

H TLINE

A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

HOT Resources

Check out the information below to help you maneuver through the application process for working as a permanent Peace Corps employee:

If you are interested in applying for a job at the Peace Corps, please mail, fax, or e-mail applications for specific vacancies to:

Peace Corps
Office of Human Resource Management
1111 20th St., NW, Room 2300
Washington, DC 20526
Fax: (202) 692-1201
E-mail: hmrjobs@peacecorps.gov

If you have specific questions, please call:

(202) 692-1200 or
800-424-8580, ext. 1200

For additional information, please visit the Peace Corps Web site: www.peacecorps.gov/employment. Main topic areas include: HQ Opportunities, Overseas Opportunities, Regional Recruitment Opportunities, Working at Peace Corps, How to Apply, Domestic Vacancy Announcements, and Vacancy Status Listing.

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Sam Axelrod
RPCV Ukraine
Hotline Assistant

For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or
(800) 424-8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: (202) 692-1431 or 1421

Job Opportunities With the Peace Corps

by Shanta Swezy
Manager, Returned Volunteer Services

“Never in my wildest dream would I have imagined that you’d be working at the Peace Corps,” was the welcoming response I got from my sister, Virginia (RPCV Togo), during my first week on the job. It wasn’t intended to mean anything more than the fact that my sister had also worked for the Peace Corps. I was already familiar with Peace Corps headquarters, having sometimes visited my sister, a desk assistant and desk officer in the Africa region, from 1991-93. In addition, I visited the Career Center in Returned Volunteer Services when I returned from my own Peace Corps service in Kazakhstan almost six years ago.

What brought me back to the Peace Corps again? I had been working as an editor for an association magazine in Alexandria, Va., for almost a year. Feeling unchallenged by the position, I began looking at other options. One day, I spotted the job posting in (ironically) my *Hotline* issue that arrived in the mail. I submitted a cover letter and résumé and waited. Almost three months later, I got a call for an interview that brought me to where I am now: Manager of Returned Volunteer Services and the *Hotline* editor.

Here is the point: Like myself and my sister, other RPCVs have also chosen to make the leap from Volunteer to permanent staff. With holiday celebrations behind you and the job search still ahead of you, what better place than to reach into your own backyard by considering job opportunities with the Peace Corps?

From Volunteer to Staff

The Peace Corps employs over 800 people at its headquarters in Washington, D.C., abroad, and around the country in regional offices. It’s no surprise that many RPCVs who return from their country of service have gone on to distinguished careers as Peace Corps staff. One example is a family friend who I bumped into near the elevator during my first month on the job, and his last week at headquarters. Larry, an RPCV from Togo, had just ended his work as a desk assistant and desk officer for the Africa region and was on his way to Benin to work as the new Associate Peace Corps Director for Rural Development. The possibilities may surprise you.

Foot In the Door

One way to begin working for the Peace Corps is to start as a temporary employee. The purposes of temporary employment vary, but are usually to assist with a special project for a limited time. Length of time varies from one month to one year.

No formal source of information about available temporary positions exists, so interested RPCVs need to network and inform as many Peace Corps employees as possible about their interests and availability. The Career Center in Returned Volunteer Services will sometimes post some of these positions. Temp positions often require clerical, computer, typing, and/or organizational skills. One success story is Mandy Tumulty (RPCV Nicaragua) who began “temping” in Returned Volunteer Services, then moved to Coverdell World

Wise Schools (CWWS) to serve as a temp, and now works in a permanent position. As program analyst for CWWS, she manages and develops distance-learning initiatives, such as videoconferences between RPCVs and U.S. schools, the CyberVolunteer program, and the service-learning Web site at www.peacecorps.gov/wws/service.

Another employment option is to consider a short-term training contract with the Peace Corps overseas. The Peace Corps Short-Term Assistance Unit is recruiting for qualified technical trainers. These trainers develop training sessions and activities and coordinate all technical specific training resources in preparation for the training program. General requirements include technical experience as well as experience in training design, implementation, and evaluation. (Experience in the region is also preferred.)

Qualified applicants should send a current résumé, social security number, cover letter, and salary history to: stau@peacecorps.gov. Please note in the subject line “Hotline General Trainers.” More information and a list of current contracting positions are available at www.peacecorps.gov/employment/overseas/contract.

General Process

If you are serious about applying for a *permanent* position, however, your best bet is to first research the Peace Corps’ employment section of the Web site: www.peacecorps.gov/employment.

PUBLIC SECTOR

MANAGEMENT TRAINEE • Cleveland, OH

Position available with the US General Services Administration. Duties: participates in a two- to three-year training program gaining increasing responsibility in property management for federal office space in the N. Ohio area. The successful candidate will graduate to a property manager or an assistant property manager. Qualifications: BS/BA in business, liberal arts, or public administration; good communication skills, and a strong desire to succeed. Please send cover letter/résumé to: Shandy Etringer, 201 Superior Avenue, Room 500, Cleveland, OH 44114; fax: (216) 522-2980.

CAMPUS RECRUITER • Tempe, AZ

Position available 20 hours per week with Arizona State University for one or more years beginning 1/15/02. Duties: designs and implements recruitment campaigns to increase awareness of Peace Corps programs in university and local communities; counsels and interviews applicants; conducts information meetings, class talks, and walk-in office hours; coordinates activities with Los Angeles Peace Corps office. Qualifications: RPCV enrolled at least part-time in ASU classes; strong organizational and communication skills; ability to work without close supervision; and ability to work with people of diverse backgrounds. Send letter and résumé to: Dr. Julie Stanton, Morrison School of Agribusiness and Resource Management, 7001 E. Williams Field Rd., Mesa AZ 85212; phone (480) 727-1126; fax (480) 727-1011.

ANALYST • Washington, DC

Positions available with U.S. Department of Agriculture. Duties: oversees domestic nutrition assistance (welfare), rural development, economics, and marketing/inspection; provides departmental IT agricultural support; analyzes facts yielding presentations, summaries, options, recommendations; participates in policy papers, decision-support documents, budget, legislative, and rulemaking actions. Qualifications: analytical and acumen skills; also fact-finding and communication skills. For more information, please call: Jackie, (202) 720-7981; e-mail: <jrd@obpa.usda.gov>; Web site: <www.usajobs.opm.gov/wfjic/jobs/IZ0525.HTM>.

ENV. SPECIALIST • Washington, DC

Position available with US Environmental Protection Agency (EPA). Duties: manages development of environmental regulations, including overall understanding of process of regulatory development; coordinates work group activities; analyzes draft regulations; assists with development of recommendations for senior managers; coordinates relevant parts of EPA Semiannual Regulatory Agenda. Qualifications: recent RPCV with non-competitive eligibility; good writing, analytical, and people skills; well-organized and ability to work under deadlines; prefer candidates with background or experience in environmental policy or regulatory analysis. Please contact Jeff Morin at (202) 564-6553 for more information.

RECRUITER • Arlington, VA

Position available with the Washington, D.C. Regional Peace Corps Recruiting Office. Duties: designs and implements recruitment activities to increase awareness of Peace Corps programs and opportunities; reviews and screens applications for Peace Corps service; conducts personal interviews and matches applicants to programs. Qualifications: RPCV; strong interpersonal skills; ability to work with diverse groups of people, including academic officials and community representatives; excellent written and verbal communication skills; good organizational and analytical skills. Check the vacancy announcement posting and application details at: <www.peacecorps.gov>, then send cover letter and résumé noting the vacancy number to: Human Resources, Peace Corps, 1111 20th Street, NW, Suite 2300, Washington, D.C. 20526; fax: (202) 692-1201.

ENTERPRISE SPECIALIST • Washington, DC

Positions available with Amex International. Qualified candidates will work with microenterprise/business development, microfinance, and related fields. Areas of specialization include: strategic planning, legal and regulatory, banking, financial analysis, operations analysis, bank management, business development, organizational development, program design, grants management, market research, microenterprise research, monitoring and evaluation, microenterprise training, information management, and database systems. Position openings will depend on issuance of work orders over the duration of the contract. Qualifications: two years of experience in area of specialization and an advanced degree or two years of experience with microfinance; one year of overseas experience; proficiency in foreign languages highly desirable. Please send a résumé in MS word format, with current contact information, to <tryan@amexdc.com>.

PRIVATE SECTOR

TECHNICAL COORDINATOR • Washington, DC

Position available with the Riecken Foundation, a fast-growing educational foundation starting public libraries and Internet centers in rural Central America. Duties: designs and implements remote computing systems; works with satellite engineers, computer makers, librarians, telecom executives, bankers, Peace Corps volunteers, campesinos, and presidents. Qualifications: Spanish speaking, tech-savvy self-starter with first-hand Central America experience. Please send letter and résumé to: Riecken Foundation, <info@riecken.org>.

TEACHER • Detroit, MI

Positions available with Berlitz, Jr., the world leader in foreign language learning for children. Duties: teach Spanish to K-8 students. Qualifications: BS/BA degree; a love of teaching children; teacher certification not necessary. Salary: \$24K-\$27K. Please call Kristine or Kelly at (248) 642-5559, or fax your résumé to: (248) 642-9341.

PROGRAM ASSISTANT • Washington, DC

Position available in the Foreign Language Division of the International Center for Language Studies. Duties: assists director of programs in over 80 languages in coordinating schedules, interacting with clients and students, and running fast-paced division. Qualifications: excellent cross-cultural communication and organization skills and the ability to work under pressure; BA in linguistics, TESOL, foreign language, or related field; experience in teaching ESL or foreign language; proficiency in foreign language; experience in living in various cultural environments; excellent computer skills. Submit résumé to: Karen Decker, 727 15th St., NW, Suite 400, Washington, DC 20005; fax: (202) 783-6587; e-mail: <employment@icls.com>.

RECRUITER • New York, NY

Position available with Doctors of the World. Duties: screens and processes candidates for overseas projects. Qualifications: excellent interpersonal and organizational skill; written and oral communication ability; prior recruitment and administration experience; ability to work in fast-paced environment and multi-task; proficiency with MS Office applications; Spanish or French language and prior work in HR and/or NGO field experience preferred. Please send résumé and cover to: Doctors of the World USA, 375 West Broadway, New York, NY 10012; fax: (212) 226-7026; or e-mail with subject "HR Search" to <humanresources@dowusa.org>.

ENGINEER • Ann Arbor, MI

Positions available with RRSI, a nationally known resource management consulting firm. Duties: designs; analyzes; construction observation; data management; report preparation; process equipment operation; fieldwork in both public and private sector environmental areas. Qualifications: degreed civil, environmental, mechanical or process engineers preferred; experience with communication and CAD a plus. Salary \$25-\$40k depending on qualifications. Please send résumé to: JD Lindeberg, 416 Longshore Drive, Ann Arbor, MI 48103; phone: (734) 996-1361, ext. 241; e-mail: <jdl@recycle.com>; Web site: <www.recycle.com>.

CORPS LEADERS • Pacific Northwest

Positions available with Northwest Youth Corps (NYC) for a spring trail project. The Leadership Development Team offers a five-week (March 1 to April 7) hands-on leadership experience. Members will learn technical conservation skills while taking part in a comprehensive training curriculum. Qualifications: minimum of a high school degree; CPR and First Aid; outdoor, youth, and recreation experience preferred; ability to backpack 12 miles and lift 50 lbs. Participants earn \$225 per week, room and board, plus a \$1,181 AmeriCorps tuition voucher. Successful graduates will be offered paid staff positions. Call Carrie or Matthew at (541) 349-5055 or send name and mailing address to <work@nwyouthcorps.org>.

PROGRAM COORDINATOR • Portland, OR

Position available with the World Affairs Council of Oregon, a federally funded program to bring promising professionals from the NIS to Oregon training and internship programs. Duties: arranges business internships, training seminars, and home hosting; researches community resources; facilitates excursions and cultural activities. Qualifications: bachelor's degree; excellent interpersonal and written communication skills; ability to work evenings and weekends as needed; driver's license; Russian language competence highly desirable; plus work experience. Salary: \$18-\$24K. Please send a cover letter describing your qualifications, along with a résumé and three references to: Maria Wulff, IT Director, 620 SW Main St., Suite 333, Portland, OR 97205; e-mail: <maria@worldaffairsoregon.org>

TRAVEL COORDINATOR • Jamesburg, NJ

Position available with Nomadic Expeditions, an adventure-travel company (Asia/Central Asia). Qualifications: attention to detail; ability to juggle many tasks; excellent written/communication skills; MAC computer and accounting experience a plus; international travel experience very helpful. Please fax résumé, cover letter, and salary requirements to: (609) 860-9608.

OUTDOOR CREW LEADERS • Minnesota

Positions available with the Minnesota Conservation Corps, a summer work program for high school-aged youth. Duties: supervise and lead teams of six to eight youth in work, education, and recreational components of the program; work on conservation projects in remote wilderness settings and other Minnesota public lands. Qualifications: Conservation, outdoor, and camping experience; ability to lead, counsel and motivate youth. Salary: up to \$360/week with room and board provided. AmeriCorps Educational Scholarship available. Program runs 6/4-8/22. Contact: Greg Hall, phone: (651) 296-9165; e-mail: <greg.hall@dnr.state.mn.us>; Web site: <www.dnr.state.mn.us/mcc/summerstaff>

PROGRAM INTERN • Washington, DC

Part-time position available with the Initiative for Social Action and Renewal in Eurasia (ISAR). Duties: assists the partnership and exchange program manager with: coordinating and implementing the Russian nuclear safety activism program and the Azerbaijan NGO partnerships program; proofreading, editing, and assembling grant proposals; maintaining informational listserves; general administrative support. Qualifications: interest and knowledge in the FSU; strong writing skills; knowledge of one or more languages of the FSU; an interest in NGOs; experience with Macintosh computers and applications (Word, PageMaker, Filemaker, HTML/Internet); previous office experience. Please send cover letter and résumé to: ISAR, Lucy Roberts, 1601 Connecticut Avenue NW, Suite 301, Washington, DC 20009; e-mail: <lucy@isar.org>; Web site: <www.isar.org>

***SUMMER STAFF • Newport, PA**

Positions available with Longacre Leadership starting 6/22/02. Duties: work with teenagers in an experiential, outdoor-oriented coed summer program; support curriculum that stresses skills development, self reliance, community service and interpersonal growth; lead recreation that includes climbing, caving, backpacking, bicycling, horseback riding, farming, drama and crafts. Qualifications: flexibility; sense of humor; good interpersonal and decision-making skills. Positions available: horseback rider, carpenter, caver, climber, and general staff. Must be 21 or older. Salary: \$1,400 -\$1,700 plus room and board for 5-1/2 week program. Contact: Jon Jensen or Susan Smith, Longacre Leadership, RR 3 Box 102A, Newport, PA 17074; phone: (717) 567-3349; fax: (717) 567-3955; e-mail: <connect@longacre.com>; Web site: <www.longacre.com>

RESEARCH ANALYST • Washington, DC

Position available with the Academy for Educational Development. Duties: Identifies, retrieves, analyzes, and synthesizes information related to USAID projects. Qualifications: master's degree in field related to international development; minimum two years of experience related to the program areas that USAID operates; excellent research and writing skills; strong organizational, interpersonal, and computer skills; knowledge of USAID, foreign language, and experience in developing countries preferred. US citizenship required. Please send résumé and cover letter to: AED/HR, position KV1297pc, 1875 Connecticut Ave. NW, Suite 900, Washington, DC, 20009; fax: (202) 884-8413; Web site: <www.aed.org>

***VARIOUS • Salt Lake City, UT**

Positions available with The Salt Lake Organizing Committee for the 2002 Winter Olympics in the areas of logistics, grounds services, security, parking, cleaning, food services, and more. Now accepting applications for positions starting in January. For more information or to apply, visit our Web site at <www.saltlake2002.com> and click "Games-Time Employment" or contact the at The Games-Time Employment Center, c/o SLOC, PO Box 45002, Salt Lake City, UT 84111; phone: (801) 212-5627.

RECRUITER • Waterbury, VT

Positions available with the Vermont Youth Conservation Corps. Duties: manages the daily, monthly and annual duties regarding recruitment of field staff and corps members, including development of marketing materials, outreach, database management, and the selection and placement of over 300 Corps Members on VYCC work crews. Qualifications: highly motivated, enthusiastic, creative, and detail oriented; proficient at juggling multiple tasks; comfortable with public speaking; must thrive on reaching out to diverse youth. Salary: \$20-23K. Fax or send résumé, cover letter, and three references to: Jenna Potash, Recruitment Coordinator, Vermont Youth Conservation Corps, 92 South Main Street, Waterbury, VT 05676; phone: (802) 241-1402; fax: (802) 241-3909; e-mail: <youthcorps@aol.com>. Web site: <www.vycc.org>

WILDERNESS CANOE GUIDE • Chisholm, MN

Positions available with Girl Scouts of Minneapolis. Duties: leads groups on three to ten day wilderness canoe trips in northern MN and Canada; maintains safety and health for all participants. Qualifications: lifeguard training and wilderness first aid certification will merit higher pay. Please send letter and résumé to: Liz Thapaliya, Outdoor Program Manager, PO Box 311, Chisholm, MN 55719.

PROJECT COORDINATOR • Washington, DC

Position available with ACDI/VOCA, an international development organization. Duties: provides technical, administrative, logistical, financial, and programmatic supervision and backstopping to projects in Africa and the Middle East; assists in the preparation of proposals for new business in the region and in the marketing of ACDI/VOCA's core competencies. Qualifications: masters' degree in international development or related field; minimum of two years Africa experience; excellent computer and organizational skills; foreign language skills (preferably Amharic, Arabic, French and/or Portuguese). Please respond with résumé, cover letter, and salary history to: HR/AFR/MENA-PC, PO Box 77316, Washington, DC 20013; fax: (202) 638-7477; e-mail <openings@acdivoca.org>

LEADERSHIP POSITIONS • Arlington, VA

Positions available with Student Conservation Association (SCA), the nation's leading provider of high school and college-aged volunteers for the conservation of public lands. Duties: manage 30-35 day summer conservation crews nationwide for high school volunteers in national parks and forests. Qualifications: proven youth leadership; camping/backpacking experience, and wilderness first aid or equivalent; Wilderness First Responder preferred; trail construction skills and environmental education experience highly desirable. Salary \$300-450 weekly, travel and training provided. For information/application, contact SCA, phone: (603) 543-1700; e-mail: <crews@sca-inc.org>; Web site: <www.sca-inc.org>

CONSULTANTS • Arlington, VA

Positions available with Weidemann Associates to identify potential junior-, mid-, and senior-level consultants with expertise in the areas of microfinance and business development services. Working on existing contracts and will be bidding on upcoming proposals. Not seeking specific time commitments at this time, but hoping to identify personnel for future engagements. If interested, please send a résumé detailing relevant experience, a summary paragraph highlighting relevant experience, and a USAID biodata sheet (available at <www.usaid.gov/procurement_bus_opp/procurement/forms/1420-17/>) by 1/10/02. Send documents to: Weidemann Associates Recruitment, 933 N. Kenmore Street, Suite 405, Arlington, VA, 22201; fax: (703) 525-6169; e-mail: <aknight@weidemannassoc.com>

HEALTH DELEGATE • Arlington, VA

Position available with the American Red Cross. Duties: assists the National Societies and country delegations in the region in identifying needs; assists in the recommendation, initiation, development, monitoring and evaluation of HIV/AIDS education and prevention health programs in support of the most vulnerable populations. Qualifications: bachelors degree in the allied health professions or other related discipline; qualifications as a health practitioner; experience in tropical health preferred; minimum five years of professional work experience in public health or two years of experience working for a humanitarian aid organization in a developing country; experience in planning, managing, and budgeting projects, supervising, training and developing staff. Please apply online at: <www.redcross.org>. Please use keywords: international field delegates to find posting.

VARIOUS • Magdalena, NM

Positions available with the Alamo Navajo Community School. Openings include high school math teacher, elementary teachers (two positions), and reading specialist. Qualifications: BA/BS degree with appropriate endorsement in the area of teaching and state licensure; emergency or provisional certificates may be accepted under the conditions they are issued by the state certification authority. Position description is available upon request. Salary: \$18.91 - \$24.99 per hour based on education and experience. Submit a letter of interest, copy of college transcripts, license, and a detailed résumé to: Personnel Office, Alamo Navajo School Board, Inc., P.O. Box 907, Magdalena, NM 87825; phone: (505) 854-2543; fax: (505) 854-2545; e-mail: <caltosie@alamo.bia.edu>.

PROJECT COORDINATOR • Amherst, MA

Position available at ISIS Military Waste Cleanup Project. Duties: reviews data; technical writing; research; coordinates public meetings and conferences, Internet, budgets, technical and grant writing. Qualifications: BA/BS in chemistry, geology, hydrology, biology or related; collaborative mindset and the ability to deal with complex issues; technical writing and Internet skills. Salary: \$27-30K. Please contact: Dori Digenti, Project Director, MilWaste, ISIS, Prescott D-1, 893 West Street, Amherst, MA 01002-5001.

Share Your Experience! Peace Corps Day March 1, 2002

Now more than ever, students, neighbors, and colleagues need to know more about your host country's culture, customs, and languages. Share the knowledge and insights of your overseas experience.

If you have not done so already, complete and mail the reply card attached to your Peace Corps Day brochure which was recently mailed to you. Your free presentation kit, including souvenir bookmarks, will be sent to help you prepare for and promote your presentation. Start making plans now!

Check the Peace Corps Web site for more information: <www.peacecorps.gov>.



Questions or new mailing address?
Call 800-424-8580, press 2, then ext.1961
E-mail: <pcday@peacecorps.gov>

PROGRAM MANAGER • Arlington, VA

Position available with Association for Enterprise Opportunity (AEO). Duties: daily project management (facilitating communication, developing budgets and timelines). Qualifications: bachelor's; two years of microenterprise practitioner experience; computer proficiency; strong project experience. Please send cover letter and résumé to: Bill Edwards, Executive Director, AEO, 1601 N. Kent Street, Suite 1101, Arlington, VA 22209; phone (703) 841-7760; fax (703) 841-7748; e-mail: <bedwards@assoceo.org>; Web site <www.microenterpriseworks.org>.

SHIPPING COORDINATOR • Greenbelt, MD

Position available with Aid Through Trade, a fair-trade jewelry design and import business started by RPCV Nepal. Excellent opportunity for those interested in fair trade, micro enterprise, or international business. Send résumés to: Aid Through Trade, P.O. Box 818, Greenbelt, MD 20768; fax: (301) 345-4149.

VARIOUS • Seattle, WA

Position available with Fremont Public Association, a nonprofit social service agency serving low-income individuals. Duties: manages project to make low cost automobiles available to economically disadvantaged workers and job seekers; develops and manages new program (including policies and budgets); creates and maintains relations with outside agencies; conducts program outreach; develops and oversees client and vehicle procedures. Qualifications: BA with three years of program administration; three years of supervisory experience with knowledge of auto industry and title transfer. Please send résumé to Fremont Public Association, 1501 N 45th, Seattle, WA 98103; phone: (206) 694-6840; Web site: <www.fremontpublic.org>.

INTERNATIONAL

PROGRAM COORDINATOR • Costa Rica

Position available with the Rainforest Alliance. Duties: coordinates and implements activities related to the expansion of market access for environmentally sound tourism; gathers and disseminates market information; enhances the capacity of local tourism service providers to participate in the marketplace and create alliances for effective commercialization of certified tourism operations; utilizes the marketplace to foster sustainable management and production within key industries that affect the entire Mesoamerican region. Please send résumé, salary history and cover letter to: Ronald Sanabria, Sustainable Tourism Program Manager, Rainforest Alliance, PO Box 138-2150 Moravia, San Jose, Costa Rica; fax: (506) 248-0493 or 248-1170; e-mail: <rsanabria@ra.org>; Web site <www.rainforest-alliance.org>.

HOT! OPPORTUNITIES

*TEMPORARY WORKERS • Arlington, VA

Positions available with the American Association of School Administrators (AASA) for 20 RPCVs to help administer national high school scholarship program. Duties: assist with processing large volume of scholarship applications—document screening, classification, and packaging. Qualifications: detail-oriented; follows directions well; works independently; acts as a team player; can read large amounts of material; flexible; willing to do variety of tasks. 40-hr week: 1/3 to 2/15, including one federal holiday. Salary: \$11/hour w/ some benefits; near metro stop. Call (703) 237-8006; e-mail: <fc@corestaff.com>.



*UNIVERSITY OF SOUTH CAROLINA • Columbia, SC

The University of South Carolina has fellowships for RPCVs fluent in Spanish to pursue a graduate degree and work with an innovative community development project empowering the growing Latino population in South Carolina. Duties: works on development of cultural competency training; statewide workshops; Spanish interpretation, and translation. Fellowship includes monthly stipend and tuition reduction. Qualifications: bachelor's degree; RPCV; fluent in Spanish; experience working in Latino communities. Contact: Wendy Sellers Campbell, HABLA Project, Center for Child and Family Studies, College of Social Work, University of South Carolina, Columbia, SC 29208; phone: (803) 777-8127; e-mail: <habla@gwm.sc.edu>.

*GEORGE MASON UNIVERSITY • Fairfax, VA

GMU's School of Education, FAST TRAIN program, offers an elementary licensure program with an optional Master's in Education. Cohorts begin in January; after taking four courses, fellows are placed in schools in the Washington, D.C. metro area. Those who wish to teach overseas can begin the program anytime. The licensure program consists of six courses that can be completed in one year while working in the schools. All tuition is charged at the in-state rate (currently \$573 per course). Contact Jack Levy or Lynn Walker Levy, phone: (703) 993-3689 or (703) 993-3602; e-mail: <jlevy@gmu.edu> or <lwalker3@gmu.edu>

*WESTERN ILLINOIS UNIVERSITY • Macomb, IL

Western Illinois University is seeking RPCVs for enrollment in its Fellows/USA Program in community development leading to a master's degree in geography (rural and regional planning), political science (public administration), economics, community health, recreation, park, and tourism administration, or business administration. Fellows spend one year assigned to a rural community working full-time on a variety of community development projects. Please contact: Carolyn Lawrence, Illinois Institute for Rural Affairs, 503 Currens Hall, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800-526-9943 or (309) 298-2268; fax: (309) 298-2142; e-mail: <CA-Lawrence@wiu.edu>; Web site: <www.iira.org/fellows>.

*ILLINOIS STATE UNIVERSITY • Normal, IL

The Peace Corps Fellows Program in applied community and economic development at Illinois State University is considering 8/02 and 1/03 admissions. RPCVs earn master's degrees in economics, political science, and sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies in Illinois and nationally. Fellows eligible for and awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn a modest income during the second-year internship. For more information, contact: Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: (309) 438-7090; e-mail: <ucedinfo@ilstu.edu>; Web site: <ililt.ilstu.edu/uced>.

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in under-served U.S. communities. Find out more at <www.peacecorps.gov/fellows>, call 800-424-8580, ext. 1440, or write to <fellows@peacecorps.gov>.

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This section is broken into the following areas: HQ Opportunities, Overseas Opportunities, Regional Recruitment Opportunities, Working at Peace Corps, How to Apply, Domestic Vacancy Announcements, Overseas Vacancy Announcements, and Vacancy Status Listing. Under HQ Opportunities, you may view a full list of Peace Corps headquarters openings.

Similarities and Differences

Some Peace Corps positions are similar to jobs found outside the agency. The Peace Corps hires accountants, managers, administrative assistants, recruiters, computer programmers, overseas program directors, country directors, medical officers, and other professional staff. (Salaries conform to government-wide ranges approved each year by Congress.)

Additionally, the Peace Corps has some offices that can be found in most offices throughout the government or private industry: Administrative Services, Budgeting and Financial Services,

Communications, Contracts, General Counsel, Human Resources, Information Resources, and Inspector General.

But the Peace Corps also has offices that are unique to the agency: Office of Medical Services; Office of Domestic Programs, which includes Returned Volunteer Services, Coverdell World Wise Schools, and the Fellows/USA Program; Office of Private Sector Relations and International Volunteerism; the Crisis Corps; and Center for Field Assistance and Applied Research. Positions in these offices are based on the type of work performed. Only citizens of the United States may be hired for Peace Corps jobs in the United States as well as country directors, associate directors, and area medical officer jobs overseas. However, the Peace Corps does employ citizens of its host countries and other foreign nationals, in both professional and support positions overseas. Foreign nationals seeking employment with the Peace Corps should direct

applications to the Peace Corps country director in the country where they live. All applications must specify the applicant's country of citizenship.

The Five-Year Rule

Some important issues to remember: Peace Corps employees filling "permanent" positions are hired for an initial 30-month tour of duty and may be extended for another 30 months, equaling a total of five years employment. After 60 months, employees must leave Peace Corps employment, unless his or her appointment is extended under special circumstances. This time-limit is referred to as the "five-year rule."

Additionally, former Peace Corps employees cannot be re-employed by the Peace Corps until they have been out of the agency's employment for the same amount of time that they worked for the Peace Corps. For example, if you previously worked for the Peace Corps for three years, you cannot come back to work for the agency until three years have passed. (Service as a Peace Corps Volunteer overseas is not counted towards this rule.) One additional important note: You do not have to be a returned Peace Corps Volunteer to work for the Peace Corps, so share information about openings with your non-RPCV friends.

Application Components

Most people apply for positions with a résumé, the optional application for federal employment (OF-612), or the standard form (171). Although the federal government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications.

Since Peace Corps positions are highly competitive, it's in your best interest to respond in writing as to how you meet all of the mandatory and desired qualifications on the vacancy announcement. If you decide to submit another format other than the OF-612 (such as a résumé), the following information *must* be included with specific appropriate details: job information, personal information, education, work experience, and other qualifications. Specifically, you will need to include the vacancy announcement number and position title and a statement of citizenship.

The best way to sabotage your chances: Send a general application asking to be considered for all appropriate positions—a big "no-no." Mail or deliver applications for *specific* vacancies to: Peace Corps Office of Human Resource Management, 1111 20th St., N.W., Room 2300, Washington, D.C. 20526; or fax applications to: (202) 692-1201. For more information or if you have questions, call (202) 692-1200 or (800) 424-8580, ext. 1200. Happy job-searching—and Happy New Year!

Editor's Note: Because the Hotline is printed only twice each month and some position vacancies are open for only two weeks, the Hotline usually does not contain most Peace Corps vacancies. Don't count on the Hotline to inform you of Peace Corps staff vacancies.

REGIONAL DIRECTOR • Warsaw, Poland

Position available with Consultant.com. Duties: manages business development, strategic planning and client management; manages a small staff of local hires; handles day-to-day operations in the regional office and plays an important role in the development of a local foundation. Qualifications: minimum of five to seven years of professional experience; knowledge of banking and capital market developments in this region is essential; strong representational and writing skills; regional language skills are desirable. For consideration, please e-mail your résumé and cover letter to: <CEEposting@consultant.com>.

TEACHER/RECRUITER • Saudi Arabia

Position available with military school. Duties: teaches English; recruits EFL instructors to teach English to Saudi Arabian military cadets. Qualifications: BA in English, linguistics or modern languages and a minimum of four years of formal teaching experience. Salary: generous compensation package; relocation and travel benefits, medical and dental coverage; furnished housing in a safe and secure western style-housing compound. Initial two-year contract that is renewable in one-year increments. Send résumé and cover letter to: EFL Employment International, P.O. Box 360, 50 Apple Hill Dr., Tewksbury, MA 01876.

TEFL TEACHERS • Ulaanbaatar, Mongolia

Positions available September 2002 with Emon secondary school. Duties: teach English to foreign children from K-12 grades. Qualifications: bachelor's degree; teaching certificate; at least three years of teaching experience (international experience preferred). Accommodations, salary, and benefits available. For more information, please contact: Emon CO.LTD, Seoul street 19, Ulaanbaatar 210644, Mongolia, phone (976) 11 350015; fax: (976) 11 320033; e-mail: <oyun_ek@yahoo.com >

ESL TEACHERS • South Korea

Positions available with The English Friends Academy in 29-school chain of English schools in various locations. Qualifications: four-year degree in any discipline; ESL experience preferred. Benefits include roundtrip airfare, 1/2 health insurance, free housing, and one month's salary as severance upon completion of contract. Please send résumé, scanned photo, and scanned passport to RPCV Jeff Turley at <TEFAPusan@hotmail.com>.

ESL INSTRUCTORS • China and Indonesia

Positions available with English First (EF). Duties: teach English as a second language throughout China and Indonesia. Qualifications: college degree; native English speaker; ability to commit to a six to twelve month contract. English First offers competitive local salaries, roundtrip airfares, paid accommodations, paid medical insurance and paid vacation. Our schools are modern and well equipped with Internet. Please send résumé and cover letter along with copy of passport to: Nicole Hayes, <nicole.hayes@ef.com>.

CONSULTANTS • Worldwide

Positions available with Management Systems International (MSI) to increase its pool of candidates for short- and long-term positions related to micro and small enterprises, microfinance, and business development services. In particular, experience in the following microenterprise-related areas is sought: strategic planning (including macroeconomic analysis), legal and regulatory environment, information management, program administration, training, monitoring and evaluation, and operations analysis. The services of senior, middle and junior level consultants with overseas experience are likely to be required. USAID experience preferred. If interested, please e-mail your résumé at your earliest convenience to: <gcritchley@msi-inc.com>; Web site: <www.msiworldwide.com>.

EDUCATION**RESEARCH ASSISTANTSHIPS • Seattle, WA**

Graduate Research Assistantships available with the College of Forest Resources at the University of Washington. Applicants apply for the Ph.D and MS programs in forest products marketing. The forest products marketing program maintains a close affiliation with the Center for International Trade in Forest Products, providing students the opportunity to conduct market-oriented research. Successful applicants will receive a monthly stipend and a waiver of tuition fees. Contact: Dr. Ivan Eastin at (206) 543-1918 or <eastin@u.washington.edu>; or Dr. Gerard Schreuder at (206) 685-0887 or <gsch@u.washington.edu>.

***INDIANA UNIVERSITY • Bloomington, IN**

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science degree to RPCVs as preparation for careers in the nonprofit, private, or public sectors. The application priority date for fall enrollment is 2/1/02. Contact: The School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800-765-7755; e-mail: <speainfo@indiana.edu>; Web site: <www.spea.indiana.edu>.

***BRANDEIS UNIVERSITY • Waltham, MA**

The Sustainable International Development Program of Brandeis University offers a two-year Master of Arts Degree (one year in residence and one year of practical training, fieldwork or advanced study). SID's programs have gained international recognition over the past eight years for their innovation in examining models of development, for their achievements in reducing poverty and inequality, in raising quality of life, in enhancing the status of women, and in conserving the biodiversity of fragile environments. SID gives special consideration to RPCVs and offers some scholarship assistance, including waiving the \$50 application fee. Please call the SID office at (781)-736-2770; e-mail: <sidrecruit@brandeis.edu>; Web site: <heller.brandeis.edu/sid>.

***CLARK UNIVERSITY • Worcester, MA**

One full-tuition scholarship is available to an RPCV for an MA through the International Development, Community Planning, and Environment (IDCE) Department. Programs are for development specialists interested in careers in community-based development, environmental impact assessment, gender analysis, or local management of resources. Three graduate programs: international development, community development, and environmental science and policy are 18 to 24 months. The intensive 12-month GIS program provides GIS, global positioning system, and remote-sensing skills related to development issues. RPCVs are encouraged to apply by 1/15/2002. For application, contact: Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone (508) 793-7201; fax (508) 793-8820; e-mail: <IDCE@ClarkU.edu>; Web site: <www2.clarku.edu/departments/idce>.

***CORO FELLOWS PROGRAM • Nationwide**

Coro Fellows Program in Public Affairs is currently seeking candidates for its 2002-2003 class. Each year, 64 Fellows are chosen nationally to participate at centers in St. Louis, New York, Pittsburgh, Los Angeles and San Francisco. This nine-month, graduate-level program offers a rigorous hands-on education for motivated individuals who want to pursue civic interests and develop marketable skills for effective leadership. Coro Fellows engage the community as their classroom through a variety of field assignments, interviews and projects with diverse organizations. Stipends available. Application deadline: 2/1/02. Contact Matt Rosen, phone: (314) 621-3040 ext. 11; email: <mrosen@coro.org>; Web site: <www.coro.org>.

UNIVERSITY OF DENVER • Denver, CO

The Graduate School of International Studies (GSIS) at the University of Denver offers several globally-oriented master's degrees for RPCVs. Students can choose from degrees in Development, Human Rights, NGO Management, International Studies, and Global Finance. RPCVs may receive up to 15 academic credits (a \$7152 value) for their Peace Corps experience. Additionally, GSIS has earmarked 4 scholarships specifically for RPCVs. For additional information, please contact: GSIS Admissions Office, phone: 877-474-7236; e-mail: <gsisadm@du.edu>; Web site: <www.du.edu/gsis>.

U. OF MARYLAND • College Park, MD

The Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies in Community Planning and Urban Studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. RPCVs must apply and be admitted separately to the Urban Studies program at The University of Maryland (call Sidney Brower at (301) 405-6796 for an application to Urban Studies). The assistantship covers tuition, stipend and health insurance. Complete applications to both Programs are due by 1/15/02. For a Peaceworker online application contact <www.Shrivercenter.org>, or call (410) 455-1802.

INDIANA UNIVERSITY • Bloomington, IN
The Summer Workshop in Slavic, East European and Central Asian Languages (SWSEEL) at Indiana University is the only intensive summer course offering 1st- and 2nd-year language classes in Azeri, Kazakh, Turkmen, and Uzbek. The summer workshop also holds numerous cultural events in the summer that focus on the Central Asian region. These languages are a valuable resource for those interested in international affairs. The course runs from June 14 to August 9, 2002. Undergraduate and graduate students receive between 6 and 8 credit hours. Numerous scholarships are available to help defer costs. For more information about SWSEEL, please see www.indiana.edu/~iuslavic/swseel.shtml or contact jkolodzi@indiana.edu.

***ANTIOCH UNIVERSITY • Seattle, WA**
AUS offers a Master of Arts degree in the environment and community for professionals working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Two options for regional, national, and international students: 1. Seattle Weekend Option that meets in Seattle for one weekend each month over two years; 2. Limited-Residency Option that meets for two-week intensives, three times over two years. For information, contact Dr. Jonathan Scherch via phone: (206) 268-4710; e-mail: scherch@antiochsea.edu; Web site: www.antiochsea.edu/ec.

U. OF MARYLAND • College Park, MD
The University of Maryland at College Park and Project LINC are recruiting math and science majors to teach in local public secondary schools. Tuition for all coursework required for Maryland State Teacher Certification as well as an optional masters degree in education will be paid for those who qualify. Graduate level teacher education courses will begin in early July with fulltime teaching assignments commencing in mid-August. Information about Project LINC can be found online at www.education.umd.edu/studentinfo/teacher_certification or by calling (301) 405-0176.

UNIVERSITY OF WASHINGTON • Seattle, WA
The Evans School of Public Affairs offers a Master's in Public Administration designed for present and future public and nonprofit sector leaders. The program emphasizes broad-based public policy analysis and management knowledge while students pursue one or more specialized policy fields. Emphasis areas include: international affairs, environmental policy, education, and social policy. There is also a certificate program in international development policy and management. Please contact: Evans School of Public Affairs, 109 Parrington Hall, Box 353055, University of Washington, Seattle, WA 98195-3055; phone: (206) 543-4900; Web site: evans.washington.edu; e-mail: mpaadmit@u.washington.edu.

Crisis Corps Recruiting Short-Term Volunteers



Guinea Humanitarian Assistance

1. Program Assistant volunteers for a UN organization's internally displaced person and school feeding programs. (Seeking RPCVs who served in a francophone country in Africa in community development, agriculture, NRM, education, or nutrition with advanced French and computer skills and a six-month commitment.)

Africa HIV/AIDS Assignments

The following assignments require previous African work experience and a six-month commitment. Additional qualifications listed. Start date is mid January 2002.

Kenya

1. Community HIV/AIDS education volunteer for international NGO (experience with workshop planning and facilitation and one year of work/volunteer experience in HIV/AIDS field). 2. Laboratory blood safety volunteer for international health NGO (five years' experience as lab manager or technologist, experience setting up quality assurance programs). 3. Blood donor promotion volunteer for international health NGO (health degree and two years of social marketing or promotion experience with a public health program/agency).

Togo

Technical assistance and training volunteer for family planning NGO (project management and evaluation, HIV/AIDS and workshop facilitation experience, fluent French).

Due to mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to (202) 692-2251 or e-mailed to crisiscorps@peacecorps.gov. An application and additional position information can be downloaded from the Crisis Corps Web site at: www.peacecorps.gov/rpcv/crisisicorps; or call 800-424-8580, ext. 2250.

COLLEGE OF NOTRE DAME • Baltimore, MD

The Shriver Peacemaker Program seeks RPCVs interested in obtaining a Masters degree in Non-profit Management at the College of Notre Dame of Maryland. Peacemakers enroll in a two-year sequence of seminars in ethical reflection at The Shriver Center, and are appointed to community service internships. RPCVs must be admitted separately to each program. The assistantship covers tuition, stipend and health insurance. For the graduate application, please contact: Ann Breihan, phone: (410) 532-5554; e-mail: gradadm@ndm.edu. For a Peacemaker application contact: www.Shrivercenter.org, or call (410) 455-1802.. Completed applications are due by 1/15.

*AMERICAN UNIVERSITY • Washington, DC

The International Training and Education Program gives special consideration to RPCVs for their Volunteer experience. This multidisciplinary master's degree program through the Department of Sociology is designed to prepare students for careers in international development; development education; grassroots community development; non-formal and adult education; consulting and training activities; program design and evaluation; global and multicultural education; and foreign student affairs. Please contact: Dr. Wendy Bokhorst-Heng, International Training and Education Program, American University, Dept. of Sociology, 4400 Massachusetts Ave., NW, Washington, DC 20016-8072; phone: (202) 885-3723; e-mail: itep@american.edu, Web Site: www.american.edu/cas/sociology/itep.

OHIO UNIVERSITY • Athens, OH

The Ohio University Center for International Studies offers an interdisciplinary Master of Arts in International Affairs degree in African, Southeast Asian, Latin American, International Development or Communication and Development Studies. Qualified RPCVs enjoy a competitive advantage for scholarships and graduate associateships. Foreign Language and Area Studies (FLAS) scholarships are available for students committed to learning Kikuyu, Siswati, Swahili, Indonesian, Thai or Vietnamese while earning a master's degree. Fall 2002 application deadline is March 1. For more information, visit the Center's Web site at: www.ohiou.edu/~intsdept; or contact the Center at: phone: (740) 593-2302; fax: (740) 593-1837; e-mail: international.studies@ohio.edu.

INTERN/VOLUNTEER

WEB-SITE GURU • Nationwide

Position available with Deep Roots Inc., a nonprofit organization funding education for Namibian youth. DR is a small but worldwide group of dedicated volunteers, founded by two PCVs while serving in Namibia. Duties: works closely with the Webmaster ensuring the Web site is professional looking, informative, and easy to use (HTML coding of new Web pages, upkeep of current pages, and image manipulation and creation). Qualifications: knowledge of Linux, Apache, Perl CGI, general Web site hosting, and other technologies helpful. Hours/week: maximum of 10, but usually less. For more information and applications, please contact: Deep Roots Inc., e-mail: webmaster@deeproots.org; Web site: www.deeproots.org.

When responding to a listing: please indicate with a cover letter that you are a Returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, NOT to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should

not be posted on bulletin boards or passed on to non-RPCVs. Peace Corps has no control over, nor responsibility for HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

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Address

City State Zip Code

Country of Service Dates of Service

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.

January Career Event

Vince Garlock, currently with the American Intellectual Property Lawyers Association and former counsel to the House Judiciary Committee, will present the topic: **"Finding a Job on Capitol Hill."**

The focus of the discussion will center on networking and job-search strategies for Capitol Hill employment. Garlock will share his own experience, as well as those of others, on how they found their jobs. Highlights include how to identify job openings, how to market yourself, and how to establish contact through informational networking.

When and Where:

January 23, 2002
12 noon to 1:30 p.m.
Paul D. Coverdell
Peace Corps Headquarters
1111 20th St. NW
Shriver Conference Room A
Washington, DC 20526

For more information, please contact
Elvira May, RVS, at (202) 692-1445.

CONSERVATION ASSOCIATES • Naples, FL
Positions available through The Conservancy of SW Florida: For the Naples Nature Center: environmental policy, land acquisition, Museum of Natural History, summer day camp, school programs, and wildlife rehabilitation clinic. For the Briggs Nature Center: environmental interpreters. Qualifications: college graduate with a background in biology, conservation, wildlife, research, teaching, elementary education, environmental education/science, marine, or related fields. Please contact: Sharon Truluck, Human Resources Director, The Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; e-mail <HumanResources@Conservancy.org>; phone:(941) 403-4213.

AMERICORPS/VISTA

VISTA LEADER • Anchorage, AK
Position available with rural Alaska community action program. Duties: recruits, trains and supports seven to 10 village-based VISTA members. Qualifications: RPCV; coordination and management skills; knowledge of and occasional travel to rural AK. Job description and application available from: Brian Connors, Rural CAP, 731 E. 8th Ave., Anchorage, AK 99520; phone: (907) 279-2511; e-mail: <bconnors@ruralcap.com>



Holiday Closing

The Peace Corps will be closed on Tuesday, January 1, 2002.

Happy New Year to RPCVs, advertisers, and Peace Corps staff around the world!

HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in December 1999, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to the Web site <www.peacecorps.gov/rpcv/hotline/index.html> to download issues in Portable Document Format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.