



# Now Hiring!!

NOV 3– NOV 17, 2017

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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, 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.*

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

## GENESIS HEALTHCARE

Hiring Geriatric Nursing Assistants & Certified Nursing Assistants

Per Diem CNA Prefers 6 months current experience

CNA Training Job Opportunities | Apply as a Unit Assistant  
**CAREER EVENT**

**Friday, November 17th, from 10am- 2pm**  
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- \*Pick your own shifts
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[www.genesiscareers.jobs](http://www.genesiscareers.jobs)

Genesis is an EO Employer – Veterans/Disabled and other protected categories



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*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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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Call Center Associates - 757040</b>	1 yr customer service/call center experience. Insurance industry experience required.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Client Curriculum Coordinator</b>	BA in Education, Human Services or related field. 2yrs exp in related field.	Email resume to <a href="mailto:dhenry@oedworks.com">dhenry@oedworks.com</a>
<b>Office Manager- 738655</b>	Minimum of 5 years of experience in a similar role with duties including operations, finance and human resource tasks in a non-profit environment	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Outreach &amp; Communications Coordinator- 743183</b>	2 yrs of exp. Baltimore resident for 10yrs. Fluent in MS Office, MAC & PC	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. *Job Orders may close without notice.*

## CONSTRUCTION

<u>Position /MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Mechanic/Shop Helper- 744067</b>	Previous experience as a mechanic & CDL license a plus. Valid Driver's license is required.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Pipe layer- 732309</b>	2 years of previous experience preferred.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Underground Utility Laborer- 726958</b>	Ability to perform tasks involving physical labor for building, highway, and heavy construction projects. Must lift at least 50 lbs.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>

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410-545-6953

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### Visit one of our Satellite Employment Centers!

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410-444-1595

#### GEDCO

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## HOSPITALITY

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Cashier</b>	HSD, proficiency in math and currency. Excellent phone skills and communication skills.	Email resume to <a href="mailto:bcarnes@oedworks.com">bcarnes@oedworks.com</a>
<b>Customer Service Associate- 756396</b>	Possess strong basic computer skills, HSD/GED preferred	Apply on MWE or email resume to <a href="mailto:bmores@oedworks.com">bmores@oedworks.com</a>
<b>Donations Customer Service Representative</b>	HSD, Proficiency in MS Office. Experience in Customer Service with strong communication skills	Email resume to <a href="mailto:bcarnes@oedworks.com">bcarnes@oedworks.com</a>
<b>Store Manager - 745780</b>	Prior store management experience required. Must be available for to work holidays, nights and weekends.	Apply on MWE or email resume to <a href="mailto:bmores@oedworks.com">bmores@oedworks.com</a>
<b>Security Guard</b>	HSD, 1 year of previous experience and security clearance card and Baltimore city residency required	Email resume to <a href="mailto:cjefferson@oedworks.com">cjefferson@oedworks.com</a>

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Horseshoe Casino Baltimore is hiring. For more information about open positions and qualifications required for jobs posted, please visit the Horseshoe Casino Baltimore website: <https://caesars.hodesiq.com/Default.aspx> or go to the Horseshoe Hiring Center located at 175 W. Ostend Street, Baltimore, MD. Please select "MOED" when asked "how did you hear about the job". If you don't have a computer or Internet access, you can visit a One Stop Career Center or MOED Community Job Hub Location. Career Center and Community Job Hub locations can be found at the end of this Hot Jobs publication.

**To apply:** Please log onto: <https://caesars.hodesiq.com/Default.aspx>



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## INFORMATION TECHNOLOGY (IT)

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<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Cyber Defense Analyst - 756836</b>	Understanding of TCP/IP networking, Information Assurance (IA), Computer Network Defense (CND)	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Junior Technical Analyst - 756859</b>	4-6yrs exp. in Windows, Linux, Unix Active Dictionary environments and networking equipment.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Network Cable Installer- 756351</b>	2yrs of exp. and HSD. Valid DL, Industry Specific Certifications	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Network Security Analyst - 757049</b>	Exp. in performing technical analysis involving threat event data, evaluating malicious activity. Security+	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Network Security Engineer/Analyst - 756841</b>	2-3+yrs exp. in operational support, DREN/SDREN, 8570 Security+, Juniper Associate Level Certification	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Senior Software Developer - 756857</b>	Proficient in HTML5, CSS3, web markup, client-side scripting and Javascript frameworks.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Senior Technical Analyst - 757056</b>	12-15yrs exp. performing system admin functions on systems including Windows, Linux, Active Directory	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. *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>
<b>CNC Machinists- 742320</b>	2 years of experience CNC machine operation	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Furniture Installation &amp; Service Technician- 732320</b>	HSD/GED; Valid DL, 3 yrs clean record. No felonies, reliable transportation, own tools	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Industrial Electrician- 757361</b>	HSD, 5 yrs exp required. Must have own vehicle transportation. Ability to lift 75lbs	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>

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### What to Include in a Resume

The necessary components of a resume differ depending on your industry and the job you're applying for. When deciding what to include, you should start by considering the nature of your prospective employers, your level of experience, as well as the skills and certifications desired. For example, an LPN may want to add a licenses and certifications section to their resume, while a retail associate would spend more time fleshing out their work experience section. Similarly, a new grad applying for an entry-level job would highlight their exceptional GPA and education accomplishments, while someone who's late in their career would merely list their relevant degrees and spend more time emphasizing their accomplishments and marketable skills.

Despite the all the different variables, there are basic sections that the majority of employers seek (which you'll see in most resume samples), and you should plan on including these in your resume.

**- Resume summary - Education - Work History - Skills**

A *chronological* resume lists your work experience in chronological order, which is best for job seekers who have zero employment gaps and have followed a traditional employment path.

*Functional* resumes, on the other hand, zero in on acquired skills—rather than previous positions—and are often better for recent graduates, workers re-entering the workforce after a considerable gap (such as stay-at-home parents), and professionals who have been in the same type of job for their entire career (such as teachers).

Source: <https://www.livecareer.com/resume-samples>

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## MARYLAND WORKFORCE EXCHANGE



### 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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## CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



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<u>MWE Job Order #</u>	<u>Position</u>	<u>Requirements</u>
756216	Carpenter	2-3 years of experience
737862	Communications Installer Technician	1 year of experience in installation
756322	Drywall Finisher	5 years as a finisher in the commercial drywall industry

*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>
Automotive Maintenance Worker	\$30,411 - \$32,584	Continuous
Building Repairer	\$32,114 - \$35,378	Continuous
Community Relations Representative	\$46,920-\$75,072	11/17/17
Electrical Mechanic II	\$34,970 - \$39,106	11/16/17
Heating & Air Conditioning Tech II	\$34,970 - \$39,106	Continuous
IT Specialist I	\$59,466 - \$95,370	11/13/17
Public Building Maintenance Coordinator	\$34,970 - \$39,106	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:

<u>Position</u>	<u>Wage/Salary</u>	<u>Agency</u>
Baltimore City Police Officer	\$48,971 - \$83,881	Baltimore City Police Department
CDL Driver	\$29,120	Department of Public Works
Program Assistant	\$35,000 - \$42,500	Health Department
Youth Outreach Worker	\$34,312 - \$44,370	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)

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Career Development Facilitator	8479	Full-Time, Regular, \$33,928 - \$45,500
Van Driver	8472	Part-Time, Temporary with no Benefits, \$13.90/hour

### Career Fair Tips

- ◆ Dress as for an interview
- ◆ Prepare introductory talking points
- ◆ Be prepared for an on-the-spot interview
- ◆ Prepare insightful questions to ask
- ◆ Act professionally
- ◆ Show enthusiasm and interest
- ◆ Take several copies of your résumé, a pen, paper, and business cards, if available

4.01 Understand where to seek employment.

10



# Now Hiring!!

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

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

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

**AmericanJobCenter**  
network  
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.  
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 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.**