



# Now Hiring!!

JAN 12 – JAN 26, 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) 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** \*\*\*\*\*



### Recruitment Event for Up to Date Laundry: **Laundry Attendants & CDL-A Drivers**

**Laundry Attendants- \$10.00/hour**

- Two Shifts Available
- High School Diploma preferred, but not required
- Must be willing to work in high temperatures
- Criminal Backgrounds accepted case-by-case.

**CDL-A Drivers- \$17.00/hour**

- High School Diploma preferred, but not required
- Criminal Backgrounds accepted case-by-case.

**Friday, January 19, 2018 at 9:30 a.m.**

Eastside One Stop Career Center  
3001 E. Madison Street, Baltimore, MD 21205

*All job seekers must bring a resume and are required to come professionally dressed.*



[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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410-396-7873

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Baltimore, MD 21217  
410-545-6953

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

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Baltimore, MD 21205  
410-732-2661

**Workforce Reception Center**

(By referral only)

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Baltimore, MD 21218  
Phone (410) 396-6580

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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 (MWE)



### Contact potential employers

*An effective job search includes learning about the employers in your area, or the area where you want to work. Which employers are hiring? What types of jobs are available? This system can help you find information about employers that will help you target the jobs you desire.*

**[Search for employers posting jobs](#)** - This area allows you to search for employers who have posted jobs in the system, using a keyword, the first letter of the employer's name, or by the employers with the largest number of job openings.

**[Research employers in an area](#)** - You can also find information about employers regardless of whether they currently have job postings available. This information is provided through the Infogroup employer database, which contains details about almost every employer in the United States, including address, phone number, and other contact information, a map that shows where the employer is located, driving directions, the type of business the employer engages in, and how many workers they employ.

*Visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> to research employers in your area today!*



# Now Hiring!!

## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Accounts Payable/Receivable Representative</b>	Must have at least 2 years of current A/P & A/R experience.	Email resume to <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>
<b>Administrative Associate-757040</b>	Must be proficient in QuickBooks. And have a minimum of three (3) years of office management experience. Must have excellent office, phone, and computer skills. Ability to work in a fast-paced environment. Subject to background check and drug screening.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<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 <b>and</b> cover letter to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Marketing Coordinator-764903</b>	Bachelor's degree in marketing, communications 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>Office Assistant-788277</b>	Minimum of three years' experience in a professional role. Superior interpersonal skills and proficiency in Microsoft office suite applications.	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@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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## CONSTRUCTION

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Electrician Supervisor- 768781</b>	High school diploma and two years of formal technical training in the principles of electricity and electrical design. Two years of journeyman's experience in the installation, repair and maintenance of electrical systems, equipment and fixtures from blueprints, schematics and sketches. State electrician licensure or certification.	Apply on MWE
<b>Field Technician- 787715</b>	HS Diploma/GED, valid driver's license, personal vehicle and ability to lift/carry 40 – 100 lbs. multiple times a day.	Apply on MWE
<b>HVAC Technician- 768784</b>	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>Plumber- 768786</b>	Must pass MD State criminal background check & be able to work in a prison setting. Must have a solid understanding of water distribution and disposal systems in residential, commercial and industrial buildings. Diploma from a trade school or successful completion of apprenticeship and a valid license to practice profession are required.	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.*

## HEALTHCARE

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<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.*



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## HOSPITALITY

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Banquet Server</b>	2 years of banquet experience in a hotel, banquet facility or another Club. Private club experience is a plus but not required. Knowledge of food, beer, wine and spirits is a plus. Ability to lift 30 lbs. with or without a reasonable accommodation.	Email resume to <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>
<b>Countroom Representative- 766152</b>	High School Diploma or equivalent preferred; minimum of 6 months previous money handling experience, Previous experience in performing detailed work preferred, Literate and fluent in basic English, Excellent Math Skills, Basic computer skills (basic word and excel skills are necessary).	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>EVS Attendant- 786716</b>	High School Diploma or equivalent preferred. Prior experience preferred. Must exercise proper use of all cleaning equipment and chemicals. Position is located in a cigarette smoke environment.	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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## HOSPITALITY



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. *Applicants with a criminal background will be considered on a case-by-case basis.*

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

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.*

### Tips for Attending a Job Fair- Part I

- **Dress for Success.** Attend the job fair dressed for success in professional interview attire, and carry a portfolio. Your interview attire should err on the side of the conservative – a neatly pressed, solid color suit, dark dress shoes, and minimal jewelry / accessorizing / make-up. Make sure that all tattoos are covered. However, do make sure your shoes are comfortable, because you will be standing in line.
- **Practice a Pitch.** Practice a quick pitch summarizing your skills and experience so you're ready to promote your candidacy to prospective employers. Also called an “elevator speech” (because it should only be 30 to 60 seconds long, the time the typical ride on an elevator takes), this pitch should enthusiastically explain who you are, what your skills are, and what your career goal is. The more you practice this pitch beforehand, the more confident you'll feel delivering it at the job fair.
- **Check Out Companies.** Many job fairs and career expos have information on participating companies on the job fair web site. Be prepared to talk to hiring managers by checking out the company's web site, mission, open positions, and general information before you go. If you demonstrate knowledge about each company or manager you're talking to, you'll certainly stand out from the crowd.
- **Arrive Early.** Keep in mind that lines can be long, so arrive early - before the fair officially opens.
- **Attend a Workshop.** If the job fair has workshops or seminars, attend them. In addition to getting job search advice, you'll have more opportunities to network.

Source: <https://www.thebalance.com/tips-for-getting-the-most-out-of-a-job-fair-2061616>



# Now Hiring!!

## HUMAN SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<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
<b>Teacher Aide- 776460</b>	Requires 90 hr certification, ADA, Breastfeeding, Basic Health and Safety, 1 year experience and flexible schedule.	Apply on MWE or email resume to <a href="mailto:tdorsey@oedworks.com">tdorsey@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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## CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



*Baltimore City is currently experiencing one of the biggest construction projects Baltimore has seen in decades: the 21<sup>st</sup>-Century School Buildings Plan will bring more than two dozen new or renovated schools to neighborhoods across Baltimore. Click [here](#) to learn more about the 21<sup>st</sup>-Century School Buildings Plan.*

MWE Job Order #	Position	Requirements
789588	Electrical Apprentice	Must have previous electrical experience; current enrollment in apprenticeship program preferred.

*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>
Fiscal Legislative Analyst	Commensurate with education and experience	1/18/18
Heavy Equipment Operator I	\$32,114-\$35,378/yr	1/22/18
Heavy Equipment Operator II	\$36,128-\$40,603/yr	1/22/18
Housing Rehabilitation Technician II	\$42,153-\$51,070/yr	Continuous
Paramedic CRT/EMT-P	\$42,896-\$64,832/yr	Continuous
Program Compliance Assistant	\$31,765-\$37,367/yr	1/22/18

### 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>
Community Aide, Call Center Representative Closing Date- 2/5/18	\$12.00/hr	Department of Human Resources
Community Aide- Utility Support	\$9.25-\$14.68/hr	Department of General Services
Contract Services Specialist II (Accounting Assistant)	\$15.00-\$22.00/hr	Department of General Services
Criminal Justice Services Coordinator	Commensurate with education and experience	Mayor's Office of Criminal Justice



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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

**Employment Connection Center**

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

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

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

JOB TITLE	POSTING #	STATUS
Business Services Representative	8476	Fulltime - Regular with Benefits, \$33,928
Career Navigator	8483	Full-Time, Regular, \$34,000
Job Developer	8488	Full-Time, Regular, \$40,000
Motor Vehicle Driver II	8482	Full-Time, Regular, \$32,500



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	# Job Openings
Assessment Staff	\$12.00/hr.	11
Data Entry Clerk	\$11.50/hr.	1
Employment Specialist	\$13.00/hr.	2
Job Developer	\$18.00/hr.	2
Unit Clerk	\$11.50/hr.	2



**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

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# 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.**