



First Mount Zion Baptist Church is blessed to provide connections to the following jobs, internships and scholarships in the Washington, DC metropolitan area. If you know of a job, internship or scholarships please complete the Connections Posting Form located under the forms tab and send it to [psessoms@firstmountzionbc.org](mailto:psessoms@firstmountzionbc.org). We stand of the God's promises in the book of Malachi, **"If I will not open for you the windows of heaven and pour out for you such blessings that there will not be room enough to receive it!"** We are grateful for the opportunity to provide a much needed service that "connects people who have a desire to become fully devoted followers of Jesus Christ".

## **JOBS**

### **FIRST MOUNT ZION BAPTIST CHURCH**

FMZBC is seeking to fill one Church Business Administrator (CBA) vacancy. The CBA is responsible for a broad variety of functions necessary for the daily administration and operation of the Church. This includes responsibility and accountability for food service, fitness center, facilities/property, financial, procurement, asset management, risk assessment and management, insurance, safety, security, human resources, information technology, events planning, records and fleet management, policy and procedure management, community care, and servant mobilization. Bachelor's degree in Business Administration, Public Administration, Human Resources, Finance or related fields is required. Master's Degree and five years of administrative or managerial experience with religious organizations is desired. Submit resumes to the church office c/o: Human Resources Committee no later than 12:00 pm Friday July 30, 2010. Salary \$91,493 - \$124,189.

### **FEDERAL GOVERNMENT**

Main Employment Page <http://www.usajobs.com/>  
Veteran Job Website [www.VetsJobs.net](http://www.VetsJobs.net)

### **STATE GOVERNMENT**

Virginia <http://jobs.virginia.gov/>  
Virginia Employment Commission <http://www.vec.virginia.gov/vecportal/index.cfm>  
Maryland Department of Human Resources <http://www.dhr.maryland.gov/jobannnc.htm>  
Washington DC Government <http://dc.gov/gov/jobs.shtm>

### **COUNTY GOVERNMENT**

Prince William County (PWC) <http://www.pwcgov.org/jobs/applynow/>  
PWC Schools <http://pwcs.edu/HumanResources/>  
PWC Parks <http://www.pwcparks.org/Employment/tabid/71/Default.aspx>  
Payroll & Benefit Manager <http://www.pwcgov.org/jobs/applynow/vacancy.asp?intVacancyID=3714>  
Firefighter, Emergency Medical Technician Entry Level <http://www.pwcgov.org/jobs/applynow/vacancy.asp?intVacancyID=3725>

## **PROFESSIONAL JOBS**

Monster Jobs

<http://www.monster.com/>

The Ladders 6 Figure Jobs

<http://www.theladders.com/reg/ppc?pl=mi-leap&cr=tmw0001>

## **CHRISTIAN JOBS**

Church Staffing

<http://www.churchstaffing.com/>

Church Jobs.net

<http://www.churchjobs.net/index.html>

## **ADMINISTRATIVE SUPPORT JOBS**

Virginia Employment Commission

<http://www.vec.virginia.gov/vecportal/index.cfm>

Simply Hired

<http://www.simplyhired.com/a/jobs/list/q-Administrative+Support>

## **WAGE JOBS**

Virginia Employment Commission

<http://www.vec.virginia.gov/vecportal/index.cfm>

Employment Crossing

<http://www.bluecollarcrossing.com/>

Food Service.com

<http://www.foodservice.com/employment/>

## **COLLEGE JOBS, INTERNSHIPS & SCHOLARSHIPS**

### **JOBS**

InternSearch.com

<http://www.internsearch.com/>

Best Career Links.com

<http://www.bestcareerlinks.com/jobsforstudents.html>

Defense Finance and Accounting Service

<http://www.dfas.mil/collegestudents/acareeratdfas.html>

EPA Student Temporary Employment Program (STEP) <http://www.epa.gov/ohr/student/>

### **INTERNSHIPS**

Summer Camp Positions Available (Arlington, Virginia ) <http://washingtondc.craigslist.org/nva/edu/1061888949.html>

Navy Financial Intern Program

<http://www.navyfmip.com/>

Howard University School of Business Summer Enrichment Program <http://www.bschool.howard.edu/HighSchool.htm>

Howard University Undergraduate Summer Research Program in Science and Biotechnology

<http://www.howard.edu/amgenscholars/>

### **ARTICLES**

#### **Get Your Resume Ready for the Recession**



Provided by Monster Jobs.Com by Joe Turner

While you shouldn't let the hysteria about today's

economy derail your job hunt, you will have to get

smarter in your job search strategy. How? By revising your tactics to include a more solution-selling approach to make your value clear to potential employers. You must always answer the question, "What's in it for them?" not, "What's in it for me?" Stay focused on what you can accomplish for your next employer. Demonstrate you understand the macroeconomic bigger picture of the role you play in moving the company forward.

To that end, apply these tips to retool your resume for a better chance of success during the recession.

### **Add Achievements to Your Resume**

Leave behind that old mind-set that your job-related skills or length of service are selling factors. Think of yourself as a mini profit-and-loss center rather than just a prospective employee. Employers today buy results and are less impressed with candidates promoting a laundry list of skills. Instead, define the many ways your past and present job performance have been assets to your employers -- just as they will be for your next employer.

Your resume should be a hard-hitting sales tool designed to accomplish one goal: Get the interview. To demonstrate this, add a specific achievements list to your resume. Whittle your bottom-line achievements down to your biggest, most notable accomplishments. Now, describe the benefit your employer gained from each example. This will put you several steps ahead of your job-seeking competitors. Plus, you'll have your talking points ready for that next phone interview.

### **Emphasize Your Contribution to the Bottom Line**

Hiring managers categorize desirable employees into one of two distinct groups: those who make money and those who save money. For example, Jim works as a

lead-generation specialist for the marketing department of a direct-mail provider. His role is to use specialized software to research lists of names to develop the best prospects for the company's future marketing programs. Therefore, although he doesn't actually make the sale, each lead Jim generates has a dollar value, because one out of every 20 of these leads will produce a sale. Rethink your current or past jobs to understand your position in the bigger corporate profit-and-loss picture. Collect specific examples of the benefits your company gains from your work. Here are some questions to ask yourself:

- How did my work improve the performance of my department or company?

How many roles did I perform that saved the company the expense of added employees or contractors? How has my work made the work of others (employees and managers) easier, faster and more effective? Develop several specific examples of how you benefit your company by making money or saving money, and then incorporate them into your resume. As a recruiter, Joe Turner has spent the past 15 years finding and placing top candidates in some of the best jobs of their careers. He makes it easy for anyone to find and land the job they really want -- all on their own in the shortest time possible.

Discover more insider job search secrets by visiting [Job Change Secrets](#).

### **Additional Articles in This Feature**

[Laid Off -- Now What? home](#)  
[Laid Off? 8 Effective Ways to Respond](#)  
[Job Termination and Your Resume](#)  
[Look for Work in Troubled Times](#)  
[Bouncing Back After Being Laid Off](#)  
[When to Target a Lower Position](#)  
*[Discuss potential opportunities related](#)*

## How To Write KSAs – by KSA Dr. Com

If you have never heard of a KSA statement, you are not alone. Many Americans don't know what a KSA is, let alone how to write an answer to one. However, knowing not only what a KSA statement is, but also how to write an effective answer to one can make the difference between getting a job...and getting left in the dust.

### What is a KSA Statement?

KSA stands for Knowledge, Skills, and Abilities. A KSA statement, therefore, is a statement about the unique qualities needed to fill a particular position. A job that requires KSAs usually lists between three and five KSA statements in the job description.

Although KSA statements are not questions, each one still requires an answer. Federal employers use KSAs to help determine the applicant's eligibility for the job. In other words, your answer to each KSA tells the employer whether you would be an appropriate candidate for the job. Well-written answers to KSA statements can land you an interview, whereas poorly written or incomplete answers can disqualify you right off the bat.

### Seven Secrets to Writing Successful KSAs

Writing KSA answers makes many people nervous – mainly because they don't know what they are doing. With the right tricks up your sleeve, however, you'll find that writing a winning answer to any KSA is a breeze.

*Be complete.* It is important to answer each KSA completely. Simply saying, "Yes, I have that skill," will get you nowhere. Treat each KSA like a news article: who, what, why, where, when, and how are all integral parts of the story. Tell the employer what knowledge or skill you have that satisfies their requirements; where, when, how, and why you got it; and who you got it from. And don't forget the other how: how your skill relates to what the employer is looking for.

*Provide concrete examples.* A vague assertion that you have the necessary skills for the job is not going to convince a prospective employer. Rather than stating that you have the desired training or experience, describe specific examples of where and when you gained the experience. Be sure to tie your answer back to the KSA statement by stating how your examples give you the skills needed for the job. *Be concise.* The employer is not interested in your creative writing abilities, so keep the fluff to a minimum. Answer each KSA in plain language, so that your answers are simple and easy to follow.

There is a fine line between answering a KSA completely and sounding like a pompous windbag; although your KSA answers should be as long as it needs to be to fully answer the question, most employers would prefer that each answer fit on one

page – and certainly no longer than two pages.

*Tell them what they want to hear.* You don't have to make up examples, but you *should* provide examples that demonstrate desirable qualities in an employee. For instance, when answering the KSA statements, choose concrete examples that highlight your leadership skills, demonstrate your creativity and problem solving skills, or show that you are comfortable with working under pressure. You should also choose examples that are pertinent to the position you are applying for, even if they are not job-related; volunteer work, academic awards, and other sources of experience are all fair game.

*Think outside the box.* Even if you think you don't have any experience to satisfy a certain KSA, don't leave it blank. Instead, consider other areas of your life that may have given you the necessary skills. Not every KSA must be answered purely with job experience; training, volunteer work, internships, and academic projects and awards may also demonstrate that you satisfy the requirements of the position. At the very least, think of related examples and demonstrate in your answer how they tie in to that particular KSA.

*Sell yourself!* KSAs give you an opportunity to set yourself apart from other applicants. Use these documents to sell your best qualities – and paint your worst in a more pleasing light. If your answers demonstrate confidence in your abilities, an employer will be much more likely to believe that you can do the job.

*Edit, edit, edit!* Most professional documents require editing and proofreading to verify that they are free of errors. However, unlike other professional documents, your answers to the [KSA](#) statements have a lot riding on them: they are your only chance at a good first impression.

Therefore, you need to take pains to make sure every word is in its place – no typos, misspellings, or discrepancies between your resume and your KSA answers. If your high school English teacher wouldn't have been impressed, neither will the employer!

### Success Seekers Wanted

KSAs have one purpose: to find the best person for the job. In order to write successful answers, you need to assume that you *are* that best person. Take your time with each answer, choosing the best possible examples of your knowledge and experience. Polish your answers until they shine. With the right amounts of confidence and care, your [KSA answers](#) will open doors for you that otherwise would have remained closed.