



# Now Hiring!!

DEC 1 – DEC 15, 2017

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*All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov>. Please reference the number next to the position. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.*

\*\*\*\*\* **FEATURED JOBS** \*\*\*\*\*

### REVIVAL HOTEL IS LOOKING FOR INCREDIBLE PEOPLE



Baltimore's newest boutique hotel, Revival, a Joie de Vivre Hotel is opening in January 2018. This beautiful hotel will feature a signature restaurant and bar on Cathedral Street; three private karaoke boxes; and an enclosed rooftop bar and restaurant with prime views of the Washington Monument and surrounding Mt. Vernon neighborhood.

At Revival, we're building a team that will welcome guests to eat, drink, sing, and stay. We are looking for people who are deeply-rooted in the city, heartfelt and have spunk. If you can deliver wow experiences, love the community, and you're passionate about your job, join our team!

#### CURRENT CAREER OPPORTUNITIES

**Food Service:**

Bartenders/Severs (765287, 765308)

Stewards (763382)

Line, Prep, and Pantry Cooks (763375, 763395)

Baristas (765284)

**Front of the House:**

Bell Person (765288)

Front Desk Attendant (765296)

Night Auditor (765530)

**Heart of the House:**

Room Attendant (761672)

Housekeeper (765315)

Security (765531)

Maintenance Engineer (765301, 765312)

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number at: <https://mwejobs.maryland.gov>

[www.oedworks.com](http://www.oedworks.com)



*Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners*



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410-396-9030

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Mondawmin Mall  
Baltimore, MD 21215  
410-396-7873

**Westside Youth Opportunity (YO Baltimore)**

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(Gillmor St. entrance)  
Baltimore, MD 21217  
410-545-6953

**Eastside Youth Opportunity (YO Baltimore) HEBCAC**

1212 N. Wolfe St.  
Baltimore, MD 21205  
410-732-2661

**Workforce Reception Center**

*(By referral only)*

100 W. 23rd Street  
Baltimore, MD 21218  
Phone (410) 396-6580

**Visit one of our Satellite Employment Centers!**

**Bon Secours Community Works**

26 N. Fulton Ave.  
Baltimore, MD 21223  
410-362-3629

**Friendship Outreach Center**

7200 Harford Road  
Baltimore, MD 21234  
410-444-1595

**GEDCO**

5513 York Rd. (rear entrance)  
Baltimore, MD 21212  
410-532-7117

**My Brother's Keeper**

4207 Frederick Avenue  
Baltimore, MD 21229  
410-644-3194

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1410 Bush Street  
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## MARYLAND WORKFORCE EXCHANGE

### Post your résumé online



A résumé is a document that is used by a job seeker to present a summary of their educational background, work experience, skillsets, and other qualifications to prospective employers. The résumé is typically the first exposure that an employer has to a job candidate, so it is important that your résumé is clear, concise, and well organized.

Your résumé should be designed to achieve one goal - to motivate an employer to contact you for a job interview. After an employer invites you to interview, your résumé will serve as the primary reference point as you and the employer discuss, examine, and evaluate your qualifications and skills.

Your résumé should direct the employer's attention to aspects of your background that are relevant to the particular position they are hiring to fill. Although résumés can be found in a wide array of structures, formats, and styles, the tools available in this system's Résumé Builder will help you prepare your résumé in a focused, structured manner.

Visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> to create your MWEJobs Résumé Builder today!



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## BUSINESS SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Client Curriculum Coordinator</b>	BA in Education, Human Services or related field. 2yrs exp in related field.	Email resume to <a href="mailto:dhenry@oedworks.com">dhenry@oedworks.com</a>
<b>Customer Service Assistant- 762496</b>	Experience with clerical work and familiarity with Microsoft Office required.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Marketing Coordinator- 764903</b>	Bachelor's degree in marketing, communication or a related field with 1-3 years of experience in event management or membership. Candidates should be prepared to work flexible hours.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Office Manager</b>	5+ years of previous experience preferred. AA Degree required. Skilled in MS Office Suite, bookkeeping, with experience in contract administration or construction related fields.	Email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line. *Job Orders may close without notice.*

### The perfect time to show up for a job interview

The big day is here. You've worked so hard to perfect your résumé and prepare for the interview. To show you're responsible and committed to this position, you decide to show up early. But then you wonder, *how early is too early?*

We asked a few career experts and hiring managers the ideal time to show up for a job interview. The consensus was **10 to 15 minutes before the scheduled meeting time.**

While it is important to allow yourself plenty of time to settle in, arriving *too* early can actually hurt your chances at landing the job.

Also, arriving over 15 minutes early can be frustrating for a hiring manager. There is a reason the interview was scheduled when it was, and your early arrival could throw a curveball into their schedule.

Augustine says it can't hurt to reach out to somebody within the company. "Check with your point of contact to find out if you need to arrive before your scheduled interview to fill out paperwork," she recommends. "Much like visiting a doctor's office, you may be asked to come 20-30 minutes before the actual interview to fill out paperwork for HR."

Source: <http://www.businessinsider.com/perfect-time-to-schedule-job-interview-2014-12>



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## CONSTRUCTION

Position /MWE Job Order #	Requirements	How to Apply
<b>Director of Deconstruction - 761543</b>	10 years of experience or equivalent education and experience in project management/construction and/or demolition preferred.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Lead Based Paint Inspector</b>	HSD or equivalent, certification preferred, reliable personal vehicle, and a valid MD driver's License are required	Email resume to <a href="mailto:bcarnes@oedworks.com">bcarnes@oedworks.com</a>

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> OR Email your resume including the position and MWE Job Order # in the subject line. *Job Orders may close without notice.*

## HOSPITALITY

Position/ MWE Job Order #	Requirements	How to Apply
<b>Car Cleaner- 756248</b>	Must be at least 20 years, have a valid driver's license and excellent driving record. Must be able to work weekends and work outside year-round, in all types of weather conditions.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Client Care Specialist- 762482</b>	HSD, Proficiency in MS Office. 2 years of experience in Customer Service with strong communication skills	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Customer Service Associate- 756396</b>	Possess strong basic computer skills, HSD/GED preferred	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Donations Customer Service Representative</b>	HSD, Proficiency in MS Office. Experience in Customer Service with strong communication skills	Email resume to <a href="mailto:bcarnes@oedworks.com">bcarnes@oedworks.com</a>

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> OR Email your resume including the position and MWE Job Order # in the subject line. *Job Orders may close without notice.*



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<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Line Cook - 763849</b>	HSD, 1 year of previous experience required	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@oedworks.com</a>
<b>Restaurant Manager- 762976</b>	HSD, 2 years of previous experience required	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@oedworks.com</a>
<b>Store Manager -745780</b>	Prior store management experience required. Must be available for to work holidays, nights and weekends.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>

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Horseshoe Casino Baltimore is hiring. For more information about open positions and qualifications required for jobs posted, please visit the Horseshoe Casino Baltimore website: <https://caesars.hodesiq.com/Default.aspx> or go to the Horseshoe Hiring Center located at 175 W. Ostend Street, Baltimore, MD. Please select "MOED" when asked "how did you hear about the job". If you don't have a computer or Internet access, you can visit a One Stop Career Center or MOED Community Job Hub Location. Career Center and Community Job Hub locations can be found at the end of this Hot Jobs publication.

**To apply:** Please log onto: <https://caesars.hodesiq.com/Default.aspx>



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## HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Case Manager-</b> 761154	HSD preferred, 1 year of previous experience required	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@oedworks.com</a>
<b>Community School Assistant Director-</b> 764878	BA degree required. Experience working in outcomes-based, grant-funded youth programs and managing a team. Knowledge of community resources w/ relationships within the local youth development community.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Community Schools Coordinator-</b> 766356	BA degree required. Valid DL and car. Must pass criminal background check. Exp working in public school. 2 yrs of experience in community organizing.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Community Schools Coordinator (Bilingual)-</b> 766358	BA degree required. Proven ability to work w/ diverse population. Intermediate knowledge of MS Word, Exchange, Excel and Outlook.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Group Leader</b>	HSD/G.E.D. Valid DL w/ clean record. Exp working with youth in after school program. CPR/First Aid training preferred	Email resume to <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>
<b>Sr. Group Leader</b>	HSD or G.E.D. Valid Maryland DL. 2 yrs exp working with kids. Pass Background Check	Email resume to <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>

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## HUMAN SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>School Partnerships Group Leader- 764876</b>	Experience teaching and supervising elementary, middle, and/or HS age children in a specific activity	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@oedworks.com</a>
<b>School Partnerships Hall Monitor- 765065</b>	Good oral and written communication skills. Ability to stand/walk/climb for long periods. Must pass drug test, background investigation and fingerprint checks.	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@oedworks.com</a>
<b>School Partnerships Teacher- 765153</b>	Experience teaching and lesson planning for elementary, middle or high school students. Current teacher certification preferred. HSD/GED required	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@oedworks.com</a>

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## MANUFACTURING

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Assemblers- 762489</b>	Ability to assemble fiber optic assemblies in a lab environment.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>CNC Machinists- 742320</b>	2 years of experience CNC machine operation	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

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## CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



MWE Job Order #	Position	Requirements
756216	Carpenter	2-3 years of experience
756322	Drywall Finisher	5 years as a finisher in the commercial drywall industry

*These positions can range from temporary, to jobs that might last only through the length of contracts, to jobs that require having your own transportation.*

**Priority hiring for applicants with valid driver's license and vehicle. Proof of Baltimore City residency required.**

**To apply:** For immediate consideration: 1) Please reference the MWE job # and go to:

<https://mwejobs.maryland.gov>.

2) Email your resume to: [schooljobs@oedworks.com](mailto:schooljobs@oedworks.com)

3) Mail/drop off resume to: Mayor's Office of Employment Development, 2401 Liberty Heights Avenue, Mondawmin Mall, Baltimore, MD 21217

Resumes will be reviewed and you may be contacted only if you have previous relevant experience for the position.





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## EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

### Baltimore City Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online eRecruit system. Click the link below to review additional opportunities!

<https://www.governmentjobs.com/careers/baltimorecity>

#### Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Automotive Maintenance Worker	\$30,411 - \$32,584	12/11/17
Budget Analyst	\$67,218 - \$107,406	12/13/17
Building Repairer	\$32,114 - \$35,378	12/11/17
Community Health Nurse I	\$48,888-\$57,726	Continuous
Paramedic CRT/EMT-P	\$42,896-\$64,832	Continuous
Public Building Maintenance Coordinator	\$34,970 - \$39,106	12/26/17

### Baltimore City Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the instructions listed on the job announcement. Click the link below to review additional opportunities!

<http://humanre.baltim.gov/employment/non-civil-service>

#### Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Agency</u>
CDL Driver	\$29,120	Department of Public Works
Executive Assistant	Commensurate with education & experience	Mayor's Office of Information Technology
Guardianship Specialist – Closing date 12/13/17	\$38,152	Baltimore City Health Department
Parking Meter Technician - Closing Date 12/17/2017	\$17.67/Hour	Parking Authority of Baltimore City



# Now Hiring!!

## MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



### **Eastside One-Stop Career Center**

A proud partner of the  
 American Job Center

3001 E. Madison St.  
 Baltimore, MD 21205  
 410-396-9030

### **Northwest One-Stop Career Center**

A proud partner of the  
 American Job Center

2401 Liberty Heights Ave.  
 Mondawmin Mall  
 Baltimore, MD 21215  
 410-396-7873

### **Westside Youth Opportunity (YO Baltimore)**

1510 W. Lafayette St.  
 (Gillmor St. entrance)  
 Baltimore, MD 21217  
 410-545-6953

### **Eastside Youth Opportunity (YO Baltimore) HEBCAC**

1212 N. Wolfe St.  
 Baltimore, MD 21205  
 410-732-2661

### **Workforce Reception Center**

*(By referral only)*  
 100 W. 23rd Street  
 Baltimore, MD 21218  
 Phone (410) 396-6580

### **Visit one of our Satellite Employment Centers!**

#### **Bon Secours Community Works**

26 N. Fulton Ave.  
 Baltimore, MD 21223  
 410-362-3629

#### **Friendship Outreach Center**

7200 Harford Road  
 Baltimore, MD 21234  
 410-444-1595

#### **GEDCO**

5513 York Rd. (rear entrance)  
 Baltimore, MD 21212  
 410-532-7117

#### **My Brother's Keeper**

4207 Frederick Avenue  
 Baltimore, MD 21229  
 410-644-3194

#### **Employment Connection Center**

1410 Bush Street  
 Baltimore, MD 21230  
 410-396-1052

[www.oedworks.com](http://www.oedworks.com)

The following opportunities are available with the Mayor's Office of Employment Development. For more information and instructions on how to apply please visit [www.oedworks.com](http://www.oedworks.com)

JOB TITLE	POSTING #	STATUS
Career Development Facilitators	8481	Full-Time, Temporary with Benefits, \$33,928
Career Navigator	8483	Full-Time, Regular, \$34,000
Motor Vehicle Driver II	8482	Full-Time, Regular, \$32,500
Office Assistant III	8480	Full-Time, Regular, \$32,027
Program Manager Mobile Workforce Center	8484	Full-Time, Regular, \$59,500
Unit Coordinator III	8485	Full-Time, Regular, \$59,466
Van Driver	8472	Part-Time, Temporary with no Benefits, \$13.90/hour



Position	Salary	# Job Openings
Assessment Staff	\$12.00/hr.	36
Data Entry Clerk	\$11.50/hr.	3
Employment Specialist	\$13.00/hr.	2
Receptionist	\$11.50/hr.	1
Unit Clerk	\$11.50/hr.	3



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Now Hiring is a service of the Mayor's Office of Employment Development, the Workforce Investment Board, and multiple workforce partners. Here are some additional websites to assist your job search.

Baltimore City Community College	Education	<a href="http://www.bccc.edu">www.bccc.edu</a>
Baltimore City Government Employment 911	Government	<a href="http://www.baltimorecity.gov">www.baltimorecity.gov</a>
Federal Government	Government	<a href="http://www.usajobs.gov">www.usajobs.gov</a>
Maryland Workforce Exchange	Government	<a href="https://mwejobs.maryland.gov">https://mwejobs.maryland.gov</a>
Mayor's Office of Employment Development	Government	<a href="http://www.oedworks.com">www.oedworks.com</a>
SummerJobs.com	Government	<a href="http://www.summerjobs.com">www.summerjobs.com</a>
Maryland non-profits	Government	<a href="http://www.marylandnonprofits.org">www.marylandnonprofits.org</a>
Maryland Government	Government	<a href="http://www.maryland.gov">www.maryland.gov</a>
BestJobsUSA.com	Private Sector	<a href="http://www.bestjobsusa.com">www.bestjobsusa.com</a>
Career	Private Sector	<a href="http://www.career.com">www.career.com</a>
Career Board	Private Sector	<a href="http://www.careerboard.com">www.careerboard.com</a>
Career Site	Private Sector	<a href="http://www.careersite.com">www.careersite.com</a>
Employment Guide	Private Sector	<a href="http://www.employmentguide.com">www.employmentguide.com</a>
Groove Job	Private Sector	<a href="http://www.groovejob.com">www.groovejob.com</a>
Indeed	Private Sector	<a href="http://www.indeed.com">www.indeed.com</a>
Job.com	Private Sector	<a href="http://www.job.com">www.job.com</a>
Jobing	Private Sector	<a href="http://www.jobing.com">www.jobing.com</a>
Jobs	Private Sector	<a href="http://www.job.net">www.job.net</a>
Monster	Private Sector	<a href="http://www.monster.com">www.monster.com</a>
My next Move	Private Sector	<a href="http://www.mynextmove.org">www.mynextmove.org</a>
Nation Job	Private Sector	<a href="http://www.nationjob.com">www.nationjob.com</a>
Net-Temps	Private Sector	<a href="http://www.net-temp.com">www.net-temp.com</a>
Snag A Job	Private Sector	<a href="http://www.snagajob.com">www.snagajob.com</a>
Sologig.com	Private Sector	<a href="http://www.sologig.com">www.sologig.com</a>
The Ladders.com	Private Sector	<a href="http://www.TheLadders.com">www.TheLadders.com</a>
Baltimore Help Wanted	Private Sector	<a href="http://www.baltimorehelpwanted.com">www.baltimorehelpwanted.com</a>
Career Builder	Private Sector	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
Vault	Private Sector	<a href="http://www.vault.com">www.vault.com</a>

**All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>. Please reference the number next to the position. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.**