

the Job Journal

**TIP
OF THE
WEEK**

Online Jobs You Can Land With Little to No Experience

You've likely seen the ads online: "Make \$2,000 a week working from home just two hours a day! No experience required!" or the comments on completely unrelated articles posted on social media: "I make \$120,000 a year working five hours a week online using this website." It all seems too good to be true—and to be completely up front, it is.

There is no "one simple trick" that will help you make a salary online that's wildly disproportionate to what you'd make in a traditional in-person role in a fraction of the time. But you can find good, legitimate online jobs that don't require a lot of—or even any—experience.

Here are some of the most common online jobs and how to land a legitimate one, with or without experience.

How to Tell if an Online Job Is Legitimate—and Avoid Scams

There are a number of online and remote jobs that are completely real and pay you a decent amount of money in return for your labor. However, there are also plenty of scams masquerading as legitimate online jobs as well as jobs that are real but pay you so little they may not be worth your time and effort.

"Online jobs are still jobs," says Esther Inman, a career coach and the CEO and founder of Virtual Assistant Internship, a company that helps people looking to start online careers. So if an online job you're considering "ever seems too good to be true or like you don't have to do much in order to get paid, then it is a scam." Any jobs that advertise themselves with statements like "work five hours a week and make \$1,000" should be ignored, Inman says.

You'd be smart to also avoid any job that has an application fee or requires you to pay up front for supplies or anything else. If you're asked to prepay for inventory as an independent "distributor" or "business owner" for a larger company (or as product assembler or package reshipper or processor), this is also a red flag. Worst-case

scenario, it's a scam or an illegal pyramid scheme. Best-case scenario, you're joining a multi-level marketing (MLM) company. While they're not explicitly illegal, "Most people who join legitimate MLMs make little or no money. Some of them lose money," according to the FTC—and some of them lose a lot of money. If you want to make money online as a salesperson, many reputable businesses employ remote sales staff.

Also note that some legitimate online jobs just don't pay very much. This includes things like performing micro jobs or short tasks, writing for a content mill, or taking online surveys. However, these could be the right choice for your particular situation if you're looking for something that requires a lower time commitment. You don't need to avoid them completely, just be realistic about how much money you'll be making. If you're not sure what kind of roles to look for, here's a list of online jobs to consider that require little or no experience:

Data Entry Clerk

Data entry clerks take information from a spreadsheet, printed document, order form, or other source, and input it into another, usually digital, source, often a database, computer program, or spreadsheet. They might also be responsible for verifying information and checking for errors. For example, a financial accounts processing company may need data entry clerks to manually input or verify invoices or other bills for outside clients.

Many companies will hire data entry clerks or keyers with a high school diploma and no work experience on a full-time, part-time, or freelance basis. Since much of the data and information that companies now process is digital, this is a common work-from-home job. Often, data entry doesn't need to be done during business hours, so it can be good for those looking for flexible hours as well.

Proofreader or Copy Editor

Proofreaders and copy editors are two slightly different positions with similar goals: to make sure that written text is error free. Proofreaders are often the last set of eyes on a text before it's printed, published, or posted online, and they check a document for any grammatical or style errors, incorrect formatting, or typos. Copy editors do similar work, but might also make changes to a written piece's sentences or paragraphs to ensure accuracy and clarity.

Companies producing large amounts of written material may hire in-person or remote proofreaders or copy editors to work part or full time, but there are also opportunities to do this work as a contractor or freelancer on a per-project basis. To become a proofreader or copy editor, you'll need a strong handle on English spelling and grammar conventions and a keen eye for detail, and you should expect to take a skills test before being hired. If you have experience in the subject matter a company deals with or familiarity with the style guide they use, that will likely be a bonus. Copy editors and proofreaders often, but not always, have English, communication, or similar degrees, but in some cases you can find copy editor and proofreader positions without prior professional experience.

Administrative, Virtual, or Executive Assistant

Depending on the employer, administrative assistants—sometimes called virtual assistants if the job is entirely online—might respond to emails and other messages, schedule meetings, prepare memos,

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maintain databases and filing, or perform any other clerical duties an organization needs. Executive assistants are administrative assistants who specifically work for one or more people within a company (usually executives). In addition to administrative assistant duties, they might organize their executive's calendar, plan their travel, take notes for them at meetings, and do research, Inman says. This is a great role for those who "need flexible work schedules, but are very organized, work well without direction" and have strong problem-solving skills, Inman says.

In an increasingly digital world, many administrative assistants can now do their jobs entirely online on a full- or part-time schedule. (However, not every administrative or executive assistant has only online duties, so be sure to carefully read any job description before applying!) You can often land one of these jobs with just a high school diploma, but some employers might prefer a college degree. Many administrative assistant roles are entry level, but executive assistant roles may require more experience.

Social Media Coordinator or Manager

As businesses' online presence becomes more important, organizations increasingly need social media coordinators and managers to help run their Twitter, Facebook, and other accounts. Depending on the company, a social media coordinator or manager might be responsible for tasks such as planning and scheduling posts across social platforms, writing the copy and creating the graphics to go along with these posts, responding to audience comments and questions that come through social feeds, monitoring social performance, and conceiving of and implementing social media marketing campaigns and strategies. Social media manager is a job title that might be an entry-level position at a smaller business without a large—or any—marketing department, or it might be a higher-level position with more responsibilities and even direct reports at a company with a larger marketing team. Social media coordinator is generally an entry-level or early career position.

You can find remote social media manager and coordinator positions for all types of organizations—from local restaurants to giant tech companies—and these positions can be full time, part time, or freelance. If you're interested in becoming a social media manager or coordinator, you'll have to demonstrate a strong handle on the intricacies of various social platforms—especially Facebook, Twitter, and Instagram—and it will help if you can show examples of accounts you've successfully managed, whether your own or someone else's. Strong writing skills and some data analysis skills will also help you stand out. You don't necessarily need a bachelor's degree to get hired—particularly if you have a strong portfolio—but many positions will require a degree in marketing or similar.

Customer Service Representative

Customer service representatives provide phone, chat, or email support to a company's customers and help them solve problems with or answer questions about their products or services. This is one of the most common options people looking for online jobs will see, Inman says. But you need to be careful which roles you apply for and accept because many of them have strict schedules and offer little growth potential. So be sure to inquire about opportunities for advancement and flexible hours—if that's what you're after.

This job is great for people who love talking with others and can handle dealing with customers who might be upset. However, Inman cautions that this job isn't always the right fit for folks with kids or other caretaking responsibilities because as a phone support representative you need to have a quiet background and be available without interruption during set times. That said, some customer support jobs use email or chat—with those jobs, noise isn't a concern. You can often get a customer service representative role with no experience.

Sales Representative or Account Executive

Sales representatives and account executives—also known as salespeople and sales agents—sell products and services on behalf of their employer. Depending on the position, they may look for and reach

out to potential new customers, follow up on warm leads, have conversations with prospective customers to teach them about their company's products or services, negotiate and close deals, and re-sign and upsell existing customers. This job is ideal for those who want to work online but still interact with many people on a daily basis.

You can be hired as a full- or part-time employee. A bachelor's degree isn't usually necessary to get hired as a sales representative, but you definitely need strong written and verbal communication and persuasive skills. If you come across a sales position that requires you to pay up front for a product you're going to sell or recruit other salespeople or only pays you commission, that's often a red flag and you're likely better off looking elsewhere.

How to Land an Online Job Without Relevant Experience

Even if you don't have experience that's directly relevant to the online job you want—or any professional experience at all—it's still possible for you to snag a great role. Here are a few tips to help you out:

Get clear on what skills you need for the job you want. Before figuring out how to sell yourself for a given job, it's always helpful to know what employers hiring for this and similar jobs are looking for. Pull up a few job descriptions for the type of job you want and read through them to identify what skills and experiences employers generally want applicants to have.

Figure out your transferable skills and highlight them in your job search. Transferable skills are abilities that you've used in one situation that can be used in a job that doesn't seem directly related. So for example, if you coordinated the schedule for a student or parents' group, that could translate to an executive assistant job where scheduling and planning are regular tasks. Work these skills into your resume, cover letter, and interview question responses so whoever is hiring you understands that you have the skills they're looking for.

Take an online class or earn a certificate. If there's a job you're interested in but don't have the skills for, you can always learn those skills. Consider taking an online course or earning a certificate. There are many free or low-cost options that will help you learn marketable skills on sites such as Coursera or LinkedIn Learning, or you might consider taking an online course from an accredited university.

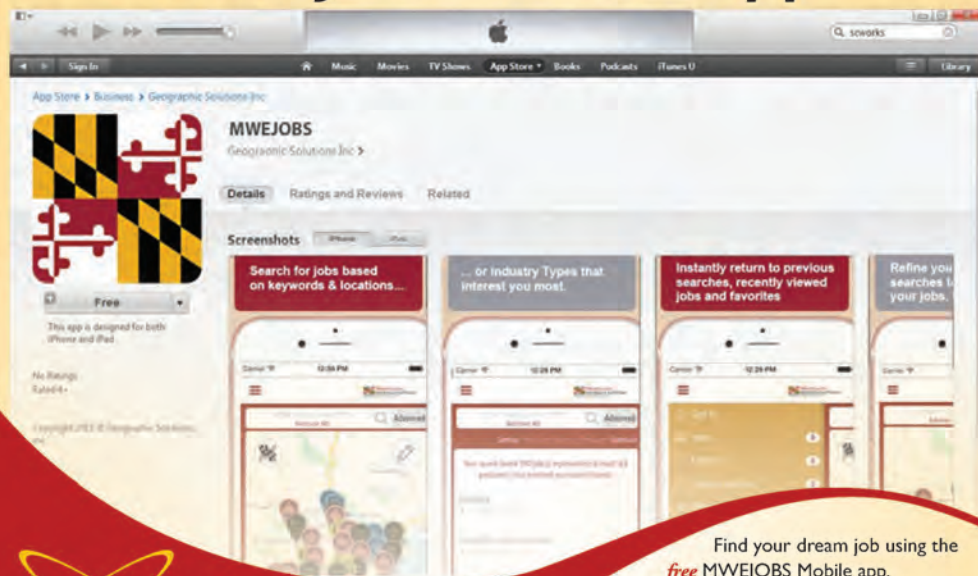
Apply for an online internship. When you're looking for in-person work after finishing your education or a certification program, it's common to look for an internship first, but Inman says this option is often overlooked in the online space. An online internship often has a lower barrier to entry than a permanent role and will help you get on-the-job skills and training to make you a more valuable hire for either the company you interned for or another employer.

Create an online portfolio (if relevant). For anyone who will be producing creative work for an employer, a strong portfolio is indispensable. Create an online portfolio or personal website that puts all of your best work in one easy place. You can link to it directly on your resume. If you haven't held a job in the field before, you can still create graphics, articles, programming projects, or whatever else you'd be producing in your job to show employers your skills and style.

Show employers that you have what it takes to be a good online employee. When employers are hiring somebody that they're not going to see in person everyday, they want to know that the employee will still complete their work on time and won't struggle to keep up without being in the office. So be sure to emphasize your independence as well as your communication, problem-solving, organizational, and time management skills throughout the hiring process, and prepare to answer common remote interview questions.

Borsellino, Regina. "11 Online Jobs You Can Land With Little to No Experience." *The Muse*, Daily Muse Inc., <https://www.themuse.com/advice/online-jobs-careers-no-experience>.

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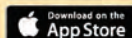


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Step 3

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Step 4

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Bill Draucker
Takishia Kiah
Nancy Wenger
Susan Willey
Jorge DeJesus Jr.

Veterans Representative:

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Reentry Navigator:

Jarah Hall

Email:

salisbury@dlr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov

Energize Your Job Search

Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

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Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
	<i>Pocomoke</i> Salesperson Store Hourly	
ALDI	Assistant Store Manager	Apply online at https://careers.aldi.us/
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Blue Water	<i>Berlin</i> Barista Facilities Attendant Security Guard Retail Clerk Housekeeper Cast Member/Performer Snack Bar Attendant Shuttle Driver Groundskeeper Guest Service Specialist Train Operator <i>Ocean City</i> Housekeeping Supervisor Maintenance Intern Trolley Driver Pool Attendant Housekeeper Front Desk Agent Maintenance Technician <i>Whaleysville</i> Maintenance Intern Activities Supervisor Shuttle Driver Maintenance Technician	Apply online at https://bwdc.com/

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Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/

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	<i>Fruitland</i> Perishable Associate Deli Bakery Manager Cake Decorator Produce Associate Frozen Food/Dairy Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Customer Lead	
	<i>Princess Anne</i> Produce Associate Customer Service Leader-Office Assistant Customer Lead Quality Assurance Associate Sales Associate (Cashier) Deli Bakery Associate	
	<i>Berlin</i> Customer Service Leader-Office Assistant Customer Lead Sales Associate (Cashier) To Go Associate To Go Lead	
	<i>Ocean City</i> Specialty Merchandise Associate Center Store (Grocery) Associate Customer Service Associate	

	<i>Ocean Pines</i> Customer Service Associate Center Store (Grocery) Associate To Go Associate To Go Lead	
	<i>West Ocean City</i> Customer Service Associate Center Store (Grocery) Associate	
Genesis Health Care	Aide-Geriatric Nurse Guest Services Specialist Housekeeper Bookkeeper-Center AP Dietary Aide Nursing Unit Assistant In Training Non-Certified Nursing Unit Assistant Cook Laundry Aide Certified Medicine Aide Activity Assistant Senior Maintenance Director Rehab Office Coordinator Physical Therapist Assistant	Apply online at https://www.genesiscareers.jobs/main/
GNC	Retail Sales Associate	Apply online at https://www.gnc.com/
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Retail Visual Keyholder Retail Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us/findjob.html
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate Retail Stocking Associate (Salisbury) Senior Retail Stocking Associate (Pocomoke) Retail Stocking Supervisor (Pocomoke) Senior Retail Sales Associate (Pocomoke)	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Night Order Selector Warehouse Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers

Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)	Apply online at https://careers.homedepot.com/
HomeGoods - Salisbury, Ocean City	Merchandise Associate (Salisbury)	Apply online at https://jobs.tjx.com/
K&L Microwave	Electronic Assembler Electronic Technician Production Supervisor Inventory Associate Senior Electronic Technician Customer Service Rep	Apply online at http://www.klmicrowave.com/employment.php
LensCrafters	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Merchandising Service Manager Cashier Retail Associate Receiver Stocker Overnight Head Cashier Sales Associate Loader/Cart Associate Fulfillment Associate Scheduling Staffing Admin Sales Specialist Millwork <i>Pocomoke:</i> Merchandising Service Associate Cashier Retail Associate Receiver Stocker Head Cashier Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Certified Medical Assistant Certified Nursing Assistant/Geriatric Nursing Assistant Mental Health Residential Counselor	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/

Ocean Pines Association	Swim Instructor Golf Maintenance Laborer Beach Club Kitchen Staff General Laborer Aquatics Front Desk Facility Coordinator Recreation Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Freight Flow Supervisor Sales Associate	Apply online at https://www.ollies.us/careers/
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 https://www.outback.com/careers
Panera Bread - Salisbury, Ocean City	Manager (Ocean City) Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Assistant Service Manager Store Manager of Service Technician A	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Delivery Driver Pepsi (Trainee DOT) Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job

Perdue Farms - Salisbury	Building and Grounds Associate Customer Service Lead Dapec Machine Operator Edible Oil Refinery Operator Electronic Technician Facilities Coordinator Feed Mill Clean Up Associate Fleet Maintenance Clerk Fleet Tech Freight Payables Coordinator Garage Supervisor Grain Crew Leader Grain Operator Jockey Driver Lead Maintenance Mechanic Maintenance Mechanic Maintenance Parts Clerk OIL Driver Production Associate Production Associate Line Lead Production Associate Live Hanger Sensory Technician Separator Operator Soy Crush Operator Soy Crushing Crew Leader	Apply online at https://www.perduecareers.com/
Piedmont	Aircraft Records Auditor Airline Administrative Assistant Dispatcher Airline Customer Service Agent Aircraft Avionics Technician Aircraft Maintenance Supervisor	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Maintenance Supervisor Machine Operator	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth

Quality Staffing	Maintenance Technician Porter Plater Administrative Assistant Lead Custodian-Supervisor Plant Worker & Packer (Somerset) Security Systems Technician Electrician (Worcester) Housekeeper/Room Attendant (Worcester) Short Order Cook (Ocean City) Line Cook (Ocean City) Compliance Admin Assistant Packaging Associate (Somerset) Shipping-Receiving Clerk Assembler Housekeeper Clerical/Admin Assistant Fabrication & Installation Technician (Worcester) Inventory Processing Associate Sales Representative CNC Operator Electronic Technician Customer Service Representative Industrial Painter Machine Operator Groundskeeper Heavy Equipment Operator Dishwasher (Ocean City) CNA Forklift (Worcester)	Apply online at https://easternshorejobs.com/
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite Auto Glass	Auto Glass Technician Trainee Seasonal Repair Specialist Customer Advocate	Apply online at https://www.safelite.com/careers

Salisbury University	Administrative Assistant II Office Clerk II Catring Assistant Coffee Shop Barista Executive Administrative Assistant I Orchestra Manager Food Service Assistant Housekeeper Assistant	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Operations Packaging Technician Brushmaker Production Supervisor	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Health Services Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Child Development Associate Trainee Family Services Worker/Family Advocate Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer 911/Emergency Communications Dispatcher I Landfill Equipment Operator Building Custodian	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries - Pocomoke City	Production Supervisor Mold Setter Material Handler Machine Operator	Apply online at https://www.spindustries.com/employment/
Staples	Print Production Sales Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor Print Production Lead	Apply online at https://retailcareers.staples.com/
State Of Maryland	Cook II (Wicomico)	Apply online at https://jobapscloud.com/MD/

	Correctional Dietary Officer Trainee (Wicomico, Somerset)	
	Office Services Clerk (Wicomico)	
	Correctional Maintenance Officer (Somerset)	
	Correctional Officer I (Somerset)	
Sun Communities, Inc.	Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Maintenance Technician Resort Pool Attendant Restaurant Cook Shuttle Operator Snack Bar Attendant Store Clerk Café Barista	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Ocean City	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Sysco - Pocomoke	Kitchen Assistant Warehouse Order Selector CDL A Local Delivery Truck Driver Trainee Specialist Produce Returns/Putaway	Apply online at https://careers.sysco.com/
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank	IT Support Specialist Customer Service Associate (West Ocean City/Ocean Pines, Ocean City)	Apply online at https://www.taylorbank.com/careers/join-our-team/
Texas Roadhouse - Fruitland	Server Line Cook	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Activity Aide (Crisfield)	Apply online at https://www.tidalhealth.org/careers
	Administrative Assistant	
	CAT Scan Technologist	
	Coordinator-Information-Laboratory	
	Coordinator-Referral	
	Courier-Outpatient	
	ENDO Procedural Tech	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Identity and Access Account Specialist	
	Mechanic-Facilities (Crisfield)	
	Medical Assistant (Salisbury, Berlin, Ocean Pines)	
	Nursing Assistant	

	Patient Care Assistant	
	Patient Care Technician I	
	Patient Care Tech II	
	Patient Relatins/Administrative Specialist	
	Patient Service Representative	
	Phlebotomy -Inpatient Technician	
	Phlebotomy-Outpatient Technician (Salisbury, Crisfield, Ocean Pines)	
	Radiologic Technologist (Crisfield)	
	Receptionist-Security	
	Referral Coordinator	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Scheduler	
	Scribe	
	Specialist-Prep/Scan (Berlin)	
	Surgical Technologist	
	Technician-Certified Central Processing	
	Technician-Dietetic (Crisfield)	
	Technician-Non-Certified Central Processing	
	Technician-Pharmacy Certified	
	Technician-Service Desk I	
	Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Communications Officer Public Works Part-time Seasonal Help	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Airport Technician	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Trades Helper (Maintenance)	
	Maintenance Worker	
	Parks Worker	
	Code Enforcement	
	Zoning Enforcement Officer	
	Account Clerk	
	Administrative Office Associate	
	Bus Driver	
	Solid Waste Worker I & II	
	Office Associate III	
	Beach Activities Assistant	
	Building Maintenance Worker	
	Vehicle Equipment Technician I	
	As Needed Administrative Support	
	Concessions Worker	
	Tennis Attendant	
	Surf Rescue Tech/Lifeguard	
	Seasonal Maintenance Worker	
	Boardwalk Comfort Station Attendant	
	Building Maintenance Worker	

	Concessions Supervisor	
	Bus Maintenance Tech I	
	Transportation Dispatcher	
	Tram Driver	
	Tram Conductor	
	Ticket Seller	
	Camp Horizon Day Camp Counselor	
	Scamper Camp Day Camp Counselor	
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Tri-County Council for the Lower Eastern Shore of Maryland	Mobile Workforce Development Specialist	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager (Salisbury) Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Executive Administrative Assistant III	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Front Desk Specialist Property Caretaker Seasonal Runner Seasonal Housekeeper Seasonal Maintenance Technician Sales Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walgreens - Salisbury, Berlin	Pharmacy Tech/Pharm Tech Apprentice Healthcare Customer Associate Customer Service Associate Shift Lead (Salisbury) Inventory Specialist (Salisbury) Pharmacy Cashier (Salisbury)	Apply online at https://jobs.walgreens.com/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Field Production Vehicle Operator Traffic Coordinator	Apply online at http://drapermediajobs.com/

WCDC	IT Support Technician Janitorial Maintenance Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter Residential Coordinator Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at https://www.lifeatwestmarine.com/
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Assistant Magistrate Administrative Associate I Assistant Box Office Manager Correctional Officer I Crew Leader I Crew Leader-Recycling Human Resources Benefits Specialist Jury Assistant Maintenance Technician Motor Equipment Operator I Police Communications Specialist I Athletic Complex Seasonal Worker Bailiff-Circuit Court Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Kids Klub Summer Camp Staff Maintenance Technician Maintenance/Janitorial Pemberton Nature Camp Counselor Sports Event & Services Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Executive Office Associate I Accounting Associate II	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
WMDT	Studio Technician News Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	Electronic Services Specialist III 911 Call Taker Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Vehicle and Equipment Mechanic Transfer Station Attendant Plumber-Journeyman Road Worker II and III General Laborer/Maintenance Worker I Plant Operator Program Monitor Crossing Guard Tax Collection Specialist	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Parks Worker Maintenance Program Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Administrative Associate I Adult Education Information Specialist	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<div> <i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator </div> <div> <i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator </div>	Apply online at http://www.ymcashesapeake.org/employment

Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR July 12, 2021 - July 16, 2021

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Job Order Number	Company	Position	Positions open
1402269	Davita	Dialysis Support Technician	1
1401864	Fastenal Company	Sales Associate (Part-Time)	1
1402076	K&L Microwave, Inc.	Senior Electronic Technician	1
1403049	Rentokil North American Pest Control	Pest Control Specialist	1
1401660	Casino at Ocean Downs	Cook	1
1401664	Casino at Ocean Downs	Housekeeping Staff	1
1402635	Pep Boys	Store Manager of Service	1
1402641	Pep Boys	General Service Technician	1
1400119	Bel-Art Products	Quality Assurance Manager	1
1402548	Bel-Art Products	Material Handler	1
1402367	Sherwin-Williams Company	Sales Coordinator	1
1401903	Sherwin-Williams Company	Sales Associate	1
1401641	Town of Ocean City	Trades Helper (Maintenance)	1
1401638	Town of Ocean City	Airport Technician	1
1401654	Town of Ocean City	Zoning Enforcement Officer (Part-Time)	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

"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."



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING

Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or
digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

Food Safety Regulations
The Importance of Food Safety
Time and Temperature Control
Good Personal Hygiene
Safe Food Preparation
Preventing Cross-Contamination
Cleaning and Sanitizing
HACCP (Hazard Analysis and Critical Control Points)
Allergens

Earn an official certificate documenting course hours and display your certificate on your resume!

Contact:

443-669-5846
digitalskills@goodwillches.org



WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND 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 TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at www.dlir.state.md.us/employment/train/ to search for trainings by training provider, training type, geographic location or key word.



NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

HOW DO I APPLY?

- ✓ Register in MWE (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.



**LOWER SHORE
WORKFORCE ALLIANCE**

Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Wor-Wic Community College

Free Metal Fabrication Training During Evenings: August 2021



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 \$100 (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

Metal fabricators are in demand!

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

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening instruction and practice 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, recognize and avoid potential hazards and receive OSHA trainings.

Metal fabrication 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 for cutting and fit-up.

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

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Wor-Wic Community College

Free Welding Training for eligible candidates

Projected Start Date of Next Course: November 2021

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 or email Dr. Rhonda Banks at rbanks@worwic.edu. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for the 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 urine 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) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

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."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.



Wor-Wic Community College

Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" 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.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit 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

The "Construction Academy" is designed to prepare students with 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 (math 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.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



PHARMACY TECHNICIAN PROGRAM

Rx

Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

IN PARTNERSHIP with

goodwillches.org

 **CVS Health**


**BALTIMORE CITY
COMMUNITY COLLEGE**

Goodwill
Industries of the Chesapeake, Inc. 

RISE

Raising. Independent. Skilled. Employees.

Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

We can help!



We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



Funded By:
**LOWER SHORE
WORKFORCE ALLIANCE**

 **Grace Center**
for Maternal and Women's Health

Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

***Are you 18 to 24 years
old and want to get back
into school? Continue
your education? Or
interested in starting
a career?***

If so... Let's talk.

A proud partner of the
americanjobcenter
network

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

1000 College Circle

Wye Mills, Maryland 21679

Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

Somerset County

Princess Anne One-Stop Office

30415 Mount Vernon Rd.

Princess Anne, MD 21853

Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

Wicomico County

Wor-Wic Community College

32000 Campus Drive

Salisbury, MD 21804

Phone: 443-669-6373

Email: adulthoodeducation@worwic.edu

Services Provided: 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 Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>

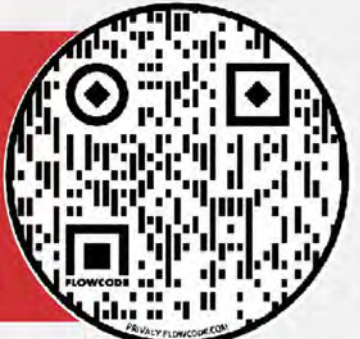


INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes
Due to COVID-19 restrictions, registration is now online.

ESL & ABE Virtual Summer Sessions
July 15-Sept. 15

ESL- Daytime | ABE- Evening | Office Hours- Fridays



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulthoodeducation@worcesterk12.org

Funding for the Adult Education program is provided by the MD Department of Labor



WOR-WIC
COMMUNITY COLLEGE
ESL Classes

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



TUESDAY, JUNE 22, 2021

Classes begin in September!

We will email details in early June, including the location and times of the registration session. There will be additional registration opportunities throughout the summer.

Students must be 18 years or older and a resident of Wicomico County to complete intake.

Students are placed in classes on a first-come-first- served basis.

There are no fees for intake, testing, or classes and documentation is not required.

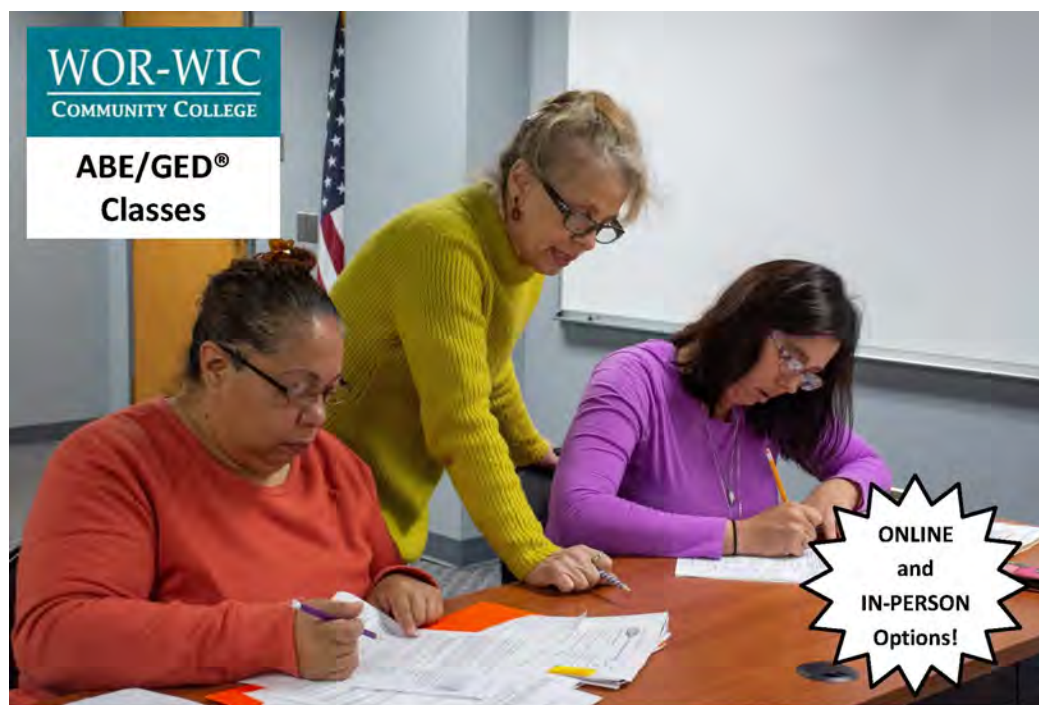
Children under 18 are not permitted during testing.

Contact us today to reserve your spot!

Call/Text: (443) 669-6373

OR Email:

adulthoodeducation@worwic.edu



WOR-WIC
COMMUNITY COLLEGE
**ABE/GED®
Classes**

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



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adulthoodeducation@worwic.edu



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

**There are TWO ways to earn a
Maryland High School Diploma:**

**Completing the National
External Diploma Program® or
Passing the Official GED® Test!**

Students must be 18 years or older to complete intake and testing. There are no fees for intake or placement testing.

Testing appointments must be scheduled in advance and will be held at Wor-Wic Community College or the Downtown Library in Salisbury.

Children under 18 are not permitted during testing.

**Adult Education Program
Information Sessions**
will be held at **Wor-Wic
Community College** in the
HAZEL CENTER CAFÉ!

TIMES:

10:00am or 6:00pm

DATES:

Tuesday, JUNE 22, 2021

Tuesday, JULY 13, 2021

Wednesday, JULY 28, 2021

Tuesday, AUGUST 10, 2021

Wednesday, AUGUST 25, 2021



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



For more information,
Call/Text: (443) 669-6373

Email: adulthoodeducation@worwic.edu

There is a \$45 fee for the complete Official GED® Test for 1st time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at www.ged.com. The Adult Education program provides testing and classes to help students prepare for the official test.



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



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.

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
mdlab.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