



# Now Hiring!!

APRIL 6 - 20, 2018

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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, please reference the number next to the position and visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov>. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed in this publication.*

\*\*\*\*\*FEATURED EVENT\*\*\*\*\*



UtiliQuest is searching for career-focused, motivated individuals to locate and mark underground utilities in **Maryland!**

**Information Session: Friday, April 20, 2018**  
**Eastside One Stop Career Center**  
**3001 E. Madison Street, Baltimore, MD 21205**  
**9:30 a.m. to 11:30 a.m.**

*To RSVP to attend the event, please send your resume with contact information to [rworen@oedworks.com](mailto:rworen@oedworks.com) Please state that you are registering for the UtiliQuest Information Session on April 20, 2018.*

**Please come dressed for an interview and bring a photo ID, social security card and resume.**

1. Go to [www.utilitquest.com](http://www.utilitquest.com) to apply online.
2. You may be selected to take our online basic skills test.

[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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## MARYLAND WORKFORCE EXCHANGE (MWE)



### Explore your Local Labor Market

*Interested in learning about some of the growing industries and occupations in your area?* Visit the [Labor Market Facts](#) page in MWE for answers to a wide variety of commonly asked labor market questions. Select a **city/county** option to indicate where you would like to look for area and economic information. Below are the top fastest growing industries (by percentage change of jobs) for Baltimore, MD.

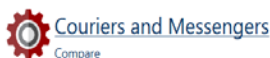
#### Industries by Projected Growth

This section shows the industries with the highest total annual percent change in Baltimore City Workforce Region, MD (which contains Baltimore, City of, MD - no data available for Baltimore, City of, MD) for the 2014-2024 time period.

Click a column title to sort.

Rank	Industry	2014 Estimated Employment	2024 Projected Employment	Total Annual Percent Change	Total 2014-2024 Employment Change
1	<a href="#">Couriers and Messengers</a>	773	1,544	7.16%	771
2	<a href="#">Paper Manufacturing</a>	263	509	6.83%	246
3	<a href="#">Management of Companies and Enterprises</a>	2,150	2,866	2.92%	716

Click on the **industry title** in the table to see more information about that industry.



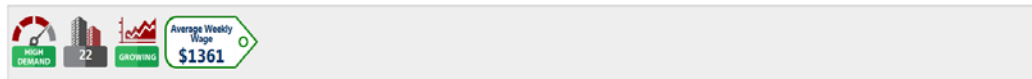
[Baltimore City Workforce Region, MD](#)

[Summary](#) | [Jobs](#) | [Employers](#) | [Wages](#) | [Employment and Projections](#)

For help click the question mark icon.

**Couriers and Messengers** - Industries in the Couriers and Messengers subsector provide intercity and/or local delivery of parcels. These articles can be described as those that may be handled by one person without using special equipment. This allows the collection, pick-up, and delivery operations to be done wi... [More](#)

Source: North American Industry Classification System (NAICS)



Employment

**0.2%**

of all jobs in Baltimore City Workforce Region, MD

Source: Labor Market Statistics, Covered Employment and Wages Program

Work Places

**6.0% of Couriers and Messengers work places in the state**



Source: Labor Market Statistics, Covered Employment and Wages Program

Occupational Employment Distribution

Occupation	Estimated Employment	Advertised Detailed Job Skill	Job Opening Match Count
General and Operations Managers	Confidential	Customer service	41
Transportation, Storage, and Distribution Managers	Confidential	Financial reporting	22
Logisticians	Confidential	Positive attitude	19
Market Research Analysts and Marketing Specialists	Confidential	Typing	11

Select **Employers** for a listing of job openings in the regional area that meet your search criteria. Click on a **job title** to see more information about the job.

Visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> to view your local labor market today!



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## BUSINESS SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Data Entry Operators-</b> 812148	Must have 6 months data entry experience and basic office skills. Must be able to type 40 words per minute. Typing assessment test will be required.	Apply on MWE
<b>Direct Child Care Workers-</b> 806421	Requires Associates Degree or HSD plus 3 years of experience working with youth disabilities ages 9-20. Valid Maryland Driver's License with a safe driving record required.	Apply on MWE or Email resume to: <a href="mailto:atheard@oedworks.com">atheard@oedworks.com</a>
<b>Staff Attorney</b>	J.D. and admission to Maryland bar, minimum of 1 year of legal experience preferred and commitment to organizational mission and to public interest law.	Email resume to: <a href="mailto:cjefferson@oedworks.com">cjefferson@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 (if provided). *Job Orders may close without notice.*

## CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
<b>Custodial Laborer-</b> 810162	Six (6) months of cleaning or custodial experience. Valid Maryland and Noncommercial Class C or equivalent driver's license preferred.	Apply on MWE
<b>Equipment Operator-</b> 812902	High school diploma or GED. Must successfully pass a pre-employment drug screen and background check. Ability to operate skid end dump, dozers, graders, skid loaders or forklift. 2 yrs of experience preferred.	Apply on MWE
<b>Paving Laborer-</b> 790813	High school diploma or GED. 2 yrs of labor experience required on highway, building, and heavy construction projects. Must successfully pass a pre-employment drug screen and background check.	Apply on MWE

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Position/ MWE Job Order #	Requirements	How to Apply
<b>Utility Line Locator- 806341</b>	High school diploma or GED. Valid state driver's license, with no more than 8 points, no reckless driving, no DUI within last three years. Must successfully pass a pre-employment drug screen and background check. Ability to lift objects up to 50 pounds or lifting in excess of 50 pounds with tool aids. 6 to 8 week paid on the job training with pay increase after successful completion.	Apply on MWE

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 (if provided). Job Orders may close without notice.

## HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
<b>Community Outreach Coordinator</b>	A bachelor's degree in related field or a combination of education and relevant work experience 2+ years of experience related to group facilitation, planning, coalition building, and project development.	Email resume to: <a href="mailto:cjefferson@oedworks.com">cjefferson@oedworks.com</a> Must be received by April 13 <sup>th</sup> to be considered.
<b>Meal Services Coordinator</b>	High School diploma or equivalent with experience in the food service industry. Experience working with and sensitivity to the needs and concerns of persons who are materially poor and/or homeless.	Email resume to: <a href="mailto:cjefferson@oedworks.com">cjefferson@oedworks.com</a> Must be received by April 13 <sup>th</sup> to be considered.
<b>Shift Supervisor</b>	Bachelor's degree in human services or related field, with 2 years supervisory experience. (2) years of experience working with, and sensitivity to the needs of homeless, with a focus on women and children/families. Experience in crisis intervention, behavior management, and/or conflict resolution.	Email resume to: <a href="mailto:cjefferson@oedworks.com">cjefferson@oedworks.com</a> Must be received by April 13 <sup>th</sup> to be considered.
<b>Site Coordinator</b>	Strong organizational skills and computer skills including experience with Microsoft Office. HS Diploma required.	Email resume to: <a href="mailto:karmstrong@oedworks.com">karmstrong@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 (if provided). Job Orders may close without notice.



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## JOBSEEKER TIP

### Emailing your resume?

### *Don't Forget the Details!!*

**The Subject Line of Your Email Message-** Make sure you list the position you are applying for in the subject line of your email message, so the employer is clear as to what job you are applying for.

#### Email Subject Line Examples:

- Administrative Assistant Job - Your Name
- Job Posting #321: Communications Director

**Include Your Signature-** Include a signature with your contact information, so it's easy for the hiring manager to get in touch with you.

#### Sample:

**Subject Line of Email Message:** Communications Director Position - Your Name

#### Email Message:

Dear Hiring Manager,

I read your job posting for a Communications Director with interest. I am confident that my ten years of experience in communications in both the private and public sector make me an ideal fit for the position. I have attached my resume for your review. If I can provide you with any further information on my background and qualifications, please let me know. I look forward to hearing from you. Thank you for your consideration.

Sincerely,  
Your Name  
Address  
Email  
Phone

Source: <https://www.thebalance.com/how-to-email-a-resume-2063299>



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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:

<b>Position</b>	<b>Wage/Salary</b>	<b>Closing Date</b>
Administrative Assistant	\$35,000 - \$42,500/ yr	5/11/18
Automotive Maintenance Worker	\$31,640-\$33,900/yr	4/15/18
Building Repairer	\$33,411-\$36,807/yr	4/15/18
Bus Driver (Part time)	\$15.74/hr	4/19/18
Construction Electrical Inspector I	\$42,996-\$52,092/yr	4/27/18
Housing Rehabilitation Technician II	\$42,153-\$51,070/yr	Continuous
Tow Truck Operator	\$32,025-\$34,574/yr	Continuous

### 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:

<b>Position</b>	<b>Wage/Salary</b>	<b>Agency</b>
CDL Drivers	\$29,120/yr	Department of Public Works
Contract Services Specialist II (Accounting Assistant)	\$15.00-\$22.00/hr	Department of General Services
Senior Medical Advisor	Commensurate with education and experience	Baltimore City Health Department



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



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 Facilitator	8481	Full-Time, Temporary with Benefits, \$33,928
Systems Technician II	8491	Full-Time, Regular, \$32,668



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

Position	Salary
Assessment Staff	\$12.00/hr.
Data Entry Clerk	\$11.50/hr.
Verification Clerk	\$11.50/hr.



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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>

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