

Employment Opportunities 11-01-13

**Job Title:** [Float Financial Services Advisor](#)  
**Company:** [FedChoice Federal Credit Union](#)  
**Experience:** 2 to 5 years  
**Salary:** Competitive  
**Job Location:** Lanham, MD

FedChoice was named Best in Class in Employee Engagement by Avatar HR Solutions in 2012. Become a FedChoice employee and you'll experience what that means! Financial Service Advisor (Lanham, MD) This position floats between the Call Center and the Branch which are located within the same building. Pr

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**Job Title:** [Sales and Event Management Assistant](#)  
**Company:** [Events DC](#)  
**Experience:** 0 to 2 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

SUMMARY DESCRIPTION The Sales and Event Management Assistant performs duties requiring substantial administrative skills. Incumbent must possess advanced computer skills, the ability to exercise good judgment and have effective interpersonal skills. The incumbent in this position provides broad administrative s

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**Job Title:** [Advertising Sales Coordinator](#)  
**Company:** [National Association for the Education of Young Children](#)  
**Experience:** 2 to 3 years  
**Salary:** \$40-\$45K  
**Job Location:** Washington, DC

The National Association for the Education of Young Children (NAEYC) is seeking an experienced Advertising Sales Coordinator. Major job responsibilities include: - Maintaining and selling advertising on print, digital and online platforms - Researching new industry-specific and industry-related advertisers nationally

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**Job Title:** [Refrigeration and Hot Side Kitchen Equipment Tech](#)  
**Company:** [BSC Mechanical](#)  
**Experience:** 3 to 20 years  
**Salary:** \$52,000-\$75,000 p/year + OT  
**Job Location:** Washington, DC; Baltimore, MD; Alexandria, VA

Job Location: Washington, DC Employment Term: Regular Employment Type: Full Time Hours per Week:40++ Work Hours (i.e. shift): 7:30-4:30 Start Date: Immediate Starting Salary Range: \$25.00-\$35.00 per hour Salary/Benefit Notes: Provides health insurance, prescription card, eyeglass, dental, 401K, vacation pay, holiday

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**Job Title:** [Program Operations Officer](#)  
**Company:** [Senior Service America, Inc.](#)  
**Experience:** 10 to 15 years  
**Salary:** 26,457.00  
**Job Location:** Washington, DC

Role and Responsibilities This multifarious position is in place to provide the management of various critical Transportation and Climate Division (TCD) program functions. The key focus includes providing executive assistance to TCD Directors; providing management, training and implementation of ongoing activities associat

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**Job Title:** [Maintenance Manager](#)  
**Company:** [Gables Residential](#)  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

If music to your ears is the hum of a well-oiled machine, you'll enjoy making that music in our service manager position. This key role is responsible for keeping our community humming along in the best possible condition while complying with safety standards. You're the go-to person who oversees the proper and

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**Job Title:** [Project Analyst](#)  
**Company:** [SAGE Publications](#)  
**Experience:** 3 to 20 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

SAGE Publications, a leading academic and professional publisher of books, journals, and electronic media, located in Thousand Oaks, California, with offices in London, India, Singapore, and Washington DC, is currently seeking a Project Analyst. OVERVIEW The Project Analyst will be responsible for the life cycle o

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**Job Title:** [Bookkeeper/Office Assistant](#)  
**Company:** An award-winning corporate communications agency  
**Experience:** 3 to 20 years  
**Salary:** \$20-\$30/depending experience  
**Job Location:** Washington, DC

General Description A Public Relations Company seeks a dynamic and versatile part-time Bookkeeper and Office Assistant to perform the accounting entries in QuickBooks, process payroll, and help in light admin duties in the Washington, D.C. office. The ideal candidate will be experienced in handling a wide range of

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**Job Title:** [Outbound Sales Representative](#)  
**Company:** [Bamboo Solutions](#)  
**Experience:** 1 to 20 years  
**Salary:** competitive

**Job Location:** Reston, VA

Bamboo Solutions is searching for a dynamic, cold-calling sales representative to join our company. The right individual will be an integral member of our sales team in developing new prospects. This person will be calling on businesses to qualify opportunities for our Sales Account Managers. Duties &am

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**Job Title:** [Legal & Social Services Case Manager](#)  
**Company:** [Bread for the City](#)  
**Experience:** 0 to 1 years  
**Salary:** low \$30,000  
**Job Location:** Washington, DC

Our Mission: The mission of Bread for the City is to provide vulnerable residents of Washington, DC, with comprehensive services, including food, clothing, medical care, and legal and social services, in an atmosphere of dignity and respect. We recognize that all people share a common humanity, and that all are res

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**Job Title:** [MEMBER SERVICE REPRESENTATIVE - Alexandria](#)  
**Company:** [United States Senate Federal Credit Union](#)  
**Experience:** 3 to 5 years  
**Salary:** Not Provided  
**Job Location:** Alexandria, VA

MEMBER SERVICE REPRESENTATIVE / FINANCIAL SOLUTIONS CENTER (Call Center) – Alexandria At the United States Senate Federal Credit Union (USSFCU) we are seeking a financial professional to fill the position of Member Service Representative in our Financial Solutions Center at our call center location in Alexand

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**Job Title:** [Metro Access Driver](#)  
**Company:** [Community Bridge Inc.](#)  
**Experience:** 0 years  
**Salary:** \$11.00 per hour (starting pay)  
**Job Location:** Washington, DC

Immediate openings for Metro Access Drivers who will provide safe, courteous, timely, and comfortable transportation (passenger pick-up and passenger drop-off) to and from Washington Metropolitan Area Transit Authority (WMATA) public transportation stations. Drivers provide transportation services for individuals

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**Job Title:** [Intern - Private Client Group - Washington, DC \(51624\)](#)  
**Company:** [RBC](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Job Category: Training Programs/InternshipJob Type: Contract - Part TimeEmployment Type: ContractPay Type: HourlyExempt/Non-Exempt: Non-ExemptWork Schedule: Work Hours/Week:

24-40People Manager: No Work Environment: Regional Office % Travel Required: 0  
Province/State/County: District of Columbia (US-DC) City: Washington Add

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**Job Title:** [Intern - Private Client Group - Annapolis, MD \(51626\)](#)  
**Company:** [RBC](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Annapolis, MD

Job Category: Training Programs/InternshipJob Type: Contract - Part TimeEmployment Type:  
ContractPay Type: HourlyExempt/Non-Exempt: Non-ExemptWork Schedule: Work Hours/Week:  
20-30People Manager: No Work Environment: Regional Office % Travel Required: 0  
Province/State/County: Maryland (US-MD) City: Annapolis Address: 1906 To

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**Job Title:** [Before/After Care Teacher \(Temporary\)](#)  
**Company:** [CentroNia](#)  
**Experience:** 2 to 3 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Position Title: Before/After Care Teacher (Temporary) Program: UPK Program Primary  
Purpose of the Job: To provide a safe, healthy and nurturing environment for the children that  
offers opportunities for learning and development in the different areas through the impl

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**Job Title:** [Technical Support Intern](#)  
**Company:** [Friendship Public Charter School](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Technical Support InternVacancy for School Year 2013-2014 Site ..Type .. Category ..Class  
Intern (Full Time) More information about this job:Overview:Friendship Public Charter School  
(FPCS) operates six public charter schools, and in partnership with Baltimore City Public  
Schools, manages four turnaround schools, serving n

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**Job Title:** [Security Officer](#)  
**Company:** [Episcopal High School](#)  
**Experience:** 1 to 20 years  
**Salary:** Not Provided  
**Job Location:** Alexandria, VA

Episcopal High School in Alexandria, Virginia, is seeking a Security Officer to supplement the  
security staff on campus on a full-time basis for approximately 40 hours per week. This role will  
consist of traffic control, conducting interior and exterior patrols of campus grounds to ensure  
the safety and security of students

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**Job Title:** [LAC Intern - Spring 2014](#)  
**Company:** [IFES](#)

**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Washington, DC

IFES is an Equal Opportunity Employer (V/D/M/F). Full Job Description:LAC Intern - Spring 2014Location:United StatesDivision:Program ManagementStatus:Unpaid InternshipPosition Number:13:278 Project Description:The IFES intern

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**Job Title:** [Patient Account Representative](#)  
**Company:** [Psychiatric Institute of Washington](#)  
**Experience:** 6 to 20 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

The Psychiatric Institute of Washington (PIW) has been serving metropolitan Washington, DC since 1967. It is the city's first and only free-standing, private, psychiatric hospital. Our inpatient programs are staffed by full-time psychiatrists along with a host of other mental health professionals. We also provide an a

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**Job Title:** [Financial Services Advisor - New Carrollton](#)  
**Company:** [FedChoice Federal Credit Union](#)  
**Experience:** 2 to 5 years  
**Salary:** Competitive  
**Job Location:** New Carrollton, MD

FedChoice was named Best in Class in Employee Engagement by Avatar HR Solutions in 2012. Become a FedChoice employee and you'll experience what that means! Financial Service Advisor (Lanham & New Carrollton, MD) Provides exceptional service to all customers by demonstrating, following, and supportin

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**Job Title:** [IN-13136 U.S. Government Relations Internship 2014](#)  
**Company:** [World Wildlife Fund](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Job description:The U.S. Government Relations Department of the World Wildlife Fund is seeking part-time and full-time interns for policy research, analysis and outreach. Given the diversity of issues that the USGR staff covers, research and analysis may entail working with legislation, regulations, and potentially court ca

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**Job Title:** [Receptionist](#)  
**Company:** [National Student Clearinghouse](#)  
**Experience:** 0 to 1 years  
**Salary:** Commensurate on experience  
**Job Location:** Herndon, VA

The Receptionist will interface with National Student Clearinghouse visitors, employees, and outside vendors, and will maintain a professional and courteous demeanor at all times. The successful candidate will be responsible for managing the reception area, answering incoming calls, directing calls to appropriate associates

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**Job Title:** [Payrolled \(Non-exempt\) Temporary Intern - Marriott.com International Digital Str](#)  
**Company:** [Marriott International](#)  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Bethesda, MD

Payrolled (Non-exempt) Temporary Intern - Marriott.com International Digital Strategy This is a temporary position. Qualifications: -Minimum of 2 years experience working in corporate strategy, corporate development or financial analyst roles, ideally in digital, eCommerce, investment banking or management consulting. -Strong

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**Job Title:** [Business Developer](#)  
**Company:** [Work Opportunities Unlimited](#)  
**Experience:** 1 to 20 years  
**Salary:** Not Provided  
**Job Location:** Lanham, MD; Temple Hills, MD

Business Developer-- Work Opportunities Unlimited Work Opportunities Unlimited is looking for an energetic, sales-focused individual to join our Career Services Team as a Business Developer in the Greater Lanham area. The coverage territory will be within Prince George's County - Lanham, Temple Hill, Oxon Hill and

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**Job Title:** [Administrative and Production Assistant](#)  
**Company:** [Concetrance Consulting Group, Inc.](#)  
**Experience:** 1 to 20 years  
**Salary:** Not Provided  
**Job Location:** Bethesda, MD; Silver Spring, MD

Executive is seeking qualified candidates for a part-time General/Production Assistant position. This position will support the activities of two firms with very different areas of focus. The first firm is Concetrance Consulting, a Bethesda, Maryland based management consulting firm serving the financial servic

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**Job Title:** [PT Financial Service Advisor - FAC](#)  
**Company:** [FedChoice Federal Credit Union](#)  
**Experience:** 2 to 3 years  
**Salary:** Not Provided  
**Job Location:** Lanham, MD

FedChoice was named Best in Class in Employee Engagement by Avatar HR Solutions in 2012. Become a FedChoice employee and you'll experience what that means! Part-time Financial

Service Advisor (Lanham, Call Center) Provides exceptional service to all customers by demonstrating, following, and supporting

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**Job Title:** [Administrative Assistant](#)  
**Company:** [National Student Clearinghouse](#)  
**Experience:** 3 to 5 years  
**Salary:** Commensurate on experience  
**Job Location:** Herndon, VA

The Administrative Assistant will interface with National Student Clearinghouse visitors, employees and outside vendors, and will maintain a professional and courteous demeanor at all times. The successful candidate will be responsible for managing the reception area and providing administrative support to the Chief of Staff

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**Job Title:** [Outreach Specialist/Aftercare Coordinator](#)  
**Company:** [Community Assistance Network](#)  
**Experience:** 3 to 20 years  
**Salary:** \$16.00  
**Job Location:** Rosedale, MD; Catonsville, MD; Parkville, MD

The Outreach Specialist/Aftercare Coordinator supports the Shelter Program in ensuring the Shelter Mission, Values and Motto are optimized; ensuring smooth shelter operations. This position will report to the Director of Homeless Services and will work with the Rapid Rehousing Specialist, along with external organizations

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**Job Title:** [Financial District Assistant](#)  
**Company:** [AXA Advisors](#)  
**Experience:** Open  
**Salary:** \$11.00/per hour  
**Job Location:** Falls Church, VA

Financial District Assistant The Financial District Assistant will provide support for a District Manager with business building activities such as: arranging career fairs, organizing team events, processing team's securities and insurance transactions, assisting with recruitment duties, and organizing team

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**Job Title:** [Medical Assistant / Phlebotomist](#)  
**Company:** [Chesapeake Urology Associates](#)  
**Experience:** 5 to 20 years  
**Salary:** \$14-\$17 / hr  
**Job Location:** Glen Burnie, MD

Chesapeake Urology Associates, the premier Urology practice in Maryland, is seeking a professional full-time Medical Assistant / Phlebotomist for our office located in Glen Burnie, MD. The Medical Assistant is responsible for providing clinical support to the physicians in the office. This position will work Monday-

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**Job Title:** [Recovery Support Specialist \(Peer Support- Mental Health\)](#)

**Company:** [PRS, Inc.](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Alexandria, VA

PRS, Inc. is one of the 50 Best Nonprofits to work for in the US. We are a community-based nonprofit organization that serves individuals living with mental illness, substance use disorders, mild intellectual disabilities, autism spectrum disorders and any combination of these. PRS is constantly striving to crea

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**Job Title:** [Night Auditor](#)  
**Company:** [Modus Hotels](#)  
**Experience:** Open  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Modus Hotels is an independent boutique hotel company based in Washington DC with a current portfolio of 12 hotels and 4 restaurants in the DC area, Chicago, Philadelphia, and Baltimore. We are dedicated to creating a warm and mindful environment that embodies the spirit of the individual. We are a high performance

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**Job Title:** [Kitchen Assistant](#)  
**Company:** [The J127 Education Foundation](#)  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Fairfax, VA

This position is located in a small non-profit school in the Fairfax, VA. The duties would include setting up breakfast and lunch for a group of around 500 students and assisting the Kitchen Manager with other duties including inventory, cleaning, preparing snacks and lunch, and complying with the health department regulati

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**Job Title:** [Food Service Worker Part Time](#)  
**Company:** [Howard University Hospital](#)  
**Experience:** 1 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

High School Graduate or GED. Six (6) months of successful food service work experience, preferably in a health care environment. Must be able to lift at least 50lbs, bend and/or, stand for long periods of time, tolerate high/low temperature environment, reach and/or, pull beyond arm's length. Knowledge of Hospital'

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**Job Title:** [Telemarketing Representative](#)  
**Company:** [State Farm Insurance](#)  
**Experience:** Open  
**Salary:** \$15/hour + bonus  
**Job Location:** Washington, DC



The Telemarketing Representative's primary duty is to contact prospects from a marketing list. These prospects have received marketing mail from the agency over a 6 month period. The Telemarketing Representative will promote the agency and offer a "FREE NO OBLIGATION QUOTE" on Auto, Home/ Renters, and Life Ins

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**Job Title:** [Legal Coordinator](#)  
**Company:** [American Chemistry Council](#)  
**Experience:** 1 to 3 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

The American Chemistry Council (ACC), a national trade association representing the world's leading chemical and plastics manufacturers, currently has an opportunity for Coordinator for its Legal Services department. ACC represents its members on public policy issues; coordinates the industry's research an

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**Job Title:** [Cook](#)  
**Company:** [Flik Independent Schools](#)  
**Experience:** 3 to 20 years  
**Salary:** Not Provided  
**Job Location:** Alexandria, VA

If you like to cook from scratch, prepare different foods, and want to grow with our company we welcome your application. We are looking for an hourly cook to work a 40 hour week. We offer great hourly pay, benefit options and a brand new kitchen. This person will be responsible for the pro

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**Job Title:** [Lead Technician](#)  
**Company:** [Corbett Technology Solutions, Inc. \(CTSI\)](#)  
**Experience:** 5 to 20 years  
**Salary:** Not Provided  
**Job Location:** Chantilly, VA

Corbett Technology Solutions, Inc. (CTSI) has an immediate opening for a Lead Technician. Technicians are responsible for installation, configuration, programming, diagnoses and service on various low voltage electronic systems. Candidates for this position will: - Assemble and install different large low voltage

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**Job Title:** [Legal Administrative Assistant](#)  
**Company:** [Ballard Spahr LLP](#)  
**Experience:** 2 to 5 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

Ballard Spahr LLP is seeking an experienced Legal Administrative Assistant to provide executive administrative support to lawyers in the public finance group in our Washington DC office. The

selected candidate will provide administrative support, including transactional document production; assist in the coordination

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**Job Title:** [Maintenance Mechanic](#)  
**Company:** [CEEPCO Contracting](#)  
**Experience:** 3 to 20 years  
**Salary:** \$35.43/Hour with Benefits  
**Job Location:** Washington, DC

At CEEPCO Contracting,LLC maintaining professionalism at a high level, exceeding customer expectation, and using state of the art technology has allowed us to remain at the top. Our team of experienced professionals abides by the schedule, provides feasible and practical solutions that best meet our clients' needs, an

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**Job Title:** [Maintenance Manager - Washington DC](#)  
**Company:** Cofely  
**Experience:** 5 to 10 years  
**Salary:** Not Provided  
**Job Location:** Arlington, VA

Cofely Under the responsibility of the Area Manager, the Maintenance Manager is responsible for the general administration of the airport site, all employee management, preventive and corrective maintenance and operations. He is responsible for the financial performance of the site activities (Facility Management, baggag

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**Job Title:** [Senior Systems Engineer FAA](#)  
**Company:** [Architecture Technology Corporation](#)  
**Experience:** Open  
**Salary:** \$95K - \$150K  
**Job Location:** Washington, DC

Architecture Technology Corporation (ATCorp), established in 1981 is a privately held company with offices in Minneapolis, MN (HJeadquarters), Washington, DC and thaca, NY. ATCorp provides engineering services, technology research and development and software for projects requiring state-of-the-art products and technology.

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**Job Title:** [Care Coordination Associate](#)  
**Company:** [The Coordinating Center](#)  
**Experience:** 2 to 5 years  
**Salary:** comensurate with experience  
**Job Location:** Millersville, MD

Care Coordination Associate Job Description The Care Coordination Associate is a center-based para-professional position working interdependently with the care management team to maximize quality outcomes for individuals referred to The Center. This role takes direction and guidance from Clinical Care Coordinator

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**Job Title:** [Diesel Mechanic](#)

**Company:** [Greyhound Lines, Inc](#)  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Hyattsville, MD; Atlantic City, NJ

DIESEL MECHANIC When you join Greyhound, you become part of a dynamic team and a transportation leader that has been serving the travel needs of millions of people since 1914. With that history comes a sense of pride and responsibility that is universally shared among our dedicated employees. Our mechan

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**Job Title:** [Field Service Engineer](#)  
**Company:** [DC Group](#)  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Boston, MA; Annapolis, MD; Lansing, MI

DC Group, Inc is one of the nations leading companies of maintenance and sales of power conditioning equipment (Uninterruptible power supply systems) we service many of the fortune 500 companies and are expanding rapidly. Our sales team is involved in working with some of the world's largest companies in protecting th

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**Job Title:** [Resident Advocate - WS](#)  
**Company:** [Community Assistance Network](#)  
**Experience:** 1 to 20 years  
**Salary:** \$11/hrly.  
**Job Location:** Catonsville, MD

Job Purpose: The Resident Advocate (RA) supports the residents by maintaining the Shelter Mission; enforcing all aspects described in the Shelter's Resident Guide Book including programming, meals, chores, services, etc. The Resident Advocate reports directly to the Shelter Manager.

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**Job Title:** [Bookkeeper & Administrative Assistant](#)  
**Company:** [Right Start Consulting, Inc.](#)  
**Experience:** 3 to 20 years  
**Salary:** Not Provided  
**Job Location:** Vienna, VA

General Description Right Start Consulting seeks a dynamic and versatile Bookkeeper & Administrative Assistant to perform the accounting entries in QuickBooks for various businesses, process payroll, manage the office, and conduct special projects on behalf of the company's leadership. The ideal candidate w

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**Job Title:** [Direct Support Professional](#)  
**Company:** [Volunteers of America, Chesapeake](#)  
**Experience:** 1 to 20 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC; Woodbridge, VA

Volunteers of America Chesapeake, Inc. is a faith-based, non-profit organization whose mission is inspire self-reliance, dignity and hope through health and human services. We are looking for a talented Direct Support Professionals (DSP) who will be responsible for supporting and coordinating activities of the

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**Job Title:** [Infant/Toddler Teacher and Assistant](#)  
**Company:** Zena's Child Development Center, Inc.  
**Experience:** 2 to 20 years  
**Salary:** Not Provided  
**Job Location:** Washington, DC

New Quality Infant/Toddler Educators Wanted Today! Join a NAEYC Accredited Program and provide high quality care and education for children in Southeast Washington, DC. Apply today! Teacher Assistant Education: A minimum of Child Development Associate (with Preschool or Infant/Toddl

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**Job Title:** [Customer Service Associate Tickets](#)  
**Company:** [Greyhound Lines, Inc](#)  
**Experience:** 1 to 3 years  
**Salary:** Not Provided  
**Job Location:** Silver Spring, MD

TICKET AGENT DUTIES Provides schedule, routing, transfer and current fare information to customers. Prepares accurate travel documents (tickets) either by computer or handwritten. Reissues or re-routes tickets, if necessary. Accepts payment for ticket transaction. Provides acc

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