



# Now Hiring!!

DEC 15 – DEC 29, 2017

## Table of Contents

- [FEATURED -P.1](#)
- [Maryland Workforce Exchange Tip -P.2](#)
- [Business Services -P.3](#)
- [Construction-P.3](#)
- [Healthcare-P.4](#)
- [Hospitality- P.4-5](#)
- [Human Services- P.6](#)
- [IT/Technology-P.7](#)
- [Manufacturing – P.7](#)
- [City Agencies -P.8](#)
- [MOED & YouthWorks- P.9](#)
- [Additional Websites -P. 10](#)

*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** \*\*\*\*\*



## HORSESHOE CASINO HIRING EVENT

January 16, 2018 10am-2pm

Horseshoe Casino: 1525 Russell St, Baltimore, MD 21230

Currently hiring for positions in Food and Beverage, Hospitality, Gaming, Finance and more.

### AVAILABLE POSITIONS (MWE Job Number)

Bartender (766155)	Cook I,II,III (766164-766166)	Security Officer (766153)
Beverage Server (766154)	Countroom Rep. (766152)	Server (766159)
Bus Server (766158)	Food Runner (766156)	Server Assistant (766162)
Cage Cashier I (765738)		Table Games Dealer (766168)

### HOW TO APPLY

All applicants must register for the event through the Maryland Workforce Exchange: <https://mwejobs.maryland.gov> - Event ID is 69863.

Applications can be sent in through MWE or via email to [hospitality@oedworks.com](mailto:hospitality@oedworks.com)

### FOR HELP APPLYING VISIT

Eastside One-Stop Career Center (410) 396-9030 3001 E. Madison St. Baltimore, MD 21205	Northwest One-Stop Career Center (410) 396-7873 2401 Liberty Heights Ave. Baltimore, MD 21215	Employment Connection Center (410) 396-1052 1410 Bush St. Baltimore, MD 21230
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*This is a service of the Mayor's Office of Employment Development, Horseshoe Casino Baltimore, Baltimore Workforce Development Board and multiple workforce partners.*

As part of Caesar Entertainment's employment process, finalists will be required to complete a background check prior to receiving an offer. These background checks include: Prior employment, education verification, social security trace, criminal background check, drug screen, and motor vehicles record when applicable.

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



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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

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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>Marketing Coordinator-</b> 764903	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
<b>Business Center Administrative Manager</b>	Bachelor's Degree in Business, Communications or related field required. 5+ yrs of administrative exp. with business development, contracts administration, various business enterprise certification types, meeting and event planning.	Email resume and cover letter 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 (if provided). *Job Orders may close without notice.*

## CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
<b>Director of Deconstruction -</b> 761543	10 years of experience or equivalent education and experience in project management/construction and/or demolition preferred. <i>Applicants with a criminal background will be considered on a case-by-case basis.</i>	Apply on MWE
<b>HVAC Technician-</b> 768784	Valid Maryland DL and personal vehicle required. Must pass background check. Must have an Apprentice License and EPA Certification and at least six (6) months of trade-related work experience. Must have a high school diploma or equivalent GED certificate.	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>

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## HEALTHCARE

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Administrative Services Coordinator II- 766318</b>	AA degree minimum; 4 yrs of experience scheduling appointments, lectures, travel arrangements and meetings. Support for conferences, trainings and events.	Apply on MWE or email resume to <a href="mailto:dfalls@oedworks.com">dfalls@oedworks.com</a>
<b>Medical Assistant- 766319</b>	2 yrs of experience assistance with the examination and treatment of patients under the direction of a physician.	Apply on MWE or email resume to <a href="mailto:dfalls@oedworks.com">dfalls@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.*

## HOSPITALITY

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Car Cleaner- 756248</b>	Must be at least 20 years old, 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
<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
<b>Customer Service Associate- 756396</b>	Possess strong basic computer skills, HSD/GED preferred. <i>Applicants with a criminal background will be considered on a case-by-case basis.</i>	Apply on MWE
<b>Store Manager - 745780</b>	Prior store management experience required. Must be available to work holidays, nights and weekends. <i>Applicants with a criminal background will be considered on a case-by-case basis.</i>	Apply on MWE

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# Now Hiring!!!

## HOSPITALITY

### REVIVAL HOTEL



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 in Mount Vernon; if you can deliver wow experiences, love the community, and you're passionate about your job, join our team! *Applicants with a criminal background will be considered on a case-by-case basis.*

Food Service:	Front of the House:	Heart of the House:
Bartenders/Severs (765287, 765308)	Bell Person (765288)	Room Attendant (761672)
Stewards (763382)	Front Desk Attendant (765296)	Housekeeper (765315)
Line, Prep, and Pantry Cooks (763375, 763395)	Night Auditor (765530)	Security (765531)
Baristas (765284)		Maintenance Engineer (765301, 765312)

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 to [hospitality@oedworks.com](mailto:hospitality@oedworks.com) including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*

**Emailing your resume? Don't Forget the Details!!!!**  
**Part I**

**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

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



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## HUMAN SERVICES

<b>Position/ MWE Job Order #</b>	<b>Requirements</b>	<b>How to Apply</b>
<b>Case Manager- 761154</b>	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 Schools Coordinator (Bilingual)- 766358</b>	BA degree required. Proven ability to work w/ diverse population. Intermediate knowledge of MS Word, Exchange, Excel and Outlook.	Apply on MWE
<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>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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## IT/TECHNOLOGY

Position/ MWE Job Order #	Requirements	How to Apply
NET/DevOps Developer-Temporary - 769952	Must have a BS degree in a technology related discipline and 7 years' of exp. in developing web applications with the following: Knowledge of Software as a Service (SaaS) & Azure cloud environments, C# 4 / .NET 4.5+, ASP.NET / MVC 4+, SOA, micro services, and Web API.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@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.*

## MANUFACTURING

Position/ MWE Job Order #	Requirements	How to Apply
CNC Machinists	2 years of experience in CNC machine operation.	Email resume to <a href="mailto:rworen@oedworks.com">rworen@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.*

### Emailing your resume? Don't Forget the Details!!!! Part II

**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:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Community Aide- Utility Support	\$9.25-\$14.68/hr	1/8/18
Community Health Nurse I	\$48,888-\$57,726/yr	Continuous
Engineer II	\$67,218 - \$107,406/yr	1/2/2018
Paramedic CRT/EMT-P	\$42,896-\$64,832/yr	Continuous
Public Building Maintenance Coordinator	\$34,970 - \$39,106/yr	12/26/17
Social Services Coordination Supervisor	\$ 59,466-\$95,370/yr	12/27/17

### 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>
Chief Human Resources Officer	\$79,152-\$126,582/yr	Department of Housing and Community Development
CDL Driver	\$29,120/yr	Department of Public Works
Paralegal	\$45,755/yr	Office of the State's Attorney for Baltimore City
Public Health Physician - Closing Date- 1/8/18	\$88,482/yr	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)

<b>JOB TITLE</b>	<b>POSTING #</b>	<b>STATUS</b>
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



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)

<b>Position</b>	<b>Salary</b>	<b># Job Openings</b>
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



**Eastside One-Stop Career Center**  
A proud partner of the



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

**Northwest One-Stop Career Center**  
A proud partner of the



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)

# Now Hiring!!

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.**