

H TLINE

A Bulletin of Career, Educational, & Reentry Information & Opportunities for RPCVs

HOT RESOURCES

For up-to-date information about Peace Corps career fairs, visit <http://www.peacecorps.gov/index.cfm?shell=resources.former.carres.carevents>

For up-to-date information about all three Peace Corps/NPCA career fairs, visit www.rpcv.org/career_fairs

For questions about any of the NPCA co-sponsored career fairs, contact Toby Schaefer at specialprojects@rpcv.org

National Peace Corps Association
1900 L Street, NW Suite 205
Washington, DC 20036
Phone: 202.293.7728
Fax: 202.293.7754
www.rpcv.org

For additional career fair tips, read the June 1, 2003, issue of *Hotline*, available at <http://www.peacecorps.gov/index.cfm?shell=resources.former.hotline.pastissues>

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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: 202.692.1421
Website: www.peacecorps.gov/rpcv/hotline

Five Career Fairs Planned for 2004 Miami, Chicago, Other Cities to Host RPCV Events

Booyed by the success of recent Washington, D.C., career fairs, Returned Volunteer Services (RVS)—through a cooperative agreement between the Peace Corps and the National Peace Corps Association (NPCA)—is expanding the program into three additional geographical regions. In all, five career fairs are planned for 2004.

The Peace Corps/NPCA career fairs will be held in Miami, Chicago, and a to-be-determined third location. The Peace Corps will continue to hold two career fairs at Peace Corps headquarters in Washington, D.C.

Miami Career Fair in January

Kicking off the series on Thursday, January 29, 2004, is an event at Miami-Dade College in Miami, Florida. Similar in structure to the Washington, D.C., career fairs, the Miami event will feature more than 20 employers from the nonprofit, private, and public sectors.

Expressing a particular interest in recruiting people with the skills and backgrounds common to RPCVs, employers such as Miami-Dade County Public Schools, AmeriCorps, and Action Against Hunger are expected to participate, according to the NPCA. (The NPCA is a nonprofit organization of RPCVs, former Peace Corps staff members, and families and friends of the Peace Corps community.)

The January career fair is scheduled to run from 3 p.m. to 6 p.m. in the Flag Courtyard on Miami-Dade College's

InterAmerican Campus, located at 627 SW 27th Avenue in Miami.

Working with local RPCV affiliate groups to organize the regional career fairs, the NPCA expects approximately 100 RPCVs to attend the Miami event. Following the career fair that evening, a reception with light refreshments will be hosted by the NPCA and its local affiliate.

Held in conjunction with Peace Corps recruiting activities on the Miami-Dade College InterAmerican Campus, the career fair and reception will also provide opportunities for socializing and networking with friends and acquaintances in the Peace Corps community.

Washington, D.C., Career Fairs in February and the Fall

An RPCV career fair is scheduled for Wednesday, February 25, from 5 p.m. to 8 p.m. at Peace Corps headquarters in Washington, D.C. The most recent headquarters event, held in September 2003, attracted recruiters from the Centers for Disease Control, the U.S. Department of State, the Environmental Protection Agency, UNICEF, and World Vision, to name a few. Another career fair will be held at Peace Corps headquarters in the fall.

Spring Career Fair Planned/ Summer Event Set for Chicago

The location for a spring career fair will be determined shortly. This event, and one on Friday, August 6, in Chicago during the NPCA's annual conference (August 5 - 8), will be co-

sponsored by the Peace Corps and the NPCA.

Career Fair Tips

The following suggestions will help you make the most of your career fair attendance.

Prepare an outstanding résumé for each organization.

Find out in advance which organizations will be at the fair and prepare a version of your résumé for each one you wish to target. The following books provide excellent résumé-writing tips and guidelines: *High Impact Résumé and Letters* (Impact Publications, Manassas Park, Virginia) by Ronald L. Krannich (RPCV Thailand) and William J. Banis; and *The Perfect Résumé* (Doubleday, Garden City, New York) by Tom Jackson.

Make enough copies of your letters of recommendation to pass out to

Upcoming Career Fairs

January 29—Miami

February 25—Washington, D.C.

Spring—TBD

August 6—Chicago

September—Washington, D.C.

Continued on page 5

PUBLIC SECTOR

FIELD TEAM MEMBERS • ME

Positions available with Maine Conservation Corps. Duties: serve on field teams for two to five months, building and maintaining trails, campsites, and other recreational facilities. Flexible positions between 6/02/2004 and 10/31/2004. Summer positions available. Qualifications: ability to live and perform strenuous work under challenging conditions; desire to learn/serve with others to make a difference; at least 17 years old. Salary: \$250/wk and health insurance. Deadline for applications: 3/15/2004. Contact Recruiting Department, Maine Conservation Corps, 124 State House Station, Augusta, ME 04333; phone: 207.287.4931; e-mail: corps.conservation@maine.gov.

D.C. PUB. SCHL TEACHER • Washington, DC

Positions available with D.C. Teaching Fellows program. Duties: commit to two years of teaching in Washington, D.C., Public Schools; work with progressive educators to make systemic improvements in city schools; train at comprehensive summer institute. Qualifications: bachelor's degree (no previous education coursework required). Benefits include financial incentives toward teaching certification and/or master's degree. Deadline for applications: 3/15/2004. To apply online, visit website: www.dcteachingfellows.org.

PRIVATE SECTOR

NATURAL RES./ECON. DEV. EDU. • WI

Position available with University of Wisconsin Extension in Marinette, Wisconsin. Duties: strengthens communities and local governments through educational programs; helps local groups identify concerns and solutions. Qualifications: master's or graduate degree with content expertise; degree in community development; business, economics or natural resources management; experience with community-based, non-formal educational programs processes. Application review begins on 1/21/2004 and continues until interviews are held. To apply, submit cover letter (include position title and county), résumé, contact information for three professional references, and undergraduate/graduate transcripts to Cooperative Extension Personnel 249 Extension, 432 North Lake Street,

Madison, WI 53706; e-mail: ces.jobs@ces.uwex.edu; website: www1.uwex.edu/ces/personnel.

INTERNS/ANALYSTS • Ann Arbor, MI

Positions available with RRSI, a national resource management consulting firm. Duties: perform research; develop education programs; fieldwork; task management of consulting projects for public and private sector. Salary: \$25K-35K. Qualifications: technical or liberal arts bachelor of arts/bachelor of science; environmental experience and interest; excellent writing and communication skills. Send résumé to JD Lindeberg at 416 Longshore Drive, Ann Arbor, MI 48105; e-mail: jdl@recycle.com; website: www.recycle.com.

WEB WRITER/EDITOR • Westport, CT

Position available with Save the Children, an international development and relief agency. Duties: manages, develops, packages, and presents online content and information for the organization's website; coordinates, edits, and writes content for program, public affairs, fundraising, and advocacy units; stays abreast of U.S. and international development/relief issues and trends and Save the Children programs. Qualifications: bachelor of arts/bachelor of science; at least five years' writing or communications experience (including online); ability to work in a fast-paced environment; knowledge of global issues and nonprofits preferred. Send résumé and two writing samples to e-mail: jmcguane@savechildren.org.

GARDENER/CO-WORKER • Temple, NH

Position available with the Lukas Community, a small year-round residential community, which cares for 18 developmentally disabled adults with a wide range of abilities. Community life and therapeutic programs are shaped by principles of anthroposophy, as developed by Rudolf Steiner, and include a wholesome variety of workshops, activities, community festivals, and celebrations. Duties: heads the therapeutic gardening program; assists in the day-to-day care of developmentally disabled residents. Qualifications: experience in therapeutic gardening, preferably biodynamic; experience in the care of developmentally disabled adults. Contact David Spears, Executive Director, at phone: 603.878.4796; fax: 603.878.4111; e-mail: lukas@monad.net; website: www.lukascommunity.org.

CAMP DIRECTOR • Bear Mountain, NY

Position available with Vacamas Programs for Youth, a nonprofit, social service agency at a residential camp serving at-risk, inner-city children. Duties: oversees staff, daily camp operations (including kitchen and health center), and camper safety. Room and board provided during camp season. Qualifications: good communication skills; creative problem-solving skills; flexibility. Deadline for applications: 2/01/2004. Send cover letter and résumé to Michael Friedman, Executive Director, Vacamas Programs for Youth, 256 Macopin Road, West Milford, NJ 07480; fax: 973.838.7534; e-mail: michael@vacamas.org; website: www.vacamas.org.

PROGRAM DIRECTOR • Seattle, WA

Position available with WildlandAdventures.com's Africa Adventure Travel Program. Duties: direct sales and administration for group and individual travel arrangements in eastern and southern Africa; responsible for customer sales, public presentations, client pre-departure services, operator communications, client account management, destination program development, marketing materials production, and oversight of local ecotourism conservation and community development projects. Salary: base \$30K. Contact for other benefits. Qualifications: experience in tour operations and administration and adventure travel in Africa. Send letter of intent and résumé to fax: 206.363.6615; e-mail: kurt@wildland.com.

COMMUNITY ORGANIZER • New York, NY

Position available with New York Presbyterian Hospital. Duties: implement community-based health education program to men ages 13-35 at CBOs in Washington Heights/Inwood, increasing access to reproductive health services. Salary: \$38K-48K. Qualifications: M.A. in social work, health education, public health, or related field; at least two/three years of community organizing/group work experience; bachelor of arts/bachelor of science with at least five years of community organizing/health education experience considered; fluency in English and Spanish preferred. Deadline for applications: 1/30/2004. Send curriculum vitae and cover letter to Lorraine Tiezzi, Director, Center for Community Health and Education, Columbia University, 60 Haven Avenue, Suite B-3, New York, NY 10032; e-mail: iro9001@nyp.org.

ADMIN. DIRECTOR • Washington, DC

Position available with Columbia Road Health Services. Duties: manages daily operations of faith-based community health center (administrative, financial, human resource, maintenance, development, technology, and purchasing functions); participates in strategic/program planning, problem solving, and board development; provides health services to poor and uninsured residents. Salary: \$45K-50K. Qualifications: three to five years of health care management experience, preferably in community health center; strong finance, budgeting, problem solving, interpersonal, and cross-cultural skills; demonstrated commitment to community service; proficiency in Spanish preferred. Deadline for applications: 2/08/2004. Send cover letter and résumé to Greg Adams, Columbia Road Health Services, 1660 Columbia Road, NW, DC 20009; fax: 202.588.8101; e-mail: admin@crhs.org.

DIR. OPERATIONAL SUPPORT • Phoenix, AZ

Position available with Teach for America. Duties: provides smooth day-to-day operation of regional office; acts as technological/financial contact; plays role in development and/or programmatic activities;

HOT! OPPORTUNITIES

*FACULTY ASSIST. -PEACE CORPS FELLOWS PROG. • Western Illinois University

Position available with Illinois Institute for Rural Affairs at Western Illinois University. Duties: assist in managing the community development program. Requirements: RPCV; master's degree in business, sociology, or related field. Position begins on 2/15/2004 and is funded through an AmeriCorps grant. To apply, submit a letter of application, résumé, and names of three references to: Carol Harper, Illinois Institute for Rural Affairs, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800.526.9943; e-mail: cs-harper@wiu.edu. For complete job description, go to website: www.wiu.edu/employment.

*SMITHSONIAN FESTIVAL POSITIONS • Washington, DC

Positions available with the Smithsonian Institution, Center for Folklife and Cultural Heritage, for temporary salaried positions with the World War II Memorial Celebration in May; the Smithsonian Folklife Festival programs on Haiti, Mid-Atlantic Maritime Culture, and Latino Music in June-July; and the opening celebrations for the National Museum of the American Indian in September. To obtain an application (vacancy SFF-2004), contact Claudia Telliho at phone: 202.275.1430; e-mail: tellihoc@si.edu.

serves as primary phone/reception contact; manages technology; creates/implements effective office systems to ensure efficiency; performs administrative duties; manages/maintains office databases; coordinates programming and events; maintains office personnel records; manages regional finance; facilitates communications between regional/national staff and recruitment teams; manages temporary workers/interns to assist with administrative duties; assists with regional monthly newsletter and/or local website; attends board meetings and takes minutes; participates in recruitment efforts. Qualifications: responsible; excellent organizational and communication skills; belief in mission. Apply at website: www.teachforamerica.org/staff_opps.html.

SUMMER STAFF • Newport, PA

Positions available with Longacre Leadership. Duties: work with teenagers in an outdoor-oriented coed summer program; support curriculum that stresses skills development, self reliance, and community service; lead recreation including climbing, caving, backpacking, bicycling, horseback riding, farming, drama, and crafts. Salary: \$1,400-1,700 plus room and board for five-and-a-half-week program. Qualifications: good interpersonal and decision-making skills; must be 21 or older. Start date: 6/17/2004. For information, contact: Matt McGuire or Susan Smith at Longacre Leadership, 4028 Middle Ridge Road, Newport, PA 17074; phone: 717.567.3349; fax: 717.567.3955; e-mail: matt@longacre.com, connect@longacre.com; website: www.longacre.com.

LIVE ON ORGANIC FARM • Soquel, CA

Position available on organic farm. Housemate needed to share three-bedroom house on beautiful 45-acre organic apple and persimmon orchard. Former RPCV and VISTA volunteer will be farming 2 acres of the farm for a mixed fruit, vegetable, and flower operation. Rent is \$500, not including utilities, and approximately 13 hours of work on the farm is required in addition to rent. Looking for non-smoker, no pets, male or female interested in sustainable agriculture. Deadline for applications: 1/1/2004. To apply, e-mail: kirstenroehler@hotmail.com.

LIVE-IN NANNY • San Francisco, CA

Position available with San Francisco family through Alyce Desrosiers, LCSW. Duties: act as full-time, live-in nanny for newborn; work flexible 50+ hours/week schedule; work includes international/domestic travel. Residence is in the Pacific Heights area of San Francisco. Nanny will have a spacious, newly renovated, furnished apartment separate from the family, full board, travel, and a professional salary, including benefits (medical and 401K). Qualifications: fluent, native French speaker; experience with infants/toddlers; "can-do" attitude; easy-going style; ability to make a long-term commitment. Deadline for applications: 3/2004. Send cover letter and résumé to Alyce Desrosiers at phone: 415.252.4837; fax: 415.331.2234; e-mail: alyce@alycedes.com.

EUROPE/ASIA PROG. MGR • Washington, DC

Position available with The Bank Information Center. Duties: works with projects and policies of the World Bank and other MDBs; willingness to travel. Position begins with a six-month contract period from 2/1/2004 - 8/1/2004 with possible extension. Salary: \$50K-55K per year. Qualifications: experience with IFI issues; seven years in development or environment fields; three years with organizations in Central Asia and Eastern Europe; fluency in Russian. Dead-

line for applications: 1/19/2004. Send cover letter and résumé to Shoshana Riley (No phone calls); fax: 202.737.1155; e-mail: sriley@bicusa.org; website: www.bicusa.org.

PRESIDENT/CEO • Oklahoma City, OK

Position available with World Neighbors, an Oklahoma City-based, \$4.7 million budget, international development organization that helps to strengthen the capacity of marginalized communities in the developing world. Qualifications: ability to integrate programmatic vision with resource development, advocacy, and sound fiscal management; experience in international development, fundraising, and financial management; demonstrable leadership skills and vision. For more information or to find out how to apply, visit the website: www.wn.org.

JR. HYDROGEOLOGIST • NV, CA

Position available in Reno, Nevada, and Rocklin and Stockton, California, with ECO: Logic Engineering Firm. Duties: applies geophysical methods; geologic mapping; logs drill cuttings and core samples; classifies field soil; installs wells; aquifer testing, sampling; data analysis and interpretation. Requirements: professional application of methods of geological and hydrogeological investigations for monitoring wastewater treatment and disposal systems and groundwater resource investigations; significant field time for data collection and sampling, occasionally including extended hours in all types of weather. Qualifications: bachelor of science in Geology or Hydrogeology. To apply, e-mail: stafford@ecologic-eng.com.

YOUTH TRAINER/MENTOR • Roanoke, VA

Position available with Legacy International, a non-profit organization conducting Youth Leadership Program for Bosnia and Herzegovina. Duties: delivers training in leadership/project planning; assists delegates in learning through debriefs, games, and mentoring; facilitates interaction with American and group counterparts. Four-week position involves working long hours. Salary: \$1,200 negotiable. Qualifications: previous experience training youth in leadership/project planning; mentoring; good group management and facilitation skills; first aid; U.S. driver's license; good driving record, and experience driving vans. Deadline for applications: 12/7/2004. To apply, send cover letter and résumé to maryam@legacyintl.org; fax: 540.297.1860.

ASSOC. PR. MGR. AFRICA • Washington, D.C.

Position available with Population Services International. Duties: assist program managers with country/project backstopping; donor relations; contract compliance; research on selected topics; new business development; proposal and grant writing; developing annual work plans; budget preparation and tracking; programmatic and administrative duties, as required; and 15-25% overseas travel. Qualifications: 2+ years work experience in developing country; fluency in second language (French, Spanish, Russian, or Portuguese); master's degree or equivalent experience in relevant subject; private sector work experience; background in marketing, family planning or public health sectors; and experience with international donor community. Apply at website: www.psi.org.

WEB CAMPAIGN WRITER • Cape Cod, MA

Position available with International Fund for Animal Welfare. Duties: creates e-mails and web content to raise worldwide funds; occasional international travel; generate income needed to protect

Career Assessment Software

Returned Volunteer Services (RVS) is now offering "Discover," a career decision software program administered through ACT, Inc. Available to all RPCVs, the questionnaire-based program is designed to assess career-related interests, abilities, and job values to help you consider career options that are a good match for you. In addition, you can learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

To receive a password to access the online career assessment service, send an e-mail message to RVS at rvs@peacecorps.gov.

animals worldwide. For more information, e-mail: recruitus@ifaw.org; website: www.ifaw.org/employment for complete job description and application details.

ENVIRON. ED. INSTRUCTORS • Toccoa, GA

Positions available with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes to ages seven to 16; teach Cherokee culture; rafting; adventure programs; high ropes; rappelling with groups on some weekends. First Aid, CPR, high ropes, and rappelling training provided. Salary: \$190 per week plus room and board, and medical insurance. Position begins mid-February with opportunities through November. Qualifications: ability and desire to lead educational classes; biology/ecology background preferred. Send cover letter and résumé to RPCV John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: 706.886-7621; e-mail: blueridge@alltel.net; website: www.campmikell.com.

INT'L FINANCE FELLOW • Washington, DC

Position available with TCGI. Duties: supports USAID credit guarantee program mobilizing local capital to fund sustainable development initiatives; researches, analyzes, and writes; works with staff to collect/analyze information; provides contact with USAID Missions to follow up on potential DCA transactions; maintains files, status reports, pipeline reports, and other reporting requirements; prepares letters, reports, budgets, charts, and PowerPoint presentations. Some international travel. Qualifications: earning/earned graduate degree in business administration, finance, public policy, or public administration; professional experience in finance and international development; advanced spreadsheet/database skills; excellent written/oral communication skills; fluency in Spanish/French preferred. Deadline for applications: 1/15/2004. Send cover letter and résumé to Emily Ball at e-mail: ball@thecomunitiesgroup.com; website: www.tcginternational.net or www.usaid.gov/our_work/economic_growth_and_trade/development_credit/index.html.

EDUCATION CONSULTANTS • New York, NY

Two positions available with Sesame Workshop's Education and Research Department. Duties: help develop media content based on educational objec-

PEACE CORPS FELLOWS/USA



Peace Corps Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. See below for a *partial* list of universities and subject areas. For the complete list, visit www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or health care policy management. Martha Chavez McGivney, phone: 412.268.1909; e-mail: mcgivney@andrew.cmu.edu.

DePaul University

Chicago, IL

Elementary and high school special education certification. Dr. Barbara Radner, phone: 773.325.7171; e-mail: bradner@depaul.edu.

Duquesne University

Pittsburgh, PA

Social and public policy, business administration, conflict resolution, peace studies. Dr. Evan Stoddard, phone: 412.396.5179; e-mail: stoddard@duq.edu.

Florida Institute of Technology

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer). Dr. Tom Marcinkowski, phone: 321.674.8946; e-mail: marcinko@fit.edu.

George Mason University

Fairfax, VA

Elementary education with multilingual/international focus, ESL. Dr. Jack Levy, phone: 703.993.3689; e-mail: jlevy@gmu.edu. Lynn Walker Levy, phone: 703.993.3602; e-mail: lwalker3@gmu.edu.

George Washington University

Washington, DC

Transition special education, secondary education. Dr.

Jeanne Embich, phone: 202.973.1061; e-mail: jembich@gwu.edu.

Illinois State University

Normal, IL

Applied economics, political science, sociology with sequences in applied community and economic development. Phone: 309.438.7090; e-mail: stevensoncenter@ilstu.edu. Jim Nelson, phone: 309.438.8685; e-mail: jlnelso3@ilstu.edu.

Johns Hopkins University

Baltimore, MD

Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: orourke@son.jhmi.edu.

Marquette University

Milwaukee, WI

Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Carole Ferrara, phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu.

Michigan Technological University

Houghton, MI

Environmental policy. Dr. Kathleen Halvorsen, phone: 906.487.2824; e-mail: kehalvor@mtu.edu.

New Mexico State University

Las Cruces, NM

Public health, border health, health education, social work, nursing. Dr. Sue Forster-Cox, phone: 505.646.2183; e-mail: sforster@nmsu.edu. Daryl T. Smith, phone: 505.646.3429, ext. 11; e-mail: darysmit@nmsu.edu.

New School University

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management; Ph.D. public policy. Joseph Encarnacion, phone: 212.229.5311, ext. 1110; e-mail: encarnaj@newschool.edu.

Northern Arizona University

Flagstaff, AZ

Elementary and secondary education, special education. Bill Buckreis, phone: 928.523.1026; e-mail: William.Buckreis@nau.edu.

Northern Arizona University

Flagstaff, AZ

Business. Dr. Joseph S. Anderson, phone: 928.523.1389; e-mail: joseph.anderson@nau.edu or mba@nau.edu.

Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program. William O. Maddocks, phone: 603.644.3124; e-mail: ced@snhu.edu or w.maddocks@snhu.edu.

University of Maryland, Baltimore County

Shriver Peaceworker Program

Baltimore, MD

All programs of University of Maryland, Baltimore County: Education, policy, applied sociology, intercultural communications, etc. Select consortium programs: Social work (MSW), urban studies, nonprofit management, etc. Apps. due 1/15/2004. Joby Taylor, phone: 410.455.6398; e-mail: joby.taylor@umbc.edu.

tives for television series, either Alam Simsim or Ulitza Sesam, the Egyptian and Russian Sesame Streets respectively; review scripts for educational integrity and age-appropriateness; arrange training meetings and seminars in Cairo/Russia; communicate with Egyptian/Russian staff in Egypt/Moscow; supervise design, planning, and execution of research; contribute to reports and articles. Some travel to Egypt/Russia. Qualifications: ability to read, write, and speak Arabic/Russian and English; advanced degree in developmental psychology, curriculum development, international education, education research, or related field; residency in New York area preferred. Deadline for applications: 1/12/2004. Send cover letter and résumé to fax: 212.875.7388; e-mail: elizabeth.nisbet@sesamworkshop.org.

DIR. FINANCIAL OPER. • Washington, DC

Position available with the World Wildlife Fund, leading international efforts to conserve life on earth. Duties: oversees the daily accounting practices, cash management, internal controls, budgeting, strategic analysis, and reporting for the U.S. headquarters and overseas field offices. For more information about duties, qualifications, and how to apply, visit the website: www.worldwildlife.org/jobs.

OUTDOOR LEADERS • VT

Positions available with Vermont Youth Conservation Corps. Duties: train and supervise small teams of

high school and college-age crewmembers in conservation work and education program; build cohesive teams while completing high-priority work projects and facilitating educational activities. Projects include state park management, trail construction, and watershed restoration in either day or residential settings. Salary: \$330-560/week, plus AmeriCorps Education Award, room and board (depending on position and contract length), and paid staff training. Seasonal positions begin in April and May. Qualifications: highly motivated, well-organized individuals. Deadline: 05/01/2004. For more information and application, contact at phone: 800.639.8922 or 802.241.3699; website: www.vycc.org.

INTERNATIONAL

FIN. MGR. • Democratic Republic of the Congo

Position available with Food for the Hungry International. Duties: lead, train, and mentor finance team; manage finances and budget; control cash flow. Requirements: bachelor of science or arts in accounting/finance; MBAs preferred; minimum three years' managerial finance experience with an international NGO; computer proficiency in MS Office, accounting software, and Sun System; familiarity with Title II and USAID/OCHA donor reporting procedures; French required, Swahili a plus. A non-family post. Deadline for applications: 1/15/2004. Only MS Word

attachments fulfilling each requirement will be considered. To apply, send résumé and cover letter to e-mail: FHI/DRC HRD at drc_cvs@fhi.net.

COUNTRY DIRECTOR • Baku, Azerbaijan

Position available with the International Foundation for Election Systems (IFES). Duties: manages and facilitates the IFES project to provide electoral assistance, conduct voter/civic education, and develop governance programs in Azerbaijan. Position is based in Baku and requires travel within Azerbaijan. Deadline for applications: 1/15/2004. For more information, visit the website. Send cover letter and résumé to e-mail: jobs@ifes.org (indicating CD Azerbaijan in subject line); website: www.ifes.org.

SUBSTITUTE TEACHER • Seoul, Korea

Position available with Korea International School, a growing international school. Duties: substitute teach for classes in grades K-12, especially high school language arts and ESL. Salary: \$20K-23K, plus housing and benefits. Qualifications: bachelor of arts/bachelor of science; teaching certification; one year of experience in an English language school; experience with ESL preferred. Deadline for applications: 1/15/2004. Send cover letter and résumé to Dr. Virginia Dahlstrom, Korea International School, 155-1 Gaepodong, Gangnam-gu Seoul Korea 135-240; phone: +82.2.561.0509; fax: +82.2.576.0709; e-mail: vdahlstrom@kis.or.kr.

ESL TEACHERS • China

Positions available with American Educational Services. Duties: teach children and adult English classes. Qualifications: native English speaker at least 21 years old; bachelor's degree; teaching experience or training period at the school. Positions begin in 3/2004. Preference given to one-year applicants, some six-month and winter positions available. For an information pack with full list of benefits, contact Linda, China office at e-mail: aesdalian@on-line.ln.cn; website: www.aesincorp.com. To apply online, send résumé with subject line stating full-time or part-time position and dates of availability, as text, not as an attachment to: Linda – Dalian, China, e-mail: aesdalian@on-line.ln.cn.

PROFESSIONAL FELLOWSHIPS • Worldwide

Positions available with Population Fellows. Duties: work to provide family planning and reproductive health programs in the developing world; work on projects combining assistance for threatened environments with attention to population dynamics and reproductive health needs of communities living within them. Qualifications: recent graduate degree; experience in population/reproductive health or population-environment. Fellows receive a professional-level stipend and benefits. For information, contact: The Population Fellows Programs, University of Michigan, 1214 South University, Second Floor, Ann Arbor, MI 4812004-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfps.

CHIEF OF PARTY/VARIOUS POSITIONS • Egypt

Positions available with Management Sciences for Development. Positions include Chief of Party, court administrators, judicial and legal trainers, and information systems specialist for anticipated USAID-funded Administration of Justice. Qualifications: professional graduate degree such as J.D., LL.M or MPA/MPP; minimum 10 years' consulting and field experience in civil and commercial court modernization and strengthening of justice sector institutions, including the Ministry of Justice; knowledge of court automation and communications networks, and program management with international organizations, USAID preferred; fluency in Arabic; knowledge of Egypt and Middle East. Deadline for applications: 1/15/2004. To apply: Send résumé to e-mail: RHulshof@MSDGlobal.Com.

TEACHERS • China

Positions available with American Educational Services of China in Dalian, Jinan, Shenyang, Changchun, Xi'an, Qingdao, or Guiyang. Contact for more information regarding salary, conditions of the contract (for winter session or one year), and benefits. Qualifications: at least a bachelor of arts/bachelor of science; at least 21 years old; native speaker of English; teaching experience (or a training period at the school). Send résumé as text (not an attachment) to Linda at e-mail: aesdalian@on-line.ln.cn. Indicate in subject line whether you are applying for a full-time or part-time position and your dates of availability. Visit website: www.aesincorp.com.

PROGRAM MANAGER • Baku, Azerbaijan

Position available with Save the Children for three-year project. Duties: oversees management of Protection and Development Centers; liaises with U.S.-based technical staff, USAID, government authori-

Continued from page 1

recruiters. Carried in a professional-looking portfolio, along with copies of your résumé, your letters of recommendation will help you stand out from the crowd.

Practice a simple introduction. Be prepared with a short "elevator speech" of your background, skills, and interests. And don't forget to practice, practice, practice! This will give you the confidence you need to impress a recruiter.

Dress in business attire. Even though recruiters themselves often "dress down" for career fairs, they are not the ones who need a job—you are. Therefore, dress to impress!

Do not forget to take business cards from representatives you meet. This helps when you are ready to send thank-you notes to recruiters.

Editor's note: for up-to-date information about the career fairs, including employer participation, monitor the Peace Corps and NPCA websites listed in the "Hot Resources" section on page one.

ties, and sub-grantee partners; ensures timely submission of deliverables to USAID; supervises personnel; participates in fundraising, proposal development, and project design. Qualifications: international development agency experience; advanced degree in social work, development, or relevant field; five years of experience managing development programs; three years of experience with at-risk children; leadership ability; excellent oral/written communications skills; good computer skills; experience in former Soviet Union (particularly the Caucasus), USAID regulations, and/or Azeri, Russian, or Turkish preferred. Send résumé to fax: 202.637.9362; e-mail: lacabal@dc.savechildren.org.

EDUCATION

BRANDEIS UNIV. • Waltham, MA

The Heller School for Social Policy and Management offers an MBA in mission-driven management and a Ph.D. in social policy. Program provides technical foundation found in traditional business programs within context of social policy and mission-driven management, and rigorous skills and tools to address management issues facing entities attending to needs of under-served and vulnerable populations. RPCVs may waive \$50 application fee. Upon admission to MBA program, RPCVs receive at least a \$5K scholarship and are considered for additional scholarship money upon submission of financial aid forms. Contact the Heller Admissions Office at phone: 800.279.4105; e-mail: helleradmissions@brandeis.edu; website: heller.brandeis.edu.

UNIVERSITY OF THE PACIFIC • Stockton, CA

The School of International Studies, in conjunction with the Intercultural Communication Institute of Portland, Oregon, offers a master of arts in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who

wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Contact at phone: 209.946.2836; e-mail: kjaggears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

BEN-GURION UNIVERSITY • Beersheva, Israel

In collaboration with Columbia University's Health Sciences Division, the medical school at Ben-Gurion University of the Negev offers a four-year medical degree program in international health and medicine. Program taught in English and enrolls students seeking a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. Medical Licensing Exam and are expected to complete residencies in the U.S. program, approved by the U.S. Department of Education for participation in federally funded student loan programs. Contact at 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; e-mail: bgcu-md@columbia.edu; website: cpmnet.columbia.edu/dept/bgcu-md.

MIDWEST TEACHER TRAINING PROG. • WI

Earn a TEFL certificate in our five-week intensive on-site teacher-training program in Madison, Wisconsin, which prepares trainees to teach English in classrooms overseas. RPCVs receive a 10 percent tuition discount with proof of service. The program offers a hands-on approach to teaching. Practice teaching, observe classrooms, and receive job placement assistance. Midwest is part of an ESL school, giving you opportunities to interact with professional teachers and international students. No teaching experience required. Contact Midwest Teacher Training Program, 19 North Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

SCHOLARSHIPS MONTEREY INSTITUTE • CA

Scholarships ranging up to \$10,000 are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally focused graduate programs: MBA, International and Environmental Policy Studies, Public Administration, Translation and Interpretation, TESOL and Teaching Foreign Languages. The Institute prepares students for international careers in the private, public, and non-profit sectors. Half of our students come from over 50 countries. Most American students have lived, worked or studied abroad. The Monterey Institute also offers the Peace Corps Master's International program in MBA and TESOL. For information contact, phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

ANTIOCH UNIV. • Seattle, WA

Antioch University offers a master of arts degree in Environment and Community for anyone 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. Students pursue place-based studies and meet in Seattle one week-end per month for course intensives over two years. Nine-month certificates are also available. Applica-

tions for spring enrollment received by 02/06/2004 are given first consideration. Contact at e-mail: admissions@antiochsea.edu or jjoichi@antiochsea.edu; website: www.antiochsea.edu/ec.

INTERN/VOLUNTEER

IRVINE NATURE CENTER • Stevenson, MD

Position available with the Irvine Nature center, located just north of Baltimore City, to conduct environmental education programs for children and adults. Internships and volunteer positions available to lead nature activities at Baltimore City schools and on-site nature walks for kids. Get hands-on experience and learn about nature. Positions begin in February. Stipends available. Contact Kristy Streett at phone: 410.484.2413 ext.15; e-mail: streettk@explorenature.org.

VOLUNTEERS • Ukraine

Volunteer positions available with Freedom House and Poland-America-Ukraine Cooperation Initiative. Duties: provide training and assistance to NGOs through American Volunteers for International Development program. Positions run three to six months, beginning January/February. Qualifications: at least five years of professional experience in organizational capacity development, fundraising, public relations, strategic planning, financial management, proposal writing, human resources development, or public/private partnerships; Ukrainian/Russian language skills. Deadline for applications: 1/15/2004. Visit website for information/application or contact Freedom House, AVID Program, ATTN: Vanessa Brown, 1319 18th Street, NW, Washington, DC 20036; fax: 202.296.3980; e-mail: avid@freedomhouse.org; website: www.freedomhouse.org.

PUBLIC POLICY INTERN • Washington, DC

Position available with Friends Committee on National Legislation (FCNL). Duties: work with lobbyists and publication experts to educate Congress and supporters on peace and social justice issues; attend meetings and hearings; write action alerts and articles; complete research and various administrative tasks. Eleven-month public policy internship begins in September. Benefits include subsistence-level stipend; health benefits; vacation and sick leave. Qualifications: college degree or equivalent. Deadline for applications: 3/1/2004. To apply, contact Patricia Powers,

245 Second Street, NE, Washington, DC 20002; website: www.fcnl.org.

INTERNS • Washington, DC

Intern positions available with Taxpayers for Common Sense. Gain a broad perspective on national policy, the media, Congress, grassroots organizing, and a variety of public interest organizations and issues. Qualifications: bachelor of arts/ bachelor of science. Deadline for applications: 1/15/2004. Send cover letter (stating area of interest, see website), dates of availability, résumé, short writing sample, and two professional references to e-mail: jobs@taxpayer.net; website: www.taxpayer.net.

INTERN'L PROJECT INTERN • Alexandria, VA

Position available with Reproductive Health Initiatives. Duties: researches support for development of resources for medical students and faculty; reviews and updates website and project materials; assists project administration; drafts correspondence; provides administrative support for project activities. Stipends may be provided. Qualifications: interest in health issues; excellent written and verbal communication skills; proficient in Microsoft Office; experience with Microsoft FrontPage preferred; HTML, Dreamweaver a plus. Deadline for applications: Ongoing. To apply: send cover letter, résumé, and three references to: Susan Alton, MSW/MPH, International Project Associate, 801 North Fairfax Street, Suite 400, Alexandria, VA 22314-1767; fax: 703.549.3864; e-mail: salton@amwa-doc.org.

PROJ. COORDIN. • Haiti, Mali, or Nicaragua

Long-term volunteer positions available with Building with Books. Duties: supervise construction of schools; ensure projects run efficiently and schools are built according to plan, schedule, and budget; document local culture for American students; post weekly website updates; facilitate e-mail exchange between local and American students; commit to two years of service. Qualifications: bachelor of arts/ bachelor of science, preferably in related field; cross-cultural experience; proficiency in 35-mm photography; experience with video cameras; ability to live in primitive conditions; access to car in U.S.; proficiency in either Spanish, French, Haitian Creole, or Bambara; ability to solve difficult problems alone. Send cover letter and résumé to Peter Vancura, International Program Coordinator, at fax: 203.961.5087;

e-mail: peter.vancura@ge.com; website: www.buildingwithbooks.org.

PEACE CORPS FELLOWS

MARQUETTE UNIVERSITY • Milwaukee, WI

RPCVs are invited to apply for graduate study in the Marquette University Trinity Fellows Program, a 21-month study/work program offering master's degrees in business administration, civil, and environmental engineering, communication, economics, English, history, international affairs, applied philosophy, political science, or public service. While engaged in full-time graduate study, Fellows work on substantive projects designed by selected non-profit organizations in the Milwaukee area. Each fellowship includes a full-tuition scholarship and a monthly stipend. Each student is charged a participation fee of \$1,250 per semester. Deadline for applications: 2/15/2004. Contact Carole Ferrara at phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu; website: www.marquette.edu/trinityfellows.

AMERICORPS/VISTA

NEW INITIATIVES SPEC • Washington, DC

Position available with the Carlos Rosario International Career Center. Duties: researches areas of projected economic growth to identify new demand-driven program areas for career center; works closely with DCWIC's Universal Access Committee, acting as contact for the organization and promoting concerns of local Latino workforce and fostering economic development for that population in concert with the committee; fosters relationships with local and regional employers and industry liaisons to create employee pipeline to selected industries and employers. Deadline for applications: 12/31/2004. Send cover letter and résumé to Martha Pleshaw, Human Resources, at phone: 202.234.6522; fax: 202.234.6563; e-mail: mpleshaw@carlosrosario.org.

VISTA LEADER • Brooklyn, NY

Position available with Habitat for Humanity. Duties: works to increase and strengthen the statewide VISTA program; recruits; coordinates professional development trainings; measures performance. Qualifications: RPCV; previous AmeriCorps member. Deadline for applications: 1/15/2004. Contact: Sherina Davis, specify the N.Y.C. program, phone: 718.246.5656 ext. 315; e-mail: sdavis@habitatnyc.org. To apply online go to website: www.americorps.org.

AMERICORPS VISTA • CA, MD, VA, DC

Positions available with AmeriCorps/VISTA's National Capacity Enhancement Project. Members will serve on one of four projects. Duties: implement programs with nonprofit, government, and financial partners to remove barriers that impede development of small businesses; support and coordinate assigned VISTA regions' efforts to address the needs of low-income communities; assist in recruitment and training efforts; create a database of resources to support long-term project sustainability. Deadline: 1/31/2004. For immediate consideration, more information, and complete list of job requirements, send résumé and cover letter to Sandra Chaney at phone: 559.447.1323; e-mail: schaney@bizresourcegroup.com, or Lily Phan at phone: 310.575.3309 ext. 209; e-mail: lphan@bizresourcegroup.com.

Career Information Consultants Latest Edition of Publication and CD-ROM Now Available!

Returned Volunteer Services (RVS) produces a *Career Information Consultants* (CIC) directory. The publication lists RPCVs and other professionals in specific career fields who have agreed to answer career-related inquiries on a voluntary basis. Chapters of the directory provide the names and contact information of professionals in fields that include, but are not limited to: agriculture and environmental sciences, business, communications, education, and government.

The updated 2003 edition of the *Career Information Consultants* directory has been published, and a CD-ROM version is also available. Over 1,500 participants are included in this 369-page edition.

If you would like a copy of the directory, contact RVS at rvs@peacecorps.gov. Please let us know if you are willing to serve as a career information consultant. We want to keep the publication growing and hope to update and reprint it again next year.

Career Resources Available to RPCVs

Returned Volunteer Services (RVS) provides passwords to access these online employment bulletins:

International Career Employment Weekly

Public Health Jobs Worldwide

Environmental Career Opportunities

E-mail rvs@peacecorps.gov to receive the passwords.

New Graduate School Guide Now Online!

Offered by Returned Volunteer Services (RVS), the newly revised 2003 *Graduate School Guide* is now available online. The *Graduate School Guide* highlights programs (arranged by academic subject area) from more than 100 institutions that offer special consideration to RPCVs.

The publication also includes up-to-date information about the Fellows/USA Program, other educational services and programs of interest, sample statements of purpose, a bibliography, and links to state teacher certification websites.

To download the publication visit
www.peacecorps.gov/index.cfm?shell=resources.former.carres.gsguide.

Crisis Corps Recruiting Short-Term Volunteers

Cameroon

Orphans and Vulnerable Children (OVC) Program Developer/Trainer of Caregivers: Saint Martin de Porres Hospital is seeking a Developer/Trainer of Caregivers for the Orphans and Vulnerable Children Program. Duties: design and facilitate training for volunteers, caregivers, and orphans; collaborate and provide training in HIV/AIDS education and support. Qualifications: Africa RPCV with experience working on/developing projects with OVCs and HIV; skill in training trainers; intermediate French speaking ability; experience writing grants; ability to deal with frustrating situations, human suffering, and AIDS pandemic environment; and willingness to live/work in a Catholic mission institution.

Ecuador

Youth Development Volunteer: The Association of Girl Scouts of Ecuador is seeking a volunteer for six months to train a core group of women to be scout leaders. Duties: conducts training on how to maintain interesting, vital programs; updates job descriptions; develops institutional reinforcement; develops training courses for instructors to train trainers. Qualifications: RPCV with regional experience; intermediate written and spoken Spanish language ability; one year of training experience; the ability to work with groups of all ages; current or former Girl Scout preferred.

HIV/AIDS Advisor: The Instituto Nacional del Niño y la Familia (INNFA) is seeking a volunteer for a six-month assignment to assist in developing HIV/AIDS prevention programs at the national level, oriented to vulnerable groups such as children, teens, and youth between the ages of 12-17. Duties: formulation of a project proposal for HIV/AIDS prevention that will address the needs of underprivileged children, teens, and youth in marginalized sectors; monitoring and evaluation of this proposal. Qualifications: RPCV with regional experience; bachelor's degree in public health or a related field; one year's experience working on HIV/AIDS projects; fluency in written and oral Spanish; professional experience in policy writing; experience developing monitoring and evaluation tools and methods.

Ghana

World Education requests six volunteers to work with Teacher Training Colleges around Ghana as HIV/AIDS Education Trainers. CCVs will train and assess students to become HIV/AIDS tutors responsible for administering the curriculum to their peers. Qualifications: Africa RPCV; degree in education, social sciences, biology or other health related field; teaching experience; experience designing, conducting, facilitating training programs for adults; hands-on experience with HIV/AIDS/STI or reproductive health programs or life skills training.

Namibia

The Hage Geingob secondary school is requesting an IT Instructor/Youth Activities Facilitator volunteer for a 12-month assignment. Duties: teaches basic computer and keyboarding skills to high school students and teachers; assists in the implementation of an outreach program to train school leavers or possibly develop an Internet café outside of school hours; strengthens an existing partnership between the Hage Geingob school and Magruder High School in Maryland. Qualifications: Africa RPCV; bachelor's degree in computer science; instructional technology or related field; two years of experience in computer literacy; the ability to train others in computer software, hardware, and maintenance; secondary school teaching experience; a high degree of maturity.

Otjiwarongo Town Council is seeking a Volunteer for a six-month assignment to work as an HIV/AIDS Educator/Trainer in the Otjiwarongo Multipurpose Center (OMPC). The OMPC is currently serving more than 65 orphans and marginalized children. The program is funded through the sale of bread and other food items and is staffed largely by local volunteers. Duties: assists in planning and implementing programs; designs and facilitates HIV/AIDS education workshops; implements strategies to the build capacity of volunteers; conducts community outreach and education; liaises with local and regional officials. Qualifications: Africa RPCV; one year of experience in HIV/AIDS related field; strong organizational and management skills; and cultural sensitivity and maturity.

Upcoming Assignments

We are currently developing Crisis Corps assignments in Malawi, Mali, Zambia, and Suriname. RPCVs with regional experience are encouraged to apply. These assignments are likely to be in the areas of training facilitation, HIV/AIDS education and prevention, nutrition and information technology. Remember, you can apply to the Crisis Corps at any time and we will notify you when a position becomes available that potentially matches your qualifications and availability.

Current Crisis Corps Countries

Volunteers are currently serving in the Federated States of Micronesia, Guinea, Kenya, Namibia, Malawi, South Africa, Tanzania, and Zambia.

Because of 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 website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

Peace Corps
Washington, DC 20526

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

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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. The 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 us.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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Peace Corps Week
Share Your Experience!
March 1– March 7, 2004

“So let us persevere. Peace need not be impracticable, and war need not be inevitable. By defining our goal more clearly, by making it seem more manageable and less remote, we can help all peoples to see it, to draw hope from it, and to move irresistibly toward it.”

*President John F. Kennedy’s Commencement Address at American University
Washington, D.C., June 10, 1963*

If you have not done so already, sign up to participate in Peace Corps Week 2004. Online registration is available at www.peacecorps.gov/pcweek, or complete and mail the reply card attached to your Peace Corps Week brochure to receive a free presentation kit. The kit includes materials to help you prepare for and promote your presentation. Visit the Peace Corps Week website for ideas and suggestions for your presentation. If you have any questions, please e-mail us at pcday@peacecorps.gov, or call 800.424.8580 (press 2, then ext. 1961).



**Help Celebrate 43 Years of Making a
Difference in the World**

**January
Career Event**

**United Nations
Career Outreach and
Networking Opportunities for
Young Professionals**

Representatives from the United Nations Association of the United States of America will discuss how to pursue internationally focused careers and how to use the skills developed as a Peace Corps Volunteer.

Information on the United Nations Competitive exam will also be discussed.

January 14, 2004
12 Noon to 1:30 p.m.
Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street, NW
Shriver Conference Room B
Washington, DC 20526

*For more information, please contact
Elvira May, Returned Volunteer Services,
at 202.692.1445.*



Peace Corps offices, including Returned Volunteer Services and the RPCV Career Center, will be closed on January 19th in observance of Martin Luther King Jr. Day.

