

# NOW

# HIRING



## Featured Opportunity

2/22/2019 – 3/08/2019

[Table of Contents](#)

[Featured Event-P.1](#)

[Baltimore City](#)

[Schools/Youth-P.2](#)

[Business Services-P.3-](#)

[4](#)

[Healthcare-P.4](#)

[Construction-P.5](#)

[Manufacturing /](#)

[Maintenance - P.5](#)

[Job Seeker Tip-P.6](#)

[City Government](#)

[Jobs-P.7](#)

[MOED Jobs-P.8](#)

[Add'l Resources -P.9](#)

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



WAYLAND  
BAPTIST CHURCH

## COMMUNITY HIRING EVENT



3200 Garrison Boulevard, Baltimore, MD  
Thursday, March 7<sup>th</sup> 10:00a.m.-2:00 p.m.

*Employers scheduled to attend (additional employers are being confirmed):*

- Flagger Force
- Epic Developmental Services
- Koons Automotive
- Walgreens
- Cornerstone Staffing
- Gray & Son Inc.
- Maryland Gas & Electric
- Ruppert Landscape
- Express Employment Professionals
- VSP
- Calspan Air Services
- Humanim
- Baltimore County Public Schools
- Quality Coverage Hospitality Staffing
- Generation
- Maryland New Directions
- Medifast
- Jane Addams Resource Corporation
- Genesis Health Care
- Kelly Services

**Local Employers Onsite**

Local Employers will be set up for you to meet with on the spot!

**Community Resources**

Local organizations will be onsite to discuss their services.

**Open to the Public**

Events this day are open to everyone, including ex-offenders.

**Dress Professionally and Bring Plenty of Resumes**

**For more information, call 410-396-7873**



This is a service of the Mayor's Office of Employment Development, the Baltimore Workforce Development Board and multiple workforce partners."



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# Now Hiring

## Eastside One-Stop Career Center

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**AmericanJobCenter**<sup>®</sup>  
network

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Baltimore, MD 21205  
410-396-9030

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Mondawmin Mall  
2401 Liberty Heights Ave.  
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

## Satellite Employment Centers

### Bon Secours Community Works

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

### GEDCO

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

### My Brother's Keeper

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Baltimore, MD 21229  
410-644-3194

### Employment Connection Center

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Baltimore, MD 21230  
410-396-1052

## BALTIMORE CITY SCHOOLS



## Get paid to work at City Schools' own farm! July 1 to August 2, 2019

Will you be in high school next year?

Do you like to be outside, and be around plants, chickens, and goats?

Do you want to learn about growing fruits and vegetables, making compost, and caring for animals?

### WHERE IS THE FARM?

6601 Baltimore Nat'l Pike  
Catonsville, MD 21228  
accessible by MTA City Link  
Purple and bus #77

Workdays are  
Mon-Fri from  
9:00am-2:30pm.

### HOW TO APPLY?

**Step 1:** By March 1st, complete Youth Works application at <http://youthworks.oedworks.com/>

**Step 2:** Email James Koval, Great Kids Farm Manager at [jkpkoval@bcps.k12.md.us](mailto:jkpkoval@bcps.k12.md.us) to schedule an interview (he can come to your school!)

**BALTIMORE CITY**  
**PUBLIC SCHOOLS**

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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>4 Bartenders</b> MWE Job Order #946992	To take beverage orders from serving staff or directly from patrons. Serve wine, and bottled and draft beer. Will clean bars, work areas, etc. Prior bar tending experience required; excellent customer service skills. Must be at least 21 years of age. \$11.85 per hour.	<b>To apply:</b> Email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>4 Prep Cooks</b> MWE Job Order #946986	Prep cooks for preparation for the dishes served. This includes chopping vegetables, breaking down, cutting or grinding meat, weighing and mixing ingredients, washing and preparing vegetables, storing food, etc. Prior prep cook experience required. \$11.85 per hour.	<b>To apply:</b> Email resume to: <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Security Officers</b> MWE Job Order #946874	Provide assistance to customers, employees and visitors in a courteous and professional manner. Work in various environments such as cold weather, rain/snow or heat. Occasionally lift or carry up to 40 pounds. Climb stairs, ramps, or ladders occasionally during shift. Stand or walk on various surfaces for long periods of time. Ability to work outdoors. Various shifts available.	<b>To apply:</b> Email resume to: <a href="mailto:clester@oedworks.com">clester@oedworks.com</a>
<b>Office Assistant</b> MWE Job Order Number #936704	High school diploma, Associates degree preferred. Previous experience required with a minimum of two (2) years' experience as an office assistant, office clerk, receptionist, administrative assistant or administrative program staff person in a complex office setting such as non-profit organization, hospital, or community health clinic.	<b>To apply:</b> 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) to [Bmore@oedworks.com](mailto:Bmore@oedworks.com). Job Orders may close without notice.

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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Technician-Service &amp; Maintenance</b> MWE Job Order Number #944921	Conducts service calls to customer sites to perform maintenance, repairs, and/or removal of various company issued equipment. Performs on-site diagnostics to determine root-cause of equipment issues	<b>To apply:</b> Email resume to Dfalls@oedworks.com
<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Material Field Technician</b> MWE Job Order Number #941506	NO Experience Necessary FREE Training and Certifications LEARN how to perform field and laboratory tests on soils and concrete. High School diploma or GED Valid driver's license with no excessive violations	<b>To apply:</b> Email resume to Dfalls@oedworks.com

## HEATHCARE

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Patient Care Associate I - Union</b> MWE Job Order Job #: 949110	Entry level knowledge; basic employment skills; High School diploma or GED equivalent. One to three (1-3) years of experience. GNA / CNA Licensure; American Heart Association CPR Card. Automatic B/P cuff; Basic computer skills; Synquest; Communication devices; Hoyer lift; Specialty beds.	Apply on MWE
<b>Medical Assistant</b> MWE Job Order Job #: 948696	Performs clinical and administrative duties in an ambulatory setting under the supervision of a physician. Duties may include venipuncture, documentation of vital signs, and assisting providers with patient exams.	Apply on MWE
<b>Patient Care Tech</b> MWE Job Order #949089	High School diploma or GED 1 year of experience as a CNA or PCT preferred. Currently certified as a CNA by the Maryland Board of Nursing. Proof of successful completion of a Patient Care Technician certification program or hospital-based training program.	Apply on MWE



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## CONSTRUCTION

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Painter</b> MWE Job Order #938882	Commercial Painting (3) years or more experience. Must have experience using brush, rollers, sprays and preparing surfaces.	<b>To apply:</b> Email resume to <a href="mailto:Schooljobs@oedworks.com">Schooljobs@oedworks.com</a>
<b>Construction Labor</b> MWE Job Order #946218	Laborer-assist in erecting shoring, rigging precast panels, carpenters, concrete finishers, general labor Carpenters-mill lumber, build forms. Must be able to work at elevated heights. Certifications for operating aerial lifts and rough terrain forklifts is a plus.	Apply on MWE
<b>2 Fence Installers</b> MWE Job Order #948036	Company is looking to hire fence installers in the DC/MD area. Good communication skills, reliable transportation, and the ability to gain access to government work sites required. Preference given to US citizens due to multiple contracts requiring US citizenship job access.	Apply on MWE
<b>Skilled Laborer(s)</b> MWE Job Order # 946900	Laborer-assist in erecting shoring, rigging precast panels, carpenters, concrete finishers, general labor Carpenters-mill lumber, build forms, erecting shoring. Concrete Finishers-assist with finishing floor, panels Must be able to work at elevated heights. Certifications for operating aerial lifts and rough terrain forklifts is a plus.	<b>To apply:</b> Email resume to <a href="mailto:Dfalls@oedworks.com">Dfalls@oedworks.com</a>

## MANUFACTURING/MAINTENANCE

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Maintenance Worker</b> MWE Job Order # 947457	Responsible for the upkeep of residential and commercial buildings in Baltimore City and Baltimore County to include:  Painting/Dry-Wall, Minor Plumbing and Electrical, Repairing Flooring, Air-Conditioning and Heating.	<b>To apply:</b> Email Resumes to: <a href="mailto:Clester@oedworks.com">Clester@oedworks.com</a>
<b>Master Plumber</b> MWE Job Order Job # 943126	Must have Maryland State Plumbing Certificate and valid driver's license. Must be physically able to do the work required to provide residential and light commercial service, such as crawling on the ground, working in tight spaces, and carrying and operating tools and equipment.	Apply on MWE

# Now Hiring

## Job Seeker Tip

### Functional Résumé

*This format is best suited for multi-industry or -function careers (different industries and functions/skills), when there are no gaps in employment history.*

#### Mary S. Johnson

4600 Main Street, Santa Barbara, CA 93000  
(805) 123-4567 • mary@yahoo.com

**OBJECTIVE:** A position as Sales Manager or Account Manager.

#### SUMMARY OF QUALIFICATIONS:

- Six years successful experience in direct sales of a range of products and services.
- Extensive practical hands-on experience as co-owner and manager of a small business.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

#### RELEVANT SKILLS:

##### Sales and New Account Development

- Increased a small publication's advertising revenue through market research and promotion.
- Developed new distribution outlets for a special-interest magazine in Northern California.

##### Customer Relations

- Served as vendor representative for Jana Imports.
- Oversaw the production of advertising and its placement in major trade publications.

##### Advertising, Marketing and Distribution

- Organized and styled merchandise for effective presentation in a 20-page giftware catalog.
- Handled all aspects of order taking and processing at both Bill's Dairy and Jana Imports.

#### EMPLOYMENT HISTORY:

2002 - Present: Co-Owner/Manager Bill's Dairy Products, Livermore  
2000 - 2002: Distribution Coordinator Déja Vu Publishing Co., San Rafael  
1997 - 2000: Sales Coordinator Jana Imports, Oakland

**EDUCATION:** Bachelor of Liberal Arts Degree, UCLA, 1997

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## EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

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### Baltimore City Civil Service & Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online e-Recruit system with Baltimore City's Department of Human Resources Agency.

Click the link below to review all opportunities!

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

### CIVIL SERVICE

#### Featured Jobs:

<u>Position /Job Number</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Animal Enforcement Officer - Health Department	\$38,340.00 - \$43,088.00 Annually	2/26/2019
Associate Counsel, Board of Municipal and Zoning Appeals	Depends on Qualifications	Continuous
Automotive Maintenance Worker	\$32,273.00 - \$34,578.00 Annually	Continuous
Automotive Mechanic	\$39,634.00 - \$44,764.00 Annually	Continuous
Building Repairer	\$34,079.00 - \$37,543.00 Annually	Continuous
Community Health Nurse Supervisor I	\$69,834.00 - \$79,604.00 Annually	Continuous

Visit the link below to apply to the opportunities listed above:

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

### NON-CIVIL SERVICE

#### Featured Jobs:

<u>Position/Job Number</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Assistant Counsel, Fire & Police Employees' Retirement System	Depends on Qualifications	Continuous
Assistant Solicitors, Workers' Compensation Practice Group	Depends on Qualifications	Continuous
Assistant State's Attorney	Depends on Qualifications	Continuous
Assistant Commissioner Ryan White & Community Risk Reduction Services	Depends on Qualifications	Continuous

Visit the link below to apply to the opportunities listed above:

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

# Now Hiring

## 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*

<https://moed.baltimorecity.gov/moed-openings>

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Supervisor I	8517	Fulltime with benefits; starts at \$37,399
Career Navigator	8516	Nonexempt; starts at \$34,607
Intake Specialist	8518	Part Time; \$14/hr



The following opportunities are available with the Mayor's Office of Employment Development- Youth Works. *For more information and instructions on how to apply please visit* <https://moed.baltimorecity.gov/moed-openings>

<u>JOB TITLE</u>	<u>STATUS</u>
YouthWorks Assessment Staff	Temporary without Benefits (December 17, 2018 – June 28, 2019; January 14 – April 6; or January 14 – June 7) Salary \$15/hour
YouthWorks Data Entry Clerk	Temporary without Benefits (December 3, 2018 – June 28, 2019; or December 17, 2018 – June 28, 2019) Salary \$12/hour
YouthWorks Employment Specialist	Temporary without Benefits (January 7 – June 28) Salary \$15/hour
YouthWorks Job Developer	Temporary without Benefits (January 7 – June 30) Salary \$18/hour
YouthWorks Receptionist	Temporary Position: (January 7, 2019 – June 28, 2019) Salary: \$12.00 per hour
YouthWorks Unit Clerk	Temporary Position: (June 7, 2019– June 28, 2019) Salary: \$12.00 per hour
YouthWorks Unit Supervisor	Temporary Position: (March 12, 2019 –June 30, 2019) Salary: \$19.00 per hour
YouthWorks Verification Unit Clerk	Temporary Position: (January 28 - March 30, 2019) Salary: \$ 11.50 per hour

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Here are some additional websites to assist your job search.

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Baltimore City Community College	Education	<a href="http://www.bccc.edu">www.bccc.edu</a>
Baltimore City Government	Government	<a href="http://www.baltimorecity.gov">www.baltimorecity.gov</a>
Employment 911	Government	<a href="http://www.employment911.com">www.employment911.com</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>
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-temps.com">www.net-temps.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>