The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

**Accounting/Bookkeeping** (270) Small financial accounting and business administration firm located in Chester, Maryland, is seeking a full-time Associate. Our firm started from scratch, and we’re growing our client base and expanding our role with our clients year over year. We have a CPA, a Certified Bookkeeper, and two MBA’s on staff, and we are eager to grow the company with the right, new talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are seeking an accountant that meets the minimum requirements: 1. College coursework in accounting required; Associates degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for attention to detail. 4. Ability to work in both Mac and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. / This position will entail learning on the go. We will be committed to teaching, if you are committed to learning! / Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank, credit card, and loan accounts, and intercompany transfers. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing financial statements to management for their review. / We are offering a competitive compensation and benefits package that will be commensurate with applicant’s experience. Benefits include up to $50 monthly paid to cell phone carrier, and 401(k) retirement benefits. / If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Brad Wolford at accounting@wolfordcompanies.com and you will be contacted within 48 hours. (Date listed: 10/23/17)

**Accurate Environmental Consulting** (366) Office Worker. Full time – Monday-Friday 9am to 5pm. Must be dependable, have excellent phone skills, ability to schedule appoints and computer knowledge. Stevensville location. No phone calls; email resumes to: PersonnelWorkforce2018@gmail.com. (Date listed: 10/24/17)
All American Awards (187) located in Chester, Maryland, has been providing custom imprinted and embroidered apparel, trophies, awards and promotional items since 1996. We are currently seeking a part-time Graphic Artist to be part of our team. The candidate will design graphics for screen printing, vinyl and other artwork needs. The ideal person will have working knowledge of computer based programs such as: Corel Draw, Adobe Photo Shop and Outlook. Must be accurate, have keen attention to detail and be able to work within deadlines. Will also maintain database of current graphics and previously used templates. Please send cover letter & resume to Stacy at allamerican@allamericanawards.us. (Date listed: 8/30/16 Updated 10/27/17)

AmeriCorps (1085) AmeriCorps Member - Caroline County Health Department 2017-18. The Caroline County Health Department is seeking a half-time AmeriCorps Member. The Caroline County Health Department provides community services including: Wellness; Women, Infants & Children; DDA; AERRS; Adult Day Care; Transportation; Environmental Health; Community Health; Addictions; and Mental Health. AmeriCorps Member responsibilities with Caroline County Health Department are to: •Attend numerous public events and promote Health Department Services. •Contact various Community Service Organizations concerning potential grants or donations for programs. •Help Behavioral & Addictions Team to educate our residents about our community services and medical offices. The AmeriCorps position with Caroline County Health Department can accommodate weekend and weekday schedules, and participation in some (not all) community events is required. Requirements for applicants include the following: •Have a strong interest in serving the community. •Be at least 18 years of age. •Able to provide copy of either high school diploma, GED, or college transcript. •Have reliable transportation. •Be available to attend the tuition-free, mandatory AmeriCorps class at Salisbury University bi-weekly during the Fall and Spring semesters. •Be available to serve for approximately 20 hours/week for half-time service for at least 48 weeks. •Must successfully pass a comprehensive Criminal History Check, which includes FBI fingerprinting. •Must be a U.S. Citizen, U.S. National, or lawful permanent resident alien. Benefits available to the AmeriCorps Member: •Valuable job experience in the area of non-profit management. •Joining a fun team committed to help you learn and grow. •A bi-weekly stipend of $252.08. •Receipt of educational award to be used toward educational loans or future educational expenses upon completion of service year requirements in the amount of $2,865. •6 tuition free credits at Salisbury University. Applications will be accepted until all positions are filled. An application can be downloaded from the ShoreCorps/PALS web site: www.salisbury.edu/americorps/Member-info.html. (Date listed: 6/15/17)

AMS Group (315) Chesapeake Business Park - Stevensville, MD. Pump Technician Helper (Refer to Job Order #742648); Mechanics Helper (Refer to Job Order #729293). Email resume to jleavers@amsgroup.net. Visit our website at http://amsgroup.net/. (Date listed: 10/11/17)

Anne Arundel Community College (350) Program Coordinator, Internships. Closing Date: 11/03/2017. Position Summary: With learning as its central mission, Anne Arundel Community College has responded to the needs of a diverse community for more than 50 years by offering high quality, affordable and accessible learning opportunities. Established in 1961, AACC is a fully-accredited, public two-year institution that offers national and regional studies that can lead to a degree or certificate, industry credential, transfer to a four-year institution, or career enhancement, personal enrichment and lifelong learning. The Internship Coordinator and Career Educator is responsible for managing all campus internship activities, serving as a central resource for engaging students, faculty, and employers in the development of and participation in diverse work-based experiences that allow for career exploration for students. This position is also responsible for career-related functions including career readiness, preparation, search strategies, community partnership development and support to faculty to integrate career-related information and activities into curriculum. Job Duties and Responsibilities: INTERNSHIPS: •Provide leadership and vision in the design and implementation
of the internship program. Advise faculty and academic departments in internship best practices and collaborate with other college offices in activities that align with internship program goals and objectives. Conduct outreach activities to promote internship opportunities and activities, including leadership and support for all college-wide internship and job workshops and fairs. Collect and track data and conduct regular assessment activities of the internship program.

CAREER SERVICES: •Develop and maintain partnerships with a diverse array of businesses, non-profits, government agencies, and professional organizations and associations to understand and respond to workforce needs. Create meaningful internship opportunities for students that foster career exploration and cultivate, develop and maintain new and existing relationships to increase employment connections for students. •Prepare students for the workforce, coaching students in career readiness and preparation activities including résumé and cover letter writing, interview skills, search strategies, and soft skills development. •Assist faculty with the integration into curriculum of career exploration and preparation activities, experiential learning, and connections with career readiness competencies. •Address employment law and assess and manage risk issues and communicate as appropriate with students, employers, and the college community.
•Participate in local and national internship and career services professional organizations and networks. •Manage program data. Track student and employer information, utilize labor market tools and provide reports as required. •Assess program activities and services and develop action plans for future improvement and growth. •Provide supervision to office support staff and interns as necessary. •Manage internship budget. •Other duties as assigned by the Director or Dean.

Required Qualifications: •Master's degree required. •A minimum of two (2) years of career services experience and experience developing internships is required. •Demonstrated experience developing and maintaining community partner relationships with businesses, non-profits, government agencies, and professional organizations and associations in a diverse range of industries. Familiarity with the Anne Arundel County community preferred. •Excellent oral, written, and interpersonal communication skills with demonstrated ability to work collaboratively and effectively with community organizations, public and private agencies, community college leadership, faculty, staff, students, and the public. •Minimum of one year supervisory skills is required. •Demonstrated computer literacy and familiarity with the Microsoft Office Suite, the Internet, social media tools, and career services tools and technology required. •Familiarity with employment law, labor market needs and employment recruiting trends. •Demonstrated ability to track and report data and assess program activities and services aligned with program goals and objectives. •Demonstrated organizational, planning and marketing skills. Preferred Qualifications: •Five to ten years of experience strongly preferred. •Five years of experience developing internships. •Ability to interact with a variety of faculty, staff and students from diverse backgrounds.

Hours Per Week: 40. Work Schedule: Monday - Friday, 8:30 a.m. to 4:30 p.m.-, occasional evenings. To apply, go to https://www.aacc.edu/employment/. (Date listed: 10/23/17)

The Arc Central Chesapeake Region (702) Provide support to people with Developmental Disabilities to live and work in the community. We have full and part time positions in the following counties- Talbot, Queen Anne, Dorchester and Kent. All positions require- High School Diploma or GED, Valid Maryland Driver's License and most important must have a desire to make a positive difference in the lives of others. Drug Free, EOE. Contact Rena Buckreis rbuckreis@thearccc.org, http://www.thearcccr.org/about-us/join-our-team/. (Updated 9/14/17)

Bayleigh Chase (289) Join the Unidine team. As the first food and dining management company to commit to exclusive use of fresh ingredients and scratch cooking, Unidine is reinventing the dining services industry. Today, we are the fastest growing provider in the country, servicing healthcare, senior living and corporate dining clients in 23 states. We are currently hiring at Bailey Chase in Easton, MD the following: Servers, Utility. For more information, click HERE. (Date listed: 10/1/17)

Bender Consulting Services, Inc. (346) Virtual Career Fair - Employment for People with Disabilities. Are you a person with a disability looking for a career opportunity or internship? This Virtual Career Fair if FREE for students and alumni with disabilities. Competitive opportunities for every level of candidate, from experienced professionals, recent college graduates and college students with disabilities, to meet online with employers across the nation including Amazon,
Apple, Citrix, DuPont, Microsoft, PricewaterhouseCoopers, US Department of Energy, and more. Students and alumni are invited to interact with employers via chat sessions. Register at www.careereco.com/events/disability. Virtual Career Fair Date is November 15, 2017. For information: bender@careereco.com or 770.980.0088. (Date listed: 10/20/17)

Benedictine (358) Direct Support Professional – Paid Apprenticeship Program – January 2018. Upon successful completion, participants will be guaranteed a position in the adult or school residential communities. Direct Support Professionals (DSPs) are essential to assisting individuals with developmental disabilities lead self-directed lives, advocating with the people they support to become inclusive members of their communities. DSPs assist with activities of daily living, social skills, accessing community resources and so much more. Requirements: • 21 & over. • High School Diploma/GED. • Valid Drivers License & Clean Driving Record (if applicable). • Pre-Employment Drug Screen, Physical & Criminal Background Check Required. • Embody the Benedictine Value of Compassionate Care. • Willingness to Learn & Grow. Information Sessions: November 13, 2017 – 9:00 am at Dover Unemployment Office, 655 S. Bay Road, Dover, DE 19901. November 30, 2017 – 10:30 am at Talbot County Job Center, 301 Bay St, Suite #301`, Easton, MD 21601. (Date listed: 10/23/17)

Benedictine (300) Come for a job, find a family. Where else but Benedictine? Be inspired to come to work every day knowing that you are making a difference in someone else’s life. Our teams of professionals work together to improve the quality of life of adults and children with developmental disabilities by helping them achieve their greatest potential in all aspects of life; school, residential, and vocational. Speech Language Pathologist, Occupational Therapist, Associate Director of Benedictine Foundation, Direct Support Professionals – Adult and School Community (Group Homes and Dorms), Employment Specialist – Ridgely, Garden Center Job Coach, Vocational Job Coach, Busy Bee Job Coach, Director of Nursing, Behavior Specialist – BCBA Certified, Resource Team Assistant – School Residential, Lead House Counselor – Adult Community, Group Home Manager, Education Assistant, DORS Associate, Easton. Please apply on line at: Benedictine Careers Page. (Date listed: 10/4/17)

Binkley & Hurst, LP (332) 12455 Browntown Rd., Kennedyville, MD; Full-Time Ag Service Tech position available for a self-motivated, dependable and reliable individual with experience in ag or mechanical fields. Responsibilities include service, repair and setup of a variety of agricultural equipment in a timely and accurate fashion both in the shop and on the road as directed by Service Team Leadership. The ideal candidate will also exhibit a strong Customer focus, have a willingness to work overtime as needed, and have a current, valid driver’s license. Full-time benefits include Health Insurance, Vacation Plan, Paid Holidays, Life Insurance, 401(k) w/Company match and others. Applications are available online at www.binkleyhurst.com. Please email resume or application to careers@binkleyhurst.com. (Date listed: 10/13/17)

Binkley & Hurst, LP (175) 12455 Browntown Rd., Kennedyville, MD; Part-Time Parts & Service/ Associate position (approx. 20 hours/week within business hours) available for a self-motivated, dependable and reliable individual. Responsibilities include assisting with shipping and receiving of in-stock orders, unloading freight shipments, pulling and/or putting away Parts inventory, maintaining a clean and organized Parts area and Service Shop area, including cleaning and washing of equipment and Company vehicles, and general grounds maintenance. The ideal candidate will exhibit a strong Team Member and Customer focus, and have a current, valid driver’s license for occasional errands. Applications are available online at www.binkleyhurst.com. Please email resume or application to careers@binkleyhurst.com. (updated: 10/13/17)

Builders First Source (348) Load Builder II (MWE JOB ORDER #745767); Driver-Class B CDL (MWE JOB ORDER #745771); Driver-Class A CDL (MWE JOB ORDER #745777). Apply online at www.bldr.com. (Date listed: 10/20/17)
Cambridge International (341) Senior Product Mgr. (JO#745343); Project Sales (JO#745321); Commercial Marketing Mgr. (JO#745482); Machine Operator- Welders (JO#745293); Machine Operator- Loader (JO#745488); Machine Operator Fabricator (JO#745355); Production Supervisor (JO#745496). To apply to jobs email resume to ssmith@cambridge-intl.com. (Date listed: 10/19/17)

Caring Companions (220) is a Residential Service Agency based in Ellicott City, MD offering services to individuals in need of Companion and Caregiver services while rehabilitating, battling an illness, or while trying to remain independent at home. We meet our clients wherever ‘home’ is and we offer services that range from very limited to extensive. Our support services are customized to meet the needs of the loved one and family. We employ CNA’s (Certified Nursing Assistants) and GNA’s (Geriatric Nursing Assistants), and Companions to support physical therapists, occupational therapists, visiting nurses, and/or any other medical staff members entrusted with the care. We take our work very seriously and hire only the best Caregivers. Caring Companions has been around for 10 years and we attribute our success to our commitment to excellence, to hiring the best, and to continuing to care greatly about those we serve and support. Please submit your resume to vtoland@adlcaring.com by December 31, 2017. (Date listed: 9/12/17)

Caring Hearts Home Care (337) 819 High Street Chestertown, MD. 4 - Home Health Aides (HHA) (Refer to MWE Job Order #744009). Apply in person or call 302-505-0345. (Date listed: 10/16/17)

Caroline Center, Inc. (327) is currently seeking energetic and creative individuals to join our team. Applications are being accepted for several direct care positions, responsible for working with individuals with developments and intellectual disabilities. The focus of each position is to assist individuals in maintaining or enhancing their independent living skills in various environments. Candidates must be at least 18 years of age, possess a high school diploma or equivalent, a valid driver’s license and acceptable driving record, and must be able to lift 50 lbs. Compassion and respect for people with developmental and intellectual disabilities and the ability to communicate effectively using written and verbal skills are required. CCI is an equal opportunity employer. Please send resume to Caroline Center, Inc., P.O. Box 460, Ridgely, MD 21660, Attn: Brad Rogers, or fax to: 410.634.2653 or email to brogers@carolinecenterinc.org. For consideration, resumes must be received no later than October 31st, 2017. Caroline Center, Inc. is an Equal Opportunity Employer. (Date listed: 10/12/17)

Caroline Center, Inc. (309) Ridgely, MD. Van Driver (JO#742205); Direct Care Staff (JO#742211). To apply email resume tobrogers@carolinecenterinc.org or fax resume to: 410-634-2653. (Date listed: 10/10/17)

Caroline County (342) Program Specialist I (JO#745519). To apply download application from: www.carolinemd.org. Fill out and mail by 11/9/17 to Caroline County Human Resources, 103 Gay St., Denton, MD 21629. (Date listed: 10/19/17)

Caroline County (296) Paramedic/EMT-I (PT) (Refer to MWE Job Order #739572). Submit completed application, driving record, and copy of certification cards to the Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address, call 410.479.4105, or www.carolinemd.org. (Date listed: 10/3/17)

Caroline County Government (376) Deputy Sheriff (JO#757833). To apply download application from www.carolinemd.org. Fill out and mail to: Caroline County Human Resources, 103 Gay St. Suite 1, Denton, MD 21629. Application deadline-November 14, 2017. (Date listed: 10/27/17)
Chesapeake College (339) Testing Center Specialist-PT Temporary. Description: The Specialist is responsible for administering and proctoring academic, placement, and certification exams, along with scheduling and proctoring tests for students and candidates from other schools or organizations. Responsibilities include creating and utilizing all forms and processes pertaining to the Testing Center. The person in this position must have the ability to ease student apprehensions and to effectively accommodate students and collaborate with faculty. Requirements: High school diploma, bachelor’s degree preferred. One (1) to three (3) years general office management and skills. Requires knowledge of standard program applications such as Microsoft Office, excellent oral and written communication skills, knowledge of database structure and generating reports. Applicant should be detail-oriented and possess the ability to organize materials, tests, forms, and have the ability to provide a non-stressful atmosphere for the test takers. Please send resumes and cover letters to jthomas@chesapeake.edu by November 3rd for best consideration. (Date listed: 10/17/17)

Chesapeake College (326) Director of the Early Childhood Center: Job Grade DIR1-EX Responsibilities: The Director is responsible for the administration of the Early Childhood Development Center which offers child care to staff, students, faculty and the community. The Director ensures the physical, social, academic and emotional development of the center’s children (3-7), by providing high quality play, age-appropriate curriculum, and a healthy, stimulating environment. The center also serves as a model learning lab for students studying Early Childhood Development and related majors. The Director maintains appropriate accrediting standards, and is responsible for fiscal and administration management. Requirements: BS in Early Childhood Education, or in a related field with 45 clock hours of education in: Child Development, Curriculum and Child Care Center Management. Master’s degree preferred; 4 years of experience working in MSDE licensed child care administration with 1 year of experience in child care administration. Please submit a resume, cover letter, and if your Bachelor’s degree is not in ECE, submit either a certificate showing completion of 45 clock hours, or an unofficial transcript showing Earned CEU’s to hr@chesapeake.edu. For best consideration, please apply by October 20, 2017. Position will remain open until filled. (Date listed: 10/12/17)

Chesapeake College (149) is currently accepting cover letters and resumes for the following replacement position: Director of Financial Aid: Job Grade DIR3-EX. Responsibilities: The Director of Financial Aid oversees the administration of all federal Title IV financial aid programs, Maryland State Scholarship programs and the awarding of institutional scholarships. Reconcile all federal, state and institutional financial aid programs. Adhere to all federal state and institutional regulations governing financial aid programs. Supervise a staff of three (3) full-time specialists and two (2) federal work-study students. Provide community-based financial aid counseling. Team with Admissions, Resource Development and Non-Credit to increase enrollment, increase scholarship dollars and funding options for non-degree seeking students and non-traditional programs, respectively. Compile statistical data for institution, community, and Maryland State and Department of Education. Coordinate the transferring of external data within two (2) networks. Coordinate cash management regulations with the Business Office. Coordinate distribution of all financial aid marketing materials. Maintain office budget. Establish financial aid budgets. Project aid expenditures. Test financial aid software updates in Colleague test account. Conduct default prevention measures. The financial aid director needs a mix of skills including supervision and leadership skills, federal and state reporting regulations, budget management and computer-related skills. The individual must also possess strong communications skills due to the outreach, and public relations requirements of the position. Requirements: Bachelor’s degree and five years of experience in financial aid is required. At least three (3) years supervisory experience at the assistant director level or above of a college or university financial aid office. Strong communication and public speaking skills are required. Budget management ability required. Ability to work effectively with internal and external constituencies (Business Office, Registration Office, Maryland State Department of Education, etc.). Skill in applying federal regulations governing Title IV aid programs. Knowledge of Department of Education systems. Position will remain open until filled. For consideration, interested applicants should submit a cover letter and resume to hr@chesapeake.edu Position will remain open until filled (Date listed: 8/18/17 updated 9/14/17)
Chesterwye Center (308) is currently seeking caring and compassionate professionals for positions working with Individuals with Intellectual and Developmental Disabilities. Must successfully pass all pre-employment screenings. We have Direct Support Professional (DSP) positions available in both our Residential (assorted shifts) and Day Programs (8:30am-4:00pm). Must have a valid driver's license. Do you have spare time and would like to make good use of it. People we support with disabilities who live at home are needing to get out into the community. They live in Centreville, Grasonville, Stevensville and Barclay. This will help them all to be integrated out into the community. Some of the things they like to do are: eating out, bowling, swimming, and exercise. Some also need assistance in learning personal hygiene. You could change their lives. If you are looking for a rewarding career with benefits and great people to work with, please contact our HR Coordinator Cathy Dordick at 410-827-7048 or email her at cdordick@chesterwye.com. (Date listed: 10/9/17)

Chimes (1169) Family of Services began in 1947 as a small school in Baltimore, Maryland for children with intellectual developmental disabilities. Through planned growth over the years, we currently have services in Maryland, Delaware, Virginia, District of Columbia, Pennsylvania, New Jersey, North Carolina and Israel. Our not-for-profit organizations provide an array of educational, employment, vocational, residential, rehabilitative and behavioral health services and supports. Acknowledged as leaders in the industry, we are best known for the quality of our services and the integrity of our staff. Check out our job board for Eastern Shore opportunities and other areas here. http://www.chimes.org/careers-idd.htm (Updated 10/18/17)

Choptank Electric (329) needs System Planning Engineer (JO#743454); System Controller (JO#743463); General Counsel (JO#743469). Apply on line at http://choptankelectric.com/content/employment. (Date listed: 10/13/17)

Choptank Transport (322) Current openings: Logistics Coordinators (JO#743040); Inside Sales Representatives (JO#743034); Software Engineer (JO#743045); Client Service Associate (JO#743048). Apply on line: www.choptanktransport.com. (Date listed: 10/12/17)

Comfort Keepers (184) 8103 Ocean Gateway, Easton, MD. 410-822-4414. Seeking the following: CNA's and GNA's (Refer to MWE Job Order #729312) for in-home caregiving. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. At least one year experience preferred, but not required. Med-Techs (Refer to MWE Job Order #729315) to work with DDA (Developmentally Disabled Adults) clients. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. DDA certifications are a plus. To apply please go to http://easton-596.comfortkeepers.com/ and click "apply today." For questions or concerns please contact Angela in HR 410-822-4414 / angelerodano@comfortkeepers.com. (Date listed: 8/29/17)
Corsica River Mental Health Services, Inc. (296) Growing behavioral health agency seeks the following: **Substance Abuse Specialist - FT** - Provides drug & alcohol treatment & recovery support on our mobile treatment team serving the 5 upper shore counties. Certification in Drug & Alcohol Counseling required. Applicants must have clean background and driving records. Apply by emailing resumes to resume@crmh.com. fax: 410-758-1223. E.O.E. (Date listed: 10/2/17)

**Critchlow Adkins Children’s Centers’ School Age Site** (378) is hiring for an energetic part-time teacher who is a team player! The primary function will be to assist in preparing and implementing fun and engaging curriculum activities for the Before & After Care school-aged students. An Associates’ Degree in Early Childhood Education is preferred, but not required. Regular hours would be 7:15 – 8:45 AM in the mornings and 1:30 – 5:30 PM in the afternoons M-F, with an opportunity to substitute and earn extra hours in between, due to staff callouts and scheduled vacations. Further, additional hours would be earned on “no school days,” delayed openings, etc. All interested applicants should submit resumes ASAP to jremenapp@cacckids.org. (Date listed: 10/26/17)

**Critchlow Adkins Children’s Centers of White Marsh** (319) is now hiring for an energetic teacher for its Before & After Care Program in Trappe, Maryland. The primary function will be to assist in planning, preparing, and implementing fun and engaging activities for students, along with general supervision and helping with homework. Preference will go to those who hold, have obtained credits, or will earn an AA degree within 2 years, which includes at minimum, 15 hours of approved coursework in Early Childhood Education or Child Development OR a Baccalaureate degree in Early Childhood Education/Child Development or a related field, and/or hold Preschool and School Age qualifications. Adequate experience in childcare may be substituted. Interested applicants should submit resumes ASAP to jremenapp@cacckids.org. (Date listed: 10/11/17)

**Critchlow Adkins Children’s Centers of Talbot County** (318) Do you love working with children? Critchlow Adkins Children’s Centers of Talbot County is accepting job applications for on-call substitutes to work at any of our 5 site locations. Job responsibilities will include assisting with the management and supervision of an assigned group/classroom, as well as assisting our staff with the oversight of the social, emotional, physical, and educational needs of the children enrolled in our program (Ages 2-12). Preference will go to those who hold, have obtained credits, or will earn an AA degree within 2 years, which includes at minimum, 15 hours of approved coursework in Early Childhood Education or Child Development OR a Baccalaureate degree in Early Childhood Education/Child Development or a related field, and/or hold Preschool and School Age qualifications. However, all candidates at least 18 years of age will be considered. This is a great way to get "your foot in the door" for future opportunities within our organization! Must love children to apply. Please submit resume to jremenapp@cacckids.org. (Date listed: 10/11/17)

**Critchlow Adkins Children’s Centers’ St. Michaels Site** (292) St. Michaels Site is now hiring for an energetic part-time teacher in its Pre-K program. The primary function will be to assist in planning, preparing, and implementing fun and engaging curriculum activities for students. An Associates’ Degree in Early Childhood Education preferred, but is not required. Regular hours would be 2:00 – 5:30 PM M-F, however there may be an opportunity to substitute and earn extra hours, due to regular staff callouts and scheduled vacations. Please submit resume and cover letter to jremenapp@cacckids.org by 10/30/17. (Date listed: 9/29/17)

**Crossroads Community, Inc.** (295) Growing behavioral health agency seeks the following: **Residential Associates** - FT- Responsible for assisting adults with independent skill development in the residence. 7 days on/7 days off, including overnights & every other weekend. Prefer B.S. in Behavioral Health, Psychology, Social Work, or related field and at least two years positively referenced work history in human services field or equivalent combination of education and work experience. Positions available in both Kent and Dorchester Counties. Salary commensurate with education and experience. Apply by emailing resumes to cci@ccinonline.com. E.O.E. (Date listed: 10/2/17)
**Cutts & Case, Inc.** (256) Prestigious wooden-boat shipyard, located in Oxford, is looking for **skilled and unskilled workers** interested in careers in the marine trades. Jobs available for unskilled laborers wanting to develop boatyard skills in finish work, electrical systems, mechanical systems, carpentry and sailboat rigging. Workers with previous boatyard experience encouraged to apply. Salary based on experience. Great location, benefits and competitive salaries. 40-hour work week with some overtime, 8AM to 430PM weekdays. Occasional weekend work is available. Contact cuttsandcase@verizon.net or call the office at 410-226-5416. (Date listed: 9/20/17)

**D’Alessio’s Wood Fired Pizza** (375) **Delivery Driver.** Full and part-time positions available. You must have a good driving record and approval from your car insurance provider. Pay is $7.50/hr plus tips. Apply in person, Tues-Sat 11am to 9pm, at 206 Duke St., Stevensville, MD 21666. Contact James or Sandy at 443-249-3366. (Date listed: 10/27/17)

**Dart (Solo Cup)** (324) Federalsburg, MD. **QC Inspector** (JO#737731); **Group Lead-Materials** (JO#737739); **Maintenance Mechanic I** (JO#666938); **Group Lead-Production** (JO#743077); **Inspector Packer I** (JO#743085); **HR Manager** (JO#743088); **Manager, EHS** (JO#743083); (All jobs with benefits). Apply on line only at: www.dart.jobs. Various shifts and departments. (Date listed: 10/12/17)

**Davis, Bowen & Friedel, Inc.** (211) seeking to fill the following: **Experienced Coastal Engineer** for our Easton, Maryland office. Duties shall include but not limited to design, permit acquisition and contract administration for shoreline and marina type projects, including sea level fluctuation evaluations beneficial use of dredged material; numerical modeling of dredged material projects within a water body; the use of segmented, detached breakwaters to protect cohesive shores; shoreline and sediment budget analysis; multiline boat ramps; marina development; bulkhead analysis & design; and stone jetty analysis & design. Preferred applicant shall possess PE license in both Delaware and Maryland or the ability to obtain them within demonstrated ability to market to and work with Local, State and Federal Agencies. **Experienced Civil Engineer** for our Easton, Maryland offices. Duties shall include but not be limited to grading and drainage, storm water management, utilities, and erosion control design as well as assistance with permit coordination and acquisition, and construction administration on Residential and Commercial projects. Preferred applicant shall possess PE licenses in both Delaware and Maryland or the ability to obtain them within 12 months from date of hire. Desired qualifications include at least four years of related experience, proficiency in AutoCAD and the demonstrated ability to market and work with planners and developers. **Civil Engineering Designer** for our Easton, Maryland office. Duties shall include but not be limited to grading and drainage, storm water management, utilities and erosion control design for Coastal, Residential and Commercial projects. Proficient in the use of AutoCAD is required for this position. Desired qualifications include at least two years of experience, the demonstrated ability to work in a team environment and familiarity with AutoCad Civil3D. We offer a great place to work, an attractive incentive package, liberal PTO, and very competitive benefits. Learn more about us and our work on our website: www.dbfinc.com. Current Openings. (Date listed: 9/7/17)

**Delaware Elevator** (271) Immediate full time employment opportunity is available with Delaware Elevator Manufacturing in Salisbury, Maryland. Must be proficient in AutoCAD, mechanically inclined and able to read architectural drawings. Experience with 3D modelling is preferred. Qualified, interested candidates may send their resume to Michelle Barker, Human Resources Coordinator, at mbarker@delawareelevator.com. AA/EOE. (Date listed: 9/26/17)

**DiGioia Builders** (352) St. Michaels, MD. **Carpenters** (JO#756213); **Construction Laborers** (JO#756218). Call 410-310-1003 to schedule interview. (Date listed: 10/23/17)
Dixon Valve (349) Chestertown, MD. Production Worker (JO#742676); Product Engineer (JO#745937); Customer Service Rep. (JO#745941); Machinist Trainee (2:30pm to 11 pm) (JO#731215); Production Worker (JO#742676); Assembler/Pre-Pack 2nd Shift (JO#742679); Warehouse Worker (10 am to 7pm) (JO#742681); Warehouse Worker (JO#742678); Manufacturing Engineer (JO#745946); Carpenter Trainee (JO#745944); Customer Care Specialist (JO#582481); Warehouse Worker (JO#742678). Apply in person or go to www.dixonvalve.com. (Date listed: 10/23/17)

Dorchester County Government (370) GIS Specialist (mwe job order #757176); Paramedic (mwe job order #757181); Correctional Officer (mwe job order #757188); 911 Dispatcher (mwe job order #757192). To submit application, go to http://docogonet.com. (Date listed: 10/26/17)

Dorchester County Government (305) Dog Control Officer (mwe job order #740927); Airport Operations Tech (mwe job order #740930). For more information, click HERE or go to http://www.docogonet.com/. (Date listed: 10/5/17)

The Dorchester County Sanitary District (301) is seeking a part time person to assist its water/wastewater operator. Must be able to help with maintenance/repairs in underground and above ground pump stations, water plant, water meter readings, repairs, line markings and any other duties as required. Some heavy lifting required. Ability to obtain a temporary water certificate or license is required. High school diploma and valid driver’s license also required. Hours are flexible. Some weekends and holidays are required. May include some emergency callouts. Pay will be commensurate with experience. The Sanitary District office is located in Cambridge, Maryland. Our office can be reached at 410-228-6222, between the hours of 8:00 to 4:30 Monday through Friday. Resumes can be e-mailed to kdapplegarth@dorsan.us. (Date listed: 10/4/17)

Dorchester Library (374) Library Associate (JO#756979). Library Associate position available in a busy public library setting. The right candidate will be outgoing, tech savvy, a team player, and have excellent customer service skills. Organizational skills, an interest in local history, and ability to handle change are a plus. Computer skills, Bachelor's Degree, and commute to Hurlock, MD twice per week required. This position includes a 35 hour work week and benefits. Email resume to: dcpl@dorchesterlibrary.org. (Date listed: 10/25/17)

Dorchester Library (368) Part-time Library Clerk (JO#756979). Library Clerk position available in a busy public library setting. The right candidate will be outgoing, tech savvy, a team player, and have excellent customer service skills. Organizational skills, an interest in local history, and ability to handle change are a plus. 16 hours per week in Hurlock Library. Email resume to: dcpl@dorchesterlibrary.org. (Date listed: 10/26/17)

Driving Position Available (263) This position operates in PA, NY, CT, MA, NH, and MD. Drivers will be home every week for a full 34 hour reset based on the needs of the customer. Each driver can average 1200 miles per week and expect to pull 3-5 loads per week. Each load is multi stop and can have as many as 6 stops per trailer and is driver touch freight. Drivers can expect to average $1150 per week, $60,000 annually and top earners can make $1800 per week. Drivers will earn $25 per stop and $90 for unloading the trailer. This position offers a paid vacation of 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 7 years and 4 weeks after 10 years. Tuition reimbursement available. $5000 Sign on Bonus (limited time only). $500 - First Load; $500 - After upgrade; $1000 - 90 days; $1000 - 6 months; $2000 - 1 year. To apply for this position, please contact Pat Collier at 205-538-2188 or spmrecruiting@gmail.com. (Date listed: 9/22/17)
**Earth Data, Inc.** (302) 131 Comet Drive, Centreville, MD. **Entry-Level Geologist** (Refer to MWE Job Order #740208). For info or to apply email resume with three references to: ckunkowski@earthdatainc.com. (Date listed: 10/4/17)

**Edgewell Personal Care** (357) Urgent need in Dover for the following: **Industrial Electricians** (JO#756339). $24.82 to $27.06 per hr. plus sign-on bonus. Apply on line at: http://edgewell.com/careers/. (Date listed: 10/23/17)

**Egide USA** (372) Cambridge MD. Accepting resumes for a **Quality Inspector**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge MD 21613 Attn: Cindy Goodwin or email to cgoodwin@us.egide-group.com. Resumes for this position will be accepted through November 17, 2017. **Job Description:** Summary and Purpose of Position: What are the end results or objectives of this position? Why does the job exist? This position is responsible for the incoming, inprocess and final Inspection of all components purchased or produced for and at Egide USA. Associates in Quality Inspection position must be able to consistently and efficiently perform all duties of the position with specifications and within quality and productivity guidelines of each product and/or process. Essential Functions and Responsibilities: include the following. Other duties may be assigned. •Associate must be able to use hand measuring tools such as micrometers and calipers as well as optical tools such as Profile Projector and Toolmakers microscope. •Ability to use Microscope for extended periods of time. •Associate must be able to read blue prints, routers, procedures and look up and interpret Customer and Industry standard Specifications. •Have an understanding of JobBoss to the extent of making transactions. •Complete and maintain required documentation such as time cards, routers, TMI’s, MRB’s, First Article Inspections, IMR’s and Sample Fixture sheets. •Utilize all necessary procedures and prints for inspecting parts as visual as well as dimensional characteristics. •Maintain and safe and clean working environment. •Notify Manager of any problems or unusual conditions that arise. **Other Duties/Responsibilities:** Responsibilities/important duties performed occasionally or in addition to the essential duties of the position. Any additional comments relevant to the position needs. The associate must be available for any shift or work schedule hours. Appropriate notice will be given and as much flexibility as possible will be made when business needs dictate a change in shift for an associate. The company will attempt to accommodate shift request, but no guarantees of any shifts at any given time will be made. **Supervisory Responsibilities:** This position has no supervisory responsibilities. **Competencies:** To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Maintains positive attitude. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone’s efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organization resources; Approaches others in a tactful manner; Treats others with respect; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or
ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •High School Diploma or GED. •Have a minimum of 3 years working in the Manufacturing area. •Ability to understand and comprehend verbal and written English Instructions. •Ability to perform basic Math functions such as adding, subtracting, multiplication and division. •Must be available to work in other areas of the facility as well as other shifts. Appropriate notice will be given before a shift change is made. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •The associate must frequently lift and/or move up to 15 pounds and occasionally up to 30 pounds. The associate must be able to grasp small parts with fingers and should exhibit good finger dexterity and hand to eye coordination. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Working Conditions and Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •The noise level in this environment is usually moderate. Date listed: (10/26/17)

Egide USA, (354) Cambridge MD is accepting resumes for a Plater. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge MD 21613 Attn: Cindy Goodwin or email to cgoodwin@us.egide-group.com. Resumes for this position will be accepted through November 10, 2017. Job Description: Summary and Purpose of Position: What are the end results or objectives of the position? Why does the job exist? This position is responsible for the pre-plating processes and post-plating processes for electronic packages produced and/or sold by EGIDE USA, Inc. Associates in the PLATER position must be able to consistently and efficiently perform several of the duties of the position within specification and within quality and productivity guidelines of each product and/or process. Essential Functions: include the following. Other duties may be assigned. 1.Must be able to perform several of the following: prepping of parts, barrelplate, clean for ship salvage, rack plate-gold room and/or CuSn line cleaning of built parts and rack maintenance. 2.Keeping tanks cleaned and filled as needed 3.Complete and maintain required documentation such as time cards, travelers, TMI’s, plating process cards, wiring tickets and engineering and quality sheets. 4.Handle chemicals in a safe manner, be able to identify chemicals by color codes, symbols and know the purposes of each, utilize and understand the Material Safety Data Sheets (MSDS) and able to identify and understand HMIS labels for health hazards, flammability hazards, reactivity hazards and other of all chemicals. 5. Maintain a safe and clean working environment. 6. Notify Department Lead or Operations Manager of problems or abnormalities that may occur. Additional Responsibilities: Responsibilities/important duties performed occasionally or in addition to the essential duties of the position as well as any additional comments relevant to the position. 1. Associates in the position will occasionally assist in the start up and shut down operations of the plating tanks, changing filters of the tanks and filling and emptying of the rinse tanks. 2. Associates will occasionally wire and unwrap parts on racks and on stacking and/or brazing pole cans. 3. Associates will occasionally assist in the training of new associates. 4. Associates will occasionally be asked to work in other departments throughout the facility. 5. Associates will occasionally be asked to perform housekeeping duties such as painting, mopping, Etc. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains a positive attitude. Oral and Written Communication: Listens and gets clarification; responds well to questions; writes clearly; able to read and interpret written information. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone’s efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; completes work in a timely manner; strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically;
upholds organization values; converse organization resources; approaches others in a tactful manner; shows respect and sensitivity for cultural differences; accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, response to management direction; takes responsibility for own actions; completes task on time or notifies appropriate person as needed; is consistently at work on time. Initiative: Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestion for improving work.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • High School Diploma, General Education Degree (GED) or Manager's discretion. • Consistent efficient performance and good attendance in the plating area. • Ability to understand and comprehend verbal and written English instructions. • Associates must be available for any shift or work schedule hours. Appropriate notice will be given and as much flexibility as possible will be made when business needs dictate a change in shift for an associate. The company will attempt to accommodate shift request, but no guarantees of any shift at any given time will be made. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the associate is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand and walk. The associate is occasionally required to sit, climb up and down stairs and balance. The associate must frequently lift up to 30 pounds to shoulder high and/or move up to 30 pounds. The associates must occasionally lift and/or move up to 50 pounds and be exposed to high, precarious place and outside weather conditions. Work Conditions and Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the associate is regularly exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and extreme heat. The associate is frequently exposed to moving mechanical parts. The associate is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. DISCLAIMER: The preceding job description has been designed to indicate the general nature and level or work performed by employees within this classification. It is not designed to contain or be interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job function. Additional duties may be added or duties may be altered at the discretion of management. (Date listed: 10/23/17)

Fairfield Inn and Suites – Marriott (362) Maintenance Technician (JO#738111); General Care/Preventive Maintenance Associate (JO#756721). Position Requirements: • Open availability including nights, weekends and Holidays. • 3+ Years of maintenance experience. • Less than 2 points and clean 3 year driving record. Please forward your resume or express interest by Emailing FFIESNFI.GM@Marriott.com. (Date listed: 10/24/17)

Fields of Heather Bakery (369) Homemade Desserts, Pastries, Confections & Cakes, 1553 Postal Road, Chester, MD. Fields of Heather is looking for happy, energetic, hardworking people to join our team. Customer Service Representative (Refer to MWE Job Order #757139); Morning Baker (Refer to MWE Job Order #757158). Email your resume to heather@fieldsofheatherbakery.com. (Date listed: 10/16/17)
Haris Design and Construction Co. (306) Assistant Estimator - $35,000 per year. Job Description: We are looking for an Assistant Estimator who will be responsible for acquiring pricing from subcontractors and preparing pricing spreadsheets for proposals. The estimator is an integral member of a proposal team whose main goal is to determine the cost of a specific project in order to assist in the production of quality, winning proposals. As such, the ability to work some nights and weekends to fulfill the Assistant Estimator’s job responsibilities will be required. This is an entry level position. Responsibilities for this Position Include: •Reviewing scope of drawings with Project Manager. •Communicating with subcontractors to acquire pricing. •Reviewing bids for scope accuracy. •Building pricing spreadsheet. •Preparing requests for proposals. Required Skills: •Proficient in Mathematics. •Experience with MS Word, Excel, and Outlook. •Desire to learn and grow within the company. •Attention to detail. If interested, please send your resume to hsiddiqui@harisdesign.com. (Date listed: 10/5/17)

Genesis (365) Corsica Hills Center, 205 Armstrong Avenue, P.O. Box 50, Centreville, MD 21617. GNA (JO#756816); Registered Nurse (JO#756807); Nursing Supervisor (JO#756823); Licensed Practical Nurse (JO#756824); Nurse Practice Educator/Staff Development Coor. (JO#756827). Apply to: www.genesisshcc.com. (Date listed: 10/24/17)

Genesis HealthCare (364) “We understand care, we practice compassion” - Chesapeake Center Woods, 525 Glenburn, Cambridge, MD. Geriatric Nurse Aide (JO#756852); Receptionist (JO#756849); Licensed Practical Nurse (JO#756853); Registered Nurse (JO#756858). (Date listed: 10/24/17)

Genesis HealthCare (363) “We understand care, we practice compassion” - Pines Center, 610 Dutchman’s Lane, Easton, MD. GNA (JO#756716); GNA (JO#756785); Maintenance Assistant (JO#756703); Registered Nurse (JO#756707); Clinical Reimbursement Coor. (JO#756780); License Practical Nurse (JO#756792) (Date Listed: 10/24/17)

The Great Gourmet (318) Federalsburg, MD. Executive Asst. w/ Accounting Experience (JO#704768); Warehouse Manager (JO#669079); Production Manager (JO#726399). To apply email resume to: kim@thegreatgourmet.com. (Date listed: 10/11/17)

Groundskeeper (248) Private estate near St. Michaels seeks an experienced, full-time, year-round Groundskeeper able to work well with a team. Must be skilled in the use of heavy equipment including tractors, chainsaws, bush hogs and commercial mowers. Must be experienced in mowing, edging, mulching and weeding. Must be willing and able to work in all kinds of weather conditions. Benefits package includes medical, dental and vision insurance, life insurance and matching 401k. Send resume and references to: P.O. Box 1176, St. Michaels, MD 21663. (Date listed: 9/18/17 Updated 10/30/17)

Hanover Foods (351) Machine Operator/Production Workers (JO#756237) (Need to be mechanically inclined). Perform the basic duties necessary during the daily production runs. Also responsible for Food and Employee Safety and Plant Security. Positions are located in Ridgely, MD. To apply email resume to: rroberts@hanoverfoods.com. (Date listed: 10/23/17)

Haven Ministries (354) Kent Island United Methodist Church Fellowship Hall, 2739 Cox Neck Road, Chester, MD. Overnight Shelter Staff (Refer to MWE Job Order #756201). For all interested please call 410-739-7859. (Date listed: 10/23/17)

Gardener (249) Private estate near St. Michaels seeks an experienced Gardener able to work well with a team. Full-time year-round position. Must have strong knowledge of tree and shrub care, and be able to guide other team members. Must be willing and able to work in all kinds of weather conditions. Benefits package includes medical, dental and vision insurance, life insurance and matching 401k. Send resume and references to: P.O. Box 1176, St. Michaels, MD 21663. (Date listed: 9/18/17 Updated 10/30/17)
Home Paramount Pest Control (372) Easton office needs Pest Control Technicians (JO#757121). To apply email resumes to mmusotto@homeparamount.com. (Date listed: 10/26/17)

Hoodz (336) PT-Exhaust Cleaning Technicians (JO#744006). Driver’s license required. HOODZ not only cleans fast food establishments but we also clean pizza, five-star, casual sit-down, independent and corporately owned restaurants. To apply email resume to: Jim.hogan@hoodz.us.com. (Date listed: 10/16/17)

Hyatt (Chesapeake Bay) (371) Cosmetologists (JO#709692); Massage Therapists (JO#709698); Event Services Manager (JO#734738); Nail Technician (JO#757225); Roving Bartenders (JO#757220). Apply on line at: www.chesapeakebay.hyatt.com. (Date listed: 10/25/17)

Island Builder Services (321) 200 Anchor Lane, Chester, MD. 2 Construction Laborers (Federal & State erosion control projects) (See MWE Job Order #742720). $18.00 to $32.00 per hour. Apply in person or call 410-643-8078 for an appointment. (Date listed: 10/11/17)

Johnson Lumber Company, Inc. (311) 11561 Longwoods Rd., Easton, MD. Needs Yard Workers for Lumber Mill (JO#742244). $12 per hour to start. Apply in person to 11561 Longwoods Rd., Easton, MD. 21601. (Date listed: 10/10/17)

Kangaroo Self Storage (361) Need a little extra income? We are a Self-Storage Facility located in Chester, MD (Kent Island) who is in need of a part-time individual with great customer service, basic computer skills, and is a quick learner. If you are a retiree, looking to earn a little extra income then this position may be for you. If interested, please contact Tammy at 410-725-6393 for more information on how to apply (Serious inquires only). (Date listed: 10/24/17)

Kent County Government (353) Motor Equipment Operator I or II (mwe job order #756278). Visit HR at 400 High St. in Chestertown, call 410-778-4595 or go to www.kentcounty.com to obtain Application. Application deadline November 8, 2017. (Date listed: 10/23/17)

Kent County Government (288) Recreation Program Coordinator (See MWE Job Order #738667 for details). APPLY. Application deadline November 8th 2017 (Date listed: 9/29/17)

Kmart (285) Now hiring seasonal and full time. http://Jobs.kmart.com. Full-time positions: Health & Beauty Lead; Home Department Merchandiser; Sporting Goods Merchandiser; Toys Merchandiser; Pantry Lead; Data Integrity Lead. Seasonal Part Time Positions: Layaway; Online Order Department; Truck Unload; Floor Recovery/Merchandisers; Jewelry; Overnight Freight; Day Freight Associates; Registers; Service Desk. (Date listed: 9/29/17)

Koski Trucking (367) Hurlock, MD. Tractor Trailer Shop Mechanic (JO#757436). General tractor-trailer shop maintenance. Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment on tractortrailers. CDL-A and Welding capabilities a plus. To apply email resume to: Vickie@koski.ws or fax to 410-754-3264. (Date listed: 10/26/17)

L & S Bus Service, Inc. (323) is now hiring Bus Drivers for the Kent and Queen Anne area. CDL Class B w/PS and Air Brake Endorsement is required. Criminal Background Check and review of Drivers License history will be necessary to proceed with employment. Contact Lawrence at 410-758-8304. (Date listed: 10/12/17)

Maryland Department of Transportation (MDOT) (325) Compliance Officer (DOT Executive Assistant I). GRADE 17 (7340) SP# 17-14-05. Open Until Filled. You must apply online to be considered for this position. http://agency.govemmentjobs.com/mdot. The Maryland Department of Transportation's State Highway Administration Office of Equal Opportunity
(Chestertown) is recruiting for a Compliance Officer (DOT Executive Assistant I) position. This position is open to anyone who meet the minimum and selective qualification* listed below. This is a position specific recruitment. The resulting list of eligible candidates will be used to fill this vacancy, and may be used to fill future vacancies in this classification in the Office of Equal Opportunity (Chestertown). This position functions at the advanced level of Equal Opportunity Program Management ensuring compliance with numerous equal opportunity programs and providing guidance to others throughout the agency. The position works independently and is responsible for managing a large caseload of contracts from inception to contract closeout monitoring for compliance, accuracy and progress. This advanced/lead position is differentiated from the full performance leveling that the advanced lead carries a larger case load of contracts, works more independently and provides guidance to lower level staff and district positions.

**Education:** A Bachelor's degree from an accredited college or university. Please see the notes below experience. **Experience:** Four years of experience conducting and evaluating a business or public entity for compliance or ensuring adherence to fair practice standards and monitoring contracts for compliance with federal, state, or municipal laws and regulations. 1. Additional experience directly related to protected groups and their problems in the areas of compliance with civil rights statutes or community and human relations; or monitoring contracts and investigating regulated activities to ensure compliance may be substituted on a year-for-year basis for the required four year degree. 2. Thirty graduate credit hours from an accredited college or university may be substituted for one year of the required experience. **Preferred Qualifications:** The successful candidate should have excellent writing and oral presentation skills for preparing formal documents, contractor compliance reviews, conducting training presentations, leading various teams and communicating directly with project and inspection staff. This person should possess good organizational skills to support contract management, compliance reviews, contractor’s workforce statistics, training initiatives, and other initiatives as directed by the Office of Equal Opportunity. Excellent computer skills including knowledge of MS Word, PowerPoint, Access and Excel are preferred. The successful candidate should be a self-starter and able to work independently to ensure that the program areas under his/her responsibility are in full compliance with State and Federal laws and regulations and SHA Office of Equal Opportunity procedures. The successful candidate should be able to address any such deficiencies in a timely manner. **Licenses & Certifications:** Possession of a motor vehicle operator’s license valid in the state of Maryland. **Additional Information:** TO APPLY: All applicants must submit an application online at [http://agency.governmentjobs.com/mdotmd](http://agency.governmentjobs.com/mdotmd) (use of this option allows the application to be saved). Since the test may be a rating of the information contained in the application, it is essential that the application be filled out completely and accurately. Resumes will not be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in the online DTS-1 application form. You may refer to a resume only to expand on information offered in the body of the online DTS-1 application. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. Selected candidates may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply. All candidates serve an initial probationary period of 6 months, which may be extended to 12 months. The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan a free transit program, and advanced education and training opportunities. The incumbent in this position may be a member of a covered bargaining unit and may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit. Please Note: The Maryland State Highway Administration will no longer sponsor new employees in application of the H-1B Visa. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer. If you have any questions please contact the Recruitment and Examination Division at the following number(s): 410-545-5554 or 1-877-743-9311. (Date listed: 10/12/17)
Mason’s (183) (Redux 2017). Easton, MD. **Servers / Bussers / Food Runner.** • Exciting and new fine dining, white tablecloth restaurant concept in Downtown Easton opening this October. We are creating a modern version of the beloved and cherished restaurant institution that was Mason’s. Our mission for Mason’s Restaurant is to become the social nucleus of town and the ‘see and be seen’ destination where mouth-watering food was once delivered for many years. The recreated dining room will pulsate with feel-good energy. • Food execution will be realized through a scratch kitchen, prepared with seasonally driven ingredients, no preservatives in any of the ingredients or dishes, and humanely raised proteins with no growth hormones. The results will yield mouth-watering, creative, and flavorful food all conveyed through a well-trained and knowledgeable Staff bringing the new Mason’s concept to life. • Mason’s food will be executed through ‘clean plate’ dishes. The Mason’s Exec Chef & his Kitchen Team will take Guests on a culinary adventure with sauces that are restrained, but flavorful and purposeful. Mason’s will provide Guests with delicious and satisfying food that speaks to a clear point of difference. • As a result, we are seeking Servers, Bussers and Food Runners who want to be an integral part of the success of the new Mason’s vision through their hard work, dedication, and commitment to polished and attentive service. We are looking to assemble a Team that will execute on authentic hospitality and want to be the winning formula that brings Guests back to Mason’s time and time again. • All Front of the House (FOH) Team members must have some previous experience preferably in a fine dining setting, or willing to work in a fine dining environment, possess a great personality with a positive can-do attitude, open to learning, eager to go out of their way to make Guests feel invited, willing to work as a Team, and take their position serious yet have fun at work. • The energetic and motivated individuals we seek understand that all details matter and even the smallest details make a difference for the Guests’ experience at Mason’s. • The Individuals who join our Team will pride themselves on protecting Mason’s and its patrons by adhering to strict sanitation, safety, and alcohol beverage control policies. • Lunch and dinner will be served seven days a week, so schedules are flexible for Students. If you are interested in becoming part of the Mason’s Winning Hospitality Team, please submit a cover letter describing the talents and unique qualities you bring to the table along with resume to: Chance L. Negri, cnegri83@gmail.com. (Updated: 10/19/17)

Miltec (291) 146 Log Canoe Circle Stevensville, MD. **Production Coordinator** (See MWE Job Order #739132 for details); **Quartz Fabricator Trainee** (See MWE Job Order #710706 for details); **Chemist, R&D, UV Coating Formulations** (See MWE Job Order #710704 for details); **Electrical Engineer** (See MWE Job Order #710707 for details); **Controls Engineer** (See MWE Job Order #710709 for details). **APPLY ONLINE.** (Date listed: 10/2/17)

N R L & Associates, Inc. (287) 245 Log Canoe Circle, Suite I Stevensville, MD. **Assembler** (Refer to MWE Job Order #706219); **Machine Operator** (Refer to MWE Job Order #681251); **Setup Operator** (Refer to MWE Job Order #666575); **Programming** (Refer to MWE Job Order #666616). **APPLY.** (Date listed: 10/2/17)

The News Center (379) in Easton is seeking **two part time employees** – one to work in books and gifts, and one to work as a barista for our café. We are not only a full-line bookstore stocked with local interest books, as well as the latest bestsellers, but we also offer a wide variety of gifts and Hallmark greeting cards and products. We are currently in need of two people to work 20-25 hours per week, with the possibility of more hours in December. Both positions also involve working as cashiers as needed, and both require some weekend availability. A background in customer service is a plus! If you are interested in either of these positions, please stop by the News Center and ask for an application at the registers. Over 18 years old only, please. We are located in the Talbot Town Shopping Center at 218 N. Washington Street in Easton. (Date listed: 10/27/17)

Old-Growth Forest Network (283) **Managing Director.** The Old Growth Forest Network (OGFN) is a 501c3 non-profit organization established in 2011, whose mission is to identify and help protect forests in each county of the US where forests can grow and educate the public about where those protected forests are located (see www.OldGrowthForest.net). The organization is supported by tree lovers throughout the country. OGFN’s ideal candidate for the
Managing Director position will care deeply about forests and want to make a difference in the world. This is a unique opportunity to help a small non-profit become a strong national presence. More than a job, this is a lifestyle. OGFN is looking for someone who wants to make a long-term commitment. The Managing Director position has unlimited potential, and it can grow with your passion and experience. **Position Description:**

The Managing Director will report to and work closely with the Executive Director and work autonomously to manage the day-to-day operations of OGFN. Currently OGFN has a full time Executive Director, a part-time administrative assistant, contractual graphic designers, and a contractual accountant, who help as needed to accomplish the responsibilities listed below. The Managing Director will direct their activities and maintain positive relationships with them, raising funds for their continued employment, and ideally expanding the staff. The Managing Director is primarily in charge of the Network building component of the organization. The Managing Director position is a 40-hour per week position and can be performed from anywhere in the United States. (Occasional travel will be required). Both the Managing Director and the Executive Director report to the Board of Directors. The salary is commensurate with other non-profits.

**Specific Responsibilities:**

- **Supervise personnel (staff, volunteers, and contract workers) - including hiring, performance evaluations, and firing when necessary.**
- **Recruit, develop and engage volunteers.**
- **Planning and reporting - arrange board meetings, create quarterly productivity reports, report to IRS and State government as necessary to remain in good standing.**
- **Record keeping - maintain the supporter and donor databases, the archive of organizational documents, the forest information database, and partner organization information.**
- **Financial oversight - prepare budgets and quarterly financial reports, oversee procedures for invoicing and spending, and oversee accounting methods including payroll and tax payments and reporting.**
- **Fundraising** - Plan and manage fundraising events. Maintain relationships with foundations and funders. Solicit donations and thank those who do donate. Prepare grant proposals, and report on grants that have been awarded. **Communication** - Communicate the mission and achievements of the organization through electronic newsletters and printed media – including a yearly summary. Advocate for threatened forests. Maintain and expand website content. Manage social media presence on Facebook, Twitter, Instagram, etc. Communicate frequently with the Executive Director to ascertain priorities and consult on all matters that affect the organization.
- **Program building** - Identify eligible forests and manage their incorporation into the Old-Growth Forest Network. Maintain ongoing relationships and communications with forest owners/ managers and County Coordinators.

**Requirements:**

1. Excellent communications skills (written and verbal).
2. Organizational management (experience in non-profit management is a plus).
3. Technological literacy (experience or willingness to learn each of the following: Word, PowerPoint, Quick Books, websites, blogs, podcasts, Facebook, Twitter, Evite, Excel, video editing and archiving, etc.).
4. Ability to work independently.
5. Fundraising and grant writing (prior experience is a plus).
6. Knowledge of forest ecology (degree in ecology, environmental studies, environmental science, conservation biology or forestry is a plus).
7. A deep enthusiasm for forest preservation.

**To Apply:** Send an email to the OGFN Executive Director, Dr. Joan Maloof: oldgrowthforestinfo@gmail.com. The subject line should read: Managing Director Application. Introduce yourself in the body of the email and attach a single PDF file. The file name should be your name (example: FIRSTNAMELASTNAME.pdf). This single file should include your resume or c.v. (make sure it includes current contact information) and statements addressing how you meet requirements 1 through 7 above. Please be sure to number your statements to match the numbers on the requirements. Thank you for applying! **The deadline for applications is November 10, 2017.** (Date listed: 9/27/17)

**Peninsula Eye Center (331)** Interested in working in a single specialty Ambulatory Surgery Center? No weekends or evening hours. We are looking for a **Surgical Scrub Technician** with good people skills to be a part of our team. Experience requested in Outpatient Surgery, but not required. Fax resume to 410-742-9830 or email kweitema@peninsulaeyecenter.net. (Date listed: 10/13/17)
**Piazza Italian Market** (105) is looking for someone who is ready to work in a customer-oriented, fast-paced workplace serving lunch and selling Italian specialty groceries. We are proud of our team and look forward to you joining us! **Requirements:** The ability to multi-task, anticipate customer’s needs, pay attention to details, work with a team and stay friendly. An interest in food is a must. Food service experience is not required but is helpful. Knowledge of Italian food is not expected. Applicants must be at least 18 years of age (to operate a meat slicer). **Schedule:** Shifts are generally 10-6 on weekdays, 9-5 on weekends. Availability during weekends and holidays are required. We are closed on all major holidays: Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas and New Year's Day. Looking for someone to work 24 – 40 hours per week. Hiring at $10-12/hour, based on experience. Email resumes to chandler.ea@gmail.com or fill out an application in person at 218 N. Washington St., Easton, MD 21601. (Date listed: 8/2/17)

**Prince George's County Department of Corrections** (126) Recruiting/Hiring. Paid Annual & Sick Leave; Health, Dental, Vision & Life Insurance; Uniform Allowance; Paid Holidays; 25 Year Retirement. Qualifications: 18 year old US Citizen; 5 year permanent resident; HS Diploma; Valid Driver License. Contact: 301.952.7385, 301.324.4438, http://agency.governmentjobs.com/pgc. (Date listed: 8/10/17 updated 9/14/17)

**Private Home Caregiver** (293) CNA Needed: Pleasant physically challenged female adult in Denton, MD has part- time position opening/s. Must love working with physically challenged, must be kind and caring. Creativity is a plus. Must be dependable with great work references. Duties to include light housekeeping, bathing /overseeing personal hygiene care, medication reminders, mobility assistance to wheel chair, transportation (in van provided), as well as all aspects of daily living help. Must have mechanical Hoyer lift experience, and be able to shift a large person. We will train the right person in daily routine; this opening includes day shift hours 8am-6pm. CPR/F-A required, back ground check will be performed. Part-time 1-3 days per week- $14.00/hr. Please call 410-479-1588 for more information and to set up an appointment. Be sure to leave a voice message with a good contact phone, if no one answers. (Date listed: 10/2/17)

**PRS Guitars** (313) 380 Log Canoe Circle Stevensville, MD. **3 Production Sander** (Entry Level) (See MWE Job Order #667005 for details); **SE Inspector** (Entry Level) (See MWE Job Order #723379 for details). Apply in person or log in to jobs@prsguitars.com. (Date listed: 10/11/17)

**Queen Anne's County** (356) Maintenance Worker I (mwe job order #756329); **Equipment Operator I** (mwe job order #756334); **Mechanic II** (mwe job order #756337). Apply online at www.qac.org. (Date listed: 10/23/17)

**Queen Anne's County** (334) **Director, Parks & Recreation** (mwe job order #743998). All applications must be submitted online at www.qac.org. (Date listed: 10/16/17)

**Rapid Success Tutoring** (264) Tutoring Company seeking one to two after school teachers/tutors to run an after school program in Cambridge, MD and we also have an opening at our location in Salisbury. The program will run Mondays through Thursdays from 3:30 to 5:00. Pay is $25/hour. Interested candidates please email resume to: info@rapidsuccesstutoring.com. (Date listed: 9/26/17)

**Reflections Salon Spa & Tanning** (279) Chestertown, MD (Queen Anne's County). We are looking to increase our staffing in all areas. **Hair Stylist, Massage Therapist, Nail Technicians and Estheticians.** Our salon has been open now for just over a year and we've already been winning awards! Best Facial & Friendliest Staff by the Shore Update 2017. Best Stylist, Best Hot Stone Massage, Reflexology, Nail Art, Eyebrow Care and Aromatherapy! by Whats Up? Eastern Shore 2017-2018. If you have a passion for the Beauty Industry and a strong work ethic, please visit our website at www.reflectionssalonspatan.com. You may contact the owner at 410-310-5875 or send your resume to reflectionssalonspatanning@hotmail.com. Please apply by December 31st 2017. (Date listed: 9/27/17)

**Salvation Army** (312) 50 **Bell Ringer** (JO#742282). Jobs start in late November and are available in Dorchester, Talbot, Caroline and Queen Anne's Counties. $9.25 per hour. Apply in person only at Salvation Army, 200 Washington St., Cambridge, MD. 21613. Volunteers also accepted. (Date listed: 10/10/17)
**Sauer Compressors** (345) Stevensville, MD. **Shipping and Receiving Coordinator** (Refer to MWE Job Order #745787). Email Resume to hr@sauerusa.com. (Date listed: 10/20/17)

**The Sleep Inn** (377) **Front Desk Clerk.** We are currently seeking positive outgoing people to become part of our team. The front desk is the face of our hotel, if you like people and the hospitality industry then you are who we are looking for. We have two positions opening up: full time 3pm to 11pm and part time 11pm to 7 am Night Auditor. Both shifts entail processing guest in and out of the hotel, keeping the lobby area neat, answering and operating the phone switchboard system, making reservations, helping the guest to find local attractions, and overall doing what we can to ensure that the guests enjoy their stay. Please stop by and fill out an application today. The Sleep Inn, 101 VFW Ave., Grasonville, MD 21638. 410-827-5555. (Date listed: 10/25/17)

**State of Maryland – State Highway Administration (SHA)** (294) **Heavy Equipment Maintenance Technician III** - Salary $34,390.00 - $54,186.00 Annually, Job Type Full Time, Department - Maryland Department of Transportation, Job Number 7126-multi-4/17, Closing Continuous. OPEN RECRUITMENT - OPEN UNTIL FILLED. Job Specific Recruitment: Positions located in District 2 (Cecil, Kent, Talbot, Queen Anne's, and Caroline Counties). Please only apply if you are willing to work in this area. "Initial appointments for new State employees in SHA's District 2 will not be above salary step 7 ($42,623)." This is the advanced level of repair and maintenance work on motor vehicles and construction/maintenance equipment. Employees at this level are responsible for performing major mechanical repairs, diagnosing various system malfunctions and extensive overhauls of all types of major automotive and equipment components, assemblies and sub-assemblies. Incumbents receive general supervision from a Heavy Equipment Maintenance Supervisor or other designated supervisor. Employees in this class are considered essential employees and are subject to call 24 hours a day, as may be required in order to maintain continuous operation of a facility. Employee must provide the agency with a telephone number where they can be reached. Employees may be required to work rotating shift work, to include evenings, nights, weekends and holidays. In the event of hazardous weather or highway conditions, employees will be called to duty during off-hours in order to maintain and repair equipment. This is maintenance work requiring physical exertion that is performed either outdoors under all weather conditions or inside a building. Employees are required to work outdoors in all types of weather and may be exposed to extreme heat, fumes, exhaust and hazardous materials. On some assignments, employees may be required to move objects weighing over 50 pounds. Minimum Qualifications: Education: Graduation from a standard high school or possession of a high school equivalency certificate. Experience: Four years of experience servicing, maintaining and repairing motor vehicles, diesel-powered equipment, gasoline and diesel engines, and heavy-duty construction equipment. Applicants must possess and maintain a class A or B commercial Driver's License (CDL), valid in the state of Maryland. All applicants must list their driver's license number and expiration date on the application. Notes: 1.Applicants may substitute additional documented and relevant experience repairing, servicing and maintaining automobiles, trucks, buses or comparable equipment for the required education on a year-for-year basis. 2.U.S. Armed Forces military service experience as defined under the Minimum Qualifications may be substituted for the required education and experience on a year-for-year basis. 3.Certification as a Technician by the National Institute for Automotive Service Excellence (ASE) can be substituted for two years of the required education. (The two years of experience used to qualify for ASE testing is considered an integral part. Selected candidates may be subject to background and reference checks. You may download an application, or you may apply online at www.mdot.maryland.gov/employment. If you need a paper application mailed to you, please call 410-865-1073. (Date listed: 10/2/17)

**Stepping Stone Children's Center** (360) in Stevensville, MD is seeking qualified **Child Care Professionals** to become a part of our team. We are seeking **Infant/Toddler and Preschool Qualified Teachers and Assistant Teachers.** Applicants must be qualified through the Office of Child Care and have One year of experience to be a Lead Teacher. Please apply through email at danielle.steppingstonecc@gmail.com. You may also call 410-643-4181 to learn more. (Date listed: 10/24/17)

**Talbot County Government** (307) **Correctional Officer** (mwe job order #741116); **Alcoholic Beverage Inspector** (mwe job order #741127). Email resume, cover letter, references to applications@talbotcountymd.gov. (Date listed: 10/6/17)
**Talbot Special Riders** (179) a nonprofit Therapeutic Riding program for children and adults with special needs in Preston, is now seeking **volunteers** to assist with its expanded programming. TSR offers a variety of opportunities such as horse leaders, sidewalkers, office resource, and special event help. Therapeutic Riding classes, Hippotherapy sessions, and special program groups are held through the week and on Saturdays. For More information about volunteering, visit our website at www.talbotspecialriders.com or contact Kim Hopkins at 443-239-4953/ tsrhopkins@gmail.com. (Date listed: 8/28/17)

**Talisman Therapeutic Riding** (385) **Volunteer Opportunity** - Working with Horses and People in need. Come check out our beautiful 1,000 acre farm in Grasonville, Maryland! We are always in need of new volunteers to help with horse riding lessons, events, horse care, and farm projects. Our scheduling is flexible. Each lesson involves leading a horse for a rider who has disabilities. We will give you a brief orientation to answer any questions for you. Contact Chelsea with any interests or questions @ 443.239.9400 or email: Chelsea@talismantherapeuticriding.org. (Date listed: 11/2/16 Updated 6/15 17)

**The Tidewater Inn** (303) is looking for an enthusiastic, committed individual to join our **Front Desk Team**. Job Duties: •Process all guest check-ins, check-outs, and financial transactions with strict adherence to defined procedures. •Coordinate services to provide our guests exemplary hospitality, foresee guest needs, and resolve concerns. •Answer multi-line phone, successfully complete daily check list. •Responsibilities include, but are not limited to ensuring the front desk (and lobby) areas remain tidy, organized, and ready to greet every guest that walks through our doors. Experience & Qualifications: •Knowledge of local area and attractions. •Must be able to multi-task. •Work with others as well as independently •Stand for long periods of time •Ability to learn hotel management software system. •Must be available to work morning, evenings, weekends and holidays. Perks: •Meal provided during shift •Employee discounts at Hunters' Tavern •Benefits and 401K available based on classification of position. Contact Lauren Catterton at 410.822.1300 or send your resume via email to lcatterton@tidewaterinn.com. (Date listed: 10/4/17)

**Tri-Gas & Oil Co., Inc.** (330) Current openings Fall 2017: Retail Sales Rep. (JO#731583); HVAC Installation Apprentice (JO#743523); Seasonal Delivery Drivers (JO#722943); Propane Service Tech (JO#743530); Petroleum Transport Driver (JO#703529); Class A, B, or C Truck Techs (JO#722942); HVAC Lead Installation Tech (JO#722945); Propane Delivery Drivers (JO#741240); Propane Service Apprentice (JO#743519); HVAC Service Tech- JO#743526). To apply Email resume to: careers@trigas-oil.com. (Date listed: 10/13/17)

**United Insurance** (338) is seeking motivated individuals to join our company and service the Talbot, Queen Anne's and Dorchester areas. We offer paid state license training starting at $500 week. You are assigned a designated sales territory of existing clients. We offer an excellent benefits package including health, dental, vision and 401k. Contact our office at 410-742-1557 or apply in person at 2424 Northgate DR. Salisbury, MD 21801. (Date listed: 10/16/17)

**USA Fulfillment** (355) 313 Talbot Blvd., Chestertown, MD 21620 - 410-810-0880 - woutten@usafill.com. **Seasonal Team Members** to assist with consumer orders during our peak season, traditionally between Thanksgiving and Christmas. Holiday jobs can provide extra cash for the holiday season, and potentially help earn a permanent position after seasonal employment ends. USA is offering a retention bonus for new team members, up to $350.00. You must work all scheduled hours and meet quality standards during the duration of the peak season. There will be three (3) weeks of paid training. No training days may be missed. To apply, complete a full application at USA Fulfillment’s offices between 8:30am and 4:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online at www.usafill.com. (Date listed: 10/23/17)
Warwick Fulfillment (268) Account Manager. We are a dynamic and growing fulfillment company based in Maryland's beautiful eastern shore. We have an opening for an equally dynamic account manager. The ideal candidate would have prior project management experience, good attention to detail, and have strong written and verbal skills. This future Warwick Fulfillment Solutions' employee would have good computer skills and know basic computer office software such as Microsoft Word and Excel. This candidate would also be a good listener and have the ability to communicate Client requirements to other team members and manage Client deadlines and expectations. If you are looking to be a part of our wonderfully wacky, professional team and help support our roster of pretty awesome clients, send resume and cover letter to: hr@warwickfulfillment.com. (Please don't forget the cover letter). Or, send us your resume and cover letter and fill out application via THIS LINK (Careers tab). (Date listed: 9/26/17)

Washington College (298) Retail Attendant (JO#739618); Table Attendant (JO#724174); Major Gift Officer (JO#724160); Digital Media Service Coor. (JO#739634). APPLY. (Date listed: 10/3/17)

Whitewood Assisted Living (359) in Grasonville is hiring an Overnight Awake Caregiver. EXTRA PAY FOR OVERNIGHT SHIFTS! Hours are either 8, 10 or 12 hour shifts overnight. Bonus paid for overnight hours. Some weekends. Full time preferred, but will consider part time. Nice calm working environment with supportive co-workers. Take care of elderly residents, primarily with dementia, housekeeping, cooking etc. Must be very dependable. No experience needed but must show up all the time and be drug free with no criminal record. Pay is better with current Med tech license. Pay is increased for experience/CNA. Must email resume or work history with name and phone number to info@whitewoodassistedliving.com. (Date listed: 10/23/17)

Willow Construction (314) has been one of the most respected commercial, industrial and residential construction companies on the Eastern Shore for more than 40 years. Headquartered in Easton, Maryland, we provide our construction services throughout the Delmarva Peninsula. Willow is currently seeking an individual to serve as a Contract Administrator. This individual will be responsible for providing administrative and organizational support to senior management and estimating department in the budgeting, bidding procurement and contract negotiation process. The ideal candidate will possess an applicable four-year degree from an accredited college or university or equivalent combination of training and experience. Working knowledge of business procedures, letters and report formats and arithmetic. Extensive knowledge of Microsoft Office applications. Excellent voice and communication skills. Individual must meet deadlines, analyze priorities, maintain organized work space. Interested candidates should email a cover letter and resume to sales@willowconstruction.com. (Date listed: 10/11/17)

Wye River Upper School (218) located in Centreville MD, is seeking a bus driver. Applicants must possess valid driver’s license, have a clean driving record and pass a background check. Position offers competitive wage for 22-25 hours a week. Possibility of splitting the run into morning and evening shifts. Please contact Ron Vener at ronvener@wyeriverupperschool.org or 410-758-2922 for more information. (Date listed: 10/5/17)

Zips Dry Cleaning (203) on Kent Island in Chester MD is hiring Counter Associates for a variety of time slots. Zips Kent Island is located next to Route 50, east of the Bay Bridge. Counter Associates are responsible for providing exceptional customer service to all customers in a timely and professional manner. The job provides year-round flexible working hours at a convenient and friendly business. Please visit our WEB PAGE. Interested candidates can reach out directly to the store manager Stephanie Butler at zips106mgr@321zipx.com. Please send a recent resume and contact information. (Date listed: 9/5/17 Updated 10/5/17)
The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.