



## CHESAPEAKE JOB LISTING

November 15, 2018

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

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*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.*

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**1880 Bank** (243) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: [judann.culver@1880bank.com](mailto:judann.culver@1880bank.com). E.O.E M/F. (Date listed: 9/13/2018 Updated: 10/25/18)

**365 Workers** (426) 5236 Bucktown Rd., Cambridge, MD 21613. **Forklift Drivers** (JO#900817); **Digital Press Operators** (JO#900825); **Account Managers** (JO#900827). Immediate Hires - Call 443-441-0365 to schedule interview. (Date listed: 10/30/18)

**Accurate Environmental** (387) **Water Sampler** - Full Time. Company seeking a dependable, motivated individual to draw well water samples for real estate transactions. Training provided. Certification through MDE. Job includes sampling water from sites throughout Maryland, miscellaneous field duties and light office duty. Must have excellent driving record and able to pass drug test. Email resume to: [accurateenvironmental@yahoo.com](mailto:accurateenvironmental@yahoo.com). (Date listed: 10/24/18)

**Amick Farms** (449) located in Hurlock, Maryland is currently accepting resumes for a full time **cost analyst**. Looking for a self-starter who enjoys accounting and hands-on process and efficiency improvements. Some duties will include preparing, analyzing and presenting operational metrics, interacting with others doing similar analysis at other locations to identify best practice and implementing for the good of the whole business. Applicant must be proactive in interacting with management on analysis required and communicating with floor supervision to gather data. This position will give you the opportunity to learn both operational and revenue metrics with a view to understanding and improving the entirety of the business. A 4 year accounting/finance/statistics/business management degree required, excellent communication skills both written and verbal, independent thinker and self-motivator, and strong excel skills. Amick Farms offers an array of benefits including vacation/ holiday pay, 401K savings plan, health insurance plan and company paid life coverage. Please submit resumes to [aturner@amickfarms.com](mailto:aturner@amickfarms.com). (Date listed: 11/14/18)

**The Arc Central Chesapeake Region** (368) **Community Living Team Leader**. Various locations on Eastern Shore & Anne Arundel County. Full-Time; Shift 2:30 pm – 10:30 pm -- \$11.75 / hour. The Team Leader facilitates the day to day operations of group home and supports one to four people with intellectual and developmental disabilities (I/DD). The Team Leader will liaison with program management, nursing and finance to meet to needs of those served. The Team Leader will partner with Community Support Assistants to support persons with I/DD in maximizing their independence, self-advocacy, and decision making. The Team Leader will have a key role in scheduling of direct support professional coverage. The Team

Leader must meet the qualifications of a direct support professional and complete all trainings. This is an essential position and the position may not leave any shift until appropriate coverage has relieved them. To apply go to [www.thearcccr.org](http://www.thearcccr.org) or email [talent@thearcccr.org](mailto:talent@thearcccr.org) (Date listed: 10/18/18)

**Atlantic Broadband** (408) 330 Drummer Drive, Grasonville. **Installer** (JO#818122); **Residential Field Consultant** (JO#769144); **Service Technician** (JO#802874). To apply, Email Cover Letter and Resume to [kbarron@atlanticbb.com](mailto:kbarron@atlanticbb.com). (Date listed: 10/26/18)

**Autobell®** (422) 119 S. Piney Rd, Chester, MD. Autobell Car Wash is looking to hire energetic, outgoing people for the new location in Chester, Maryland. **There will be an information table setup in the Caroline Center on 11/5, 11/7, 11/19, and 11/27.** Stop by for more information. **Hiring Bonus** of \$100 available to crew members hired through 11/30/18 at participating locations. (Date listed: 10/30/18)

**Autobell®** (268) 119 S. Piney Rd, Chester, MD 21619. If you enjoy helping customers and being rewarded for your hard work, apply today. •Flexible Hours •Daily Cash Tips •No Night Work •Free Car Washes •Training •Scholarships. Click **HERE** to complete the Autobell interest Job Submission form. **Hiring Bonus** of \$100 available to crew members hired through 11/30/18 at participating locations. (Date listed: 9/19/18)

**Auto Plus Auto Parts** in Easton MD is in search of **part-time delivery drivers**. Hours of operation are 7:30 am to 5:30 pm Mon – Fri, 8 am To Noon on Saturday. To apply text 'automotive' to 44844 or go to [autoplusap.com](http://autoplusap.com) and search under careers for Easton MD. Store phone number is 410-822-2380. (Date listed: 10/11/18, Updated 11/8/18)

**Autumn Lake Healthcare at Chestertown** (391) 415 Morgnec Road, Chestertown, MD 21620. Dietary Aides (FT & PT) (JO#898308); GNA's (PT& FT) (JO#877740); Maintenance (PT) (JO#898317); RN's (PT & FT) (JO#799476); LP's (PT & FT) (JO#799478). Apply: Email Resume to [RBlack@autumnhc.net](mailto:RBlack@autumnhc.net). (Date listed: 10/25/18)

**Barnes & Noble – College** (438) is a retail environment like no other – uniquely focused on delivering outstanding customer service. Our stores can carry everything from text and trade books, technology, and school supplies to clothing, regalia, and food-- everything a college student desires, their parents want, and our faculty needs. A **Supervisor** should support the management team, be a resource for all departments, a model for customer service, a driver for sales, and a skillful problem solver. As a Supervisor you will spend the majority of your time on the sales floor coaching and modeling Wow customer service. You will help train and oversee the daily work activity of booksellers in one or more departments in the store or for specified operational functions. You must be knowledgeable about department and store operations; provide outstanding customer service to the academic and co-curricular community; help enforce loss prevention procedures; and ensure that your area of responsibility is maintained, properly merchandised and the store is operationally sound all while being part of a company that is consistently rated as a great place to work - and where employees love what they do. For more information and to **apply**, click **HERE**. (Date listed: 11/8/18)

**Bayleigh Chase (Integrace)** (386) (formerly William Hill Manor), 501 Dutchman's Lane, Easton, MD. **RN's** (JO#898622); **GNAs** (JO#898629); **Certified Medicine Tech** (JO#898617); **Housekeeping Assistants** (JO#898626); **Receptionist** (JO#898631); **Recreation Assistant** (JO#898639). Apply on line at: [www.integrace.org](http://www.integrace.org). (Date listed: 10/24/18)

**BJ's Wholesale Club** (373) Easton, MD. **Cake Decorator** (MWE Job Order #897062); **Meat Clerk** (MWE Job Order #897066); **Stock Clerk** (MWE Job Order #897069); **Merchandise Lead** (MWE Job Order #897669). (Date listed: 10/22/18)

**Cambridge/Rexnord** (253) has position available. **Business Development Manager**. Click [HERE](#) to view available jobs or apply online at [www.Rexnord.com/careers](http://www.Rexnord.com/careers). For additional information or email [www.esnccambridgemd.com](http://www.esnccambridgemd.com). (Date listed: 9/13/18)

**Candle Light Cove** (424) (An assisted living facility) 106 W. Earle Avenue, Easton, MD 21601. **CNA/Caregivers - PT** (JO#900604); **Housekeepers** (JO#900609); **Food Service Assistant** (JO#900614); **Receptionist** (JO#900628); **Cooks** (JO#900618); **LPN-Charge Nurse** (JO#900623). Apply on line at: [www.integracare.com](http://www.integracare.com). (Date listed: 10/30/18)

**Caroline County** (416) Denton, MD. **Permit Technician in Planning & Zoning** (JO#900273). **Application Deadline: November 12, 2018**. Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications can also be downloaded by [clicking here](#). Save and complete application and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 10/29/18)

**Caroline County Department of Health** (136) 403 S. 7th Street, Denton, MD 21629. **Main Purpose of Job:** An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. **Education:** Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. **Experience:** None. **Licenses, Registrations and Certifications:** 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. **Selection Process:** Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. **Benefits:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. **Further Instructions:** Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or [Application.Help@maryland.gov](mailto:Application.Help@maryland.gov). If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request

by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at [dhmh.jobs@maryland.gov](mailto:dhmh.jobs@maryland.gov). (Date listed: 7/17/18, Updated 8/23/18, Updated 10/18/18)

**Caroline County State's Attorney Office (440) Part-Time Investigator.** About the Job: The duties for the part-time investigator include but are not limited to reviewing correspondence between incarcerated individuals and citizens, acting as a law enforcement liaison, investigating citizen complaints as need. Approximately 30 hours weekly. Requirements: Prior training and experience in Criminal Justice and/or law enforcement required. Salary: \$17.82 hourly. Deadline: **November 24, 2018**. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email [www.carolinemd.org](http://www.carolinemd.org). EOE. (Date listed: 11/9/18)

**Caroline County Department of Recreation and Parks (439) Program Leaders.** The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes such as: Instructional sport and fitness programs, Community events, Afterschool program services, Athletic facilities, Public waterways access, Arts development programs, Playgrounds and walking trails, Community partnerships, Youth Camps and Trips and discount tickets. Learn more about Caroline County Recreation and Parks by visiting our [Department page](#). EOE. About the Job: Positions located in afterschool programs at schools in Caroline County. Instructional interest/experience in nutrition/cooking, math/reading, and sports/fitness, science and arts/crafts. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. Salary: \$12-\$18 per hours based on experience/education level. Deadline: **Open until filled**. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded [HERE](#). Download to desktop; save as document and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 11/9/18)

**Caroline County Government (418) Permit Technician** – Caroline County Department of Planning & Codes. Caroline County Government provides employees with an extensive benefit package including tuition assistance, health insurance, pension. For a complete listing contact the Office of Human Resources. About the Department: The Department of Planning and Codes was established in 1985 to administer county-wide planning and zoning. In addition to the administration, implementation and enforcement of a number of ordinances, regulations and codes (listed below), the Department also develops and implements county-wide plans, performs Alcoholic Beverage Licensing, and Excise Tax Assessment. For more information on the department [click here](#). About the Job: The Permit Technician is an entry-level professional position within the Department of Planning & Codes focused on customer service to the public at the service counter. The Permit Technician serves as the first point of contact to customers in the Planning & Codes Department. The permit technician receives, reviews and tracks project documentation and applications for zoning certificates and building permits. Requirements: High School Diploma/GED. Salary Range: \$30,900-\$44,290. Deadline: November 12, 2018. Upon an employment offer, all applicants will be subject to a substance abuse test and complete background investigation. EOE. How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Suite 1, Denton, Maryland 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded by [clicking here](#). Save and complete application and email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 10/29/18)

**Caroline County Health Department** (239) **Social Worker I**, Health Services – Full-Time Contractual. Recruitment #18-001991-0013. Filing Deadline is Open. Salary: \$19.83 - \$25.62/hour. For more information and to apply, click [HERE](#). (Date listed: 9/7/18 Updated 10/18/18)

**Channel Marker, Inc.** (402) Non-profit Human Services Organization is seeking the following applicants: **Rehabilitation Specialist (Full Time)** to work with adults and/or children in Caroline and Dorchester Counties, providing mental health support services. Strong communication, written, oral and team work skills required. Bachelor's degree required for working with children; Associate's degree required, Bachelor's preferred for working with adults. These full time positions are responsible for utilizing rehabilitation concepts in order to provide quality mental health services to clients diagnosed with a mental illness. Essential job functions include onsite and offsite service delivery, completion of required documentation as per state/agency regulations, and executing job functions that support the goals of the program. The position is responsible for instructing, assisting and monitoring clients in accordance with individual rehabilitation plans. The applicant must demonstrate excellent interpersonal skills with clients, their families, internal and external staff. The applicant must have proficient written and verbal communication skills. The position will transport clients as needed. See below for other requirements. **Residential Associate (Full Time) – Denton, MD.** This position is a 7 day on/ 7 day off shift requiring overnight and weekend coverage. Overnight stays in the home are required. This full time position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with adults in Caroline County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. **Residential Associate II (Full Time and Part Time) – Cambridge, MD.** Overnight stays are required for these positions. Depending on the shift, some weekend hours are required. This position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with male adults in Dorchester County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. All positions require: Required licenses or certifications: •Valid Driver's License •No more than 2 points on your driver's license •Must be at least 21 years of age •Clear background check. **Send resume no later than 11/30/18** to: Channel Marker, Inc., 8865 Glebe Park Drive, Unit 1, Easton, MD or fax to Kelly Holden at (410) 822-0984 or email to [kelly@channelmarker.org](mailto:kelly@channelmarker.org). Resumes required. No phone calls. E.O.E. (Date listed: 10/25/18)

**Chesapeake Bay Hyatt** (388) <http://search.hyatt.jobs>. Banquet Bartenders-On Call (JO#898741); Entry Level Cooks (JO#898724); Seamstress (JO#898747); Stewart/Dishwasher (JO#898734); Banquet Attendant On Call (JO#898729). Apply on line at: [www.chesapeakebay.hyatt.com](http://www.chesapeakebay.hyatt.com). (Date listed: 10/24/18)

**The Chesapeake Center, Inc.** (389) 713 Dover Road, Easton, MD 21601 - 410-822-4122 - [www.chesapeakecenter.org](http://www.chesapeakecenter.org). Go to website or call for information about the openings below. **Direct Support Professionals** – Full Time, Part Time, & Weekends, all positions - 2pm-10pm, 10pm-8am, every other weekend 8am-8pm, or 8pm-8am. **ISS Assistant** – Full Time & Part Time - Flexible Hours (Afternoons, Evenings, and every other Weekend) working with adults with disabilities in the community. (Date listed: 10/25/18)



**Chesapeake College (442) Temporary - Part-Time – Testing Center Specialist.** 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. Salary: \$12/hr. 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, etc., follow instructions to the letter, multitask, and have the ability to provide a non-stressful atmosphere for the test takers. For best consideration, please submit your cover letter and resume [here](#). **Deadline Date: Saturday, December 1, 2018.** Chesapeake College is an equal opportunity employer who values the power of diversity and the strength it brings to the workplace. (Date listed: 11/9/18)

**Chesapeake College (437) Temporary Part-Time Academic Advisor.** Ideal candidate has bachelor's degree in counseling, education, psychology or related field. Master's degree preferred. Position provides student advising during peak registration times and as periodic back-up to full-time advisors. Ability to work well with a diverse adolescent and/or adult population and communicate effectively in written and oral form. Will work on an agreed upon, intermittent, part-time schedule. Attention to detail. Maintain advising records. Explain placement scores, policies and procedures to students. Attend required advisor training. Please send resume to [jmcardle@chesapeake.edu](mailto:jmcardle@chesapeake.edu). (Date listed: 11/8/18)

**Chesapeake College (432)** is currently accepting cover letters and resumes for the following replacement position: **Supervisor of Custodians**, Grade: 108EX. Responsibilities: This position supervises the activities of the college's custodial staff on the Wye Mills campus. This position requires the ability to work a flexible schedule that may include weekends, holidays, and college emergencies. The person reports directly to the Director of Facilities. Currently, 11 staff members including one team leader service 353,209 square feet in 13 buildings. The position requires the ability to; (1) work a flexible schedule that may include weekends, holidays and College emergencies (2) provide quality assurance through inspection, training, and motivation (3) provide strong supervisory and leadership skills. While some duties of this position are supervisory, the person will be expected to work with the custodians and other college staff on a daily basis to ensure the successful completion of special projects and adequate daily cleaning. This position is designated as "essential" and will require working outside normal work hours. Essential personnel may be called in to work outside of regular working hours to assist with inclement weather and other college activities or emergencies. Required: High school diploma or G.E.D. At least (3) years supervisory experience in a like position and knowledge of commercial facilities cleaning methods and procedures. Ability to use computer technology including email, internet and Microsoft Office Suite. Valid driver's license. **Interested applicants should submit a cover letter and resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) on or before Friday, November 16, 2018.** Please visit our website for additional information. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). (Date listed: 11/1/18)

**Chesapeake College (431)** is currently accepting cover letters and resumes for the following replacement position: **Development Coordinator**, Grade: 110NE. Responsibilities: The Development Coordinator will provide support to the Vice President for Advancement and the Director of Advancement around major fundraising initiatives of the Advancement office and the Chesapeake College Foundation. In addition, the Development Coordinator will be responsible for managing the College's donor database and will lead the College's Annual Internal Giving Campaign. The coordinator will support the grant research, application, and management process; coordinate alumni activities and initiatives; and maintain detailed donor and scholarship records. Requirements: Associates degree with 3 years fundraising, communications, and/or project or program coordination experience OR Bachelor's degree with 1 year fundraising, communications, and/or project or program coordination experience. Ability to work

collaboratively with a team to execute the vision of the department. Excellent oral and written communications skills and the ability to maintain positive relationships with internal and external stakeholders. Organizational skills with attention to detail and deadlines. Computer proficiency and research skills. Interested applicants should submit a cover letter, resume, and unofficial transcripts to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) on or before Friday, November 16, 2018. Please visit our website for additional information. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). (Date listed: 11/1/18)

**Chesapeake College** (377) is currently accepting cover letters and resumes for the following replacement position: **Director of Instructional Systems** (for the Faculty Development Center), Grade: DIRII. **Responsibilities:** The Director provides leadership in the use of instructional systems across the college to promote engaging, efficient, and effective use of instructional resources for all course delivery modalities and cross-divisional use. Leads the team that advises, trains, and mentors faculty and staff in the design and development of instructional materials. **Required:** •A master's degree in instructional design, instructional technology, educational leadership, or related field with a minimum of five years' experience in instructional design and/or technology in an academic setting. College level teaching experience preferred. •Proven ability to work independently and effectively with faculty, staff, and all segments of the college community. •Excellent oral and written communication skills with evidence of strong interpersonal skills. •Strong project management skills with the ability to successfully direct multiple tasks simultaneously and meet deadlines. •Advanced proficiency in instructional technology and the use of integrated instructional systems. •Knowledge of learning management systems is required. Canvas preferred. •Knowledge of third-party instructional software, API, and LTI integration in the learning management system. •Success leading college project teams and/or committees. •Knowledge of instructional technology tools and their integration into effective course design. •A successful track record of maintaining currency with emerging technologies and understanding their impact on teaching and learning. Interested applicants should submit a cover letter and resume to [hr@chesapeake.edu](mailto:hr@chesapeake.edu) on or before Friday, November 23, 2018. Please visit our website for additional information on these positions. [www.chesapeake.edu/employment](http://www.chesapeake.edu/employment). Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 10/22/18)

**Chester Wye Center, Inc.** (445) 110 Chesterwyke Lane, Grasonville, MD. **DSP-Residential (11pm – 9am)** (Refer to MWE Job Order #905370); **DSP-Residential (3:30pm – 11am)** (Refer to MWE Job Order #905366). Apply by emailing [cdordick@chesterwye.com](mailto:cdordick@chesterwye.com). (Date listed: 11/13/18)

**Chick-fil-A – Kent Island** (441) 1845 Main St. Chester, MD. **Cook, Kitchen Help, Food Prep.** (Refer to MWE Job Order #904539); **Day Time Customer Service** (Refer to MWE Job Order #904532); **Grill/ Fry Cook** (Refer to MWE Job Order #904535); **Leadership Dev. Team** (Refer to MWE Job Order #904543); **Restaurant Team Lead/ Shift Manager** (Refer to MWE Job Order #904548). (Date listed: 11/9/18)

**Chispa Maryland Community Organizer** (428) Chispa Maryland, a program of Maryland League of Conservation Voters Education Fund (Maryland LCV Ed Fund) is seeking a Community Organizer to join our team. The Community Organizer will engage and build relationships with Latino families in Baltimore to take action and be a powerful voice in promoting clean air, clean water and public health. We are looking for an ambitious Community Organizer who is goal-driven, passionate about social change and justice, and experienced in building individual and collective leadership and power. In 2014 the Maryland LCV Ed Fund, a 501 (c)(3) nonprofit, launched its Chispa Maryland program to build the power of Latino families and to identify and influence environmental and public health policies and decisions that affect their lives. Since then, Chispa Maryland has established itself as one of few environmental programs in the state with strong and growing grassroots community capacity. Chispa Maryland has solidified partnerships with community groups, faith based institutions, and schools among others, and our volunteers and activists have become environmental leaders and taken actions to protect the health of their families from harmful chemicals, and air and water pollution. **Responsibilities:** •Work closely with the Program Director to identify and implement strategies that successfully recruit volunteers and

build grassroots leaders; •Conduct new outreach to recruit volunteers through door-knocking, presentations, one-on-one's and phone calls that results in a growing volunteer base; •Conduct leadership trainings for volunteer leaders to grow their advocacy and organizing skills; •Organize volunteers' participation in grassroots events such as neighborhood meetings, media events and forums using methods such as; •Use and create content for online engagement such as social media posts, blogs, graphics, etc; •Develop relationships and partnerships with community organizations and leaders; •Represent the organization during networking events, partner meetings and other events. Qualifications: •1+ years community, issue, labor, or political organizing, preferably within the Latino community; •Enthusiasm and a commitment to building the voice and leadership of Latino communities in Maryland and a strong interest in environmental activism; •Able to implement key organizing and campaign strategies like door-to-door canvassing, phone banking and public speaking; •Strong written and oral communications skills in English and Spanish; •Ability to prioritize and effectively manage multiple tasks in a fast paced work environment; •Willingness to learn, be adaptable in a variety of situations and be a problem-solver; •Fluency in Microsoft Office Suite. Salary and Compensation: \$36,000 - \$45,000 range depending on qualifications and experience. This is an exempt position and includes benefits such as health and dental insurance, paid time off and holidays, a 401K plan. Position Requirements: This is a full time position based in Baltimore. The Community Organizer will report to the Chispa Maryland Director. Ability and willingness to travel; evening and weekend hours and access to a car are required to be successful; To Apply: Send cover letter, resume and salary requirements to Ramon Palencia-Calvo at [rpalvo@mdlcv.org](mailto:rpalvo@mdlcv.org) with Community Organizer in the subject line. Applications will be considered on a rolling basis. We seek to have the successful candidate start as soon as possible. Maryland LCV Ed Fund is an Equal Opportunity Employer Committed to a Racially Diverse, Inclusive, and Equitable Workplace. (Date listed: 10/31/18)

**Choptank Community Health** (453) Located in the heart of Maryland's Mid-Shore region, Choptank Community Health System (CCHS) is a private, non-profit community health system providing primary health care services in Caroline, Dorchester, and Talbot Counties and the surrounding areas. Our patient-focused team currently has an opening for an **Oral Surgery Dental Assistant** to work in our brand new Oral Surgery program. Working locations include our Dental Centers in Federalsburg and Cambridge, Maryland. Key responsibilities of Choptank's Oral Surgery Dental Assistant position include, but are not limited to: •Provides chair side assistance to Oral Surgeon in the provision of clinical dental care, including operative, preventative, periodontal, prosthetic and/or oral surgery procedures. •Prepares, sterilizes, organizes and sets up dental equipment. •Ensures that all dental instruments are cleaned, dated, and processed according to established safety guidelines and standards. •Monitors and maintains dental equipment, such as compressors, evacuator, radiographic equipment, sterilizers, in accordance with manufacturer's guidelines. •Takes diagnostic quality radiographic images in accordance with Oral Surgeons orders. •Assists in the monitoring and maintenance of radiation safety procedures and protocols. •Orders and maintains inventories of Oral surgery clinic supplies, equipment, and instruments. •Maintains dental laboratory slips and creates and maintains dental records in accordance with the established protocol and procedures. Must have basic computer skills. •Must be able to respond to emergency situations, maintains current CPR. To be considered for this position, candidates must meet the following expectations: •Education- High school diploma or equivalent. Successful completion of an accredited dental assistant training program with training in infection control. •Dental radiography certification is required by the Dental Assistant National Board. Certification must remain current. •Radiation Technologist license issued by the Maryland Board of Dental Examiners. •Certified Dental Assistant qualification is preferred. •Working knowledge of electronic patient data systems. •Must demonstrate the ability to take digital radiographs. •Minimum of six months experience preferred. •Experience with pediatric dental patients preferred. •Working knowledge of CDT and ICD-10 coding. If you have excellent, patient-focused clinical skills, coupled with the desire to join a winning team of healthcare professionals while earning a competitive salary and benefits, forward resume to: Email: [rbarton@choptankhealth.org](mailto:rbarton@choptankhealth.org). Fax: 410-479-1714. To learn more about Choptank Community Health System, please visit us online at [www.choptankhealth.org](http://www.choptankhealth.org). EOE/ADA. (Date listed: 11/14/18)



**Choptank Community Health (427)** Located in the heart of Maryland's Mid-Shore region, Choptank Community Health System (CCHS) is a private, non-profit community health system providing primary health care services in Caroline, Dorchester, and Talbot Counties and the surrounding areas. Our patient-focused team currently has an opening for a **Dental Assistant** to work at our dental centers located in Federalsburg and Cambridge, Maryland. Key responsibilities of Choptank's Dental Assistant position include, but are not limited to: •Providing chair side assistance to dentists and dental hygienists in the provision of clinical dental care, including operative, preventative, periodontal, endodontic, prosthetic and/or oral surgery procedures. •Preparing, sterilizing, organizing and setting up dental equipment, ensuring that all dental instruments are cleaned, dated, and processed according to established safety guidelines and standards. •Monitoring and maintaining dental equipment, such as compressors, evacuator, radiographic equipment, sterilizers, and light curing units, in accordance with manufacturer's guidelines. •Taking diagnostic quality radiographic images in accordance with dentists' orders, assisting in the monitoring and maintenance of radiation safety procedures and protocols. •Ordering and maintaining inventories of dental clinic supplies, equipment, and instruments. To be considered for this position, candidates must have: •High school diploma or equivalent & successful completion of an accredited dental assistant training program. •Dental radiography certification by the Dental Assistant National Board. •Expanded Functions certification required. Maryland Certified Dental Assistant (CDA) or Maryland Qualified Dental Assistant (QDA) credential preferred. If you have excellent, patient-focused clinical skills, coupled with the desire to join a winning team of healthcare professionals while earning a competitive salary and benefits, forward resume to: Email: [rhbarton@choptankhealth.org](mailto:rhbarton@choptankhealth.org). Fax: 410-479-1714. To learn more about Choptank Community Health System, please visit us online at [www.choptankhealth.org](http://www.choptankhealth.org). EOE/ADAEOE/ADA. (Date listed: 10/31/18)

**Choptank Transport (22) Carrier Sales Support Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at [www.choosechoptank.com](http://www.choosechoptank.com). (Date listed: 7/12/18)

**Choptank Transport (23) Inside Sales Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry

off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at [www.choosechoptank.com](http://www.choosechoptank.com). (Date listed: 7/12/18)

**Coach Queenstown** (347) 417 Outlet Center Drive, Queenstown, MD 21658 - 410-827-4930. To Apply: visit <https://careers.tapestry.com/Coach> on your computer or mobile device. Search for opportunities by key word and location. Click on roles that interest you to see the full job description. Select "Apply Now". Modern Luxury Brand Coach is sourcing Top Talented candidates for Seasonal Cashier and Stock Associate positions for the Queenstown Outlet Location. Positions start ASAP and run through January 5, 2019. We are offering a competitive hourly rate and flexible schedule (holidays and weekends are required). Please contact the store for additional information. (Date listed: 10/15/18)

**Crossroads Community, Inc.** (649) Cambridge, Centreville, Chestertown. We offer **volunteer opportunities** in three Eastern Shore communities for folks of all ages who have an interest in working and serving in the human services fields. Crossroads provides psychosocial support to community members living with mental illness as they move through their journeys of recovery. As a volunteer, you will have the opportunity to serve alongside professional staff in our residences and in our Recovery Club. You will always have professional support with you but you will also have the opportunity to share your personal interests and activities with our clients. Requirements: Criminal history and driving record checks; three professional references and an interview by professional Crossroads' staff. This opportunity is ongoing and inquiries are welcomed at any time. Please contact: Crossroads Volunteer Coordinator Carla Thorpe at [thorpec@ccinonline.com](mailto:thorpec@ccinonline.com) or call 410-758-3050 and ask for the Volunteer Coordinator. (Date listed: 2/12/18)

**Cuviello Concrete Terrazzo Polishing** (447) 224A Log Canoe Stevensville, MD. **Craftsman/Labors** (Refer to MWE Job Order #864372). (Date listed: 11/14/18)

**Delmarva Community Services** (423) Cambridge, MD. **Bus/Van Drivers** (JO#817983) (CDL w/ passenger endorsement); **Community Living Assistants (CMT) MD & DE locations** (JO#817981); **Bi-Lingual Dispatcher** (JO#865629); **Travel Trainer** (JO#885665). Apply on line at: <http://www.dcsdct.org>. Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 10/30/18)

**The Dixon House** (234) Interested in **volunteering** and have a heart for the aging population? Do you have a special talent, interest or hobby? If you truly enjoy bringing a better quality of life to assisted living residents, then this may be for you. The Dixon House is a beautiful colonial home located in Easton and our resident's average age is in their nineties. We are looking for people to help with crafts, bingo, monthly bulletin board, entertaining, decorating during the Christmas season, etc. If you are interested in this very rewarding opportunity please contact Shelly LaRoque, Activity Director, 410-822-6661 for an interview. (Date listed: 9/5/18)

**Dorchester County Government** (510) **Professional Engineering** position within the Public Works Department, Engineering Division, to assist in the planning, designing, construction and inspection of public works and public facilities projects. The Engineering Division provides technical expertise to all Public Works, specifically the Highway and Solid Waste Divisions. This position is an excellent opportunity for an engineer with five (5) or more years of experience to obtain a wide range of practical hands on experience on public works projects. Responsibilities include development and project management of capital projects; construction, maintenance and improvements of roads and bridges; solid waste issues including recycling and landfill operations; and waterway improvement programs. Responsibilities will also include further development of GIS capabilities. Requires hands on application of engineering principles and practices, plan review and project management. Minimum requirements are a Bachelor's degree in Civil Engineering and five (5) years engineering experience. CAD and GIS knowledge/experience is desirable. Effective communications and interpersonal skills required. Knowledge of environmental issues and State and Federal regulations is a bonus. Submit County Employment

application and complete resume to: County Council Office, Dorchester County, 501 Court Lane, Cambridge, Maryland 21613. Applications can be downloaded at [www.docogonet.com](http://www.docogonet.com). (Updated 5/17/18 Updated 8/23/18)

**EAG Laboratories** (417) Easton, MD. **Quality Assurance Associate I, GLP** (Refer to MWE Job Order #900275); **Staff Scientist, Analytical Chemistry** (Refer to MWE Job Order #900276). [Apply](#). (Date listed: 10/29/18)

**East Coast Excavating** (450) 21210 Dover Bridge Road, Preston, MD. **Skilled Laborer** (Refer to MWE Job Order #811084). Need good driving record and able to pass DOT physical. Call 410-820-4255 for appointment. (Date listed: 11/14/18)

**Echo Hill Outdoor School** (592) located on Maryland's Eastern Shore of the Chesapeake Bay. Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. Compensation: Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, [jobs@ehos.org](mailto:jobs@ehos.org), Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 1/30/18)

**EconoLodge®** (401) 8175 Ocean Gateway, Easton, Maryland. **Night Auditor/Receptionist and Front Desk** (MWE Job Order #899146); **Housekeeping** (MWE Job Order #899188). Apply in person. (Date listed: 10/26/18)

**Egide USA** (425) Cambridge, MD is accepting resumes for a **Quality Control 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](mailto:cgoodwin@us.egide-group.com). **Resumes for this position will be accepted through November 30, 2018.** Job Description: Summary and Purpose: \ What are the end results or objectives of this position? Why does the job exist? This position is responsible for detailed inspection and testing of components purchased or produced for and at Egide USA. This will include incoming inspection and may also involve in process and final inspection and testing of finished packages. This position will also assist in maintaining the measurement tool calibration system. In the performance of duties, complete and accurate data recording is required. Associates in this position must be able to consistently and efficiently perform all duties of the position within 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 to obtain detailed measurements. •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 for visual as well as dimensional characteristics. •Maintain a safe and clean working environment. •Notify Manager of any problems or unusual conditions that arise. Be able to analyze the situation and provide suggestions for next steps. 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 at minimum. •A minimum of 3 years working in the Manufacturing environment. •A minimum of 1-year experience in GD&T preferred; able to read and interpret blue print drawings. •Ability to understand and comprehend verbal and written English Instructions. •Ability to perform basic Math functions such as adding, subtracting, multiplication and division. •Basic computer skills are required. Key software usages include email, spreadsheets for data entry, and basic computer navigation. •Experience using an ERP/MRP system preferred. •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. •Experience in measurement equipment calibration is desirable. •ASQ Certification such as Quality Inspector, Calibration Technician, or similar, is highly desirable. 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. 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. •The noise level in this environment is usually moderate. (Date listed: 10/30/18)

**Fincantieri Marinette Marine** (406) Chesapeake Business Park, Stevensville, MD. **Senior Engineer – Shock** (Refer to MWE Job Order #897479); **Senior Engineer, Machinery Control Systems** (Refer to MWE Job Order #898812). [APPLY](#). (Date listed: 10/26/18)

**Friel Lumber Company** (444) Full-Time **Contractor Sales Position**. Company seeking a dependable, motivated individual that will be required to manage assigned customer accounts, provide quotes and product information to customers, assist with walk-in customers, coordinate deliveries, solve customer problems, maintain and grow customer base, and learn and maintain product knowledge. Duties and Responsibilities will include the following: sell lumber and building supplies; source, quote, and order special order materials to meet customer's needs; input orders, schedule, and coordinate jobsite deliveries to keep contractors' jobs on schedule; jobsite visits as needed to keep material supply running smoothly, measure for special order materials and solve problems; schedule material returns and jobsite pickups as needed; assist with assigned customer accounts to maintain acceptable accounts receivable status; maintain product knowledge for all stocked and non-stock materials sold by Friel Lumber; maintain knowledge of latest quoting software. To apply please mail or email resume to: Friel Lumber Company, Attn: Trish, P.O. Box 10, Queenstown, MD 21658 or email: [trish@sewfriel.com](mailto:trish@sewfriel.com). Applications are also available at Friel Lumber Company store located at 100 Friel's Place, Queenstown, MD 21658. (Date listed: 11/13/18)

**Hanover Foods Corporation** (382) Ridgely, MD. **Quality Control Technician** (JO#898240); **Inventory Control Coordinator** (JO#898248). Email Resume to: [rroberts@hanoverfoods.com](mailto:rroberts@hanoverfoods.com). (Date listed: 10/23/18)

**Harris Teeter** (380) Waterside Village, 28528 Marlboro Ave., Easton, MD. **Asst. Grocery Manager** (JO#898095); **Personal Shopper (PT)** (JO#898088); **Food Service Management** (JO#804963); **Deli Bakery Clerk (PT)** (JO#804937); **3rd Shift Grocery Stock (PT)** (JO#804957); **Bagger (PT)** (JO#804940); **Cashier (PT)** (JO#805043). APPLY! Company Web Site: <http://www.harristeeter.com/>. (Date listed: 10/23/18)

**Haven Ministries** (396) a nonprofit in Queen Anne's County, is seeking an overnight, paid staff person for the homeless shelter. The position is to monitor the shelter area along with another staff member from midnight - 7:30am. The schedule is for several times a week. Light housework is required. Staff must stay awake throughout the night. For more information about this position, please contact the Director of Operations, Sandi Wiscott; 410-739-7859. (Date listed: 10/18/18)

**Heron Point of Chestertown, MD** (433) 501 E. Campus Ave., Chestertown. **Director of Building Maintenance** (Refer to MWE Job Order #901673); **Fitness Trainer** (Refer to MWE Job Order #901670); **Physical Therapist** (Refer to MWE Job Order #901676). APPLY - <https://www.acts-jobs.org/>. (Date listed: 11/1/18)

**Hilton Garden Inn** (452) Grasonville, MD. **Restaurant Cook Part Time** (MWE Job Order #905963). Apply in Person. (Date listed: 11/14/18)

**Hydrasearch** (435) 203 A Log Canoe Circle, Stevensville, MD. **Territory Sales Manager** (Refer to MWE Job Order #903675). [information@hydrasearch.com](mailto:information@hydrasearch.com). Apply: [www.hydrasearch.com](http://www.hydrasearch.com). (Date listed: 11/07/18)

**Interstate Container (Division of DS Smith)** (415) is a corrugated box manufacturer on the Eastern Shore of Maryland. Current Openings: **General Helpers** (JO#809148); **Industrial Electricians** (JO#809151). Fill out Interstate Container application at any One Stop. **Customer Service Rep.** (JO#900268); **Shipping Supervisor** (JO#900269). Email resume to [lisa.fatica@dssmith.com](mailto:lisa.fatica@dssmith.com). (Date listed: 10/29/18)

**Johnson & Murphy** (448) 109 Outlet Center Drive, Queenstown, MD. **Assistant Manager** (Refer to MWE Job Order #890596); **Sales Associate (FT)** (Refer to MWE Job Order #890602); **Sales Associate (PT)** (Refer to MWE Job Order #890610). APPLY [www.johnstonmurphy.com/careers](http://www.johnstonmurphy.com/careers). (Date listed: 11/13/18)

**Kate Spade New York** (409) Queenstown, MD. **Overview:** Crisp color, graphic prints and playful sophistication are the hallmarks of kate spade new york. From handbags and clothing to jewelry, fashion accessories, fragrance, eyewear, shoes, swimwear, home decor, desk accessories, stationery, tabletop and gifts, our exuberant approach to the everyday encourages personal style with a dash of incandescent charm. We call it living colorfully. kate spade new york has more than 450 specialty and outlet shops in 47 countries around the world. Our colorful products are sold worldwide, in every time zone and on every continent. Whether in San Francisco, Sao Paulo or Shanghai, our shops are always warm and inviting. Welcome to kate spade new york. Responsibilities include but are not limited to the following: •client & service expert: achieves individual sales goals develops strong product knowledge across all categories the sales associate is responsible for ensuring exemplary customer service by delivering the ultimate kate spade experience able to develop a personal clientele through effective use of the selling skills, proactive client outreach and use of client book. •building brand equity: understand and communicate the kate spade aesthetic, brand philosophy and lifestyle to the customer demonstrate interest and ability to work as part of a team. •operational excellence: execute operational tasks as per company directives accurately processes all pos transactions adhere to and apply visual directives, ensure that store standards are executed daily. Qualifications physical requirements: available to work store schedule, as needed, including evenings and weekends standing for extended periods of time able to safely lift boxes up to 40 pounds comfortable climbing ladders. Skills and abilities required: •professional selling skills and exceptional interpersonal skills. •prior luxury goods experience preferred. •proactive ability to multi-task and prioritize works well in a team environment. •college degree preferred. kate spade new york is an Equal Opportunity/Affirmative Action Employer: Minority/Female/Disabled/Veteran. Job Type: Part-time. **How to Apply:** visit [katespade.com](http://katespade.com) and scroll down to careers and choose u.s.a.. under job listings, type in queenstown to view open positions at our shop. (Date listed: 10/29/18)

**The Mattress Store** (375) **Sales Associate** wanted for our Kent Island and Annapolis locations. Part or full time. Pay above minimum wage, professional environment. Retail experience helpful but not necessary. Customer service skills of any kind are a plus. Email [margaretmwright2nd@gmail.com](mailto:margaretmwright2nd@gmail.com) or call 410-224-3171 or 410-643-7050. See our website [www.mattressstoremd.com](http://www.mattressstoremd.com). (Date listed: 10/22/18)

**Montgomery County DOCR** (403) Montgomery County Career Opportunities: **Correctional Officer I:** (IRC 33280 – Closes December 7, 2018); **Correctional Dietary Officer II:** (IRC33905 – Open Until Filled); **Resident Supervisor I/II PRRS:** (IRC34340 – Open Until Filled); **Community Correctional Intern:** (IRC31502 – Closes November 3, 2018); **Correctional Records Coordinator:** (IRC 34562 – Closes November 8, 2018). To search available opportunities and to apply on-line follow [CLICK HERE](#). (Date listed: 10/26/18)

**Nike Outlet Store** (376) **Queenstown Seasonal Athlete** (Job ID 033\_NIKE\_SEAS\_EVG). Click for more information and to [APPLY](#). (Date listed: 10/22/18)

**N R L & ASSOCIATES INC** (429) 245 Log Canoe Circle, Suite I, Stevensville, MD.  
**General Production** (Refer to MWE Job Order #874752); **Assembler** (Refer to MWE Job Order #874755); **Machine Operator (D/N Shifts)** (Refer to MWE Job Order #874762); **Setup Operator** (Refer to MWE Job Order #874759); **Programing** (Refer to MWE Job Order #874758); **Quality Assurance Inspector {Night Shift}** (Refer to MWE Job Order #874766).  
APPLY [www.nrlassoc.com/employment/](http://www.nrlassoc.com/employment/). (Date listed: 10/31/18)

**The Peoples Bank** (354) Kent County, MD. **Director of Marketing**. The Director of Marketing reports to the Business Development Officer of the Bank. This position's primary role is to improve bank performance through managing the marketing, advertising and public relations efforts of the Bank. The Director of Marketing is responsible for leading, identifying, developing, scheduling, distributing, and monitoring social media and marketing activities of the Bank. Works closely with the Bank's Senior Management to ensure marketing and social media activities, content, and campaigns focus on consumer and customer audiences in order to promote the spirit, philosophy, dedication, and general direction and strategic goals of the Bank.

Education/Training: Preferably a four year degree in business, marketing, advertising or related field; or an Associate Degree with a minimum of two years related marketing experience.

Knowledge/Skills/Abilities: •Proficient knowledge of Microsoft Office suite of products (including Word and Excel). •Proficient reading, writing, grammar, mathematical skills. •Proficient interpersonal relations and communicative abilities. •Excellent organizational and time management skills. •Ability to work with minimal supervision while performing duties. •Ability to deal with difficult problems involving multiple facets and variables in non-standardized situations.

Experience: At least two years' experience in a marketing and community relations management role. This includes developing budgets, understanding the optimal media and market research.

Email resume to [susilton@pbkc.com](mailto:susilton@pbkc.com) or mail to The Peoples Bank, Attn: Human Resources Dept., P.O. Box 210, Chestertown, MD 21620. [www.pbkc.com](http://www.pbkc.com). Equal Opportunity Employer. (Date listed: 10/16/18. Updated: 10/18/18)

**Planned Parenthood of Maryland (127) Bilingual (English/Spanish) Medical Assistant (Full-Time)**. Easton, Baltimore, Towson, Owings Mills, Waldorf, Frederick, Annapolis. Summary

of Responsibilities: Under the general direction of the Health Center Director, performs the administrative and clinical support tasks necessary for efficient center operations to ensure high quality client services and support, informed consent, client education and counseling, effective clinical support, efficient client flow, and a professional health care environment. Essential Responsibilities: 1. Provides direct service in all the health center specific areas including family planning, abortion, prenatal, general medicine, pediatrics, as appropriate to scope of services and health centers. 2. Provides clients with accurate information regarding PP services including questions pertaining to contraception, options, and funding sources. 3. Contributes to achieving health center productivity goals. 4. Screens financial, medical, and social history with correct documentation of pertinent information. 5. Accurately documents all services provided. 6. Demonstrates PPM customer service standards. 7. Solicits donations from patients per PPM guidelines. 8. Prepares clients for exams and assists in exam room when needed. 9. Provides pregnancy testing, information and referral, provides PT client's family planning services or schedules other appropriate services. 10. Performs lab work and venipuncture. 11. Prepares exam room with appropriate supplies for examination and cleans room. 12. Assist the provider in the exam room as a chaperone when needed. 13. Greets clients politely and promptly and provides clients with correct forms. 14. Enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. 15. Makes health center appointments, provides information and appropriate referrals. 16. Routes and files incoming laboratory reports appropriately. 17. Abstracts charts, pulls charts, transfers records, file charts. 18. Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. 19. Cleans instruments, exam rooms, lab area, and autoclave as assigned. Qualifications:

•Graduation from high school or GED and in conjunction with a medical assisting certificate or 1 year of experience working in a healthcare setting performing back or front office duties.  
•Phlebotomy/IV training or willingness to obtain after employment. •CPR certification or willingness to obtain immediately after employment. •Knowledge of principles and practices of administration, organization, common techniques and practices in an office or medical health

center setting. •Ability to read, write, and speak English and Spanish fluently. •Bilingual English/Spanish, required. \$14.65 per hour, 2% increase for each year of experience, and \$2,000 sign-on bonus. <http://www.plannedparenthood.org/planned-parenthood-maryland>. (080818 Updated 9/5/18) Updated 10/4/18 Updated 11/1/18)

**Popeye's Easton** (407) 8199 Ocean Gateway, Easton, MD. **Cashiers** (Refer to MWE Job Order #768793). Email Resume to [Eastonpopeyes@gmail.com](mailto:Eastonpopeyes@gmail.com). (Date listed: 10/29/18)

**Protenergy** (413) Cambridge, MD. **Maintenance Mechanics** (JO#879416); **Filler Operator** (JO#879414); **QC Technician** (JO#900207); **Warehouse Supervisor** (JO#900209); **Building Maintenance** (JO#900211); **Plant Utilities Mechanic** (JO#900219); **Sanitation Manager** (JO#900227); **Maintenance Supervisor** (JO#900240); **Maintenance Mechanic/Electrician** (JO#900247). Email resume to: [cdelaney@us.protenergyfoods.com](mailto:cdelaney@us.protenergyfoods.com). (Date listed: 10/29/18)

**Paul Reed Smith Guitars (PRS)** (451) 380 Log Canoe Circle, Stevensville, MD. **1st Shift – SE Shipment Inspector** (Refer to MWE Job Order #906265); **1st Shift Production Sander** (Refer to MWE Job Order #863371). Apply <http://www.prsguitars.com/careers/>. (Date listed: 11/15/18)

**Quality Staffing** (379) Hiring for the following: **Finance Assistant** - Easton, MD (JO#894784); **HVAC Service Technician** - Federalsburg, MD (JO#897856); **Field Service Technician** - Federalsburg, MD (JO#897847); **Inside Sales** - Federalsburg, MD 897866; **Civil Engineer** - Cambridge, MD (JO#897838); **Process/Mechanical Engineer** - Cambridge, MD (JO#897871); **Maintenance Manager/Technician** - Cambridge, MD (JO#897800); **eCommerce Fulfillment Coordinator** - Denton, MD (JO#897839); **Parts Sales Manager** - Federalsburg, MD (JO#897785); **Maintenance Supervisor** - Cambridge, MD (JO#897773); **Production Supervisor** - Cambridge, MD (JO#897782). Apply in office at 2918 Old Route 50, Cambridge, MD 21613. (Date listed: 10/23/18)

**Queen Anne's County** (420) Centreville, MD. **Correctional Officer - Full Time**. Responsible for maintaining security within the County's Detention Center. [View Job Details](#). (Date listed: 10/29/18)

**Queen Anne's County** (419) Centreville, MD. **Utility Worker**. This position is entry level and performs a range of manual tasks and services that support the operation and maintenance of the Queen Anne's County Sanitary District. [View Job Details](#). (Date listed: 10/29/18)

**Queen Anne's County** (394) **Maintenance Worker I**. This position performs a range of manual labor and general custodial functions in support of cleaning and maintenance of County buildings and facilities and grounds maintenance under close supervision. [View Job Details](#). (Date listed: 10/25/18)

**Queen Anne's County** (393) Centreville, MD. **Administrative Assistant III**. Performs intermediate/experienced clerical and technical duties with higher degree of responsibility and/or confidentiality under limited supervision. Performs clerical duties under general supervision. Duties may include receptionist, data entry, word processing, e-mail and internet usage and typing, filing and copying departmental correspondence and reports. [View Job Details](#). (Date listed: 10/25/18)

**Queen Anne's County** (392) Centreville, MD. **Construction Inspector I**. This position performs a range of inspectional tasks and services which support water, sewer and utility construction and maintenance of the waste water treatment facilities of Queen Anne's County Sanitary District. [View Job Details](#). (Date listed: 10/25/18)



**Queen Anne's County** (384) Centreville, MD. **Public Safety Dispatcher II** – Part-Time Contractual. This part time contractual position provides a range of public safety communications services. Responsibilities include, but not limited to, responding to various service requests from the public, including emergency and non-emergency requests, dispatching appropriate fire, emergency medical services, and law enforcement units; and receiving and responding to various radio transmissions from public safety and local government agencies. [View Job Details](#). (Date listed: 10/24/18)

**Queen Anne's County** (383) Centreville, MD. **Equipment Operator I**. This position performs a wide range of manual labor functions in support of the Department of Public Works. Under direct supervision of a maintenance supervisor, performs miscellaneous physical tasks related to the maintenance of County roads and solid waste management and parks systems. [View Job Details](#). (Date listed: 10/24/18)

**Queen Anne's County** (275) **Civil Engineer**, Centreville, MD. This position provides civil engineering services to the County. This position functions under the supervision of the Division Director, Chief or Project Manager on design and construction projects associated with public infrastructure and facilities. Individuals must have the ability to design public works/parks projects and may provide engineering support to other county departments for engineering services, construction management and development of material specifications. Additional responsibilities include assisting senior engineers with the County's Federal Aid Bridge Program (Department of Public Works only); review of traffic impact studies; road and bridge design/construction projects; building design/construction and building maintenance projects; design/construction of storm water management and drainage projects; storm water management facility review and inspection; review of site plans and subdivisions in accordance with established standards and the ability to prepare written and verbal reports and memorandums for review by supervisor. Closes November 30, 2018. For more information and to apply, click [HERE](#). (Date listed: 9/19/18)

**Queen Anne's County Government** (374) **Civil Engineer I** (See MWE Job Order #897048); **Deputy Sheriff – Certified** (See MWE Job Order #897074); **Deputy Sheriff – Non Certified** (See MWE Job Order #897072); **Deputy Sheriff – Cadet** (See MWE Job Order #897067); **Development Review Principle Planner** (See MWE Job Order #897032); **Facility Technician I** (See MWE Job Order #897046). Applications are available from The Queen Anne's HR Department, 107 N. Liberty St., Centreville, MD 21617. [www.qac.org](http://www.qac.org). (Date listed: 10/22/18)

**Queenstown Bank** (385) is seeking a full time **Loan Administration Specialist**. The Loan Administration Specialist is responsible for performing routine operational duties related to residential mortgage, commercial and consumer loans. The incumbent will process purchase and refinance loans in accordance with established policies, procedures and related laws and regulations. The Loan Administration Specialist will work closely with Loan Administration Manager, Loan Officers and lending staff to obtain completed applications and credit information. While a majority of the loan requests are mortgage, candidate will also be required to handle other consumer, construction, and commercial loan requests. Knowledge, Skills and Abilities: Two to four years of mortgage or commercial loan processing experience, which includes an understanding of loan documentation; thorough knowledge of State and Federal mortgage regulations to maintain loan file compliance; strong organizational, problem-solving, and analytical skills; excellent written and oral communication skills. Primary Duties and Responsibilities: Processes mortgage applications from receipt to submission of the loan request; prepares mortgage loan documentation in accordance with requests initiated by clients, borrowers and lenders, ensuring TRID requirements and compliance are met; gather, organize and track all required loan documentation required for each loan type; reviews loan documentation requests to ensure agreement with loan approvals, and appropriate level of approvals are met; order credit reports, appraisals, flood certifications, and title work as needed; perform document audit to approve or reject each loan package for funding; prepare and file HMDA reports; prepare closed loan file for booking and scanning; perform any and all other duties as assigned by management. Physical Requirements: Mobility sufficient to perform

activities required of position, including travel to customer locations; manual dexterity for the functional operation of office equipment such as computers, calculators, etc. Applications may be obtained at [www.queenstownbank.com](http://www.queenstownbank.com) or by e-mailing [HR@queenstownbank.com](mailto:HR@queenstownbank.com). Queenstown Bank is an Equal Opportunity / Affirmative Action employer. (Date listed: 10/24/18)

**Ruby Tuesday** (434) 505 Glebe Road, Easton, MD. **Cooks** (Refer to MWE Job Order #880308). Apply online at [www.rubytuesday.com/careers](http://www.rubytuesday.com/careers). (Date listed: 11/6/18)

**Salvation Army** (352) 50 **Bell Ringer** jobs (JO#893757). Jobs start in late November, available in Dorchester, Talbot, Caroline and Queen Anne's Counties. \$10.10 per hour. Apply in person at Salvation Army, 200 Washington St., Cambridge, MD. 21613, 9 AM to Noon. (Date listed: 10/12/18)

**Sauer Compressors USA** (430) Stevensville, MD. **Controls Engineer** (Refer to MWE Job Order #868709). Apply <https://www.sauerusa.com/careers/>. (Date listed: 11/1/18)

**Scotts Miracle Gro** (421) is a global leader in supplying lawn and garden products to the public. We own or represent the following products: Scotts, Miracle Gro, Ortho, Round Up, Tomcat mouse products, Raid, Hawthorne indoor gardening. We work in the Lowes and Home Depots merchandising our product. This includes filling shelves and other locations, building displays, cleaning products outside, speaking to consumers regarding our product, etc. I am looking for an individual to assist me at the Easton Lowes. This position would not start until spring with the exact date being determined by weather and customer traffic-typically in March. Online safety and product knowledge training is supplied, as well as personal protection products and shirts. New hire would work with me or an experienced merchandiser at first to become acclimated to the job. I will not know exactly how many hours I can offer till my team is in place and I have a budget for the year. Estimated hours are between 8 and 15/week. I can be flexible on days and hours but would prefer a candidate that can work morning hours. Our application website will not be active until November 8th at which time you can apply to [scotts.com/careers](http://scotts.com/careers) and search for the position in Easton. Until then interested candidates can contact me at [Richard.sheffield@scotts.com](mailto:Richard.sheffield@scotts.com). (Date listed: 10/30/18)

**ScribeAmerica** (355) Medical Scribe - Easton, MD. Full-time & Part-time available. Job Description: We are looking for candidates who are eager to gain valuable experience by working closely with physicians as a Medical Scribe for ScribeAmerica. Our Medical Scribes assist directly with a physician team in a clinical setting to effectively and efficiently compile detailed electronic medical records/patient charts. Scribing provides incredible exposure to the medical field and will allow you to develop an extensive medical knowledge base, and on the job experience. This position is ideal for students and alumni looking to get into medical school (over 85% of our Scribes achieve acceptance each year) or who plan to work in the medical field. ScribeAmerica is looking to hire and train Medical Scribes to work in the area of Maryland. We offer paid part-time and full-time hours. •Accompany physician while seeing patients and assist in recording patient history and physical. •Organize all of patient's laboratory tests, medications, imaging studies, etc. and transcribe the results of the encounter into the patient's chart/electronic medical record. •Document all procedures completed and record all diagnostic test results. •Document any consultation made by physician to a patient's personal physician, on-call. •Responsible for documenting all diagnoses, treatment plans, prescriptions, and discharge. •Must demonstrate ability to clearly and concisely communicate, orally and in writing. •Demonstrate a high level of maturity and possess strong interpersonal & organizational skills. Job Qualifications: •Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred. •Computer and typing skills are preferred. •Experience with medical terminology is preferred. •A constitution to work under the rigors of delivering medical care. •A responsible and mature individual with a passion for medicine. Company Contact: Josh Sattler, 954-908-8595, [joshua.sattler@scribeamerica.com](mailto:joshua.sattler@scribeamerica.com). (Date listed: 10/17/18)

**Sherwin-Williams Paint Co.** (299) Chestertown, MD store 5058. **Part Time Sales Associate.**

This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also assist in sourcing products required by customers that are not available in the store and, upon approval, place order and follow up as necessary. Opening and closing the store, making bank deposits, stocking shelves and setting up displays, cleaning store equipment, and loading and unloading trucks are also responsibilities of the position. It may also assist in making deliveries if necessary. Please email resume to [sw5058@sherwin.com](mailto:sw5058@sherwin.com) or fax to 410-778-9679. Call Corbit at 410-778-2500 with any questions. Job posting and application will be done through company job website. (Date listed: 10/1/18 Updated 11/1/18)

**Sunnyside** (293) an independent boutique with locations in St. Michaels and Cambridge, is seeking **sales associates &/or management candidates** for immediate hire. Candidate should be mature, team-player with a sunny disposition, good customer service skills, and an affinity for fashion &/or merchandising. Previous customer service experience is a plus. Some computer skills are needed. References and weekend work are required. Hourly wage will be commensurate with experience. Please apply in person at the Cambridge location, 500 Poplar Street. (Date listed: 9/26/18)

**Talbot Mentors** (443) **Bilingual Program Assistant.** Talbot Mentors is a non-profit youth service organization in Easton, MD. We serve children by providing them with a one-on-one mentor. Our mentors are strong, positive role models who spend time each week with their mentee in order to provide encouragement, guidance, and friendship. We are looking for a full-time Program Assistant. We will rely on your energy and dedication to support and enhance our service to children. Among other things, you'll be responsible for clerical support, office management, and volunteer coordination. A successful candidate will be detail-oriented and have high level of personal organization. The candidate's ability to learn quickly, to adapt, and communicate effectively is equally important. Above all, we are looking for someone who understands and strongly believes in the mission of Talbot Mentors. We are a team of energetic, motivated professionals and look forward to your application to join our growing team!

Responsibilities: •Manage the efficient operation of the office (e.g., receiving and making calls, pick-up and delivery of mail, directing visitors, attending meetings as requested and taking minutes when applicable). •Serve as point person for purchasing duties including ordering supplies, inventory, and communicating with vendors to ensure accuracy of invoices for services. •Actively coordinate volunteers for various program activities by recruiting, purchasing materials, publicizing events to participants, and collecting feedback. •Assist staff in the planning, coordination, participation, and record keeping of all program activities. •Assist Program staff in maintaining online mentee database to ensure information is accurate and current. •Assist the Executive Director with grant submissions and grant reporting. Qualifications: •Associate's Degree required; Bachelor's Degree preferred. •MS Office Suite proficiency required. •Excellent verbal and written communication skills. •Ability to organize, schedule and prioritize multiple tasks. •Work well with a variety of people. •Bilingual (ability to read and speak in Spanish fluently). How to Apply: To apply for this position, visit [www.talbotmentors.org/join](http://www.talbotmentors.org/join) and complete the online application form. Questions? If you have any questions or concerns, please email [info@talbotmentors.org](mailto:info@talbotmentors.org). (Date listed: 11/12/18)

**Talisman Therapeutic Riding, Inc.** (400) PO Box 300, 172 Blue Ribbon Lane, Grasonville, MD 21638. **Volunteer Coordinator.** How to Apply: Send resume to

[Anne@TalismanTherapeuticRiding.org](mailto:Anne@TalismanTherapeuticRiding.org). **Closing date November 30, 2018.** Roles and

Responsibilities: •Develop and implement annual Volunteer Recruitment, Retention and Recognition program plan. (Template available). •Identify and recruit volunteers for all facets of TTR operations: events, programs, administrative/office support, barn operations and facilities. •Offer on-going and regularly scheduled volunteer training and advance training. •Use social

media and print media to recruit and recognize volunteers. •Use email, Facebook, Linked In and other forms of electronic, telephone and mail to communicate with volunteers. •Implement annual Volunteer Recognition program. •Match volunteer interests and skills with organizational needs. •Track volunteer demographics, hours of participation, volunteer database. •Be active in the community. •Effectively communicate with volunteers and interact with TTR Team Members. •Help implement TTR's Vision and Mission. •Help identify donor prospects. •Maintain volunteer records and update annually. •Comply with PATH and TTR Standards and Procedures. •Participate in weekly TTR Team Meetings. •Encourage team spirit. •Assist the CEO as needed. All materials, contacts, vendors, customers belong to Talisman Therapeutic Riding, Inc. and can be used solely for the benefit of the organization. Upon term completion, all property, contacts and materials must be returned to TTR. Pre-approved reimbursement expenses are acceptable. Position reports to TTR Founder & CEO. Skills Required: Ability to motivate and inspire people. Previous experience working with volunteers necessary. Email, texting, social media skills necessary. Compensation: This position is a non-exempt, twenty hour per week job compensated at \$15 per hour. Additional hours are compensated at the same rate. (Date listed: 10/26/18)

**Talisman Therapeutic Riding, Inc.** (399) PO Box 300, 172 Blue Ribbon Lane, Grasonville, MD 21638. **Administrative Support Specialist.** How to Apply: Send resume to [Anne@TalismanTherapeuticRiding.org](mailto:Anne@TalismanTherapeuticRiding.org). **Closing date November 30, 2018.** Roles and Responsibilities: •Answer phone inquiries. •Prepare donor thank you letters. •Prepare Board of Directors correspondence. •Make bank deposits. •Maintain a clean and orderly Office. •Keep office supplies in stock. •Maintain administrative files. •Prepare mailings. •Create and maintain forms for riders, contractors, staff. •Maintain TTR database, prepare databased reports as requested. •Engage prospective donors. •Assist in implementing three TTR Annual Benefit Events: Derby Day Benefit; The Rider Cup Golf Tourney; Harvest Moon Ball. Provide assistance to other benefit events as they develop. •Assist in Recruiting and Training Event Committee Members. •Work closely with TTR Volunteer Coordinator for pre-event, event-day, and post-event helpers. •Solicit corporate sponsors. •Solicit Silent Auction Donors. •Solicit Live Auction Donors. •Help achieve budget milestones for fundraising events. •Attend all benefit committee meetings, take meeting minutes, distribute. •Assist with event details and logistics: set-up, break-down, ticket sales, raffle sales, check-in, check-out, detailed agenda, raffles, sound system, music, etc. •Access Social Media to market and promote TTR. •Work closely with TTR Marketing Consultant for design materials. •Document each benefit event with photos and/or video. •Utilize TTR Team Members and the TTR Volunteer Network to every extent possible. •Copy CEO on all formal correspondence. •Receive competitive bids for event expenses. •Negotiate with prospective vendors to the utmost benefit of TTR. Authorized contract signatory is the CEO. •Attend TTR Weekly Team Meetings. •Assist the CEO/Founder. •Maintain a friendly and cooperative work environment. All materials, contacts, vendors, customers belong to Talisman Therapeutic Riding, Inc. and can be used solely for the benefit of the organization. Upon term completion, all property, contacts and materials must be returned to TTR. Pre-approved reimbursement expenses are acceptable. Position reports to TTR Founder & CEO. Skills Required: Excellent phone skills, PC computer operations with an emphasis on Word and Excel. Email, texting, social media skills necessary. Compensation: This position is a non-exempt, twenty hour per week job compensated at \$15 per hour. Additional hours are compensated at the same rate. (Date listed: 10/26/18)

**Talisman Therapeutic Riding (398) Volunteer Opportunity** - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Anne with any interests or questions @ 443.239.9400 [anne@talismantherapeuticriding.org](mailto:anne@talismantherapeuticriding.org). [www.TalismanTherapeuticRiding.org](http://www.TalismanTherapeuticRiding.org). (Date listed: 10/26/18)



**Tommy Hilfiger** (390) Queenstown, Maryland. **Sales Associate** (MWE Job Order #898705). (Date listed: 10/25/18)

**Trenton Pipe Nipple Company, LLC** (405) Federalsburg, MD. **Machine Maintenance Mechanic** (JO#822831). Four 10-hour days - Mon.-Thurs. w/ Benefits. To apply, email resume to: [larryy@trentonpipe.com](mailto:larryy@trentonpipe.com). No Phone Calls. (Date listed: 10/26/18) (Date listed: 10/26/18)

**USA Fulfillment** (271) 313 Talbot Blvd., Chestertown, MD 21620 - 410-810-0880 - [woutten@usafill.com](mailto:woutten@usafill.com). **Seasonal Team Members**. USA FULFILLMENT located in Chestertown, MD is seeking seasonal team members in Nov. and Dec. to assist with our pick/pack and shipping operations in the warehouse and our call center operations. Interviews begin October 1. Day and evening shifts. Over 80 seasonal employees will be hired in the warehouse and 8-10 customer service representatives for various shifts and days. 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](http://www.usafill.com). (Date listed: 9/19/18)

**Warren's Wood Works, Inc.** (372) in Easton, Maryland has a full time **sales support and design position** available. Knowledge of Auto Cad is required; knowledge of Blueprints would be helpful. **Apply in person or email / fax resume by December 1, 2018.** 8708 Brooks Drive, Easton MD 21601. Email: [Irvin@warrenswoodworks.com](mailto:Irvin@warrenswoodworks.com). Fax: 410-820-6134. (Date listed: 10/22/18)

**Washington College** (414) Chestertown, MD. **Asst. Professor of Communication & Media** (Refer to MWE Job Order #900197); **Asst. Professor of Marketing** (Refer to MWE Job Order #900190); **Associate Director of Transfer Admission** (Refer to MWE Job Order #900185); **Cook I** (Refer to MWE Job Order #900208); **Dean of Miller Library & Academic Tech.** (Refer to MWE Job Order #900210); **GIS Senior Analyst** (Refer to MWE Job Order #900214). Apply [www.washcoll.edu](http://www.washcoll.edu). (Date listed: 10/29/18)

**The Whalen Company** (381) Easton, MD. **Shipping/Inventory Worker** (JO#898173). Email resumes to: [hr@whalencompany.com](mailto:hr@whalencompany.com). (Date listed: 10/23/18)

**Worton Creek Marina** (412) a full service Boat Repair Yard and Marina located outside of Chestertown, MD, has an immediate opening for a **painters helper**. Paint prep experience (auto or marine) is preferred, however on the job training is available. Worton Creek offers a full benefits package, salary is commensurate with experience. Worton Creek is seeking motivated, professional employees to join our team. This is a full time position. Qualified applicants can reply to [marina@wortoncreek.com](mailto:marina@wortoncreek.com) with a resume or apply in person at Worton Creek Marina, 23145 Buck Neck Rd, Chestertown, MD 21620. (Date listed: 10/29/18)

**Worton Creek Marina** (411) a full service Boat Repair Yard located outside of Chestertown, MD, has an immediate opening for a **highly skilled fiberglass layup and repair technician**. Duties include but are not limited to layup, repair, filling, fairing, and gelcoat application and repair. Worton Creek offers a full benefits package, salary is commensurate with experience. Worton Creek is seeking motivated, professional employees to join our team. This is a full time position. Qualified applicants can reply to [marina@wortoncreek.com](mailto:marina@wortoncreek.com) with a resume or apply in person at Worton Creek Marina, 23145 Buck Neck Rd, Chestertown, MD 21620. (Date listed: 10/29/18)

**Worton Creek Marina** (410) a full service Boat Repair Yard located outside of Chestertown, MD, has an immediate opening for a **Marine Mechanic/Electrician**. A qualified candidate will have experience working on marine inboard engines (diesel and gas), marine electrical systems, plumbing, and hydraulics. Benefits include health and dental insurance, 401K, salary is commensurate with experience. This is a full time year-round position. Qualified applicants can reply to [marina@wortoncreek.com](mailto:marina@wortoncreek.com) with a resume or apply in person at Worton Creek Marina, 23145 Buck Neck Rd, Chestertown, MD 21620. (Date listed: 10/29/18)

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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.