Employment Opportunities 8-12-13

Job Title: <u>ADMINISTRATIVE ASSISTANT</u>

Company: FDC Limited
Experience: Open
Salary: Not Provided

Job Location: Bridgeport, CT; Washington, DC; Maryland, MD

General Purpose Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the

organization. Main Job Tasks and Responsibilities answer, screen and transfer inbound pho

Job Title: Recertification Specialist

Company: The C T Group
Experience: 2 to 20 years
Salary: Not Provided

Job Location: Washington, DC; Baltimore, MD

RECERTIFICATION SPECIALIST ASSISTED/AFFORDABLE HOUSING Well respected Regional Property Management firm in business over 30 years with expanding fee management portfolio operating on the east coast is looking for a resourceful, community-minded team member. The recertification specialist's primary r

Job Title: Member Services Rep/Teller I/II
Company: Transportation Federal Credit Union

Experience: 2 to 5 years **Salary:** competitive

Job Location: Washington, DC; Alexandria, VA; Arlington, VA

Role: We are currently seeking an experienced professional for a Member Service Representative/Teller position in our FAA Branch in Washington, DC. Under general supervision, but following established policies and procedures, provides a variety of member services functions. Assist members with their financial n

Job Title: Maintenance Technicians - Subsidized or Affordable Multifamily Properties

Company: The C T Group **Experience:** 2 to 20 years **Salary:** Not Provided

Job Location: Washington, DC; Baltimore, MD

Well-respected Regional Property Management firm in business over 30 years with an expanding fee management portfolio operating on the east coast is looking for resourceful, community-minded team members. We are currently seeking to fill several positions for Maintenance Technicians in the greater metropolitan area

Job Title: Intern - Fall 2013 Undergraduate - Marketing (National Geographic Channel - Wash

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Marketing (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L3)Description Intern - Fall 2013 Undergraduate - Marketing (National Geographic Channel - Washington, DC 20036) Qualifications

Job Title: <u>Intern - Fall 2013 Undergraduate - Global Marketing (National Geographic Channel</u>

Company: <u>FOX - National Geographic Channel</u>

Experience: Open

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

Intern - Fall 2013 Undergraduate - Global Marketing (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L6)Description Intern - Fall 2013 Undergraduate - Global Marketing (National Geographic Channel - Washington, DC 20036) The National Geographic Channels International (NGCI)'s Global Marketing Departme

Job Title: <u>Intern - Fall 2013 Undergraduate - Global Content Sales (National Geographic Cha</u>

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Global Content Sales (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L5)Description Intern - Fall 2013 Undergraduate - Global Content Sales (National Geographic Channel - Washington, DC 20036) The intern will assist in the daily activities of NGCI's Content Syndicat

Job Title: <u>Intern - Fall 2013 Undergraduate - Digital Content (National Geographic Channel</u>

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Digital Content (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L1)Description Intern - Fall 2013 Undergraduate - Digital Content (National Geographic Channel - Washington, DC 20036) The Digital Content team at National Geographic Channels is a small, hard-working,

Job Title: Intern - Fall 2013 Undergraduate - Ad Sales & Partnership Marketing (National Ge

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Ad Sales & Partnership Marketing (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KR)Description Intern - Fall 2013 Undergraduate - Ad Sales & Partnership Marketing (National Geographic Channel - Washington, DC 20036) National Geographic Channel's ad sales and partne

Job Title: Intern - Fall 2013 Undergraduate - Programming & Scheduling (National Geographic

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Programming & Scheduling (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KW)Description Intern - Fall 2013 Undergraduate - Programming & Scheduling (National Geographic Channel - Washington, DC 20036) The department oversees the scheduling and programming strategy f

Job Title: Intern - Fall 2013 Undergraduate - Marketing Operations (National Geographic Cha

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Marketing Operations (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L4)Description Intern - Fall 2013 Undergraduate - Marketing Operations (National Geographic Channel - Washington, DC 20036) The main function of the Marketing department is to identify and leverag

Job Title: <u>Intern - Fall 2013 Undergraduate - International Programming (National Geographi</u>

Company: <u>FOX - National Geographic Channel</u>

Experience: Open

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

Intern - Fall 2013 Undergraduate - International Programming (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001L8)Description Intern - Fall 2013 Undergraduate - International Programming (National Geographic Channel - Washington, DC 20036) The National Geographic Channels International Programming Depa

Job Title: <u>Intern - Fall 2013 Undergraduate - International Operations (National Geographic</u>

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - International Operations (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KS)Description Intern - Fall 2013 Undergraduate - International Operations (National Geographic Channel - Washington, DC 20036) The Operations Intern will learn the function and workflow of th

Job Title: Intern - Fall 2013 Undergraduate - Information Technology (National Geographic C

Company: <u>FOX - National Geographic Channel</u>

Experience: Open

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

Intern - Fall 2013 Undergraduate - Information Technology (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KQ)Description Intern - Fall 2013 Undergraduate - Information Technology (National Geographic Channel - Washington, DC 20036)Based at the National Geographic Society headquarters in Washington, D

Job Title: Intern - Fall 2013 Undergraduate - Communications (National Geographic Channel -

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Communications (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KZ)Description Intern - Fall 2013 Undergraduate - Communications (National Geographic Channel - Washington, DC 20036) The National Geographic Channel is looking for an intern to join its' award winning C

Job Title: Intern - Fall 2013 Undergraduate - Communications & Marketing (National Geograph

Company: FOX - National Geographic Channel

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

Intern - Fall 2013 Undergraduate - Communications & Marketing (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KU)Description Intern - Fall 2013 Undergraduate - Communications & Marketing (National Geographic Channel - Washington, DC 20036) The National Geographic Channels international's communicatio

Job Title: Intern - Fall 2013 Undergraduate - Post-Production and Broadcast Operations (Nat

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Post-Production and Broadcast Operations (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KX)Description Intern - Fall 2013 Undergraduate - Post-Production and Broadcast Operations (National Geographic Channel - Washington, DC 20036) The Post Production and Broadcast

Job Title: Intern - Fall 2013 Undergraduate - Ad Sales-Creative (National Geographic Channe

Company: FOX - National Geographic Channel

Experience: Open

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

Intern - Fall 2013 Undergraduate - Ad Sales-Creative (National Geographic Channel - Washington, DC 20036)(Job Number: FOX0001KT)Description Intern - Fall 2013 Undergraduate - Ad Sales-Creative (National Geographic Channel - Washington, DC 20036) Our ad sales creative department promotes both our strong National Geographic b

Job Title: <u>IT Intern - Rotational Internship</u>
Company: American Institutes for Research

Experience: Open

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

IT Intern - Rotational InternshipJob ID 7525Job Location US-DC-WashingtonJob Location United StatesAlternate locations ..Category Help Desk/Call Center More information about this job:Overview:The American Institutes for Research is the leading behavioral and social science research company in the nation providing a cont

Job Title: Legal Administrative/Executive Assistant

Company: Ballard Spahr LLP
Experience: 2 to 20 years
Salary: Not Provided
Job Location: Bethesda, MD

Ballard Spahr LLP has an exciting and challenging career opportunity available for an experienced Legal Administrative/Executive Assistant to provide executive administrative support to the Managing Partner of our Bethesda Office. Qualified applicants will be highly motivated self-starters, who can manage multiple p

Job Title: Banquet Server
Company: Cosmos Club
Experience: 3 to 20 years

Salary: Based on Experience **Job Location:** Washington, DC

Experienced fine-dining banquet servers needed for private club on Embassy Row. Must have at least 3 years' experience in high-volume banquet service. Must have flexible schedule and be able to work all shifts including nights and weekends. Position will be "on call" with hours ranging from 10 to 30 hou

Job Title: <u>Assisted Living Manager, RN</u>

Company: Hermitage
Experience: 4 to 20 years
Salary: \$30-35/hr
Job Location: Alexandria, VA

Ensures the safety, health and wellbeing of residents in the Assisted Living building; assesses residents and prepares appropriate Individual Service Plans for residents; oversees the delivery of appropriate services to residents that allow a maximum level of independence in the congregate setting; maintains close working r

Job Title: <u>Clubhouse Dining Host</u>
Company: Brooke Grove Foundation

Experience: 1 to 20 years **Salary:** Not Provided **Job Location:** Sandy Spring, MD

Brooke Grove Retirement Village is seeking a Clubhouse Dining Host for the Westbrooke Clubhouse at our independent living community. The ideal candidate will have experience as a host in a restaurant or similar setting, have an understanding and execution of excellent customer service, and possess effective communicat

Job Title: Teller I

Company: Belvoir Federal Credit Union

Experience: 1 years

Salary: \$11.14-\$16.71 **Job Location:** Woodbridge, VA

Belvoir Federal Credit Union is a not-for -profit financial institution seeking a self-motivated individual for a Teller I position to work at our Global Headquarters in Woodbridge, VA An ideal candidate will provide exceptional member service and have the ability to recommend products and services that meet our membe

Job Title: <u>Internship - Office Clerk / Receptionist</u>

Company: Aon Benfield
Experience: Open
Salary: \$16.50 - \$17

Job Location: Washington, DC; Baltimore, MD; Virginia Beach, VA

Key responsibilities: - Answering of a Switchboard and transferring of calls to extensions - Receive, direct and relay telephone messages to staff - Assist in the planning and preparation of meetings and conference telephone calls - Issuing of order numbers (purchase orders) - Sending, receiving and distributing of faxes -

Job Title: General Audience Programming Intern (fall)

Company: PBS Experience: Open

Salary: Not Provided **Job Location:** Arlington, VA

POSITION TITLE: Intern (FALL 2013) DEPARTMENT: General Audience ProgrammingSALARY: \$12.00/hour (undergrads and recents grads) and \$15.00/hour (graduate students)TIME COMMITTMENT: 20-30 hours/week, Sept - Dec., 2013INTERNSHIP OBJECTIVE:To provide an educational, hands-on and engaging internship experience in the General Audi

Job Title: Permit Processor
Company: Vector Security
Experience: 1 to 5 years

Salary: \$13.00 - \$15.00 per hour

Job Location: Columbia, MD

Position is responsible for maintaining the False Alarm Reduction Unit permits with Mastermind database, sending out new permits; process changes and vacation requests from Customer Care Department. Assist C/S Liaison with creating accounts and making changes to accounts in central monitoring station. Applicant mus

Job Title: <u>Mobile App Developer - Android platform</u>

Company: Qnexis **Experience:** 2 to 20 years

Salary: Salary based on experience

Job Location: Reston, VA

We are seeking to hire a Mobile App Developer with proven expertise in enterprise mobile application development to work in a part-time or full-time capacity. Technical Skills: Android Development At least 1 year developing Android apps using native code (not HTML5) Published app(s) o

Job Title: Cooks, Bartenders, and Servers

Company: Modus Hotels
Experience: 0 to 5 years
Salary: Not Provided
Job Location: Rockville, MD

We are about to open a hotel restaurant which will provide simple, classic American fare. We are seeking three talented and energetic individuals to join our team as a Cook, Bartender & Server with proven experience and leadership ability. Our ideal candidates are those who have a passion for great

Job Title: <u>IN-13112 Latin American Market Analyst Internship</u>

Company: World Wildlife Fund

Experience: Open

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

Internship Description: The objective of the internship is to complete a market study of the Peruvian financial sector, which highlights: a) the composition of the market, including commercial banks, investment banks, insurance companies and pension funds, as well as the impact of offshore financing b) commercial and indust

Job Title: <u>CYP Assistant Director, NF-1702-03</u>
Company: Naval Support Activity Bethesda MWR

Experience: 3 to 20 years

Salary: \$27.30 - 29.78/Per Hour

Job Location: Bethesda, MD

Applicants must submit proof of education with their application (high school diploma or GED and any additional supporting documentation). We will only accept high school diplomas from state accredited high schools and/or college transcripts from institutions accredited by an organization recognized by the U.S. Department o

Job Title: Member Contact Center Rep. I/II
Company: Transportation Federal Credit Union

Experience: 3 to 20 years **Salary:** 29,000

Job Location: Washington, DC; Alexandria, VA

ROLE: To assist members and potential members with their telephone requests; explains services, responds to problems, and directs phone calls to the appropriate area. This individual will represent the Credit Union in a professional and courteous manner at all times; establishing and maintaining member

Job Title: Strategy & Research Intern (fall)

Company: PBS Open

Salary: Not Provided **Job Location:** Arlington, VA

POSITION TITLE: Intern, Strategy & Operations (FALL 2013) DEPARTMENT: Strategy & OperationsSALARY: \$12.00/hour (undergrads and recent grads) and \$15.00/hour (graduate students)TIME COMMITTMENT: 16 hours/week, September - December 2013INTERNSHIP OBJECTIVE:Help provide support for two key PBS Strategy & Operations projects:Th

Job Title: Child Development Center Director, NF-1701-04

Company: Naval Support Activity Bethesda MWR

Experience: 3 to 20 years

Salary: \$32.60 - 34.98/Per Hour

Job Location: Bethesda, MD

Applicants must submit proof of education with their application (high school diploma or GED and any additional supporting documentation). We will only accept high school diplomas from state accredited high schools and/or college transcripts from institutions accredited by an organization recognized by the U.S. Department o

Job Title: <u>Development Intern (fall)</u>

Company: PBS **Experience:** Open

Salary: Not Provided **Job Location:** Arlington, VA

POSITION TITLE: Development Intern (FALL 2013) DEPARTMENT: PBS FoundationSALARY: \$12.00/hour (undergrads and recent grads) and \$15.00/hour (graduate students)TIME COMMITTMENT: 15-20 hours/week, September - December 2013INTERNSHIP OBJECTIVE: The PBS Foundation, a stand-alone 501(c)(3) organization, seeks extraordinary philant

Job Title: House Supervisor

Company: <u>EBED COMMUNITY IMPROVEMENT</u>

Experience: 3 to 20 years **Salary:** 12-13.46/hr

Job Location: Capitol Heights, MD; District Heights, MD; Upper Marlboro, MD

House Supervisor: Job Description I. POSITION SUMMARY The House Supervisor will oversee most facets of care and treatment necessary to provide quality residential services and gradually more responsibility will be assumed as knowledge and skills are acquired for this position. The House Supervisor is a lead care lev

Job Title: PBS Digital Programming & Promotion Intern (fall)

Company: PBS Experience: Open

Salary: Not Provided **Job Location:** Arlington, VA

POSITION TITLE: PBS Digital Programming & Promotion Internship (FALL 2013) DEPARTMENT:

DigitalSALARY: \$12.00/hour (undergrads and recents grads) and \$15.00/hour (graduate students)TIME COMMITTMENT: 16-24 hours/week; mid-September thru mid-December (dates flexible)INTERNSHIP

OBJECTIVE: This position will work closely with the

Job Title: Direct Support

Company: Community Services for Autistic Adults and Children

Experience: 0 years

Salary: \$10.23-10.43 per hour

Job Location: Gaithersburg, MD; Rockville, MD; Silver Spring, MD

Community Services for Autistic Adults and Children (CSAAC) is a Montgomery County, Maryland community-based non-profit organization, dedicated to serving children and adults living with autism. We seek men and women to provide Direct Support to Children and Adults in Montgomery County homes as a Residential Counselor, supp

Job Title: PBS Arts Online Intern (fall)

Company: PBS Experience: Open

Salary: Not Provided **Job Location:** Arlington, VA

POSITION TITLE: Intern: PBS Arts Online (FALL 2013) DEPARTMENT: PBS DigitalSALARY: \$12.00/hour (undergrads and recent grads) and \$15.00/hour (graduate students)TIME COMMITTMENT: 16

hours/week, Sept - Dec., 2013INTERNSHIP OBJECTIVE:Work closely with the PBS Arts online team to support the 2013 PBS Arts Fall Festival, a speci

Job Title: <u>Direct Support Staff</u>

Company: <u>EBED COMMUNITY IMPROVEMENT</u>

Experience: Open **Salary:** 9.75-12.75

Job Location: Capitol Heights, MD; District Heights, MD; Upper Marlboro, MD

Job Summary: The Direct Support Staff (DSS) is a direct care level position at EBED Community Improvement, Inc. with responsibilities for the direct care of ALU/group home. The DSS may be a full-time or part-time employee of EBED that includes regularly scheduled weekday and weekend positions. Additionally, the DSS i

Job Title: ASP.Net Developer
Company: Bourntec Solutions, Inc.

Experience: 5 to 12 years **Salary:** \$70,000-\$85,000 **Job Location:** Washington, DC

Position: ASP.Net Developer Start: ASAP Location: Washington, DC Should Modify an existing Client ASP.Net internet customer portal developed with Visual Studio 2008 (Visual Basic) to incorporate several features currently provided in stand-alone Active Server Page (ASP) applications. Skills Neede

Job Title: Mortgage Processor
Company: NRL Federal Credit Union

Experience: 2 to 20 years

Salary: \$20.30 - \$25.35 p/hr **Job Location:** Alexandria, VA

Are you a self-driven highly-motivated team member familiar with mortgage loan processing? Are you able to handle multiple tasks while maintaining a high standard of customer service? NRL Federal Credit Union may be the place for you! We are looking for an experienced MORTGAGE PROCESSOR familiar with FNMA, RESPA and SA

Job Title: Staff Accountant

Company: Severn Savings Bank, FSB

Experience: 1 to 20 years **Salary:** Not Provided **Job Location:** Annapolis, MD

Severn Savings Bank is seeking to hire experienced professionals to join our team. Currently we have an immediate opening for Staff Accountant. Under the general supervision of the Controller, the Staff Account for Severn Savings Bank performs a variety of accounting/banking related duties. Major responsib

Job Title: House of Ruth Full-time Life Skills Trainer

Company: House of Ruth
Experience: 2 to 3 years
Salary: Not Provided
Job Location: Washington, DC

POSITION SUMMARY: Life Skills Trainers teach a range of daily living and coping skills to all House of Ruth program participants (women and/or children). Complete all necessary tasks to ensure the well-being of the women and/or children receiving services and maintain effective operations of the program. Evening and week

Job Title: Climate & Energy Intern

Company: National Wildlife Federation

Experience: Open **Salary:** \$10/hr

Job Location: Washington, DC

Climate & Energy InternLocation:Washington DCPay Range:\$10/hrJob Code:30-302-3021# of Openings:1DescriptionA motivated individual with strong organization skills is sought for a, full-time paid 11 month internship to begin beginning-to-mid September, 2013 in Washington, DC. The intern for the Climate & Energy team at NWF wi

Job Title: <u>Publications Data Specialist</u>

Company: American Society of Civil Engineers

Experience: 1 years **Salary:** Not Provided **Job Location:** Reston, VA

Publications Data Specialist Are you excited about a career in book and journal publishing? Data consistency and integrity is essential to a modern publishing program. We are looking for the right person to join our data services team. Responsibilities include: Performing database maintenan

Job Title: Contact Center Specialist II

Belvoir Federal Credit Union

Experience: 1 years

Salary: \$15.14-\$22.72 p/hr **Job Location:** Woodbridge, VA

Belvoir Federal Credit Union is a not-for-profit financial institution looking for an experienced Contact Center Specialist to join a team of sales professionals that focus on consistently exceeding member expectations in terms of sales and service. Ideal candidate should be energetic, team-oriented, and focused on es

Job Title: INTERN BUSINESS DEVELOPMENT EVENTS MANAGEMENT

Company: <u>Engility Corporation</u>

Experience: Open

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

INTERN BUSINESS DEVELOPMENT EVENTS MANAGEMENTRequisition ID 2013-4029 # of Openings 1Job Locations US-DC-WashingtonPosted Date 8/7/2013Category (Portal Searching) MARKETING More information about this job:RESPONSIBILITIES AND DUTIES:International Resources Group (IRG), a wholly-owned subsidiary of Engility Corporation, seek

Job Title: Residential Maintenance Technician
The Foulger-Pratt Companies

Experience: 1 to 20 years **Salary:** Not Provided **Job Location:** Woodbridge, VA

Foulger-Pratt Residential Management is seeking a Maintenance Technician for our Woodbridge Station Apartments. The Maintenance Technician is responsible for after hour emergency calls, general maintenance, drywall, painting, assisting with grounds maintenance, and service requests. Ideal candidate must have a stron

Job Title: Convention Marketing Coordinator
National Association of Broadcasters

Experience: 0 to 3 years **Salary:** Not Provided **Job Location:** Washington, DC

Basic Function: Responsible for supporting the NAB Show marketing and communications programs designed to grow attendance, support exhibit sales and enhance customer experience. Specific Responsibilities: Assist in the development and production of all print and interactive materials designed

to driv