



Now Hiring!!

DEC 29, 2017 – JAN 12, 2018

Table of Contents

- [FEATURED -P.1](#)
- [Maryland Workforce Exchange Tip -P.2](#)
- [Business Services -P.3](#)
- [Construction-P.3-4](#)
- [Healthcare-P.4](#)
- [Hospitality- P.5-6](#)
- [Human Services- P.7-8](#)
- [City Agencies -P.9](#)
- [MOED & YouthWorks- P.10](#)
- [Additional Websites -P. 11](#)

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 JOBS** *****



We are hiring seasonal and temporary positions for our YouthWorks Summer Jobs Program!!!!!!

The Mayor's Office of Employment Development is looking for energetic and creative individuals to assist YouthWorks with providing workforce services to the young people of Baltimore City.

Each year, YouthWorks connects thousands of young people between the ages of 14 and 21 to summer jobs with private, nonprofit, and city and state government employers throughout Baltimore. Participants work in a variety of industries, and gain basic workforce readiness and career-specific skills. Our partners include the City of Baltimore, State of Maryland, local employers, nonprofits, philanthropic contributors, the Baltimore City Foundation, and the Baltimore Workforce Development Board Youth Committee.

We have positions available for start dates beginning January 2018 and June 2018. To view positions and full descriptions, visit <https://moed.baltimorecity.gov/moed-openings>

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

www.oedworks.com



Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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

Now Hiring!!

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!



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

Now Hiring!!

BUSINESS SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
Administrative Associate —757040	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 rworen@oedworks.com
Marketing Coordinator —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
Business Center Administrative Manager	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 bmore@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.*

CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
Electrician Supervisor —768781	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

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.*



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

Now Hiring!!

CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
HVAC Technician- 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 bmore@oedworks.com
Plumber- 768786	Must pass Maryland State criminal background check and 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 and working knowledge of heating and ventilation systems as well as appliances. Diploma from a trade school or successful completion of apprenticeship and a valid license to practice profession are required.	Apply on MWE

HEALTHCARE

Position/ MWE Job Order #	Requirements	How to Apply
Administrative Services Coordinator II- 766318	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 dfalls@oedworks.com
Medical Assistant- 766319	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 dfalls@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.*



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

Now Hiring!!

HOSPITALITY

Position/ MWE Job Order #	Requirements	How to Apply
Customer Service Associate- 756396	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
Store Manager - 745780	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

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.*



Featured Jobs:

Position/ MWE Job Order #	Requirements	How to Apply
Cage Cashier - 765738	Must have a high school diploma or GED. Must be at least 21 years of age. Must demonstrate the ability to add, subtract, multiply, and divide without the use of a calculator. One year previous money handling work experience preferred Ability to lift and carry up to 50 lbs.	Apply on MWE
Countroom Representative- 766152I	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

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.*

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

Now Hiring!!

REVIVAL

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.*

<u>Food Service:</u>	<u>Front of the House:</u>	<u>Heart of the House:</u>
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 including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*

5 Job Search Strategies That Work

-  Stop "applying."
Start "targeting."
-  Include small + medium sized businesses.
-  Spend 80% of time off line; 20% online.
-  Customize your resume + cover letter.



Now Hiring!!

HUMAN SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Community Schools Coordinator (Bilingual)- 766358	BA degree required. Proven ability to work w/ diverse population. Intermediate knowledge of MS Word, Exchange, Excel and Outlook.	Apply on MWE
Group Leader	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 jcbrown@oedworks.com
School Partnerships Group Leader- 764876	Experience teaching and supervising elementary, middle, and/or HS age children in a specific activity.	Apply on MWE or email resume to tdorsey@oedworks.com
School Partnerships Hall Monitor- 765065	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 tdorsey@oedworks.com
School Partnerships Teacher- 765153	Experience teaching and lesson planning for elementary, middle or high school students. Current teacher certification preferred. HSD/GED required.	Apply on MWE
Employment Services Manager	Must possess a bachelor's degree and minimum of 4 years related experience. Demonstrated leadership as acquired through at least one year of supervisory experience to develop beneficial working relationships with employers. Must possess a driver's license with no more than 3 points.	Email resume to dhenry@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.*

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

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

Now Hiring!!

HUMAN SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Program Assistant- Part Time	HS diploma or equivalent; Two to three years' experience working with children in an academic setting; previous experience working with children who live in at-risk communities; previous clerical experience.	Email resume to dhenry@oedworks.com
Security Program Assistant	HS diploma or equivalent preferred. One year of related experience preferably working with the homeless or at-risk populations. Prior security experience preferred. Must be certified in Non-Violent Restraint and CPR within six months of employment.	Email resume to dhenry@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.*

REASONS FOR LEAVING A JOB

When you apply for employment you will usually be asked why you left (or, are interested in leaving) your previous job. This list provides you with some of the most frequently used reasons. The list is divided into the "RED LIGHT" danger zones, and the "GREEN LIGHT" possibilities that you can discuss in the interview.

**RED LIGHT ANSWERS
(AVOID THESE!!!)**

1. I was fired
2. Hurt on the job
3. Forced to quit
4. Job too far
5. Terminated
6. Mutual agreement
7. No babysitter
8. Personality conflict
9. Left town
10. Dissatisfaction with employer/job
11. Marital problems
12. Not happy with pay
13. Quit
14. Failure to receive raise/promotion
15. Arrested
16. Tardiness or late to work
17. Didn't get along with coworkers
18. Too slow
19. Couldn't do the job
20. Long hours
21. Disagreement
22. Didn't want to work overtime

**GREEN LIGHT ANSWERS
(USE THESE!!!)**

1. Reorganization or merger
2. New job
3. Laid off
4. Lack of work
5. Not enough hours
6. Job was temporary
7. Contract ended
8. Work was seasonal
9. Better opportunity
10. Seeking growth
11. Promotional opportunity
12. Career change
13. Returned to school
14. Relocated
15. Raised a family



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

Now Hiring!!

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:

Position	Wage/Salary	Closing Date
Community Aide- Utility Support	\$9.25-\$14.68/hr	1/8/18
Community Health Nurse I	\$48,888-\$57,726/yr	Continuous
Contract Services Specialist II	\$15.00 - \$22.50 hourly	Continuous
Fiscal Legislative Analyst	Commensurate with education and experience	1/18/18
Legislative Assistant	Commensurate with education and experience	1/13/18
Paramedic CRT/EMT-P	\$42,896-\$64,832/yr	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:

Position	Wage/Salary	Agency
Chief Human Resources Officer	\$79,152-\$126,582/yr	Department of Housing and Community Development
CDL Driver	\$29,120/yr	Department of Public Works
Community Aide, Call Center Representative Closing Date- 2/5/18	\$12.00 Hourly	Department of Human Resources
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



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

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**

JOB TITLE	POSTING #	STATUS
Business Services Representative	8476	Fulltime - Regular with Benefits, \$33,928
Career Navigator	8483	Full-Time, Regular, \$34,000
Motor Vehicle Driver II	8482	Full-Time, Regular, \$32,500
Office Assistant II	8487	Full-Time, Regular, \$23,633
Program Manager Mobile Workforce Center	8484	Full-Time, Regular, \$59,500



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**

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



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. (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

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	www.bccc.edu
Baltimore City Government Employment 911	Government	www.baltimorecity.gov
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.