



Now Hiring!!

SEPT 21- OCT 5, 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*****



I.E.P. Aide/School Aide Recruitment

QUALIFICATIONS:

- High school graduate or GED equivalent
- Minimum of one (1) year recent experience
 - Good verbal and written skills
- Pass Background Check and Passion for working with children

Friday, October 12, 2018

Eastside Career Center

3001 East Madison Street Baltimore, MD 21205

Qualified Candidates please arrive 9:45 a.m.

RSVP Your attendance to Mrs. Moore-Durant at (410) 396-9030 by 10/10/18.

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

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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A proud partner of the



3001 E. Madison St.
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410-396-9030

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410-396-7873

Westside Youth Opportunity (YO Baltimore)

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Baltimore, MD 21217
410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
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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

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
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410-396-1052

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MARYLAND WORKFORCE EXCHANGE (MWE)



How Do Employers Find You in MWE?

You must complete a résumé – This allows system-registered employers to search for, view, and maintain your résumé as part of their account information in Virtual OneStop.

Employers may choose the following résumé search options to find you:

- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your résumé's title or employment history section; minimal education requirements; or the résumé posting date.
- **Advanced (Résumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching résumés, in ranked order, for the employer to review.
- **Résumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Résumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

Note: To get employers' attention, create résumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.

- To create a résumé, click **Résumé Builder** from the Quick Menu.
- To review résumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Note: Make sure that you complete the 2nd résumé step for "Employer Searchable Items" so employers can find you when searching by those items. If you use a Quick creation method, those items are not captured.

Visit the **Maryland Workforce Exchange (MWE)** at: <https://mwejobs.maryland.gov> to create your individual account today!

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BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Homeownership Program Manager- 874806	Bachelor's degree with four (4) years or more of experience in homeownership, credit, and/or financial counseling; mortgage lending, processing or underwriting; housing counseling certification desired. AA degree with seven (7) or more years' experience in the aforementioned areas. Must have valid state driver's license.	Email resume and cover letter to: bmore@oedworks.com
Sales Associate- 883132	HS Diploma/GED; 2 years related experience. Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions. Where applicable, obtain and maintain any credentials and/or licenses necessary to sell and/or design alarm systems as required by law. Must be able to work nights and weekends, variable schedules as necessary.	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.

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.

Bring Supplies. Bring extra copies of your resume, pens, and a notepad.

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.

Show Initiative. Shake hands and introduce yourself to recruiters when you reach the table. Maintain direct eye contact. Demonstrate your interest in the company and their job opportunities.

Be Enthusiastic. Employer surveys identify one of the most important personal attributes candidates can bring to a new position as enthusiasm. This means that employers want to see you smile!

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



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CONSTRUCTION

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Construction Project Manager- 885592	Bachelor's degree/ LEED AP preferred and minimum of 5 years related experience. Must have with experience in Healthcare renovation projects. Must have experience in managing \$500K to \$10M building projects. Located in Columbia, MD.	Email resume and cover letter to: ddurant@oedworks.com
Electricians- 878289	Must have completed state recognized Electrical program or 8 years of Commercial Electrical Experience. Baltimore city residency required. Applicants without the required experience and residency will be ruled ineligible for this position.	Apply on MWE or email resume to: schooljobs@oedworks.com
Roof Laborer- 865337	HS Diploma/ GED and previous experience required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Apply on MWE
Service Manager	HS diploma or GED required. Must possess certifications/licenses in plumbing, HVAC, mechanical, and electrical areas. Minimum 5 years of apartment building maintenance experience (with 500+ units). Must have experience supervising 5-8 maintenance technicians. Valid driver's license and ability to manage building budget, lead a team, and liaise with suppliers.	Email resume and cover letter to: bmore@oedworks.com
Telecommunication Technicians – 861631	Minimum of 5 years of experience in structured cabling for voice, video, data and fiber required. Baltimore city residency required. Applicants without the required experience and residency will be ruled ineligible for this position. Must have the ability to lift up to 50 lbs. and work on ladders and crawl spaces.	Apply on MWE or email resume to: schooljobs@oedworks.com

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>
CDL A & B Drivers - 875429	All candidates MUST have a Class A or B CDL license, clean driving record and the ability to operate vehicles with a manual transmission. Looking for a range of drivers, and are currently in need of several dump truck drivers. Must pass a drug test. Must be able to handle the physical requirements of climbing up and down out of the Dump Truck. Must be able to lift 50 pounds unassisted. Need to be able to drive a Manual Transmission.	Apply on MWE
CDL A Truck Driver- 886192	Class A CDL driver must have 24 months of experience, and possess a current TWIC card. A current DOT physical card, and will be required to do a pre-employment drug test.	Apply on MWE
Meat Cutter- 884130	HS Diploma and 1 year of previous experience required. Must be able to work in refrigerated coolers and cutting rooms and be able to endure working under temperature extremes in frozen food storage boxes up to 10 minutes at a time. Lifting 25 lbs. or more; using a ladder; physical mobility and agility. Located in Baltimore County.	Email resume to: rworen@oedworks.com

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

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
IEP Aide- 859288	HS Diploma and 6 months of previous experience required. Must pass background check and drug screening.	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.*



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MANUFACTURING

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Chemical Warehouse Specialist- 868508	HS Diploma/GED with demonstrated ability to read, write and perform basic computer skills. Forklift experience and certification required. Ability to lift up to 50 lbs. Ability to determine proper dilutions of products. Must be able to pass the physical exam for forklift operators and respiration fit testing. Drug screening required. Must possess own vehicle transportation to get to first shift starting time of 7 am.	Apply on MWE
Industrial Sewing Machine Operators- 872910	Inspect garments and examine tags for damage and mark errors as necessary. Prior industrial sewing experience, attention to detail, dependable with ability to work alone or as part of a team. Ability to measure and count.	Apply on MWE
Metal Grinders- 879237	Previous experience is not required. Must have aptitude with hand skills or related trade with ability to follow instructions, and good communication skills.	Apply on MWE
Picker/Packer- 878114	HS Diploma or GED required. Must have 1 yr. of previous experience.	Apply on MWE
Production Worker- 879685	Must be 18 years of age or older. Must have reliable transportation and willing to submit to a drug screen and background check. Must be able to read and comprehend English 6 months of prior experience in food and beverage manufacturing. Prior experience working in a cold environment preferred.	Apply on MWE
Sheet Forming Operator I- 880823	HS Diploma or GED required. Must have 1 yr. of previous experience with operating thermoforming, die cutting, hand tools, saws, and other equipment in the sheet department.	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.*



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EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

Baltimore City Civil Service & Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online eRecruit system with Baltimore City's Department of Human Resources Agency. Click the link below to review additional opportunities!

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

Civil Service

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Accountant I	\$43,856- \$53,134/yr.	9/27/18
Accountant II	\$60,655 - \$97,277/yr.	10/2/18
Automotive Mechanic	\$39,634 - \$44,764/yr.	9/27/18
Building Repairer	\$34,079 - \$37,543/yr.	9/27/18
Communications Assistant	\$34,039 - \$40,327/yr.	10/4/18
Construction Electrical Inspector I	\$43,856- \$53,134/yr.	Continuous
Energy Program Administrator	\$73,868- \$118,085/yr.	9/26/18
Energy Program Technician	\$32,273 - \$34,578/yr.	9/28/18
Engineer I	\$64,505 - \$103,208/yr.	12/12/18
Heavy Equipment Operator II	\$38,340- \$43,088/yr.	12/18/18

Non-Civil Service

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Clinic Administrator	\$60,655/yr.	10/4/18
Community Aide, Delinquent Account	\$11.04 - \$16.97/hr.	Continuous
Community Outreach & Social Marketing Coordinator	\$43,856/yr.	10/4/18
Director & Chief Human Capital Officer	Commensurate of Experience	Continuous
Director of Civil Rights& Wage Enforcement	Commensurate of Experience	Continuous
Executive Director & General Manager Charm- TV	Commensurate of Experience	Continuous
Grant Service Specialist II	\$44,370/yr.	10/4/18
Social Media Content Curator	\$43,856/yr.	10/4/18



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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**

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Career Navigator	8506	Full-Time, Regular with Benefits, Starts at \$35,299
Intake Specialist/ Office Assistant I	8503	Full-time, Regular with Benefits, Starts at \$25,363
Maintenance Mechanic	8504	Full-time, Regular with Benefits, Starts at \$33,321.36
Motor Vehicle Driver II	8505	Full-time, Regular with Benefits, Starts at \$35,000



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UPCOMING MOED RECRUITMENT EVENTS

SEPTEMBER 2018

Port Covington Hospitality Careers Information Session: September 24th 2018 10AM SHARP!
EMPLOYMENT CONNECTION CENTER- 1410 Bush Street Baltimore, MD 21230
410-396-1052

Front of House, Bartender, Host/ Hostess, Cooks, Servers, Catering

UtiliQuest Information & Recruitment Session: Friday, September 28, 2018 – 10 am SHARP!
Eastside Career Center- 3001 E. Madison Street, Baltimore, MD 21205
To RSVP to attend the event, please send your resume with contact information to rworen@oedworks.com. Prior to attending the event, you must: (1) Go to www.utiliquest.com/ to apply online. (2) You may be selected to take our online basic skills test.

OCTOBER 2018

TheraCare I.E.P. Aide & School Aide Recruitment: Friday, October 12, 2018
Eastside Career Center- 3001 East Madison Street Baltimore, MD 21205
High school graduate or GED & minimum of one (1) year recent experience
Qualified Candidates please arrive 9:45 a.m.
RSVP Your attendance to Mrs. Moore-Durant (410) 396-9030

All County Security Agency Job Fair: September 26, 2018 10:00 AM to 2:00 PM
Eastside American Job Center- 3001 East Madison Street Baltimore, Maryland 21205
60 Security Guards are needed for the Baltimore Running Festival October 17 -20, 2018
Pay 12.00 per hour (Temporary Positions) RSVP Mrs. Moore-Durant (410) 396-9030

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



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Baltimore City Community College	Education	www.bccc.edu
Baltimore City Government	Government	www.baltimorecity.gov
Employment 911	Government	www.employment911.com
Federal Government	Government	www.usajobs.gov
Maryland Workforce Exchange	Government	https://mwejobs.maryland.gov
Mayor's Office of Employment Development	Government	www.oedworks.com
SummerJobs.com	Government	www.summerjobs.com
Maryland non-profits	Government	www.marylandnonprofits.org
Maryland Government	Government	www.maryland.gov
BestJobsUSA.com	Private Sector	www.bestjobsusa.com
Career	Private Sector	www.career.com
Career Board	Private Sector	www.careerboard.com
Career Site	Private Sector	www.careersite.com
Employment Guide	Private Sector	www.employmentguide.com
Groove Job	Private Sector	www.groovejob.com
Indeed	Private Sector	www.indeed.com
Job.com	Private Sector	www.job.com
Jobing	Private Sector	www.jobing.com
Jobs	Private Sector	www.job.net
Monster	Private Sector	www.monster.com
My next Move	Private Sector	www.mynextmove.org
Nation Job	Private Sector	www.nationjob.com
Net-Temps	Private Sector	www.net-temp.com
Snag A Job	Private Sector	www.snagajob.com
Sologig.com	Private Sector	www.sologig.com
The Ladders.com	Private Sector	www.TheLadders.com
Baltimore Help Wanted	Private Sector	www.baltimorehelpwanted.com
Career Builder	Private Sector	www.careerbuilder.com
Vault	Private Sector	www.vault.com

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.