



# Now Hiring!!

FEB 9 – FEB 23, 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 \(MWE\)](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 EVENT\*\*\*\*\*

## Recruiting Event For



**Positions: Housekeeping, Floor Tech, Shuttle Drivers, Parking Lot Attendants and CDL Drivers: (Class A, B and C)**

Must have at least 1-2 years of experience  
Must pass a drug screening and background check

**DATE: Tuesday, February 20th, 2018**  
**9:30 am – 11 am**  
**LOCATION: Workforce Reception Center**  
**100 W. 23<sup>rd</sup> Street 3<sup>rd</sup> Floor**  
**Baltimore, MD 21218**

**Must be professionally dressed with an updated resume state issued ID, Social Security Card and or Birth Certificate.**

**For more information please contact:**  
**Joy Brown@ 410-396-6588 or email [jcbrown@oedworks.com](mailto:jcbrown@oedworks.com)**



[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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410-396-9030

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410-362-3629

**Friendship Outreach Center**

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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  
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## MARYLAND WORKFORCE EXCHANGE (MWE)



### Apply for a Job in MWE via Job Number Search

You've found a job you are interested in applying for and have a MWE Job Order #, so what's the next step? From your MWE dashboard, click the **Job Search** button under the Job Seeker Services Section. Next, click the **Job Search Number** button, enter the MWE Job Order # provided and click **search**. Select the desired position to view the *Job Summary* section. This section contains details about the job, such as address, date of posting, and positions available. There are also summary icons that display basic details, such as salary, access to public transportation, minimum experience, and education level.

View the full job description and if you meet the minimum requirements and you are interested in applying, click the **How to Apply for this Job** button near the bottom of the screen.

This page lists the application methods you may choose from. Click the **Apply via Resume** button.

Next, select your resume you previously uploaded in your MWE profile, from the drop-down list. You also have the option to create a new resume or change information on your selected resume before sending it to the employer.

When employers create job postings, they can specify what information is required when you apply for the job. This section displays the information required by this employer for you to apply.

Items that have a green checkmark in the required field is information you have already provided. Items that are marked with a red X require you to add the information. Click the **Edit** link to add information for these sections. All items in this section must display green check marks before you can apply for this job.

You can attach a cover letter to your job application from the drop-down list, or click the **Create Cover Letter** link to create a new cover letter. Attaching a cover letter is optional.

After you have provided all of the required information, click the **checkbox** to acknowledge that you are providing your contact information to the employer posting this job. Then click the **Submit Application** button to finish applying for this job. You will receive a summary of the information that was sent to the Employer.

**Visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> to apply for open positions today!**



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## BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
<b>Bookkeeper – 798021</b>	Bachelor's degree in accounting, finance, business administration, or related field preferred but not required. 2+ years of bookkeeping experience required. Must be proficient with Microsoft Office Software (MS Word, Outlook, & Excel).	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Customer Service Representative - 798899</b>	Bachelor's degree in Business, Business Administration or related field (education may be substituted for equivalent experience) 1 yr of previous experience required; Prior sales support experience preferred.	Apply on MWE
<b>Data Entry Operators- 797115</b>	Must have 6 months data entry experience and basic office skills. Must be able to type 40 words per minute. Typing assessment test will be required.	Apply on MWE
<b>Facilities Space Planner - 798016</b>	Highly proficient in AutoCAD Education in architecture, interior design, or environmental design. Must have a basic knowledge of ADA, Accessibility, and Building Codes. Familiar with BOMA preferred (4+) years of design and space planning experience required.	Apply on MWE
<b>HR Assistant – 798009</b>	High School Diploma or G.E.D. required; strong customer service experience (either from office or retail industries); Degree in HR or pursuing an HR degree in highly preferred. Ability to answer and field calls from a multi-line telephone.	Apply on MWE
<b>Project Coordinator –798982</b>	Bachelor's degree in Business, Business Administration, or related field and 2 yrs of experience required.	Apply on MWE
<b>Special Education Teacher –798903</b>	Bachelor's Degree in Special Education or related field and Special Education or Advanced Professional Certification by the MD Depart. of Education required. Must have the ability to acquire and maintain TCI 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.

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## CONSTRUCTION

Position/ MWE Job Order #	Requirements	How to Apply
<b>Cabinet Maker Trainee –797124</b>	6 months of prior experience with general power tools, staple gun, nail gun, drill required. Experience with belt sander, table saw, laminate spray equipment and edge bander a plus. Basic blueprint reading, ability to read a ruler. Requires ability to lift 30 plus pounds.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<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>Maintenance Technician III</b>	High school diploma required; 3-5 yrs. experience in electrical, plumbing, painting and maintenance; Valid driver's license.	Email resume to: <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>
<b>Maintenance Helper- 798860</b>	High school diploma or GED; Must have a valid driver's license; Basic understanding of carpentry, electrical, and plumbing repair; 2 yrs of previous janitorial experience; Commercial building and maintenance experience preferred.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Roving Maintenance Technician - 798873</b>	High school diploma or GED; Must have a valid driver's license; Basic understanding of HVAC, Plumbing and Electrical and 2 yrs of prior experience.	Apply on MWE or email resume to <a href="mailto:rworen@oedworks.com">rworen@oedworks.com</a>
<b>Senior Repair Technician II- 795932</b>	Must have a valid driver's license, good driving record and ability to drive company vehicle. Must have 2 yrs of prior exp. and ability to pass Maryland State and National criminal background check.	Apply on MWE or email resume to <a href="mailto:bmore@oedworks.com">bmore@oedworks.com</a>

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## HEALTHCARE

Position/ MWE Job Order #	Requirements	How to Apply
<b>Charge Nurse (LPN)-</b> 794918	Must possess an active LPN Maryland License in good standing; 1 year hospital med/surg. clinical experience preferred.	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@oedworks.com</a>
<b>Charge Nurse (RN)-</b> 794911	Must possess an active RN Maryland License in good standing; 1 year hospital med/surg. clinical experience preferred.	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@oedworks.com</a>
<b>Geriatric Nursing (GNA)-</b> 794928	Must be Certified Geriatric Nursing Assistant in accordance with laws of this state, and maintain state registry.	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@oedworks.com</a>
<b>Medical Assistant/CNA</b>	Must be an MA AND CNA. 2. 12+ months working as a Medical Assistant in a Family Practice or Pediatric office/clinic.	Email resume to <a href="mailto:jcbrown@oedworks.com">jcbrown@oedworks.com</a>
<b>Nursing Supervisor-</b> 794937	Nursing Degree from an accredited college or university required. Must have a minimum of 1 year of exp. as a supervisor in a health care facility. Must possess a current and active license to practice as a Registered Nurse in this state.	Apply on MWE or email resume to <a href="mailto:karmstrong@oedworks.com">karmstrong@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>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- 786693</b>	HS Diploma required. 6 months of prior housekeeping or janitorial experience preferred.	Apply on MWE
<b>Delivery Driver- 798885</b>	High school diploma or GED, and must have current Maryland driver's license with at least 1 yr of prior exp.	Apply on MWE
<b>Kitchen Manager- 797988</b>	HS Diploma and 5 years of culinary exp required; Culinary or bachelor's degree and 5-10 years of exp in culinary management exp preferred.	Apply on MWE
<b>Inventory &amp; Receiving Lead- 797998</b>	HS Diploma required. Prior experience preferred.	Apply on MWE
<b>Line Cook- 798006</b>	HS Diploma, 2 years of experience and serve safe certification	Apply on MWE

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## JOBSEEKER TIP

### How to Set Up a Job Search Email Account

When you're looking for a job, it's a good idea to set up an email account just for job searching. That way your professional email won't get mixed in with your personal mail.

#### Free Email Accounts

There are a variety of free web-based [email services](#), like Gmail and Yahoo, that you can use. You'll be able to check your email online from any computer, so using web mail is a good way to stay on top of your job search.

Do be sure you have an email account name that is appropriate for business use i.e. `firstname.lastname@gmail.com` not `cutegirl@hotmail.com`. Once you've set up the account send a few test messages to make sure you can send and receive mail.

Then use this email account for all your job search communications - to apply for jobs, post your resume, and connect with your contacts. Be sure to check your email frequently so you can respond immediately to employers who are interested in hiring you.

#### Your Work Email Account

Don't use your work email address for job searching or networking.

Don't send resumes and cover letters from your work email account or use that email address when you apply for jobs online. Many companies monitor email communications and you don't want to get caught [job searching from work](#).

Source:

<http://jobsearch.about.com/od/jobsearchemail/qt/emailaccount.htm>



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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.

**The Mayor's Office of Employment Development is building a pool of applicants for positions in the construction field in the areas of masonry, electrical, flooring, and drywall.**

**This pool will be accessed when an opening arises. Your application will remain active for 6 months. After this time, you will need to apply again with current, updated information if you are still interested in remaining a part of the pool.**

*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>
Community Aide, HR Assistant I	\$9.25-\$14.68/hr	2/22/18
Construction Electrical Inspector I	\$42,996-\$52,092/yr	4/27/18
Housing Rehabilitation Technician II	\$42,153-\$51,070/yr	Continuous
Secretary III	\$37,001-\$44,161/yr	2/20/18
Tow Truck Operator	\$32,025-\$34,574/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:

<u>Position</u>	<u>Wage/Salary</u>	<u>Agency</u>
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
Neighborhood Relations Liaison	\$50,000/yr	Baltimore City Council
Parking Planner II	\$54,288/yr	Parking Authority of Baltimore City
Visitation Center Program Director	\$28.00-\$35.00/hr	Mayor's Office of Criminal Justice



# Now Hiring!!

## MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



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

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
Career Development Facilitator	8481	Full-Time, Temporary with Benefits, \$33,928
Job Developer	8488	Full-Time, Regular, \$40,000
Motor Vehicle Driver II	8482	Full-Time, Regular, \$32,500
Supervisor III	8489	Full-Time, Regular, \$63,240



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
Assessment Staff	\$12.00/hr.
Banking Support Assessment	\$15.00/hr.
Data Entry Clerk	\$11.50/hr.
Job Developer	\$18.00/hr.



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A proud partner of the

**AmericanJobCenter®**  
network  
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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.**