State helps launch second New Era

The Maryland Day Care Financing Programs of the Department of Economic and Employment Development (DEED) has guaranteed $20,000 of a $25,000 loan for new Era Education, Inc. to open its second day care site in Baltimore city, according to Art Drea, DEED's assistant secretary for financing programs.

"We are particularly pleased to be able to help with this new center because it will provide day care for families in an area in Baltimore city where affordable day care is needed most," said Drea.

"Approximately 80 percent of the 40 children to be enrolled in the center will be receiving a subsidy of some kind," he said.

DEED's Day Care Financing Programs are two financing funds — the Day Care Facilities Loan Guarantee Fund and the Child Care Facilities Direct Loan Fund — designed to promote economic development and enhance the employability of the workforce in Maryland by providing more quality day care.

The funds are available for day care centers for infants, toddlers and preschool age children, as well as elderly and medically handicapped adults.

Harbor Bank of Maryland is issuing the loan to New Era Education, Inc. to help finance the purchase of equipment for the new facility. The development of the new center will result in the creation of three new jobs.

Quality workforce program launched

A new workforce training initiative, the partnership for Workforce Quality program, which resulted from legislation passed by the 1989 Maryland General Assembly, will go into effect July 1, 1989.

The Partnership for Workforce Quality was created to help Maryland businesses become more productive and competitive in the world marketplace through skills upgrading for their current workers.

Administered by the Department of Economic and Employment Development (DEED), this program will help mainly small Maryland busineses with up to 100 employees assess their training needs and will identify training resources available to meet those needs.

"Our workforce is one of the most important resources we have in Maryland, but continuous skills development to meet the demands of changing technologies is required if we are to keep our economy strong," said J. Randall Evans, Secretary of DEED.

"The Partnership for Workforce Quality is one method now in place for the state to help businesses who otherwise would not be able to meet that challenge," he said.

Through this program, DEED may contribute up to 50 percent of the direct costs for job-specific training requested by qualified businesses.

Interested persons should call (301) 333-5367 for further information.

CLERK TYPIST

Position available at Catonsville Community College to perform a variety of diversified typing/related clerical duties in Admissions/Outreach. HS grad or equivalent with nine months recent/related experience; 40 wpm typing; computer skills preferred. 20 hours per week, flexible; $6.34 per hour. Excellent fringe benefit package. Call Catonsville Community College, 455-4252. Qualified women, minority and handicapped persons are encouraged to apply.

TELEVISION
ASSOCIATE PRODUCER VIDEO PROMOTIONS

Dynamic Major Market PBS Station seeks an experienced energetic and creative promo producer with exceptional copywriting and to set editing skills. Opportunity to produce promos for local and national Maryland Public Television Productions. Familiarity with logs or master control and 1 inch editing desirable. Minimum 2 years Video Promotion experience and 4 year degree required. Starting Salary $21,500 plus benefits. Send resumes by August 25th to:
Asst Dir of Human Resources
Maryland Public Television Owings Mills Maryland 21117
MPT IS A
AA/EEO EMPLOYER

Research
RESEARCH ANALYST OFFICE OF INSTITUTIONAL STUDIES UNIVERSITY OF MARYLAND AT COLLEGE PARK

The Office of Institutional Studies at the University of Maryland at College Park is seeking to fill a full-time position responsible for conducting analytical studies and preparing the Campus' Affirmative Action Plan and Equal Educational Opportunity Report. Successful candidate will hold a master's or doctoral degree in an appropriate field, have significant experience with mainframe data bases and access packages as well as PC-based software packages, demonstrate the ability to design and execute statistical studies and analysis, possess excellent verbal and written communication skills, and have a minimum of three years experience in higher education or a related field. Salary is in the mid-$30s. Send a letter of application including the names and addresses of three references, as well as a current resume' to Ms. Gladys Brown, Search Committee Chair, Office of Institutional Studies, Room 2132, Main Administration Building, University of Maryland at College Park, College Park, MD 20742. For best consideration, applications should be submitted by August 28, 1989.
The University of Maryland is an Equal Opportunity/Affirmative Action Employer. Women and minorities are strongly encouraged to apply.

MECHANIC
($11.33-$14.11 Per. Hr.)
Packaging Mechanics

Domino Sugar, seeking a change for the better! Join Domino Sugar and become a packaging mechanic. Qualified candidates must have a minimum of 3 years experience in troubleshooting, operating and repairing high speed automatic packaging equipment, including filler, packers, sealers, conveyors, palletizers and electronic scales. You must be available for rotating shift periods. We offer excellent employee and family benefits. Interested parties should call 547-7271 between 9 a.m. and 3:30 p.m.

Equal Opportunity Employer M/F

ENGINEER
SR. CIVIL ENGINEER

The Dept. of Public Works is seeking a self-motivated Engineer with considerable skill in working with contractors, consultants and the public. Must have exceptional ability in report correspondence and specification writing. Good working knowledge of CAD and other software programs. Ability to perform construction management also desirable. Position will require cost estimating, review of consultants construction documents and assurance of code compliance and structural design. Qualifications: Completion of the core curriculum for a Baccalaureate level major in Civil Engineering or a related field and 2 years experience in Engineering work or an equivalent combination of training and experience. Possession of valid Va. motor vehicle operator's license. Minorities and women are encouraged to apply. Salary range $29,380-$41,548, depending on qualifications.
Applications will be accepted until position is filled. To obtain a City of Richmond application, contact:
Dept. of Human Resources & Employee Relations
City Hall, Room 112
900 East Broad St.
Richmond, Va. 23219
804-780-5886

PUBLIC INFORMATION ASSISTANT
City Art Museum

Well-developed writing skills; creative idea-generator; computer-literate; some experience with broadcast media desirable, as well as background in the fine arts. Send resume' with writing samples and salary expectations to:
Faith M. Holland
Baltimore Museum of Art
Art Museum Dr., Baltimore, MD 21218

CAREER CORNER

EDUCATION

Maryland State Department of Education
Call (301) 333-2038 for Application and Position Announcement. Assistant State Superintendent, Vocational-Technical Education, Position # 039596; $60,093 (minimum salary).

This is a professional position responsible for directing the functions of the Division of Vocational-Technical Education which include administering and evaluating vocational-technical education programs for school age and adult citizens in public and private institutions throughout the State.

MIN. QUALS: **Education:** Master's Degree in Education, Educational Administration/Supervision, Public Administration or a related area. **Experience:** A minimum of five years experience in administration or supervision.

Closing date for the receipt of applications is August 28, 1989.
AA/EOE

Administrator (Unclassified)
Salary High 30s — Low 40's

EQUITY PARTICIPATION INVESTMENT PROGRAM MANAGER
STATE OF MARYLAND

DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT
MARYLAND SMALL BUSINESS DEVELOPMENT FINANCING AUTHORITY

The Department of Economic and Employment Development is seeking qualified applicants for the position of Equity Participation Investment Program Manager with the Maryland Small Business Development Financing Authority. The primary responsibility of this position will be to structure equity and debt financing and related underwriting of the same or related government or private sector financial experience. This position requires the ability to analyze financial statements, perform credit analyses, perform detailed reviews of financial records and internal controls; monitor and counsel socially or economically disadvantaged business clientele. Extensive contact with Maryland's business community involved. Travel is required.

Candidates must possess a Bachelor's degree in Accounting, Business Administration, Economics, Finance (preferably with 12 or more hours in accounting); and at least five years experience in equity and debt financing. Experience in the development of socially and economically disadvantaged businesses is desirable.

To apply, qualified carididates must submit a resume to Ms. Sharon Ball, DEED Office of Personnel and training, Room 606, 1100 North Eutaw Street, Baltimore, Maryland 21201 no later than Friday, August 25, 1989.
Equal Opportunity Employer

CLERICAL
RECEPTIONIST/TELEPHONE OPERATOR

Position available at Carroll Community College, a campus of Catonsville Community College to operate the college console, act as receptionist, and perform cashier and mailroom responsibilities. HS grad or equivalent with one year's experience in a general office environment including dealing with the public and handling/depositing money. 20 hours per week, daytime; $6.70 per hour. Excellent fringe benefit package. Call Catonsville Community College for application, (301) 455-4252. Qualified women, minority and handicapped persons are encouraged to apply.

EDUCATION
INSTRUCTOR OFFICE TECHNOLOGY

Catonsville Community College has a position available for Instructor — Office Technology, available September 1, 1989, in the Business, Social Sciences and Human Services Division. This position is on a full-time, 37.5 hours per week basis. Responsibilities include teaching, supervising and student advisement in the Office Technology Labs. Requires a bachelor's degree (master's degree preferred), experience in competency based instruction preferred, office technology teaching experience (preferably at the community college level). Salary commensurate with background and experience. Excellent fringe benefit package. Application deadline August 22, 1989. Please submit letter of interest and resume' to Personnel, Catonsville Community College, 800 South Rolling Road, Baltimore, MD 21228. Qualified women, minority and handicapped persons are encouraged to apply.

Personnel
LABOR RELATIONS

A major manufacturing company in the Baltimore area is adding to its Labor Relations staff.

* BA or BS in Industrial Relations or Industrial/Business Management.
* The proven ability to interact with both management and the union.
* Minimum of 2 to 5 years experience in the field of Labor Relations.

This position offers an attractive salary and benefit package. For consideration send your resume' with salary history to:

Box #58-B
c/o AFRO-AMERICAN CO.
628 N. Eutaw St.
Balto., Md. 21201
AN EQUAL OPPORTUNITY EMPLOYER

ADMINISTRATOR COMMERCIAL AND INDUSTRIAL REAL ESTATE LENDING (Unclassified)
Salary: Mid 30's
(Negotiable depending Upon qualifications)

STATE OF MARYLAND DEPARTMENT OF ECONOMIC AND EMPLOYMENT DEVELOPMENT
The Department of Economic and Employment Development is seeking qualified applicants for the position of Administrator, Commercial and Industrial Real Estate financing programs.

This position, involved in all phases of the programs financing activities, will be responsible for evaluating loan/grant applications, including financial statement analysis, appraisal review and the administration of projects during the construction phase.

Candidates MUST possess a Bachelor's degree in an associated discipline AND five years experience in commercial lending, real estate finance or related field together with a strong financial analysis background with good oral and written communications skills.

Experience with personal computer, electronic spreadsheets and data base management systems is preferred.

To apply, qualified candidates must submit a resume to Ms. Sharon Ball, DEED Office of Personnel and Training, Room 606, 1100 North Eutaw Street, Baltimore, Maryland 21201 no later than Thursday, August 31, 1989.
AN EQUAL OPPORTUNITY

NOTICE TO ADVERTISERS
EFFECTIVE AUGUST 1, 1989

To place an ad in the AFRO-AMERICAN, the following policies must be observed:

1) All ads — display or classified — costing $50 or less require payment in advance in full. Payment is required at the time the insertion order is signed by the customer.
2) All ads — display or classified — costing $51 and up require a 50% deposit in advance. Payment is required at the time the insertion order is signed by the customer.
3) Payment must be made by check or money order. Cash payments can only be made at the AFRO-AMERICAN Office.

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771-4576

Turn your Hobby into a money-making venture! Report tells how. Satisfaction Guaranteed, $4.00.
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Baltimore, Maryland
21203-5821

Are you called to preach? Be a lifetime ordained Baptist minister now. For details write to: The new Israel Baptist Church, Inc., P.O. Box 22742, Baltimore, MD 21203-4742 — INCLUDE YOUR PHONE NUMBER.

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50 W. Biddle St.
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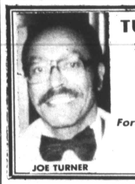
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CAREER CORNER

PROFESSIONAL EMPLOYMENT AND CAREER TRAINING OPPORTUNITIES

TV PRODUCTION

Catonsville Community College has the following positions available:

TV Production Assistants: Part-time, flexible hours; experience preferred: camera, audio, editing for sports, news and public affairs program.
Master Control Operators: Cable TV station, weekends and evenings.
$5.88 per hour. Call Catonsville Community College for application, 455-4252. Qualified women, minority and handicapped persons are encouraged to apply.

Management
PRODUCTION SUPERVISION

A major manufacturing concern in Eastern Baltimore County has a limited number of openings for production supervisors.
* 2 or 4 year degree (prefer technical).
* Strong leadership, mechanical aptitude, planning, organization and problem-solving skills.
* Minimum of 1 to 2 years supervisory experience!
* Willing to work a shift work and week-end schedule.

These positions offer an attractive salary and benefit package. For consideration send resume' and salary history to:

Box #60-B
c/o AFRO-AMERICAN CO.
628 N. Eutaw St.
Balto., Md. 21201.
AN EQUAL OPPORTUNITY EMPLOYER

Assistant State Director Maryland Small Business Development Center Program

The opportunity to work in a challenging and growing State program that provides consulting, training, and technical assistance to aspiring entrepreneurs and small businesses. The Assistant State Director will play a major role in the administration and planning of the program and be a highly visible member of the team throughout the State. This contractual position is based in Baltimore, the salary will be commensurate with experience.
Requirements:
— MBA preferred: Bachelor's degree required
— 3-5 years of experience in administration; budgeting; and planning in a multi-site environment, and should show progressive increases in responsibilities.
— should possess good interpersonal communications skills
— must be proficient in strong verbal and written communication skills
— computer competency, LOTUS, desktop publishing, graphics, etc.
Send cover letter and resume to:
Sharon S. Ball, Department of Economic and Employment Development,
1100 N. Eutaw Street, Room #606,
Baltimore, Maryland 21201,
Letters and resumes must be received by August 29, 1989
An Equal Opportunity Employer

The Degree of Difference: Loyola College IN MARYLAND

Graduate Programs Include:
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Professional Development Programs

Computer/Engineering Science Open House:
Hunt Valley Center, Wednesday August 30;
for reservations call 532-5020 or 1-800-221-9107, ext.5020.

Loyola College in Maryland
4501 North Charles Street
Baltimore, MD 21210-2699
For more information, call (301)532-5020.
LOYOLA COLLEGE IN MARYLAND

JUVENILE JUSTICE ADMINISTRATOR

Large public agency seeking Sr. Level Executive to manage the range of institutional and non-institutional programs for children and youth. Must have institutional management exp. with a strong administrative background in managing staff, program and budget. Ability to analyze operations, develop and implement creative approaches to issues and problem resolution in a fast-paced demanding environment. Requires Master's degree in a related field and min. of 8 yrs. of applicable exp. Salary Range: $60,093-$77,494. Please respond with resume', cover letter, writing sample and salary history to:

Patricia Hopkins
Dept. of Juvenile Services
321 Fellsway
Balto., Md. 21202
EOE

ADMINISTRATIVE ASSISTANT

Full-time administrative assistant for development department with previous experience, strong organizational background. Must have good communication skills, type 55 WPM, computer knowledgeable.
c/o Ken Maher
Development Director
101 W. Read Street
Suite 825
Baltimore, Maryland 21201

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Earn up to $2,000 just for enlisting, if you qualify.

Work one weekend a month and earn $18,000 for college.

Your contributions will be felt by millions!

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THE MARYLAND ARMY NATIONAL GUARD

HOWARD COUNTY JOB OPPORTUNITIES

Howard County Government is accepting applications for several Community Worker II positions.
The selected individuals will perform entry-level professional social service work which includes providing community outreach, research and coordination of staff support to the Department. A brief outline of the four positions follows; please indicate your preference.

OFFICE OF HUMAN RIGHTS

Position #1 (Part Time) — Working with the Human Rights Commission and Martin Luther King, Jr., Howard County Holiday Commission developing auxiliary committees, performing preliminary research for HRC study, setting up conferences, writing news releases, telephoning/writing/mailing notices, newsletters, etc., and typing minutes on word processor.

OFFICE OF HUMAN RIGHTS

Position #2 (Part Time) — Working on programs related to housing issues, e.g., Community Building in Howard County, Fair Housing Workshops, Network of Neighbor, etc., expanding involvement of community groups/individuals in Human Rights programs, setting up meetings, taking minutes, mailings, and preparing and typing news releases.

OFFICE ON AGING

Position #3 (Full Time) — Performs fiscal, administrative, client, and community work related to Senior Coordinated Community Care (a program serving frail elderly persons). As staff in the Long Term Care Center, coordinates case management functions and provides screening and intake services in the unit.

DISABILITY SERVICES

Position #4 (Full Time) — Program Assistant position to assume primary responsibility for Information and Referral, Resource Coordination, provide committee support, perform research, analysis, report development on disability issues, initiate a data development project, expand and organize information files and assist in public outreach and awareness.
To qualify, applicants must possess any combination of education and experience equivalent to completion of a bachelor's degree program from an accredited college or university with major course work in social work or behavioral science. Must possess knowledge/experience in community outreach and coordination of conferences, meetings, etc., excellent writing and public speaking skills. Prefer word processing skills. Salary range is $12.95 per hour to $18.76 per hour.
Howard County applications must be received or postmarked by August 25, 1989.
Contact:

HOWARD COUNTY PERSONNEL
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
EOE HANDICAPPED M/F

BENEFITS ADMINISTRATOR

Howard County Government is seeking applications for Benefits Administrator.
The successful candidate will be responsible for the administration of the County's police and fire pension plan and a soon to be implemented flexible benefits program. Duties will include ongoing program administration and coordination; policy and procedure development; program analysis; and maintenance and preparation of complex records and reports.
A bachelor's degree plus 2 years of professional level benefits administration experience required. Excellent communication skills and analytical skills essential. Prior pension plan administration preferred.
Salary to mid-$30's. Excellent fringe benefits included.
Howard County applications must be received or postmarked by August 25, 1989.
Contact:

HOWARD COUNTY GOVERNMENT
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
EOE HANDICAPPED M/F

PLANNING
TRANSPORTATION PLANNER — STATEWIDE
$23,157-$30,411

Individual needed to perform planning and technical assistance and monitoring activities for transit systems that receive small urban area's funds and statewide grant programs.

Requirements include: Graduation from an accredited 4 year college or university with a Bachelor's Degree in Urban Planning, Geography, Public Administration, Economics or Business Administration and 1 year of progressively responsible professional, administrative or technical experience in transportation.

Graduate education from an accredited college or university in Urban Planning, Geography, Public Administration, Economics or Business Administration, may be substituted for the work experience. An additional 4 years experience as defined above can be substituted for the required Bachelor's Degree. An unrelated Bachelor's Degree will be accepted, provided a Graduate Degree from an accredited college or university was obtained in the above defined discipline.

Submit resume' with title of position "TRANSPORTATION PLANNER — STATEWIDE" clearly indicated no later than August 25, 1989 to:

MASS TRANSIT ADMINISTRATION
HUMAN RESOURCES DIVISION
300 WEST LEXINGTON STREET
BALTIMORE, MARYLAND 21201-3415
"FOR A COMPLETE LISTING OF ALL MTA JOBS AVAILABLE, DIAL MTA-JOBS (682-5627)."
EQUAL OPPORTUNITY EMPLOYER

HOWARD COUNTY JOB OPPORTUNITIES

Howard County Government is accepting applications for the following positions:

FACILITIES MAINTENANCE SUPERVISOR

To coordinate the supervision of maintenance work in all of the buildings and grounds trades. Duties include: planning and organizing major repair and preventative maintenance efforts; assisting in the presentation of the budget; preparing specifications for work done by contractors; and reporting the status of all work activities to Bureau Chief. Requires: The equivalent of an A.A. degree and 4 years of experience in facilities maintenance. Must possess: Good knowledge of supervisory methods and techniques; comprehensive knowledge of principles, practices and methods of facilities and grounds maintenance; ability to prepare reports, specifications and recommendations and coordinate multiple projects. Salary range: $32,518-$47,049.

ENGINEER III

To manage capital projects under construction including vertical structures, parks, roads, bridges, storm drain structures and water and sewer transmission facilities. Duties include: providing technical support to Chief of the Construction Inspection Division; coordinating projects with contractors/consultants including approval/disapproval of invoices and change orders and conducting progress meetings; researching and developing standards and specifications for use in construction projects; supervising County and consultant inspection personnel during capital project construction; and coordinating construction scheduling with design engineering personnel. Requires: B.S. in Civil Engineering and 4 years of increasingly responsible professional engineering experience in the design and administration of construction activities relative to areas of roads, storm drains, and water and sewer projects. Prefer Md. P.E. license. Salary range: $35,867-$51,937/yr.

SUPERVISING CONSTRUCTION INSPECTOR

To perform supervisory level inspections work overseeing the activities of personnel involved in managing and inspecting construction projects to ensure compliance with standards and contract documents. Duties include: preparing schedules and assigning inspectors to jobs; assisting in the investigation of construction problems; meeting with engineers, architects, developers, and/or contractors to resolve areas of disagreement; reviewing and approving invoices submitted by consultants for services rendered; training new inspection personnel; and preparing reports of operations. Requires: The equivalent of an AA degree in Engineering, Engineering Technology or Construction Management and 6 years of increasingly responsible heavy construction experience, including 4 or more years of experience inspecting heavy construction projects. Must possess: Valid Md. Class D driver's license; thorough knowledge of principles, practices, methods and materials used in heavy construction work, especially water, sewer, storm drain, storm water management ponds and road construction projects; and ability to plan, assign and review work of subordinates. Salary range: $31,252-$45,242/yr.

MAIL CLERK

To perform routine clerical work in processing incoming and outgoing mail. Duties include: receiving mail and parcel shipments and verifying volume and content; sorting mail and parcels and packaging, wrapping or banding or subsequent delivery; delivering mail and regular parcels either on foot within the County Office Complex or via van/trucks to outlying office locations; preparing outgoing mail/parcels, including Express mail, 3rd Class bulk mailings, and pre-sort mailings; and performing routine maintenance on mailroom equipment. Requires: H.S. grad or GED and possession of a Md. Class D driver's license. Must possess good driving record. Prefer experience with mailing, and manifesting systems and some computer knowledge. Salary range: $18,568-$25,665/yr.

STORES CLERK — Part Time

To work 15 hrs/wk. at the County's Central Warehouse performing routine manual and clerical work in stock handling and stores recordkeeping. Duties include: receiving and shelving archive records delivered to warehouse; retrieving recordboxes for disposal; maintaining shelf numbering system and log books; maintaining security of documents; retrieving and refiling records; receiving, assigning to bay areas and tagging all incoming commodities; maintaining logs and inventory records of all items in storage; verifying quantities, signing receiving tickets and bills of lading for incoming shipments and transporting commodities from loading dock into warehouse; and maintaining security of warehouse inventory. Requires: H.S. grad or GED and possession of a Md. Class D driver's license. Must be able to lift and carry items weighing up to 50 lbs. Prefer previous stores experience and knowledge of computer inventory control. Salary range: $8.92-$12.33/hr.

All positions include a comprehensive fringe benefits package.
For positions requiring driver's license, applicants must provide license # on application form.
Howard County applications must be received or postmarked by August 25, 1989.
Contact:

HOWARD COUNTY PERSONNEL
3430 COURT HOUSE DRIVE
ELLICOTT CITY, MARYLAND 21043
(301) 992-2035
DEAF TELETYPE ONLY (301) 992-2323
EOE HANDICAPPED M/F