

# the Job Journal

**TIP  
OF THE  
WEEK**

## What to Do When an Entry-Level Job Requires “Two Years of Experience”

You’ve been scouring job boards for the perfect role at the right company and finally found a serious contender. This opportunity is in your ideal industry, features all of the compelling responsibilities you’re ready to take on, and it includes a company mission you’re genuinely enthusiastic about.

The only problem? The description states that the organization is specifically looking for applicants with at least two years of experience.

This is the ultimate catch-22 of job searching: As a recent graduate or a professional looking to make a career pivot, you’re targeting entry-level roles, but even these require at least a couple years’ of industry work.

How on earth are you supposed to get any exposure to the field if you can’t even land a position at the bottom of the career ladder? If an entry-level job is one that’s designed for people with no prior experience, what’s up with the explicitly-stated requirement? Why do so many employers include it in the listing? (Insert exasperated sigh here.) I know this is an incredibly frustrating conundrum, but I promise, it’s not quite as futile as you might think.

In most cases, you can think of job descriptions as a hiring manager’s wish list. You’ll typically find all kinds of details about what your potential future boss would consider an ideal candidate—from personality traits and work style (i.e. proactive or independent) to specific knowledge or skills (i.e. understanding of CRM databases or familiarity managing social media pages)—they’ll generally also choose a certain number of years in the field based on expertise level they’re seeking. But most of the time, it’s more of a “nice-to-have” than a “must-have” point.

I’d be lying if I said that some recruiters don’t use the “two years” benchmark to screen candidates out. Some do. Especially when they receive a high volume of applications, as it’s an easy (albeit kind of oversimplified) way to narrow down the applicant pool. But, if you’re able to convey your knowledge in a way that makes it easy for a prospective employer to see how your unique abilities would complement their needs, you stand a decent chance of surviving this initial test.

Here’s the deal: If you meet at least 80% of the requirements listed in a particular posting, don’t overthink it—just apply.

Not quite there? That’s OK, too. If it’s something you’re really excited about, and you realistically think you can handle the job, give it a shot. But don’t forget to stack the deck in your favor by drafting a customized cover letter, updating your resume, and using your network to get in touch with people who work at the company you’re pursuing.

You’d be surprised to learn what can qualify as “relevant experience.” Muse writer Lily Zhang says to focus on transferable skills, clearly stating

your “ability to contribute directly.”

Internships, projects you completed while earning your degree, or jobs where you were charged with similar responsibilities all count—especially if you’re targeting entry-level opportunities. It’s really pretty simple: If it’s in the description and you’ve dealt with it in some capacity, be sure to include whatever “it” is on your resume.

How do you know if you’re wasting your time? By keeping it real. If you don’t have any transferable skills (unlikely unless you’re doing a major transition) or if the number of years outlined in the posting is way more extensive than anything close to what you’ve experienced in your career thus far (like 10 years when you only have one), you may want to think twice about dedicating time to that particular application.

Ultimately, whether or not you qualify is more about the full package you offer, not some arbitrary period of time.

Most hiring managers are going to be way more excited about an applicant with a clear passion and demonstrated exposure to *some* of the key elements of the role they’re trying to fill than a candidate who has the exact number of years they decided to include on the listing. Don’t let the fact that you don’t meet every single criterion in a job description hold you back.

Westlake, Jaclyn. “What to Do When an Entry-Level Job Requires “Two Years of Experience.” *The Muse*, Daily Muse Inc., <https://www.themuse.com/advice/what-to-do-when-entrylevel-positions-need-two-years-of-experience>.

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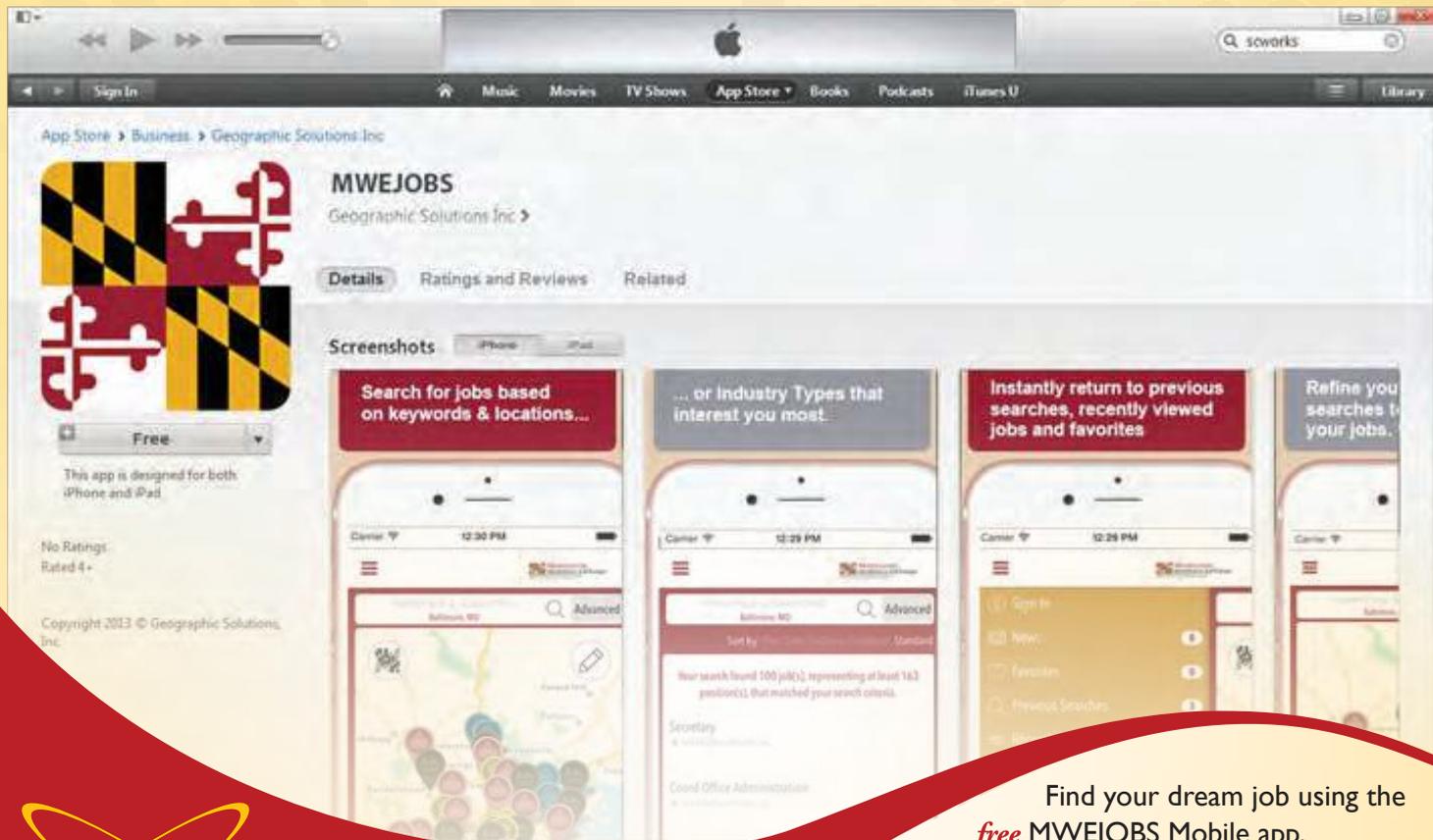
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call 410-546-6840

The Job Journal is brought to you by the Tri-County Workforce Development Initiative, in partnership with the Department of Human Services.

LET US KNOW ABOUT YOUR UPCOMING EMPLOYMENT OR TRAINING OPPORTUNITY in the Tri-County area. Please contact us to include your event in our next issue.

Tri-County Workforce Development Initiative  
31901 Tri-County Way, Suite 110  
Salisbury, Maryland 21804

# NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! **MWEJOBS Mobile App**



Find your dream job using the *free* MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



# mwejobs.maryland.gov



# HIRING EVENT

Over 50  
Positions Available

Genesis Healthcare has available positions for:

Licensed Practical Nurse - \$22.50/Hour

Aide-Geriatric Nurse - \$12.25/Hour

Registered Nurse - \$27.00/Hour

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Thursday, August 29, 2019  
9AM – 1PM



Serving Somerset, Wicomico and Worcester Counties

31901 Tri-County Way  
Room 115-A  
Salisbury, MD 21804

1025325 - Licensed Practical Nurse  
1025333 - Aide-Geriatric Nurse  
1025338 - Registered Nurse

For Additional Information & to  
Apply in Advance  
Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



**Salisbury Rehabilitation  
and Nursing Center**

Hiring Event and assistance with online  
applications will be available



"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."





Quality Staffing Services



# JOB AND CAREER FAIR

Hosted by the Salisbury Area Chamber of Commerce & Lower Shore American Job Center

## JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees & open to the community

Resume assistance is available at event

Bring multiple copies of your resume & don't forget to dress for success!

Visit [www.salisburyarea.com](http://www.salisburyarea.com) for more information.

# Friday October 11, 2019 3:00 - 6:00 pm The Centre at Salisbury

2300 N. Salisbury Blvd.,  
Salisbury, MD 21801

### SPONSORSHIPS AVAILABLE!

Receive the highest level of exposure to all attending vendors and attendees with a **PREMIUM BOOTH LOCATION**, your company logo on signage, print materials, social media posts, press releases, SBYBiz and Chamber websites. See registration form for details!

## BUSINESSES

Open to any business seeking employees in the Lower Shore Area

To register for a space, contact LeVita Bragdon at 410-749-0144 or [lbragdon@salisburyarea.com](mailto:lbragdon@salisburyarea.com)

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Pharmacy Tech (Salisbury) Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk Night Crew Boss (Ocean City)	Apply online at <a href="https://www.albertsoncompanies.com/careers/acme-careers.html">https://www.albertsoncompanies.com/careers/acme-careers.html</a>
ALDI	Store Associate	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	Overnight Merchandising Associate Merch Lead Brand Ambassador	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Atlantic General Hospital	CDI Assistant Collections Specialist Housekeeping Aide Maintenance Specialist Medical Receptionist Nurse Tech Polysomnographer Public Safety Officer RN Secretary/Nurse Technician	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Caregiver Memory Care Activity Specialist Server/Waitstaff Memory Care Caregiver Driver Housekeeper	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre, White Marlin) Assistant Manager (Centre) Key Holder (Centre) Sales Support (White Marlin)	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
BayRunner Shuttle	Part-time Driver	Print application and apply online at <a href="https://bayrunnershuttle.com/about/career-opportunities/">https://bayrunnershuttle.com/about/career-opportunities/</a>
Bay Shore Services	Administrative Assistant/Receptionist CNA Direct Support Professional Residential Supervisor RN Case Manager	Download and print application at <a href="http://www.bayshoreservices.org/our-mission/job-opportunities/">http://www.bayshoreservices.org/our-mission/job-opportunities/</a> . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801  or email to: <a href="mailto:info@bayshoreservices.org">info@bayshoreservices.org</a>
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at <a href="https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs">https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
BesTemps	Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Dog Treat Production Associate (Berlin) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Maintenance Associate (Salisbury, Princess Anne) Maintenance Technician Pool Technician Assistant (Berlin) Production Machine Operator Production (Berlin) Store Clerk (Pocomoke) Warehouse/Truck Unload	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker Freight Processing Lead Service Lead	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Bob Evans Restaurant	<i>Ongoing recruitment</i> Key Supervisor Assistant Manager Host/Cashier Grill Cook Dishwasher Kitchen Prep Expeditor Server Bus Person Carryout	Apply online at <a href="http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152">http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152</a>
Boscov's - Centre at Salisbury	Department Manager Leisure Travel Sales Consultant Loss Prevention Detective Sales Associate	Apply online at <a href="https://www.boscovs.com/static/about_boscov/about_boscov.html">https://www.boscovs.com/static/about_boscov/about_boscov.html</a>
Burlington - Centre at Salisbury	<i>Ongoing recruitment</i> Retail Store Manager/Assistant Manager Cashier Associate Retail Sales Associate Retail Receiving Associate Loss Prevention Security Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at <a href="mailto:kcarmean@chesapeakehc.org">kcarmean@chesapeakehc.org</a> or fax to HR at 443-210-2324. Link for job application at <a href="https://chesapeakehc.org/md-eastern-shore-healthcare-careers/">https://chesapeakehc.org/md-eastern-shore-healthcare-careers/</a>
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at <a href="http://www.chesapeakehipbuilding.com/take-action/">http://www.chesapeakehipbuilding.com/take-action/</a>
Chick-Fil-A - Salisbury, Berlin	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Ongoing recruitment-Berlin</i> Kitchen Team Member Drive-Thru Team Member Dining Room Team Member	Apply online at <a href="http://cfawestoceancity.com/">http://cfawestoceancity.com/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	<i>Ongoing recruitment</i> Sales Associate	Apply online at <a href="https://www.childrensplace.com/us/content/careers-us">https://www.childrensplace.com/us/content/careers-us</a>
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>  Apply via email to <a href="mailto:chilis523@chilis.net">chilis523@chilis.net</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
City of Salisbury	Wastewater Treatment Operator I Plant Mechanic Computerized Maintenance Management System Technician Water Plant Operator I or II Utility Technicians I, II & III Parks Maintenance Worker Auto Mechanic II Biosolids Operator I Motor Equipment Operator II Bus Driver Motor Equipment Operator I Part-time Zoo Educator Records Management Technician POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
Comfort Keepers	CNA Caregivers (Wicomico, Worcester & Somerset County) PRN Nurse (Salisbury, Ocean Pines, Berlin) Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	Apply online at <a href="https://salisburymd.comfortkeepers.com/home/careers">https://salisburymd.comfortkeepers.com/home/careers</a>
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at <a href="https://apply.jobappnetwork.com/dakotawatch">https://apply.jobappnetwork.com/dakotawatch</a>
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate Sales Associate - Team Sports Cashier Bicycle Technician	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Berlin & Pocomoke) Operations Assistant Manager (Berlin, Pocomoke) Operations Assistant Manager In Training (Princess Anne)	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>
Dove Pointe	Aide Children's Program Mentor House Counselor Children's' Program Aide Instructor Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Dressbarn - Salisbury, White Marlin Mall	Stylist (Salisbury, White Marlin) Part-time Assistant Manager (Salisbury)	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at <a href="https://www.dtlr.com/careers/">https://www.dtlr.com/careers/</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at <a href="https://www.earthboundtrading.com/">https://www.earthboundtrading.com/</a>
Express - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>
Express Employment Professionals	Accounting Clerk	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
	Medical Biller	
	Office Clerk	
	Customer Service Representative	
FedEx	Retail Customer Service Associate	Apply online at <a href="https://careers.fedex.com/fedex/?">https://careers.fedex.com/fedex/?</a>
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>
Food Lion	<i>Nanticoke Road (Salisbury)</i> Specialty Merchandise Associate Sales Associate (Cashier) Deli Bakery Associate	Apply online at <a href="https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx">https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx</a>
	<i>Snow Hill Road (Salisbury)</i> Quality Assurance Associate Produce Associate Frozen Food/Dairy Associate Perishable Associate Center Store (Grocery) Associate Deli Bakery Manager	



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Tilghman Road (Salisbury)</i> Produce Manager Produce Associate Cake Decorator Center Store (Grocery) Associate Sales Associate (Cashier) Meat Cutter Quality Assurance Associate Specialty Merchandise Associate Deli Bakery Associate Customer Service Leader-Office Assistant Perishable Associate</p> <p><i>Fruitland</i> Deli Bakery Manager Sales Associate (Cashier) Quality Assurance Associate Perishable Associate</p> <p><i>Princess Anne</i> Deli Bakery Associate Sales Associate (Cashier) Assistant Customer Service Manager</p> <p><i>Berlin</i> Sales Associate (Cashier) Produce Associate Perishable Associate Customer Service Leader - Office Assistant</p> <p><i>Ocean City</i> Deli Bakery Associate Perishable Associate Center Store (Grocery) Associate Quality Assurance Associate Frozen Food/Dairy Associate</p> <p><i>Ocean Pines</i> Deli Bakery Associate Sales Associate (Cashier) Frozen Food/Dairy Associate Perishable Associate Produce Associate Cake Decorator</p> <p><i>West Ocean City</i> Perishable Associate Grocery Sales Manager Deli Bakery Associate Sales Associate (Cashier)</p>	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
Genesis HealthCare	Certified Medicine Aide Aide-Geriatric Nurse Non-Certified Nursing Assistant Dietary Aide CNA Instructor Cook Laundry Aide Coordinator-Employee Payroll & Benefits Recreation Assistant	Apply online at <a href="https://www.genescareers.jobs/?">https://www.genescareers.jobs/?</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
GNC	Sales Associate Retail Store Manager	Apply online at <a href="https://jobs.gnc.com/search/searchjobs">https://jobs.gnc.com/search/searchjobs</a>
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
Harbor Freight Tools	Retail Stocking Associate Retail Sales Associate Retail Stocking Manager	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a>
Harrison Senior Living (Snow Hill)/John B. Parsons Community (Salisbury)	Long Term Care -Chef/Cook (Snow Hill) RN (Snow Hill) LPN (Snow Hill) Maintenance Technician (Salisbury)	Apply online at <a href="https://harrisonseniorliving.com/careers">https://harrisonseniorliving.com/careers</a>
Holt Food and Paper Company	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at <a href="http://www.hudson-health.org/index.cfm?ref=99000">http://www.hudson-health.org/index.cfm?ref=99000</a>
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Jubilant Cadista	Line Leader, Packaging 1st Shift	Apply online at <a href="https://jubilantcareer.jubl.com/">https://jubilantcareer.jubl.com/</a>
Justice - Centre at Salisbury	Style Advisor	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
K&L Microwave	CNC Machine Operator Customer Service Representative Electronic Assembler Electronic Technician Machine Operator Mechanical Drafter Production Equipment Operator	Apply online at <a href="http://www.klmicrowave.com/employment.php">http://www.klmicrowave.com/employment.php</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at <a href="https://www.sneakerjobs.com/us/en">https://www.sneakerjobs.com/us/en</a>
Kohl's	Stockroom Operations Associate Retail Sales Associate	Apply online at <a href="https://careers.kohls.com/">https://careers.kohls.com/</a>
LensCrafters	Sales Associate	Apply online at <a href="https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/">https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/</a>
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at <a href="https://blog.lids.com/jobs/">https://blog.lids.com/jobs/</a>
Lincare	Service Rep - Non-CDL	Apply online at <a href="https://www.jobs.net/jobs/Lincare/en-us/">https://www.jobs.net/jobs/Lincare/en-us/</a>
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Receiver/Stocker Overnight Supervisor Pro-Loader Back-End Department Supervisor Merchandising Service Associate Sales Specialist Millwork Operations Assistant Store Manager Overnight Receiver/Stocker Customer Service Associate II	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
	<i>Pocomoke</i> Receiver/Stocker Merchandising Service Associate Load Puller Cashier	
Macy's - Centre at Salisbury	Retail Customer Service Lead	Apply online at <a href="https://www.macysjobs.com">https://www.macysjobs.com</a>
Marshalls - Salisbury, Ocean City	Merchandise Associate (Ocean City)	Apply online at <a href="https://www.tjx.com/careers/">https://www.tjx.com/careers/</a>
Maryland Courts	Judiciary Clerk (Wicomico Co.) <b>Filing deadline: August 26, 2019</b>	Apply online at <a href="https://mdcourts.gov/careers">https://mdcourts.gov/careers</a>
McCready Health	Certified Medication Aide Delegating Nurse-Assisted Living Geriatric Nursing Assistant LPN RN	Apply online at <a href="https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/">https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/</a>
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant Retail Store Tailor-Alterations	Apply online at <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
New York & Company	Sales Lead Sales Associate Seasonal Sales Associate	Apply online at <a href="http://newyorkcompany.applloi.com/">http://newyorkcompany.applloi.com/</a>
Ocean Pines Association	Police Officer Part-time Swim Instructor	Instructions to apply at <a href="https://www.oceanpines.org/administration/work-here/">https://www.oceanpines.org/administration/work-here/</a>
Olive Garden	Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
Ollie's - Salisbury	Freight Flow Supervisor Seasonal Sales Associate	Apply online at <a href="https://www.ollies.us/careers/">https://www.ollies.us/careers/</a>
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at <a href="https://www.outback.com/careers">https://www.outback.com/careers</a>
Peninsula Home Care	Home Health Aide (HHA) LPN Occupational Therapy Assistant Physical Therapy Assistant	Apply online at <a href="https://www.peninsulahomecare.com/careers/">https://www.peninsulahomecare.com/careers/</a>
Peninsula Regional Health System	Administrative Assistant	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	Assistant-Executive	
	Coordinator-Emergency Admitting	
	Environmental Services Aide	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Mechanic-Facilities	
	Medical Assistant	
	Nursing Assistant (CNA)	
	Patient Care Assistant	
	Patient Care Tech II-Emergency Department	
	Preventative Maintenance Mechanic	
	Radiologic Technologist	
	Registrar/Coder-Trauma	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Scheduler-Surgical	
Security Police		
Staffing Coordinator		
Technician-Central Processing Equipment		
Technician-Central Processing II		
Technician-Pharmacy Certified		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Transporter Unit Secretary	
Pep Boys	Master Technician Customer Service Advisor Assistant Service Manager Sales and Commercial Associate Mechanic	Apply online at <a href="https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vE17yerQ%2FSc9DzyVjZuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E">https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vE17yerQ%2FSc9DzyVjZuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E</a>
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Warehouse Lead	Apply online at <a href="https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do">https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do</a>
Perdue Farms - Salisbury	General Labor Refrigeration Supervisor Settlement Coordinator Social Media Specialist Grain Operator (Berlin) Weighing & Grading Operator Fleet Tech Grain Operator Senior Grain Operator Edible Oil Refinery Operator Maintenance Mechanic C Live Haul Driver	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Retail Custodial Associate Early Morning Stocker (Salisbury) Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager(Salisbury) Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather/Groomer Trainee Retail Sales Associate	Apply online at <a href="https://careers.petsmart.com/">https://careers.petsmart.com/</a>
Pier 1	Sales Associate	Apply online at <a href="https://www.pier1.com/careers-stores">https://www.pier1.com/careers-stores</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Plymouth Tube Co.	HR Administrative Assistant Machine Operator-Production	Apply online at <a href="https://www.plymouth.com/careers/">https://www.plymouth.com/careers/</a>
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> CNA CMT	Apply in person at Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5705
Quality Staffing	Alarm Technician Alignment Technician Electrical Maintenance Mechanic Electrician-Certified	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor Hair Stylist HR/Finance/Office Assistant Lead Carpenter/Manager Machine Operator/Mill Associate Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Manufacturing Packer Material Handler/Forklift/Production Line Tech Production Associate Production Specialist Production Technician Production Worker Production/Manufacturing Worker Quality Inspector Stock Room Clerk/Manufacturing Technical Customer Service Representative Utility Maintenance Mechanic Warehouse Supervisor	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at <a href="https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352">https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352</a>
RGIS - Salisbury, Ocean City	Part-time Retail Inventory Associate (Salisbury)	Apply online at <a href="https://www.rgis.com/careers">https://www.rgis.com/careers</a>
Rite Aid - Salisbury, Princess Anne, Berlin, Pocomoke, Ocean City	Pharmacy Technician (Salisbury, Pocomoke)	Apply online at <a href="https://careers.info.riteaid.com/en-US/#careers">https://careers.info.riteaid.com/en-US/#careers</a>
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at <a href="https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
Salisbury University	Catering Assistant, Part-time <i>Application reviewed upon receipt</i> Food Service Assistant, Part-time <i>Application reviewed upon receipt</i>	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Digital Marketing Assistant, Part-time <i>Open until filled</i> Gull Card Assistant, Part-time <i>Open until filled</i> Police Communications Operator, Part-time <i>Open until filled</i> Storekeeper I, Part-time <i>Open until filled</i> Housekeeper <i>Applications accepted through December 20, 2019</i> Maintenance Mechanic <b>Filing deadline: August 29, 2019</b> Sous Chef <b>Filing deadline: August 29, 2019</b> IT Support Associate <b>Filing deadline: September 1, 2019</b> Dishroom Supervisor <b>Filing deadline: September 15, 2019</b>	opportunities
Sam's Club	Prepared Food Lead Member Support Prepared Food II Member Team Lead Member Support Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at <a href="https://careers.walmart.com/?xid=ftr:careers">https://careers.walmart.com/?xid=ftr:careers</a>
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury:</i> Sales Associate <i>Crisfield:</i> Brushmaker Packer	Apply online at <a href="https://careers.sherwin-williams.com/home">https://careers.sherwin-williams.com/home</a>
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply online at <a href="http://www.shoreup.org/eastern-shore-md-services-careers">http://www.shoreup.org/eastern-shore-md-services-careers</a>
Smiths Interconnect	Alignment Technician Assembler	Apply online at <a href="https://www.smithsinterconnect.com/careers-en/current-opportunities/">https://www.smithsinterconnect.com/careers-en/current-opportunities/</a>
Somerset County	Correctional Officer I	Apply online at <a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
Somerset County Public Schools	Substitute Custodian <b>Filing deadline: September 1, 2019</b>	Apply online at <a href="https://somerset.tedk12.com/hire/Index.aspx">https://somerset.tedk12.com/hire/Index.aspx</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Substitute Food Service Worker <b>Filing deadline: September 1, 2019</b>	
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>
Staples	Technology Sales Associate Print & Marketing Associate	Apply online at <a href="https://careers.staples.com/">https://careers.staples.com/</a>
State Of Maryland	Building Services Worker (Deer's Head) <b>Filing deadline: August 26, 2019</b> Office Secretary III (Holly Center) <b>Filing deadline: August 26, 2019</b> Geriatric Nursing Assistant II (Deer's Head) <b>Filing deadline: August 28, 2019</b> Direct Care Assistant I (Deer's Head) <b>Filing deadline: August 29, 2019</b> Peer Recovery Specialist II, Certified (Somerset Co. Health Dept.) <b>Filing deadline: August 29, 2019</b> Geriatric Nursing Assistant II (Deer's Head) <b>Filing deadline: August 30, 2019</b> Peer Recovery Specialist II, Certified (Worcester Co. Health Dept.) <b>Filing deadline: September 3, 2019</b> Fiscal Accounts Technician Supervisor (Somerset Co.) <b>Filing deadline: September 5, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
Subway - All	<i>Ongoing recruitment</i> Sandwich Artist	Apply online at <a href="https://www.mysubwaycareer.com/">https://www.mysubwaycareer.com/</a>
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Guest Services Coordinator Guest Services Supervisor Restaurant Cook RV Ranger Resort Groundskeeper Busser Frontier Attractions Manager Resort Housekeeper Snack Bar Attendant <i>Castaways RV Resort:</i> Gate Attendant Guest Services Coordinator Cafe Barista Store Clerk Resort Housekeeper Snack Bar Attendant Resort Groundskeeper	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sunglass Hut - Centre at Salisbury	Sales Associate	Apply online at <a href="https://careers.sunglasshut.com/na">https://careers.sunglasshut.com/na</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sysco-Pocomoke	Material Handling Technician I Diesel Fleet Mechanic Technician II CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master	Apply online at <a href="https://careers.sysco.com/?">https://careers.sysco.com/?</a>
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant) GM and Food (General Merchandise, Closing, Presentation, Fulfillment, Inbound, Food Service, Starbucks Barista or Food & Beverage)	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
Texas Roadhouse	Host Server Server Assistant-Busser Line Cook Line Cook-Broil/Grill Prep Cook	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
T.J. Maxx - Ocean City	Merchandise Coordinator	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.com/search.asp</a>
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Berlin	Seasonal Laborer	Apply online at <a href="https://berlinmd.gov/employment-opportunities/">https://berlinmd.gov/employment-opportunities/</a>
Town of Ocean City	Temporary Parks Worker <i>Open until filled</i>	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
	After School Activities Coordinator <i>Open until filled</i>	
	Office Associate III <i>Open until filled</i>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	Solid Waste Worker <i>Open until filled</i>	
	Golf Course Maintenance (Eagle's Landing) <i>Open until filled</i>	
	Electronics Technician <b>Filing deadline: August 30, 2019</b>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
Tri-County Council for the Lower Eastern Shore of Maryland	Certified Child Care Worker Systems Support Associate Regional Communications Platform Developer Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
Tuesday Morning	Store Associate Assistant Manager	Apply online at <a href="https://www.tuesdaymorning.com/">https://www.tuesdaymorning.com/</a>
Ulta Beauty	Hair Stylist Brow Waxing Expert Beauty Advisor Prestige Beauty Advisor Skin Therapist	Apply online at <a href="https://careers.ulta.com/">https://careers.ulta.com/</a>
UPS	Package Handler Package Delivery Driver	Apply online at <a href="https://www.jobs-ups.com/">https://www.jobs-ups.com/</a>
Valvoline Instant Oil Change - Salisbury	Assistant Manager in Training	Apply online at <a href="https://jobs.vioc.com/">https://jobs.vioc.com/</a>
	Automotive Technician/Customer Service Advisor - Entry Level	
Victoria's Secret - Centre at Salisbury	Beauty Supervisor Sales & Support Generalist Events Team	Apply online at <a href="https://www.victoriasecret.com/careers">https://www.victoriasecret.com/careers</a>
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions and to apply, download and print application go to <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a>
Wicomico County	Assistant Maintenance Supervisor <i>Open until filled</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
	Chef/Kitchen Manager <i>Open until filled</i>	
	Crew Leader <i>Open until filled</i>	
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator IV <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Revenue Specialist <b>Filing deadline: October 31, 2019</b>	
	Athletic Complex Seasonal Worker <i>Open until filled</i>	
	Court Security-Civilian <i>Open until filled</i>	
	Ferry Operator (Part-time) <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wicomico Public Libraries	STEAM Instructor (Part-time) Circulation Assistant Circulation Assistant II	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
Wicomico Public Schools	Maintenance Technician 3-HVAC <b>Filing deadline: September 2, 2019</b>	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1">https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1</a>
	Construction Manager <b>Filing deadline: August 27, 2019</b>	
WMDT	Media Specialist (Full-time)	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>
Worcester County	Communication Clerk I	Download and print application from <a href="http://www.co.worcester.md.us/departments/hr/jobs">http://www.co.worcester.md.us/departments/hr/jobs</a> Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863  Or fax application to: (410) 632-5614
	Communication Clerk-Temporary, Part-time	
	Communication Clerk Trainee	
	Correctional Officer Trainee	
	Building Maintenance Mechanic III	
	Grounds Worker II	
	Landfill Operator II	
	Maintenance Worker I	
	Maintenance Worker III	
	Plant Operator	
	Roads Worker II and III	
	Transfer Station Attendant	
	Vehicle and Equipment Mechanic I	
	Parks Worker II-Temporary, part-time	
Animal Control - Kennel Attendant		
Document Imager II		
Worcester Public Library	Library Service Assistant (Part-time)	Print application online at <a href="http://www.worcesterlibrary.org/about/jobs">http://www.worcesterlibrary.org/about/jobs</a> and return to the Administrative Office at the Snow Hill Branch, 307 North Washington St., Snow Hill, MD 21863 or email to <a href="mailto:employment@worcesterlibrary.org">employment@worcesterlibrary.org</a> .
Worcester Public Schools	Custodian II <b>Filing deadline: August 26, 2019</b>	Apply online at <a href="https://worcestermd.tedk12.com/hire/index.aspx">https://worcestermd.tedk12.com/hire/index.aspx</a>
	School Bookkeeper <b>Filing deadline: August 26, 2019</b>	
Wor-Wic Community College	Administrative Associate I <b>Filing deadline: September 8, 2019</b>	Apply online at <a href="https://www.schooljobs.com/careers/worwic?">https://www.schooljobs.com/careers/worwic?</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>Camp Counselor  Membership Services Representative  Child Watch Assistant  Birthday Party Host  Group Exercise Instructor  Wellness Assistant  Personal Trainer  Gym Monitor  Swim Team Admin Assistant  Lifeguard  Swim Instructor  Sports Staff  Cleaning Staff</p> <hr/> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>Membership Services Representative  After School Counselor  Group Exercise Instructor  Wellness Assistant  Personal Trainer  Lifeguard  Water Aerobics Instructor  Camp Counselor  Child Watch  Outdoor Program Specialist  Cleaning Staff</p>	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales</a>
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>

## WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?  
 Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

### WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

### WHAT ARE THE STEPS TO APPLY?

- √ Register in MWE ([mwejobs.maryland.gov/](http://mwejobs.maryland.gov/)) and create a resume.
- √ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

### WHAT COURSES ARE ELIGIBLE?

Wor-Wic Community College  
 Non-Credit Courses (6-14 weeks)  
[www.worwic.edu](http://www.worwic.edu)

- Healthcare**
- ⇒ Certified Nursing Assistant
- Trades**
- ⇒ Intro to A/C & Refrigeration
- ⇒ Intro to ARC Welding
- Logistics**
- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License
- Other**
- ⇒ Child Care Training



Wor-Wic Community College  
 Credit Courses (1- and 2-year programs)  
[www.worwic.edu](http://www.worwic.edu)

- Healthcare**
- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech
- Other**
- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



### Interested in other trainings?

Please visit the Maryland Eligible Training Provider list located at [www.dllr.state.md.us/employment/train/](http://www.dllr.state.md.us/employment/train/)



### Who do YOU want to be?



Information about the courses above can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.

Lower Shore Workforce Alliance  
 Located at the American Job Center  
 31901 Tri-County Way, Salisbury, MD  
 (410) 341-6010 — [train4jobs.org](http://train4jobs.org)



## Looking for alternatives to college?



**We have training opportunities to get you employed **FAST** making a living wage and without the debt of college.**

**Scholarships are available for the programs listed below!**

- |                                     |                           |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant       | ⇒ Medicine Aide           |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care                        | ⇒ Personal Trainer        |
| ⇒ Dental Assistant                  | ⇒ Pesticide Applicator    |
| ⇒ Electrical Wiring Technician      | ⇒ Pharmacy Technician     |
| ⇒ EKG                               | ⇒ Phlebotomy Technician   |
| ⇒ HVACR                             | ⇒ Truck and Bus Driver    |
| ⇒ Medical Coding/Billing            | ⇒ Veterinary Assistant    |

\*Must be a resident of Wicomico, Worcester or Somerset County\* \*Must be 18 years of age\*  
 \*Must demonstrate financial need\* \*Must meet certain eligibility requirements\*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:  
 (p) 410.334.2815 (f) 410.334.2952 [www.worwic.edu/financialassistance](http://www.worwic.edu/financialassistance) [abrumfield@worwic.edu](mailto:abrumfield@worwic.edu)



Let's get to work!

## 2019 Job Skills Training Programs for the Lower Eastern Shore Community

### Lower Shore Career Development Center

Call 410-219-9118 for info or visit 700 S. Salisbury Blvd. Salisbury

*Orientation 9 AM	Medical Billing and Coding	Computer and Clerical	Microsoft Office Bundle	Quick Books
July 15		07/15/2019	07/15/2019	07/15/2019
August 12		08/12/2019		08/15/2019
September 16	09/16/2019	09/16/2019	09/16/2019	09/19/2019
October 14		10/14/2019		10/14/2019
November 4	11/04/2019		11/04/2019	11/04/2019

\*All requirements must be met prior to ORIENTATION

### What you need to bring with you – two forms of ID

**Computer and Clerical / Microsoft Office Bundle 365**

Requirements for programs Reading and Math Assessment\*

MONDAY –THURSDAY MORNINGS—9 AM-12:30 PM OR AFTERNOONS -1 PM-4:30 PM

In 6 short weeks YOU'LL have some job and computer skills that fit today's workforce

Coursework includes: MS Office 2016 Word, Excel and PowerPoint, Outlook (Bundle only) and more

### QUICKBOOKS

FRIDAY MORNINGS ONLY 9 AM -12 PM (\* Quick Books accounting vocab and basic computer knowledge)

If you enjoy working with numbers, the desire to learn accounting principles. then, QUICKBOOKS is the program for you!

WHAT YOU WILL LEARN Starting a New Company, Invoicing, Sales Receipts, Purchase Orders, Inventory, Payroll, Track income and expenses

**MEDICAL BILLING AND CODING 9 AM – Noon/ PM 1-4 Monday-Thursday**

Requirements – HS Diploma, no criminal record, pass Reading and Math Assessment, Interview with instructor

Earn 7.2 CEUs (continuing education credits) for you resume.

Five Modules, Medical Terminology, Introduction to Medical Billing, CPT coding for beginners, ICD-10 coding, and HIPPA Compliance

# Goodwill Industries of the Chesapeake, Inc. has the tools for you to start your CAREER JOURNEY TODAY!



"I have never in my life worked with such good people (at Goodwill). In spite of my background, they have welcomed me with open arms and no restrictions."  
-Jimmy C.

## Providing a Second Chance to Returning Citizens

- Paid On-the-Job Training
- Transportation
- Housing
- Legal
- Employment Placement Assistance

## Free Skilled Training and Tuition Assistance

- Building Trades
- IT
- Retail
- Manufacturing
- Culinary
- Healthcare
- AND MORE!!!

## How it Works

- To participate, you must be:
- Age 25 or older
  - AND
  - Released from prison/jail within the last 180 days
  - OR
  - Currently under parole or probation



The Goodwill® Reentry Opportunities to Work (GROW) program is made possible with a grant award of \$4.5 million, covering 92 percent of costs, from the U.S. Department of Labor Employment and Training Administration. Eight percent of GROW program activities and services will be supported with \$373,275 in leveraged resources.



Contact: Ellen Willingham  
(410) 219-9118 ext. 205  
ewillinghan@goodwillches.org



## M.A.D.E.

MANUFACTURING & DESIGN EXPLORATION



## MANUFACTURING SKILLS

8 WEEK CAREER EXPLORATION IN DESIGN & MANUFACTURING

This exploratory career course will introduce you to 2D and 3D design and fabrication methods providing you modern skills that employers need today.

CLASSES START  
FALL 2019

Call Telamon to see if you meet program eligibility requirements:  
**(443) 397-9414**



31901 Tri-County Way, Ste 135  
Salisbury MD 21804

443-736-2113  
info@M4Reactor.org

M4Reactor.org

Telamon is an equal opportunity employer. Auxiliary aids available upon request. Funded by the Department of Labor and Lower Shore Workforce Alliance. Telamon is a proud partner of the American Job Center.

# FREE Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a construction training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

A new cohort is scheduled to begin Sept. 2019.

For more information about course content & schedule, contact Wor-Wic at 410-334-2815 or visit the website at <http://www.worwic.edu/Academics/ContinuingEducation/CarpentryTraining.aspx>.

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website at [EasternShoreJobs.com](http://EasternShoreJobs.com) and apply for "Carpentry Training."

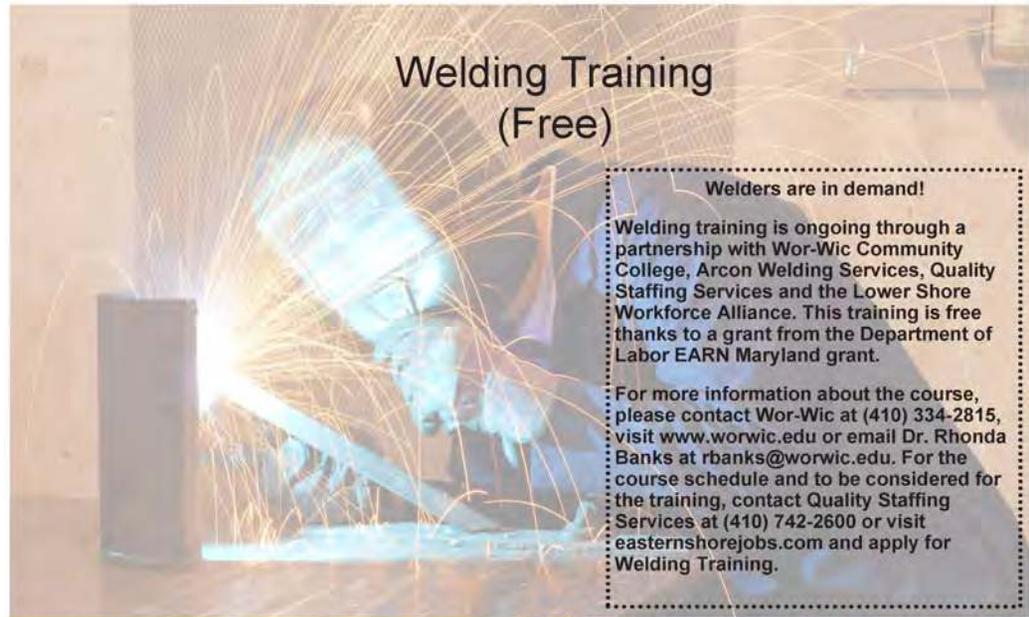
- To be eligible for consideration, candidates must:
- Be a Maryland resident (Lower Shore preferred)
  - Have a High School Diploma or GED (Minimum age 17)
  - Be able to pass a pre-employment "5 panel" drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Be able to work in hot, cold, dusty and noisy environments
  - Possess good depth perception and manual dexterity
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to lift 50 lbs. unassisted
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
  - Be job ready
  - Have reliable transportation

Basic Construction Techniques is designed to prepare students with the basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (mathematical functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

The intent behind the carpentry training is to obtain carpentry employment.



# Welding Training (Free)

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for Welding Training.

- To Be Eligible For Consideration, Candidates Must:
- Be age 17 or older
  - Have a High School Diploma or GED
  - Be able to pass a pre-employment "5 panel" drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Possess good depth perception and manual dexterity
  - Be able to work in extremely hot, dusty and noisy environments
  - Be able to lift at least 50 lbs. unassisted
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt - est. cost \$250) for up to 7 hours per day.
  - Maryland resident (Lower Shore preferred)
  - Be job ready
  - Have reliable transportation
  - Be able to support themselves for the duration of the training

Basic Arc/Fluxed Core Welding is a 455 hour course (full time for 13 weeks), designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc/flux cored welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand and power tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification." Students will be required to pass a written evaluation as well as a destructive bend test prior to seeking employment.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom and shop instruction with the division of time being 20% class instruction and 80% shop instruction.

The intent behind the welding training is to obtain welding employment.







## Prepare for a Career at Delmarva Power

Step 1- If you are interested in a career with Delmarva Power (focus is on linesmen at this time), please call Wor-Wic to reserve a seat in a free information session.

Step 2- At the end of the information session, you are welcome to take a free basic English and math assessment to determine if you are ready for the next step.

Step 3- For students who pass the assessment, you are able to prepare for Delmarva Power's pre-employment exam by taking a preparation course: "Get Into Energy Math Revised Course" through Wor-Wic at a total tuition cost of \$25 during day or evening times.

Step 4- Students who pass the assessment are able to take the pre-employment exam through Delmarva Power for potential employment.



Delmarva Power has multiple job opportunities in our area!

Reserve your seat in one information session by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.

## New, Free Metal Fabrication Training During Evenings!



### Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership of Wor-Wic Community College, Arcon Welding Services, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to grants from Maryland Department of Labor EARN Maryland and Maryland Energy Administration.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for Metal Fabrication Training.

#### To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$250 (Gear List will be provided)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

The new Basic Metal Fabrication course will provide 250 hours of evening (5:30 pm - 9:15 pm) instruction and practice Monday through Friday over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, and recognize and avoid potential hazards.

Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare main members for cutting and fit-up.

Metal fabrication students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding and tack welding techniques and procedures will be discussed, modeled and practiced.

Students will be introduced to industry structures and processes and discover requirements to qualify as a metal fabricator. Metal fabrication training includes 50% classroom and 50% shop time. Passing written and hands-on skills exams are necessary to graduate.



## Free Self-Paced Computer Classes

At the  
American  
Job Center

31901 Tri-County Way  
Salisbury, MD 21804  
Phone: (410) 341-6515

### Lab Training Hours:

Mon., Tues., & Thurs.

8:30 a.m.-12:30 p.m.

and

1:30 p.m.-4:30 p.m.

Wed. 8:30 a.m.-12 Noon

Fri. Closed

Funding provided by:



# WOR-WIC COMMUNITY COLLEGE



**OBTAIN  
A  
REFERRAL  
and  
REGISTER  
TODAY!**

### Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

### Introduction to Computers and Technology I

Obtain the workplace skills you need in using Microsoft Office 2013 (Word, Excel and PowerPoint) and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

### Introduction to Computers and Technology II

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

### Applied Computers & Technology

Combine all skills learned in "Introduction to Computers and Technology Levels I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. *Prerequisite: "Introduction to Computers and Technology Levels I and II."*

### Keyboard Skills: Document Formatting

Apply your keyboarding skills to create basic business documents using Microsoft Word to format business reports, letters, emails, memos, tables, resumes and other communications. *Prerequisite: "Keyboard Skills" or basic knowledge of Microsoft Word.*

## AREA ADULT EDUCATION PROVIDERS

**\*\*You may enroll with any program that is convenient for you no matter which Maryland county that you live in.\*\***

### DORCHESTER COUNTY

Chesapeake College/Cambridge Center  
416-418 Race Street  
Cambridge, MD 21613  
Phone: 410-443-3002

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages, GED® Test Preparation and National External Diploma Program

### SOMERSET COUNTY

Somerset County Public Schools  
Somerset County Adult Education Program  
Marion Sarah Peyton School  
28573 Hudson Corner Road  
Marion, MD 21838  
Phone: 410-623-3328

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

### WICOMICO COUNTY

Wicomico County Library Main Branch  
122 S. Division Street  
Salisbury, MD 21801  
Phone: 443-260-1703  
NEDP: 443-260-1702

**Services Offered:** Adult Basic Education Classes/GED® Preparation/English as a Second Language (ESL) Classes and the National External Diploma Program

### WORCESTER COUNTY

Worcester County Board of Education  
6270 Worcester Highway  
Newark, MD 21841  
Phone: 410-632-5071

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

Need information for another county?

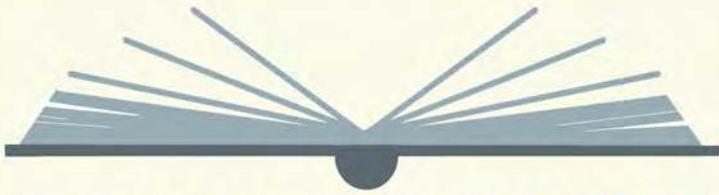
Maryland's providers are listed at [www.dllr.state.md.us/gedmd/programs](http://www.dllr.state.md.us/gedmd/programs)

**In order to participate, stop by the front desk at the American Job Center to be referred by an agency.**

- ◆ Set your own schedule and start building your resume today by updating your computer skills.
- ◆ Receive a Wor-Wic Document of Participation and Recognition upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing Education Certificate in Computer and Office Technology Essentials.

**For additional information about the courses, call Wor-Wic at 410-334-2815.**





# PROJECT READ

**Need Help Reading?  
Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



**Want to become an Adult Literacy Coach?**

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159  
[www.wicomicolibraries.org](http://www.wicomicolibraries.org)



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.



## FREE FINANCIAL EDUCATION CLASSES



COME AND LEARN WHERE YOUR MONEY IS GOING  
THE HOME BUYING PROCESS  
HOW TO QUALIFY FOR A LOAN AND MORE ...

- BUDGET - CREDIT - PRE-PURCHASE
- POST-PURCHASE - RENTAL RIGHTS & RESPONSIBILITIES
- FAIR HOUSING

**EVERY WEDNESDAY FROM 9:00 – 11:00 AM**

PLEASE CALL @ (443) 397 – 9239 TO RESERVE YOUR SEAT

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31901 TRI-COUNTY WAY, SUITE 112  
SALISBURY, MD 21804**

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Want to learn how to improve your credit score to obtain more affordable housing, car payments & insurance?

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Every 1st Friday  
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(ENGLISH & CREOLE)

Every 2nd Saturday  
9 AM  
(ENGLISH ONLY)

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SALISBURY, MARYLAND 21801

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(443) 397-7000

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independence / confidence / stability



Want to learn how to create a budget, build credit, tackle student loan debt, and more?

join us

# free financial literacy classes

Every 1st Friday  
10 AM  
(ENGLISH & CREOLE)

Every 2nd Saturday  
9 AM  
(ENGLISH ONLY)

reserve your seat

908 W. ISABELLA STREET  
SALISBURY, MARYLAND 21801

(410) 546-1551  
(443) 397-7000

wicomicohabitatorg



# LEGAL RESOURCES

## Maryland Courts Self-Help Centers

410.260.1392  
mdcourts.gov/selfhelp

Monday-Friday, 8:30 AM to 8:00 PM

## Family Law Hotline

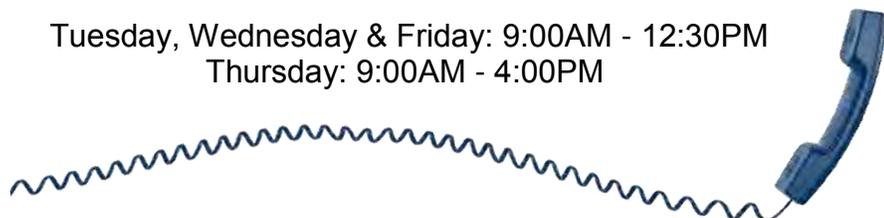
800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

## Legal Forms Hotline

800.818.9988 (English)  
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM  
Thursday: 9:00AM - 4:00PM



**These organizations may assist you with free or reduced cost legal representation:**

### Disability Rights Maryland

800.233.7201  
disabilityrightsmd.org

### Legal Aid Bureau Inc.

800.444.4099  
mdlabor.org

### Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
mvslaw.org

### Pro Bono Resource Center of Maryland, Inc.

800.396.1274  
probonomd.org

## Family Law Assistance

Divorce • Domestic Violence  
Custody • Adoption  
Visitation • Child Support  
Guardianship • Name Change

### Dorchester County Circuit Court

206 High Street  
Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

### Somerset County Circuit Court

11770 Somerset Avenue  
Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

### Wicomico County Circuit Court

101 North Division Street  
Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

### Worcester County Circuit Court

1 West Market Street  
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638