



ADULT EDUCATION, WORKFORCE DEVELOPMENT, & EMPLOYMENT OPPORTUNITIES

Greetings,

If you are interest in receiving assistance with workforce development and finding your next career opportunity or education and training and would like to receive emails of recent employment opportunities, workshops and job fairs please click [here](#) to complete the HOC Academy Employment Interest Form.

Keep us updated with your employment search. You may also click [here](#) to see companies that are currently hiring. Also, feel free to register [here](#) for job opportunities and the chance to RSVP for Worksource Montgomery job fairs, career readiness trainings, etc. Worksource Montgomery is a great resource to check out. Please [click here](#) to find information about the Worksource Montgomery program. Their staff may assist you with job readiness and with applying to employment opportunities that fit your interests. If you would like to receive services from Worksource Montgomery's American Job Center please let us know by responding to this email with your name, phone number and email address. Our staff will assist you in completing an American Job Center referral form.

If you are interested in the opportunities available **below**, please respond to AEWD@hocmc.org with an attached resume **(PDF or WORD format)** and include the **position/job title** in the subject.

DMV EXTERIORS-ONSITE GROUNDS ASSISTANT, ONLY MD

DMV Exteriors is currently seeking to hire a part-time Onsite Grounds Assistant. Duties include helping to keep grounds clear of debris, communicate as the liaison between workers and residents, and to assist in moving materials in a safe manner. The current wage rate for this position is \$16.00 per hour.

General Laborer-Visionary Construction Consultants

Visionary Construction Consultants are seeking a part time General Laborer. Candidate will be assisting the VCC onsite superintendent with general labor duties. Duties may include general labor such as organization and unpacking of materials and indoor/outdoor cleaning of the job site. Candidate will need to provide their own transportation to and from job site

R&A Movers, Inc.-Office Assistant, Hanover, MD

R&A Movers, Inc. is currently seeking an Office Assistant to perform clerical duties including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls. Interacts with clients, visitors, and vendors. Sorts and distributes incoming mail. Arranges meetings by reserving rooms and managing refreshments. Types correspondence, meeting notes, and forms among other documents. Photocopies, scans, and files appropriate documents. Edits documents for accuracy. Maintains accurate records and enters data. Assists with organizing events when necessary. Conducts research and compiles data. Signs for delivered packages and distributes them to the appropriate recipient. Interacts with directors when necessary. Assists in setting up new client accounts. Maintains financial database records. Covers reception upon occasion. Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary. Answers customer questions and confirms customer orders. Engages in educational opportunities as needed. Performs additional duties when required, including drafting brochures and organizing the filing system.

Emergency Communication Operator (Dispatcher), Howard County

Howard County Police Department is currently seeking Emergency Communication Operators (Dispatcher) in Ellicott City, MD. Starting salary \$43,680. Click [here](#) for more information. Do not submit your resume to the Academy for this position. Click [here](#) to apply.

WORKFORCE AND UNEMPLOYMENT RESOURCES

- For more information on employment opportunities, virtual employment workshops, contact AEWD@hocmc.org.
- You may also visit the Maryland Workforce Exchange website to gain access to employment tools and register for local hiring events. Click here for more information:
<https://mwejobs.maryland.gov/vosnet/Default.aspx>
- If you were recently laid off from your job or are seeking unemployment assistance due to COVID-19, visit the Maryland Department of Labor for further guidance:
<https://www.dllr.state.md.us/employment/unemployment.shtml>