal, at mmorgan@stanneschool-tomball.org

5 COORDINATOR OF MAINTENANCE - St. Francis de Sales Catholic Church is seeking a full-time employee (40 hours) to fill the Maintenance Coordinator position. This position requires the following skills: carpentry, sheet rock, painting, electrical, mechanical, and plumbing of the church facilities and upkeep of grounds. Experience: Candidates must have some computer skills, be bi-lingual, be able to communicate effectively and work well with others, and have the ability to prioritize their workload and meet deadlines. The candidate is also responsible for conducting preventative maintenance regarding safety, security and energy. Please forward your resume to Mrs. Shirley Guilliams, Parish Administrator at St. Francis de Sales Catholic Church, 8200 Roos Road, Houston, Texas 77036 or via fax to 713-774-6591. Please, no drop-ins or phone calls.

6 COORDINATOR OF ELEMENTARY FAITH FORMATION - Saint Thomas the Apostle Catholic Community is seeking a qualified candidate to fill the part-time position of Coordinator of Elementary Faith Formation. The scope of the responsibilities include, but is not limited to, Religious Education for Elementary K-6 in both English and Spanish; K-6 Sacramental preparation, RCIA adapted for children, and vacation bible school. Requirements: Qualified candidates should have the minimum requirements of a 4 year degree in Religious Education, theology or related field; 2-3 years teaching/supervisory experience; Applicants must be bilingual (English and Spanish). Note: This position has the potential to become full-time beginning July 2013. Interested candidates can submit a resume with a cover letter by email to: stthomashuntsville@sbcglobal.net or my mail to: St. Thomas the Apostle, 1323 16th St., Huntsville, TX 77340.

7 DIRECTOR OF RELIGIOUS EDUCATION - Corpus Christi Catholic Church, a multi-cultural parish of 1200 families, is seeking a qualified candidate to fill the full-time position of Director of Religious Education. The scope of responsibilities includes, but is not limited to Religious Education for all ages, Youth Ministry, Sacramental preparation, RCIA and Adult Faith Formation. Qualified candidates should have the minimum of a Bachelor degree in Religious Education or in a related field. A minimum of 3 years of experience is preferred but not required. Applicants must be bilingual (English and Spanish), and salary will commensurate with experience. Interested candidates can submit a resume with cover letter to pastor@corpuschristicatholicchurchhouston.org, fax to 713 668 4742, to the attention of Fr. Dana Pelotte, SSS.

8 FULL – TIME COORDINATOR FOR COMMUNICATIONS & DEVELOPMENT - Catholic Community of 4400 families in the Memorial Area of Houston TX, is seeking the right person to coordinate all aspects of communications and development for the parish. Must have bachelors degree and experience in website management, publications, mass email communications, and capital development. Writing skills a must. Grant writing experience is a plus. Email resume & references to ewalsh@saintcecilia.org.

9 ASSISTANT COORDINATOR OF YOUTH MINISTRY - Christ the Good Shepherd Catholic Community is seeking a part time Assistant Coordinator of Youth Ministry. The ACYM will work with and support the Coordinator of Youth Ministry in providing comprehensive youth ministry to the parish's youth. Duties include leading Sunday night faith formation classes for high school youth as well as assisting with and coordinating youth nights, retreats, and other activities for high school and junior high youth. The ACYM will also perform with administrative and organizational tasks within the Youth Office. The ACYM will work within and support the CGS Faith Formation department. Qualifications: The qualified applicant is a fully initiated and active Catholic fully formed in the teaching of the Catholic Church with a visible commitment to living those teachings in his or her life. The applicant should have at least 1-3 years of experience in comprehensive youth ministry. The applicant should be self-motivated, organized, responsible, creative, and outgoing with excellent written and verbal communication skills. The applicant must be able to commit to a 20-hour work week including nights and weekend retreats. The applicant must have completed or be willing to complete Archdiocesan formation programs for youth ministry and be committed to ongoing formation. The preferred applicant is at least 21 years of age. A bachelor's degree in Theology or a related field or seeking such a degree is desirable. Musically inclined and able to lead praise and worship on a guitar or other instrument is preferred. Fluency in English and Spanish is a plus. If interested please submit resume and cover letter to Matt Wood at matt@cgsccdogh.org or via mail to: Christ the Good Shepherd, ATTN: Matt Wood, 18511 Klein Church Rd., Spring, TX 77379.

10 SEMINARY MUSICIAN - St. Mary's Seminary is looking for an experienced musician with liturgical training who will be responsible for the planning, rehearsing and performance of the musical aspects of the liturgical life of the St. Mary's Seminary Program of Priestly Formation. Primarily, this person will provide daily accompaniment of Lauds, Vespers and Mass on organ and/or piano. Additional duties include: Assisting in the coordination of the musical life of the seminary in collaboration with a team of seminarian liturgical leaders and the Seminary Moderator of the Liturgy, Coach seminarians on vocal technique and presidential chants, Rehearse regularly with the entire seminary community, Assist in organization of other musical ensembles (e.g. Spanish language, Gregorian schola cantorum, contemporary ensemble). Qualifications: A Masters degree in music preferred Proficiency in organ and piano in a liturgical setting Candidate must demonstrate familiarity with the history and corpus of Western sacred music and its place in the liturgical life of the Church. Must also be familiar with contemporary Spanish-language liturgy, musical sources and repertoire Prior experience in working in a seminary environment is preferred Must be a practicing Catholic. For more information, please contact Fr. Michael G. Earthman, Moderator of the Liturgy at St. Mary's Seminary at 713.686.4345 x237. If interested, please send letter of interest and resume to michael.earthman@smseminary.com. Place job title on subject line.

11 COORDINATOR OF HIGH SCHOOL YOUTH CATECHESIS & MINISTRY - St. Edward Catholic Church is seeking a Coordinator of Youth Catechesis & Ministry for high school aged youth. Primary duties will be to coordinate a comprehensive Youth Program that includes Continuing Christian Education. This position requires a candidate who is skilled in relational ministry. The Coordinator is responsible for the planning and execution of all youth catechesis including Confirmation preparation, Archdiocesan programming, and all other youth activities. This individual will be part of and a supporting member of the Faith Formation Department. Education/Experience: The candidate must be an active Catholic in good standing with the Church with no impediment to full communion. Candidate should have experience in Parish Ministry and a Bachelor's Degree in Theology, Religious Education or a related field. Master's degree is a plus. In lieu of Bachelor's degree, Archdiocesan certifications will be considered. If interested, please submit resume to Deacon Nick Thompson at deaconnick@saintedward.com or via mail to: St. Edward Catholic Church, Attn. Deacon Nick Thompson, 2601 Spring Stuebner, Spring, TX 77389.

12 CHOIR / CANTOR ACCOMPANIST - Our Lady of Lourdes Catholic Church, 10114 Hwy 6, Hitchcock, TX 77563, 409-925-3579 Fax 409-925-5094. Our Lady of Lourdes Catholic Church in Hitchcock (15 minutes north of Galveston on Hwy 6) seeks an accompanist for one weekend Mass as well as Thursday Choir Rehearsal. Degree in music not necessary; strong keyboard skills and ability to sight-read required. This is a stipend position. Please call Mike Comeaux, 409-925-3579 ext. 30, or e-mail at mcomeaux@ololchurch.org to express interest in the position.

13 MAINTENANCE TECHNICIAN - The Christian Renewal Center, a mission focused non profit organization, located in Dickinson, is seeking qualified applicants for a full time position as Maintenance Technician. Successful candidates must be able to perform various construction, building and maintenance tasks such as painting, repairs and servicing of buildings, building systems and equipment, and to assist with minor remodeling projects as needed. Other tasks such as assisting with landscaping, lawns, irrigation systems, and clean-up are also required. Sufficient strength to handle heavy machinery and lift and carry heavy items (up to 50lb.) is a must. Applicant must be available for full time work, (40hrs. per week) and able to work weekends when needed. Qualifications: Qualified candidates must be fluent in English. Bilingual, (English/Spanish) is a plus. Must have at least (5) years verifiable experience in building, construction and/or maintenance work. Candidates

CONTINUED TO NEXT PAGE

must have a working knowledge of mechanical, electrical, plumbing, and structural systems with respect to the maintenance and minor repairs of same. A friendly and hospitable personality that will welcome guests of the CRC is essential. Candidates must be willing to complete "Virtus" training as required by the Archdiocese of Galveston-Houston. Must have own transportation to and from work. The CRC provides an excellent work environment with generous benefits. If interested, please submit a resume, and salary requirements via fax to 281-337-2615, email to deaconjim@retreatcentercrc.org or mail to: Deacon Jim Wright, Director, Retreat Operations, Christian Renewal Center, 1515 Hughes Road, Dickinson, TX 77539.

MISCELLANEOUS JOBS

1 PART-TIME CUSTODIAN - Custodian reports to Facilities Manager and performs janitorial services including floor mopping, polishing, stripping and waxing; rug vacuuming and shampooing; furniture dusting and polishing; window washing; furniture unloading and moving. Empties/cleans wastebaskets and trash containers. Sets out trash for collection. Inventories cleaning and kitchen supplies and maintains cleaning equipment. Maintains campus grounds. Cleans restrooms, refills all restroom dispensers. Replaces light bulbs, and performs other related maintenance/janitorial services as requested. Will also assist with the setup of facilities for meetings, classrooms, conferences, events, etc.; lock and unlock assigned buildings and secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, and turn off lights. The position routinely requires lifting of moderately heavy items up to 40 pounds and/or very long periods of walking on rough surfaces on a routine basis. This person also serves as a representative of the Church, displaying courtesy, tact, consideration and discretion in all interactions with other members of the All Saints Catholic Church and with the public. Experience: Applicants with previous custodial experience are preferred. Some weekends required. If interested, resumes may be turned in to the parish office or sent to Ken Crimmins, Facilities Manager, at ken.crimmins@allsaints.us.com. The deadline for resumes is Friday, December 7, 2012.

2 MAINTENANCE WORKER - St. Pius V Church is looking for a full time Maintenance worker. This candidate must be able to make general repairs including maintenance & repair of mechanical equipment, plumbing, appliances, furniture, carpentry and sheetrock work. Must also have basic HVAC knowledge, have good organizational & planning skills, be available for emergencies 24/7, have the ability to lift a minimum of 40 pounds, climb ladders and have complete mobility in building and grounds activities. English required—must be able to communicate effectively & work well with others. If interested, please send resume to ocastrostpiusv@sbcglobal.net, and include the job on the subject line, OR you can submit an application at the Parish Office after 9am.

CATHOLIC CHARITIES

2900 Louisiana, Houston, TX 77006

Web site: www.catholiccharities.org

Applications: All interested candidates should send a letter of interest indicating which position he or she is applying for and a resumé 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 EDUCATIONAL COORDINATOR - The St. Michael's Home for Children, at Catholic Charities is seeking an Educational Coordinator at its Houston, TX office. The selected individual will be responsible for developing, organizing, and monitoring key educational resources and skills to assist youth in meeting and exceeding their educational goals. The Educational Coordinator will work closely with the shelter coordinator, clinicians, case manager and other team members to ensure youth are progressing in their academic goals. This individual will have communication with key agencies such as ORR and Houston Independent School District. REQUIREMENTS: Bachelor's degree in education or related field; certification preferred; Experience working with juveniles, especially international adolescents and families; At least one year of supervision experience; Multicultural and bilingual in English and Spanish; Excellent interpersonal, oral, and written communication skills; Knowledge of academic assessment, resources, work plan and implementation; and Experience working with immigration related agencies and systems. Please submit your application via our website at www.catholiccharities.org.

JOBS ON WEB SITES 3/15/13

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

<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>The Houston Chronicle is hosting a job fair April 9 Check: http://blog.chron.com/jobfairs/2012/12/2013-job-fairs-scheduled/ Best places to work in Houston selected by employees http://www.chron.com/topworkplaces</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 region. No charge</p>	<p>For an office near you go to www.workforcesolutions.com For Virtual Job Fair go to: http://virtualjobfair.wrksolutions.com/ Their job database is WorkInTexas.com</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
<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)</p>	<p>http://www.epiphanycatholic.org/</p>
<p>Nonprofit Employment "United Way"</p>	<p>http://community.unitedwayhouston.org/jobs.aspx</p>
ORGANIZATION & COMPANY WEB SITES	CONTACT INFO
<p>McDermott Engineering, 777 N Eldridge, HouTX 77079 ph. 281 870 5901</p>	<p>http://www.mcdermott.com/CareerCenter</p>
<p>J.P. Morgan Chase</p>	<p>www.jpmorganchase.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 http://www.houstontx.gov</p>
<p>Harris County seeks qualified individuals for clerical, technical and professional job vacancies. Job Line 713-755-5044 www.co.harris.tx.us/hrmm 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>

PROFESSIONAL

Some openings shown:

TRANSIT/TRAFFIC SPECIALIST
PROJECT ANALYST
ENGINEER
ADMIN ASST
TRAINING SPECIALIST
CASE MGR.
QA/QC COORD
CHILDRENS LIBRARIAN
WIC SITE SUPV
GRANT ACCOUNTANT

PARAPROFESSIONAL TECH

Some openings shown:

HR ADMIN
OFFICE ASST
TECH MGR.
SYST ANALYST
ELETRONIC HEALTH RECORDS
CLAIMS MGR.
DB ADMIN
CARETAKER
APPLICATION ANALYST
FIRE INSPECTOR
STORM WATER QUALITY

CLERICAL

Some openings shown

OFFICE ASST DATA ENTRY
SHELVING ASST
COMMUNITY SUPV TECH (M)
CLERK
ACCTS PAYABLE
ADMIN ASST
ENFORCEMENT TECH
AUDIT SUPPORT

OPENINGS AT HOTELS

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

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

Server Guest Services LP Officer Guest Serv Coord Restaurant 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

Restaurant Supv Asst Frt Off Supv Airline Crew Coord Server Cashier Cook

DRURY INN & SUITES Houston West/Energy Corridor , 1000 North Highway 6 Houston, TX 77079 281-558-7007 Check website
for openings <https://www.druryhotels.com/content/careers/apply.aspx>

Or call 1-888-324-1897 (Job Information Line)

OPENINGS: Housekeeper Night Auditor Property Maintenance Guest Service Agt

ROYAL SONESTA HOTEL (formerly INTERCONTINENTAL HOUSTON) Galleria Area, 2222 W Loop S., 77027
713 627 7600 Apply M-W 9-11& 2-4- [www.sonesta.com/Royal Houston](http://www.sonesta.com/RoyalHouston) OPENINGS: *shown on 1/25/2013*

Catering Sales Mgr. Bellman Steward PBX Operator HR Coord Driver

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 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. Also Shows OPENINGS at Doubletree Houston-400 Dallas St, (18m from SJV)

And at Hilton Houston Convention Center 1600 Lamar (17m from SJV)

OPENINGS: (all hotels): Catering Mgr Security Officer Server
Banquet Staff Gen'l Maintenance Senior Sales Mgr. Stationary Eng.
Guest Serv Agt Senior Event Mgr

HILTON HOUSTON WESTCHASE 9999 Westheimer (seven miles from SJV) Houston, TX, 77042, 713-974-100
Ask for Human Resources.

House Person Front Desk Clk PBX Operator Steward-Dishwasher

MARRIOTT HOTELS apply online <http://www.marriott.com/careers/start-your-journey.mi>

Open jobs listed on the Web site by location *Openings in the Houston area OPENINGS within 10 miles of SJV*

At JW Marriott Houston

5150 Westheimer-713-961-

Front Desk Agt Engineer (Boiler Lic) Supv F&B Outlets

1500

At Houston West Loop Marriott 1750 West Loop Sth.713-960-0111	F&B Supervisor Hotel Maint	Bartender Guest Service Rep	Housekeeper
Houston Resident Inn- Westchase 9965 Westheimer @ Elmside Houston, Texas 77042 USA	Housekeeper	Officer LP	
<i>More than 10 miles from SJV</i> Houston Renaissance, 6 Greenway Plaza 713 629 1200	Lead Cook Supv LP	Engineer	Guest Serv Rep

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

OPENINGS: **Maintenance Eng. Steward**

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

OPENINGS: **Server Bartender Room Attendant**

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

OPENINGS: **Housekeeping Lead Front desk Agt AP Agt Front Desk Supv**

Restaurant Supv Boiler Operator Engineer

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

OPENINGS: **Room Attendant Security Officer Cook
House Attendant Restaurant/Bar Supv**

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

OPENINGS **Security Officer Banquet Staff Server Cook
AP Agent**

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

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	Practice Mgr.	MA	MA	Billing/Collect
Office Coord	MA	Bus Off Supv	Clinic Mgr.	MA
Practice Adm.	Receptionist	Exp Cycle&HR	Scheduling Coord	LVN
Med Reception	Acting Coord	Coordinator	Supv Revenue Cycle	
	Phy Asst		Ins Verification	
			Front Office Coord	

MEMORIAL HERMAN, Memorial City Hospital 920 Frost wood, Houston TX Job Line 713-222 2273

Applications: Mon. - Fri.8:00 a.m. -4:30 p.m. Human Resources office 713-932-3470 Fax 713-932-3629.

Web Site: www.mhhs.org shows openings in 21 facilities in the Houston area.

Also on the West side is the **Katy Hospital** 23900 Katy Freeway, Katy, Texas 77494 281-644-7000 &

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

SOME NON CLINICAL OPENINGS at Memorial City:

**Patient Access Rep Office Asst Unit Clk (Supplemental) Maintenance Mech
Mgr. Materials Mng Ambulatory Serv Rep**

KELSEY SEYBOLD CLINIC (24 clinics in Houston area at least four within 15miles of Saint John Vianney)
 To apply Send résumé to Kelsey Seybold Clinic, H R Dept., 8900 Lakes at 610 Drive, Houston, TX 77054
 Or fax résumé to 713 442-5115 Open Mon-Fri. 8a.m. 4:30 PM
 Web site <https://jobs-kelsey.icims.com/jobs/intro> Link to Saint Luke’s Hospital.

Some listings in the last month:

MA (Certified) CSR Service Rep Hlth Service Rep HIM Specialist
Acct Rep Facility Claims Analyst

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/>

Supv House Adm Unit Secretary Nurse Tech Mechanic FANS Tech
EVS Tech

HCA Shared Services located at 8101 West Sam Houston Tollway (12 Miles from SJV).
 Go to <http://www.indeed.com/> Enter “HCA Shared Services”

SCHOOL DISTRICTS

Spring Branch Independent School District “To find out what positions are currently open visit the 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 Sample Positions (“Actual and Anticipated”)

Clerical/Teach Assts	Support Specialists	Attendance Spec	Production Asst	Mechanic
Special Ed ESL/Billing	Childcare Specialist Adm Assts	Ld Tax Spec	Custodian Locksmith	Grounds Worker HVAC

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” Most listings are for 2012-2013 school year

Aides/Clerical:
Licensed Vocational Nurse
Asst Head Custodian
Roofer
Warehouse helper

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

Recruiter-Dental Personnel Placement Service

Qualifications:

Dedicated and organized, self-driven team member with strong communication skills.
 Detail-oriented, enthusiastic professional able to multi-task and prioritize.
 Proficient Computer skills
 Office hours Monday-Friday 8-5 to start once training is completed On Call hours will apply.
 Willing to be On Call-after hours every other night and every other weekend with every other Friday off. Duties shared with other team member. On Call employees will be provided with the On Call computer and cell phone outside the office.
 For more information contact Lisa Carter at The Dental Solution at 832-259-5509.

Needed Ranch/Farm Hand

Description: Ranch hand needed in a small ranch/farm in Bellville, TX which is located about an hour from Houston. Looking for a couple or family with small children who are willing to be caretakers at the ranch/farm. A 2 bedroom house is provided, separate from the main quarters with all utilities/cable, etc, paid for. The couple would have to live on the property and take care of the animals and grounds. The animals are horses and goats in pastures that are only fed grain 1-2 times a week. A supplementary salary will be provided according to how many hours they might work at the ranch. Ideally, the ranch hand could have another job outside. If interested contact Maria Suarez at (713) 882-0555.

Are you ready to begin a great career? Stripes is currently hiring an Assistant Food Service Manager to contribute to the growth of our Laredo Taco Company location in Houston. At the Laredo Taco Company we make handmade food from fresh ingredients right in store at select Stripes locations.

As Assistant Food Service Manager you will:

- Assist and support management to inspire, assign and guide teams of customer service-driven professionals committed to making real fresh food fast and serving it hot and delicious.
- Develop insight into product enhancements, store priorities, and customer needs by cultivating relationships with your team members, customers and the greater community.
- Promote strong, sales-focused teams through recruiting, hiring, training and coaching to develop top performing team members.
- Assist and support management in calculations of food consumption, and analysis of food service results and trends.
- Prepare action plans to leverage the stores food sales and address areas for improvement directing and reinforcing others to follow the operation flow at each station.
- Plan and implement marketing campaigns and sales promotions, and prepares food displays.

Benefits

All full-time Stripes® Convenience Stores team members will be eligible for most benefits on the first day of the month following 90 days of active employment.

- **Prescription Card Service**
- **Dental & Vision Plans**
- **Disability & Life Insurance**
- **Sick Leave + Vacation + Paid Holidays**
- **Service Awards & Earned Employee Incentives**
- **And more!**

Qualifications:

- **Education:** High School diploma (or equivalent) is required.
- **Experience:** A minimum of one (1) year of retail, fast food or sales experience + at least one (1) year in a supervisory role is required. Your combined experience should demonstrate exemplary skills in leadership and customer service and the ability to utilize profit and loss and other store reports to promote improvement.
- Drive for Results
- Customer Centric Work Ethic
- Demonstrable Analytical Skills
- Strategically Orientated Problem Solver
- Creative / Resourceful Thinker

Begin the Hiring Process Now!:

Click the “Apply Now” link below to go to the online application. You can also send your resume directly to Natalie McGugan at nmcgugan@headwaycorp.com.

APPLY NOW: https://www.appone.com/MainInfoReq.asp?R_ID=687126