

## ACS Member Job Openings

Please contact organizations directly for information about Job Openings. Send Job Openings to [maureen.heim@acshoco.org](mailto:maureen.heim@acshoco.org) along with a PDF attachment or link and a brief description of the position. Positions will be posted for 4 weeks from date of receipt unless you notify us otherwise and will be posted the first part of the month. Our Job Openings Email has a 30% Open Rate to more than 2,200 contacts.

### **Office Manager and Program Assistant (OMPA) - Bridges to Housing Stability**

The OMPA's primary responsibilities are to provide general office support to Bridges management and staff and ensure efficient office operations by fostering and adhering to team spirit and communicating effectively with all elements of the Bridges community, including vendors and clients. [Read more.](#)

Posted 7-12-18

### **Office Assistant - HopeWorks**

The Office Assistant is the first point of contact with the agency for diverse clients, donors and community members and is responsible for creating a warm and welcoming environment for visitors. The Office Assistant is integral to the operations of the agency's main office and performs various clerical and administrative duties. [Read more.](#)

Posted 7-11-18

### **Director of Development and Volunteer Engagement - Girls on the Run of Central Maryland**

Girls on the Run of Central Maryland is seeking a full-time Director of Development and Volunteer Engagement. This position is responsible for the creation, implementation and evaluation of all fundraising initiatives, and serves as the organizational manager of all new and non-coach volunteers. Salary commensurate with experience. Please e-mail cover letter and resume to [info@gotrcentralmd.org](mailto:info@gotrcentralmd.org). [Read more.](#)

Posted 7-3-18

### **Operations Manager - The Village in Howard**

The Village In Howard, a community of Howard Cty. residents age 55+ who choose to age in place, is seeking a community minded-and service oriented leader to be its 20/hr. a week Operations Manager. Submit resume and cover letter to [managerjob@thevillageinhoward.org](mailto:managerjob@thevillageinhoward.org) by July 24. [Read more.](#)

Posted 6-27-18

### **Victim Advocate (Daytime) Residential - HopeWorks**

Victim Advocates are responsible for providing case management, advocacy and support services to residential clients living in the Safe House, a 24-hour emergency shelter for individuals and families fleeing domestic violence, sexual violence, and human trafficking. [Read more.](#)

Posted 6-22-18

### **Development Manager - HopeWorks**

The Development Manager will work closely with the Executive Director to develop and implement a comprehensive fundraising strategy for HopeWorks. HopeWorks' staff, board and volunteers are invested and engaged in altering the systems and imbalances of power that maintain the status quo - including racism, poverty, and gendered violence. [Read more.](#)

Posted 6-22-18

### **Certification & Intake Manager - Building Families for Children**

BFC is hiring a licensed social worker to serve in our CHOSEN Therapeutic Foster Care program. This position is responsible for the intake of children/youth into the CHOSEN program as well as the certification of

foster parents. [Read more.](#)  
Posted 6-21-18

### **Development Manager - James and Anne Robinson Foundation**

The Development Manager of the James and Anne Robinson Foundation is responsible for planning and executing all fundraising activities of the Foundation. He/She also serves as the liaison between the Foundation and the Robinson Nature Center. [Read more.](#)  
Posted 6-18-18

### **Multiple Job Openings - Linwood Center**

Multiple positions open at Linwood Center. [Read more.](#)  
Posted 6-5-18

### **Full-time Director of Early Childhood Education - Community Action Council of Howard County**

The incumbent provides administration, management, supervision and direction to the Early Childhood Education Program ensuring compliance with Performance Standards and State mandates. Maintain effective procedures for shared governance between the Board of Directors and Policy Council. Monitor program plans and component areas to ensure the delivery of quality services to children and families. Serve as the primary link between Early Childhood Education and the community through the development and maintenance of partnerships and collaborations. [Read more.](#)  
Posted 6-1-18

### **Occupational, Physical, Speech, Behavioral Therapist - Therapeutic & Recreational Riding Center, Inc. (TRRC)**

Occupational, Physical, Speech, Behavioral Therapists for center providing Traditional and Equine-Assisted treatment Sessions. Experience preferred, but will train for credentialing. Therapeutic & Recreational Riding Center, Inc. (TRRC) offers a bucolic & inviting work environment. 410-489-5100, [trrc01@aol.com](mailto:trrc01@aol.com), [www.trrcmd.org](http://www.trrcmd.org)  
Posted 5-2-18

### **Donor Services Coordinator - Gilchrist Howard County**

This part-time position has significant responsibilities in the processing, recording and acknowledging of charitable gifts. Additional duties include general office administration and assisting with special events, including our major fundraiser The Taste of Howard County. Gilchrist provides quality compassionate care, counseling and support to people at every stage of serious illness, so they may live life to the fullest. [Read more.](#)  
Posted 4-3-18

### **On-Call Victim Advocate - HopeWorks**

On-Call Victim Advocates are responsible for providing case management, advocacy and support services to residential clients living in the Safe House, a 24-hour emergency shelter for individuals and families fleeing domestic violence, sexual violence, and human trafficking. [Read more.](#)  
Posted 3-1-18

### **Associate Director of Development - Gilchrist Howard County**

[Gilchrist](#) is seeking a full-time development professional based in Howard County. Responsibilities include developing and maintaining positive and collaborative donor relationships (corporate, foundation and individual); grant writing and reporting; and coordinating special events; all specific to the Gilchrist western

service area (primarily Howard County). [Read more.](#)  
Posted 1-18-18

### **One-Stop Employment Services – Office of Workforce Development**

The Office of Workforce Development's focus is on meeting the workforce and employment needs of businesses and job seekers in our local labor market. Their objective is to provide excellent customer service to anyone using their workforce development resources. Take advantage of their [free resources](#).

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