

Now Hiring

Mayor's Office of Employment Development Workforce Centers

Eastside One-Stop Career Center

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

Northwest One-Stop Career Center

Mondawmin Mall
2401 Liberty Heights Ave.
Baltimore, MD 21215
410-396-7873

Employment Connection Center

1410 Bush St.
Baltimore, MD 21230
410-396-1052

Workforce Reception Center

(By referral only)
100 W. 23rd St.
Baltimore, MD 21218
Phone (410) 396-6580

Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
(Gillmor St. entrance)
Baltimore, MD 21217
410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
Baltimore, MD 21205
410-732-2661

Partner Sites

Bon Secours Community Works

Community Job Hub
26 N. Fulton Ave.
Baltimore, MD 21223
410-801 6100

GEDCO

Community Job Hub
5513 York Rd. (rear entrance)
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

Community Job Hub
4207 Frederick Ave.
Baltimore, MD 21229
667-600-2950



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Database Assistant – Job Order 1567979

The Database Assistant will be responsible for the day-to-day Configuration, support and maintenance, and improvement of the database system. Working closely with business development, marketing, finance and operations staff, the administrator will identify, develop and deploy new business processes. Position supports the company's requirements in collecting, analyzing, and reporting on a variety of data needs to support the City's economic development program and redevelopment activities which are focused on investment and business retention, expansion and attraction

- Build forms, workflows and reports in BDC's databases to meet organizational needs
- Sort out ways to use BDC's CRM database to improve processes and productivity, and make recommendations that support business objectives
- Meet with internal stakeholders to determine business, functional and technical requirements and participate in application design, configuration, testing and development
- Manage user maintenance, modification of page layouts, generation of reports and dashboards, creation of new fields and other tasks
- Identify, install, and maintain appropriate apps for lead tracking, project management etc.
- Create custom views to display information in a directory format, using tools to create external facing data views
- Establish and promote design guidelines, best practices, and standards\
- Troubleshoot and resolve performance or connectivity issues
- Maintain database documentation as required

Maintain Data Systems

- Assists with organizational SharePoint system
- Serve as a cross-functional thought partner and works with team leads to solve organizational challenges while ensuring data integrity
- Manage integrations between BDC CRM database and other applications (Airtable, Microsoft 365) and ensures fields are mapped appropriately

Support

- Train new users and grown the CRM database skill set across the organization
- Work with end-users to ensure that applications meet their needs and keeps pace with changes in program operations, policies and procedures

Requirements: IT experience, computer science or database management background with a minimum of two years' experience as a database assistant preferred; Familiarity with coding; Strong understanding of best practices and functionality of SharePoint and database management preferred. A documented history of successful project completion and demonstrated ability to understand and articulate complex processes. Excellent problem-solving and analytical skills; Effective communication, teamwork, and negotiation skills; good organizational skills' Flexibility and adaptability

Excellent business relationship and user support skills

Baltimore City resident is encouraged for this position \$50,000 to \$55,000 with full benefits based on experience. Email resume and cover letter to: rworen@oedworks.com

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Collections Specialist – Job Order 1561602

The Collections Specialist will coordinate and work with a professional and cohesive team, handling all communications with attorneys and clients to ensure payments, along with evaluating and maintaining accurate records for same. The basic job duties to be performed are as follows:

- Responsible for own portfolio of clients
- Maintain strong attorney and client relationships
- Perform analysis to resolve and respond to attorney and client issues and queries on a timely basis
- Perform collection calls on a daily basis
- Maintain level of communication with attorneys and clients via telephone and email
- Interact with Billing Department regarding client account status
- May require occasional light lifting (files, copy paper, etc.)
- Individual in this position will provide additional assistance and support as directed by their supervisor.

REQUIRED SKILLS

- 3-5 years high volume law firm collections experience preferred
- Ability to work a flexible, hybrid work schedule
- Ability to thrive in a fast-paced, collegial work environment
- Ability to meet tight deadlines
- Strong organization and time management skills
- Knowledge of Billing and Collections procedures
- Accounts Receivable knowledge/experience a plus
- Commitment to excellent customer service
- Excellent written and verbal communication abilities
- Working knowledge of Microsoft applications (Excel, Word, Outlook)
- Knowledge of Elite Enterprise and Star Collect preferred
- Detail oriented
-

REQUIRED SOFT SKILLS

- Excellent work ethic. Teamwork/collaboration, motivated, dependability, adaptability, active listening and patience

Email resume to: rworen@oedworks.com

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PROJECT ENGINEER – JOB ORDER NUMBER 1578449

The Project Engineer (PE) is responsible for assisting the Project Manager with the projections of work by month and then ensuring that work is prosecuted by confirming the availability, assignment and required certifications for contract compliance. PE will create job specific status reports for each project. Including the identification of cost to complete against, total project budget. Additionally, the PE will work alongside the quality control manager, safety officer and other senior staff. The PE is charged with the successful completion of contract requirements including performance and progress tracking, recordkeeping; ensuring the full and timely acquisition of equipment and materials required for successful job completion through purchase or lease, as relevant; Other duties include:

- identifying any relevant training and certification requirements for each field employee;
- identifying welder-candidates for supervisory training and grooming to assume leadership role;
- tracking and ensuring the timely annual renewal of the AWS certification by employee.

Routine travel within the Delaware-Maryland-Virginia region is required for performance of work. Occasional travel to Maryland's Eastern Shore is possible or contiguous states.

- **Requirements:** Degree in Engineering required, Mechanical, Civil, or Structural Engineering preferred. PE candidates must have an understanding of the construction industry, job site safety requirements, planning and scheduling, building trades and sequence of work, and relevant technologies. Must be able to read plans and specifications. In-depth understanding of construction procedures and material and project management principles. Familiarity with quality and OSHA health and safety standards; Working knowledge of MS Office, especially Excel and Word' Familiarity with construction/ project management software; outstanding communication skills, excellent organizational, communication and time-management skills. A team player with leadership abilities; ability to lift 50 pounds on an occasional basis.
- \$55,000 to \$75,000 based on experience. Full benefits include medical, dental, vision, PTO, flex plan holidays, life insurance, incentive compensation bonus, supplemental insurance plans, educational/training/certification cost sharing. 401 (K) with employer matching. Planet Fitness Gym Membership

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3 Welders Needed – Job Order 1479018 Various Job Sites in Maryland, Delaware, Virginia, District of Columbia

Welder/ironworker to cut and join metals and other materials at our facilities or construction sites. Welders will operate appropriate equipment to put together mechanical structures or parts with a great deal of precision. The ideal candidate will also have a steady hand and great attention to detail. Knowledge of different kinds of metal and their properties is essential.

Responsibilities:

- Welds component in flat, vertical, or overhead positions
- Lay out, position, align and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers and rulers.
- Examine work pieces for defects and measure work pieces with straightedges to template to ensure conformance with specifications
- Recognize, set up, operate hand and power tools common to the welding trade such as shielded metal arc and gas metal arc welding equipment
- Weld of carbon steel girders, joists, beam ends and pipe piles 24" steel pipe
- Clamp, hold, tack-weld, heat-burned, grind or bolt component parts to obtain required configurations and positions for welding
- Select and install torches, torch tips, filler rods, and flux, according to welding chart specifications or types and thicknesses of metals
- Connect and turn regulator valves to activate and adjust gas flow and pressure so that desired flames are obtained
- Hoist steel beams, girders, or Columns into place, using cranes or signaling equipment operators to lift and position structural steel members.
- Cut, bend, weld steel pieces, using metal shears, torches, welding equipment
- Cut metal components for installation
- Weld metal components
- Load or unload materials used in Construction or extraction

Requirements: High school diploma or GED; welding school training (e.g. Trade School, Vocational-Tech School or College preferred; three to four (3 to 4) years of construction experience with six to twelve (6 to 12) months of welding experience desired. Minimum and/or desired additional training/certifications: D1.1 Limited, D1.1 Unlimited, D1.5 SMAW/GMAW, 6G. Other desired skills: coordination, operation and control, active listening, critical thinking, complex problem solving. \$20 to \$22 hour based on experience. Drug screen and background check.

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