

H TLINE

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

HOT Resources

The following books on interviewing are available from Impact Publications; Web site: <www.impactpublications.com>

Interview For Success

by Ron and Caryl Krannich

This book shows how to best prepare for different types of interviews and handle the critical post-interview period.

101 Dynamite Answers to Interview Questions

by Ron and Caryl Krannich

This bestseller outlines the best answers to key job interview questions. Includes sample answers to numerous questions.

101 Dynamite Questions To Ask At Your Job Interview

by Richard Fein

Reveals the key questions interviewees should always ask at the interview. Each question is arranged by category.

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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) 692-1431 or 1421

10 Myths About Job Interviewing

by Richard K. Irish, Executive Recruiter

The smart jobseeker needs to be rid of several standard myths about interviewing before pounding the pavement looking for a job. What follows is a list of some of these untruths and some tips to help you do your best at your next interview.

Myth 1: The aim of interviewing is to obtain a job offer.

Only half true. The real aim of an interview is to obtain the job you want. That often means rejecting job offers you don't want! Incompetent jobseekers, however, become so used to accommodating employer's expectations that they often easily qualify for jobs that they don't want. So, before you do backflips for an employer, be sure you want the job.

Myth 2: Always please the interviewer.

Not true. Try to please yourself. Giving answers that you think will suit a potential employer, losing touch with your own feelings (in order to get in touch with some other person's feelings) and, in general, practicing an abject policy of appeasement are certain to get you nowhere.

Of course, don't be hostile—nobody wants to hire someone disagreeable. But there is plainly a middle ground between being too ingratiating and being hostile. An effective interview (whether you are offered the job or not) is like an exciting encounter in

a conversation with your seatmate on an airplane.

Myth 3: Try to control the interview.

Nobody "controls" an interview—neither you nor the interviewer—although one or both parties often try. Then it becomes a phony exchange between two human beings; no business is likely to be transacted. When somebody tries to control us, we resent it. When we try to control somebody, that person resents us. Remember, you can't control what an employer thinks of you, just as the employer can't control what you think of them. So hang loose when interviewing. Never dominate the interview. Compulsive behavior turns off your authenticity.

Myth 4: Never interrupt the interviewer.

No dice. "Never talk when I'm interrupting" said McGeorge Bundy (special assistant for national security affairs under the John F. Kennedy and Lyndon B. Johnson administrations).

Good advice: Study the style of an effective conversationalist—the person interrupts and is interrupted! An exciting conversation always makes us feel free—free to interrupt, to disagree, and to agree enthusiastically. We feel comfortable with people who allow us to be natural. So, when interviewing, half the responsibility lies with you. Do you seem uptight? Try

being yourself for a change. Employers will either like or dislike you, but at least you'll have made an impression. Leaving an employer indifferent is the worst impression you can make. And the way to make an effective impression is to feel free to be yourself, which frees your interviewer to be natural as well.

Myth 5: Don't disagree with the interviewer.

Another silly myth. If you don't disagree at times, you become, in effect a "yes" person. Don't be afraid to disagree with your interviewer—in an agreeable way. And don't hesitate to change your mind. The worst that could happen would be that the interviewer goes away saying, "There's a person with an open mind!" The conventional wisdom says, "be yourself." True enough. But how many people can be themselves if they don't feel free to disagree?

Myth 6: Let the employer terminate the interview.

Not necessarily. When interviewing for jobs you want, you'll inevitably be offered some you don't want. There's nothing wrong with courteously thanking the interviewer, explaining why you're not the right person for that particular job and then explaining what kind of job you do want. That way, an interviewer never rejects you or a job you don't

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PUBLIC SECTOR

MANAGER • San Francisco, CA

Position available with the USDA, Food and Nutrition Service. Requires some travel. Duties: supervises staff and manages work of small office in downtown Sacramento. Qualifications: four years of program management or similar experience; supervisory experience a plus. Salary: \$51K. Send an OF-612 or résumé to: Mavis Buchholz, USDA, Food and Nutrition Service, Western Region, 550 Kearny St., Room 400, San Francisco, CA 94108; e-mail: <mavis_buchholz@fns.usda.gov>; fax: (415) 705-1353.

LABOR INVESTIGATOR • Chicago, IL

Position available at the GS-1801-5/7/9 level with the U.S. Department of Labor, Office of Labor-Management Standards. Duties: conducts criminal and civil investigations, analyzes financial records, and works on a team in a close-knit federal agency to protect the rights of union members. Qualifications: ability to analyze written and numerical data, report findings in a clear and comprehensive manner, and work with a variety of people. Training provided. Starting salary ranges from \$27,924 to \$35,452. Promotion potential to the GS-12 level starting at \$49,751. Send résumé to: John Peterson, District Director, 230 South Dearborn, Suite 774, Chicago, IL 60604; phone (312) 353-7170; e-mail <jpeter@chi.dol-esa.gov>.

AG. INSPECTORS • San Francisco, CA

Positions available with USDA, Plant Protection and Quarantine (PPQ), a federal agency dedicated to excluding foreign agricultural pests. Duties: clear passengers and cargo; regulate agricultural commodities and inspect for pests. Qualifications for officers or canine handlers: BS or 20 semester hours in biological sciences with equivalent experience. Salary: \$25,674-\$31,801 based on experience. Qualifications for technician: 16 semester hours of biological sciences. Salary \$25,674. Recruitment bonus \$4-\$6K. For additional information email: <lisa.a.krekorian@usda.gov> or call (650) 876-9093. Send applications to: David G. Talpas, Port Director, 389 Oyster Point Blvd. Suite 2, South San Francisco, CA 94080.

CREW LEADERS • Minnesota

Positions available with the Minnesota Conservation Corps, a summer work program for high school youth. Duties: supervise and lead teams of six to eight youth in work, education, and recreational program components; work on conservation projects in remote wilderness settings and public lands. Qualifications: conservation, outdoor, and wilderness camping experience; ability to lead, counsel, and motivate youth; willingness to be part of a leadership team. Salary: up to \$360 per week with room and board. Program runs 6/5 to 8/15/01. Contact Peter Hark; phone: (651) 296-2144; e-mail: <peter.hark@dnr.state.mn.us>; Web site: <www.dnr.state.mn.us/mcc/summerstaff>.

DEV. SPECIALIST • Santa Ana, CA

Positions available with the U.S. Small Business Administration at the local District Office, Outreach Team. Duties: work with area lending, business, state, and local government, community-based, non-profit organizations in economic development activities; provides links between business and the above organizations and SBA's economic development programs. Qualifications: college degree and appropriate experience; knowledge of business, economic, and trade practices. Send résumé, OF-612 or SF-171 to: U.S. Small Business Administration, Attn. Antonio Mangohig, 200 Santa Ana Blvd. W., Ste. 700, Santa Ana, CA 92701; phone: (714) 550-7420 ext. 3105; e-mail: <antonio.mangohig@SBA.gov>.

ECON. DEV. SPECIALISTS • Santa Ana, CA

Positions available with the U.S. Small Business Administration. Duties: develop and implement marketing strategy to encourage financial institutions to participate with SBA in providing financing to small businesses in new markets; solicit loan applications and technical assistance requested through marketing efforts that include field visits to prospective applicants, trade associations, public-speaking engagements, and participation in major business expositions. Qualifications: one year of specialized experience and/or bachelor's degree. Send application with OF-612 to SBA, Attn. Kristen Oest/01D-403-KO, Office of Human Resources, 633 17th Street, 7th Floor, Denver, CO 80202.

PRIVATE SECTOR

ACCOUNTING MANAGER • Washington, DC

Position available with American Institute for Cancer Research. Duties: supervises staff and senior accountants; prepares and reviews month-end reconciliation and journal entries; monitors cash flow, supervises and reviews revenue and accounts payable function. Qualifications: computer experience, college degree in accounting or business; five to seven years experience preferred. Salary based on experience. Send résumé with salary history/requirements to JM, fax: (202) 328-7226; e-mail: <jmcilveen@aicr.org>.

AREA COORDINATOR • Various

Part-time positions (4) available with Adventures in Real Communication, an international teen exchange program. Duties: manage school/student/host family relationships for students from France, Germany, Spain, Mexico, Costa Rica, Ecuador, and Japan. Qualifications: previous experience working with teens. Send a cover letter and résumé to: Jim Wattenmaker, President, Adventures in Real Communication, 147 Bell St., Chagrin Falls, OH 44022; fax: (440) 247-9225; e-mail: <arc@arcyp.com>; Web site: <www.arcyp.com>.

OUTDOOR LEADERS • Vermont

Seasonal positions available with the Vermont Youth Conservation Corps. Duties: build cohesive teams while completing high-priority work projects and facilitating educational activities; trains and supervises small teams of high school and college-age crew members in conservation work, state park management, trail construction, watershed restoration, and education programs. Qualifications: highly-motivated, well-organized individuals. Salary: \$300-\$400/week plus AmeriCorps Educational Scholarship, room and board (depending on position and contract length), and paid staff training. To request an application, call: (800) 639-8922 or (802) 241-3699; e-mail: <ycorps@together.net>; Web site: <www.vycc.org>.

INTERN/ANALYST • Ann Arbor, MI

Positions available with RRSI, a national resource management consulting firm. Duties: performs research, develops education program, field work, and task management of consulting projects for public and private sector. Qualifications: technical or liberal arts bachelor's degree with environmental experience and interest; excellent writing and communication skills. Salary: \$25 to \$35K. E-mail résumé to JD Lindeberg at <jdl@recycle.com> or mail to: 416 Longshore Drive, Ann Arbor, MI 48105; Web site: <www.recycle.com>.

MANAGER • Washington, DC

Position available with progressive issue advocacy organization. Duties: runs e-mail listservers; manages Web site, database, and electronic communications. Qualifications: well organized. Salary \$24K, more with experience. Send cover letter and résumé to: Jessica Myers, Campaign for America's Future, fax: (202) 955-5606; e-mail <info@ourfuture.org>.

PEACE CORPS JOBLINE

For a listing of Peace Corps staff positions and a vacancy announcement, call INFOWORX at: (800) 818-9579. NOTE: New job vacancies posted by close of business on Fridays.



Check it out online!

All worldwide positions are listed on the World Wide Web at: <www.peacecorps.gov>.

PROGRAM COORDINATOR • Baltimore, MD

Position available with JHPIEGO Corporation, an affiliate of Johns Hopkins University, working to advance reproductive and maternal health programs worldwide. Duties: assists with international program management; provides administrative and financial support to ongoing projects. Qualifications: Bachelor's degree or equivalent experience required; international program management experience preferred. Send résumé, referencing job number H001524, with salary requirements to: JHU Résumé Processing Center, P.O. Box 3687, Scranton, PA 18505; fax (877) 262-0646; Web site: <www.jobs.jhu.edu>.

EXECUTIVE DIRECTOR • Phoenix, AZ

Position available with Unlimited Potential, a nonprofit grassroots agency with broad-based literacy and English programs for Hispanic immigrant women and preschoolers. Duties: handles administration duties; develops resources; outreaches and networks with businesses, funders, and community agencies. Qualifications: leadership/writing/verbal skills; nonprofit management; proposal writing/fund-raising; community field work; knowledge of Paolo Freire theory; creative, flexible, team worker; commitment to social justice—especially women and children. Send cover letter, résumé, and references to: Unlimited Potential, P.O. Box 8814, Phoenix, AZ 85066; email: <up@openlines.com>; or call Jeanne after 1 p.m. at (602) 243-7376.

VARIOUS POSITIONS • North Adams, MA

Positions available 4/23/01-10/24/01 at a nonprofit providing programs to economically underprivileged public school students. Duties: teach students in small groups (ages 11-18); develop and present hands-on, outdoor lessons in ecology, wilderness, and leadership skills and group initiatives; overnight supervision of up to six; co-lead five multi-day summer wilderness expeditions. Qualifications: self-motivated; flexible; BA/BS in related discipline; teaching/interpretation, group management, and wilderness leadership experience; first Aid, CPR, and lifeguarding or ability to obtain before starting; commitment to serving a diverse staff/student population. Salary: minimum \$275/week. Room and board, insurance, and equipment discounts. Send résumé with three references and cover letter requesting application to: Manice Education Center, One East 53rd Street, 1401, New York, NY 10012; phone: (212) 529-6868; fax: (212) 353-2052; <dawn_christodora@prodigy.net>

DIRECTOR • New York, NY

Position available with Project Enterprise, a peer lending organization that provides microloans and technical assistance to low-income entrepreneurs. Duties: oversees financial and statistical records, including loan portfolio, impact tracking, operations and accounting data; supervises bookkeeper. Qualifications: three years of related work experience; advanced degree in accounting or related field preferred. Salary: 35K-45K plus benefits. Send résumé to: Tracy Anderson, Program Officer, 144 West 125th Street, 4th Floor, New York, NY 10027; fax: (212) 678-6737; e-mail: <tracya@projectenterprise.org>.

PROGRAM ASSISTANT • Baltimore, MD

Position available with Lutheran World Relief. Duties: provides administrative support for LWR's Africa program; assists the Africa program director in the analysis and review of project proposals, narrative and financial reports, and other project documentation. Qualifications: written and verbal fluency in English and French; bachelor's degree/equivalent; ability to organize and carry out multiple tasks efficiently; good written and verbal skills; literacy in Word, Excel, and e-mail; accuracy and attention to detail in organization; commitment to LWR's goals and core values; nonprofit experience and/or experience in Africa highly desirable. Send cover letter and résumé to: Ann Fries, LWR, 700 Light Street, Baltimore, MD 21230, fax: (410) 230-2882, e-mail: <hr@lwr.org>.

***CASEWORKER • Baltimore, MD**

Positions available with The Choice Programs, nonprofit community-based programs working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-orientated service and educational plans; develop activity plans; does informal counseling, advocacy, and monitoring of these youth. Qualifications: some evening and weekend work; bachelor's degree required; automobile and valid driver's license required. Salary: \$21K. Send résumé and cover letter to: Sherry Smith, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: (410) 354-4938.

ENV. ENGINEER • Fairbanks, AK

Position available with the nonprofit Tribal Health Corporation. Duties: provides direct assistance to Native communities on matters relating to sanitation facility project planning, funding requests, management, operation and maintenance, and design review; assists with classroom training for sanitation facility operators and managers. Qualifications: BS in civil/environmental (or related) engineering; two years of experience in water and sewer facility design, construction, and/or operation and maintenance; communication and project management skills; personal computer skills. Able to travel extensively in light aircraft. Contact: Derek Chambers at (907) 452-8251; or e-mail: <dchambers@tananachiefs.org>.

VARIOUS • Los Angeles, CA

Positions available with the Urban & Environmental Policy Institute of Occidental College. Duties: expand the number of participating schools giving school children healthy mealtime options while also supporting regional family farmers; develop and implement strategies to integrate healthy snacks into after school enrichment programs on local school campuses. Qualifications: degree or training in related field; experience working with school food services, farmers markets, or gardening. Competitive wage and benefit package and beautiful campus located in Eagle Rock. Send/fax résumé to: Occidental College, Human Resources, 1600 Campus Rd., Los Angeles, CA 90041; phone: (323) 259-2613; fax: (323) 341-4957; Web site: <www.oxy.edu>.

GOV. ASSOCIATE • Washington, DC

Position available with American Soybean Association. Duties: develops and maintains working relationships with U.S. government agencies, private voluntary organizations, multilateral institutions, commodity groups, industry representatives, and foreign government delegations; monitors foreign and food assistance programs; works with organizations submitting proposals. Qualifications: experience in international development or agriculture industry including proven policy development ability with government agencies important. Some travel required. Excellent benefits. Send résumé to: Kimberly Collell, Gordley Associates, 600 Pennsylvania Ave. SE, Suite 320, Washington DC 20003; e-mail <kcollell@gordley.com>.

OFFICE MANAGER • Washington, DC

Position available with the Union of Councils for Soviet Jews. Duties: monitors anti-Semitism and human rights; assists partnership program with U.S. synagogues and FSU Jewish communities. Qualifications: familiarity with Windows 95, MS Office/Access, Adobe PageMaker, and Corel Draw (or other graphics program); experience managing Web sites a plus; experience troubleshooting computer and network problems; good oral and written communication skills; strong organizational skills; administrative experience; college degree; Russian language a plus. Salary low - mid twenties, depending on experience, plus benefits. To apply, please send résumé and cover letter to: UCSJ, 1819 H St. NW, Suite 230 Washington, DC 20006 Attn: Sarah Manaker; fax: (202) 775-9776; e-mail: <smanaker@ucsj.com>.

DEV. MANAGER • Washington, DC

Position available with Academy of Hope, an adult education center for at-risk adults. Duties: writes grants; directs marketing, corporate giving, major giving, and a future capital campaign. Qualifications: development experience helpful but not required. Salary: up to \$37K. Please mail, fax, or e-mail cover letter and résumé to: Bob Wittig, Executive Director, 1501 Columbia Rd., NW, WDC 20009, 202-328-1044; e-mail: <bobwittig@juno.com>.

STAFF WRITER • Washington DC

Position available with Management Sciences for Health. Duties: provides writing services for Rational Pharmaceutical Management (RPM) Project activities; drafts materials for RPM and MSH, including materials for information dissemination as well as for fulfilling contractual requirements. Qualifications: MA/BA; equivalent relevant experience; demonstrated experience writing materials for information dissemination and promotional purposes; experience in international health, development, management or social sciences required; overseas experience preferred; graphics skills and spreadsheet knowledge preferred; French or Spanish writing ability preferred. Send cover letter and résumé to: Marcia Herrera, Recruitment Officer, Management Sciences for Health, 165 Allandale Road, Boston, MA 02130; fax: (617) 524-2825; e-mail: <jobs@msh.org>; Web site: <www.msh.org>.

PROGRAM COORDINATOR • San Jose, CA

Position available with the International Rescue Committee. Duties: coordinates IRC-SJ program; acts as liaison with community programs; ensures program deliverables are met; maintains financial tracking of expenditures; writes quarterly reports; updates resettlement director on a monthly basis. Qualifications: bachelor's degree in related field; familiarity with refugees and social services; strong communication; team player; good computer skills; program mgmt. experience; bilingual in Bosnian/Croatian/Serbian and English. Send résumé/cover letter to: Cindy Jensen, IRC, 90 East Gish Road, Suite E and F, San Jose, CA 95112; e-mail: <cindy@sd.intrescom.org>; fax: (619) 641-7520.

***PROGRAM LEADERS • Various**

Summer leadership positions available with World Horizons International, an intercultural youth exchange program. Duties: leads high school students on community service projects to English-speaking islands in the Caribbean, Samoa in the South Pacific, Hawaii, Costa Rica, and Ecuador. Qualifications: high school teaching experience; Spanish for Costa Rica and Ecuador. Send résumé to: World Horizons, P.O. Box 662, Bethlehem, CT 06751; or e-mail: <worhorin@wtco.net>.

INFO SPECIALIST • Washington, DC

Position available serving the U.S. Hispanic community and uniting Hispanics with community-based resources. Duties: responds to listeners of nationally syndicated, educational, Spanish language programs by providing access to vital information and resources in education, health, and human services (including environment); researches, reports, and evaluates issues. Qualifications: fluency in Spanish/English; computer literate; Internet research skills. Contact: Maite Arce, SRF, at (202) 547-7447; fax: (202) 547-2976; e-mail: <maite@selfreliancefoundation.org>.

MARKETING COORD. • Pennington, NJ

Position available with WorldWater Corp., a water solutions provider. Duties: coordinates marketing activities for Africa region; performs general marketing functions. Qualifications: high energy; excellent communication skills; marketing experience; foreign language preferred. E-mail résumé to: <jfarrin@worldwater.com>.

PROGRAM POSITIONS • Washington, DC

Positions available with Reading Is Fundamental, the nation's largest children's literacy organization. Duties: provide information and support to community-based literacy programs developed by RIF, the nation's largest children's literacy organization. Qualifications: background in education, volunteer services, program management, training, or community development; desire to work in fast-paced environment; some national travel; Spanish language proficiency helpful. Send your résumé, cover letter, and salary requirements to: Human Resources, 1825 Connecticut Avenue, NW, Suite 400, Washington, DC 20009; fax: (202) 287-3196; e-mail: <employment@rif.org>.

STAFF ASSISTANT • Washington, DC

Position available ASAP with Rapoza Associates, a lobbying and advocacy office. Duties: general office work, including reception; maintains firm and client Web sites; maintains membership and mailing lists; plans meetings and conferences; assists in preparation of newsletters; reads Congressional Record and Federal Register. Qualifications: college degree; knowledge of various computer software applications; good verbal and written skills; Web knowledge, interest in public policy, and community development a plus. Salary negotiable. Send résumé and cover letter to: Ms. Chapman, Rapoza Associates, 1250 Eye Street, NW, Suite 902, Washington, DC 20005; fax: (202) 393-3034; Web site: <www.rapoza.org>.

PROGRAM ASSOCIATE • Seattle, WA

Position available with Program for Appropriate Technology in Health, for a USAID-funded BASICS II Child Survival Project. Duties: provides program support to various HealthTech product teams. Qualifications: MPH or equivalent; min. four years exp. in international health, especially immunization field; coursework in epidemiology and statistics; exp. in desk research and data analysis; excellent writing skills. Starting salary: \$38-45K plus excellent benefits. To apply, e-mail résumé to: <hr@path.org> or call Dorothy Culjat, HR Recruitment, at (206) 285-3500. See full description and application instructions at the Web site: <www.path.org/jobs/970.htm>.

EXECUTIVE DIRECTOR • Washington, DC

Position available with the Association of Women's Business Centers (AWBC). Duties: fundraises; external relations; public policy and advocacy; develops membership and programs. Qualifications: extensive fundraising, economic development and/or entrepreneurial experience; an MBA is preferred but not required; experience with public policy, membership organizations, and/or the Women's Business Center Program or the women's business community is desirable. Send résumé and cover letter to: AWBC Director Search, c/o Dulcy Anderson, Manager of Policy and Research, Center for Women and Enterprise, 1135 Tremont Street 480, Boston, MA 02120; e-mail: <dander@cweboston.org>.

CREW LEADERS • Washington, DC

Positions available with the Student Conservation Association's Urban and Diversity Program. Duties: supervises, motivates, and leads a team of six urban youth for a six week summer work program; completes an assortment of conservation and restoration projects for the National Park Service. Qualifications: ages 21 or older; valid driver's license and clean driving record; current First Aid and adult CPR certifications; experience working with and mentoring ethnically diverse youth; ability to maintain safe, productive, and enjoyable work environment; availability to attend a mandatory staff training June 5th-10th. Program duration: 6/25/01-8/3/01. Salary: \$2,200-\$2,400. Contact James at (703) 524-2441; e-mail <James@sca-inc.org> for an application.

VARIOUS • Washington, DC

Positions available with a large nonprofit gay, lesbian, bisexual, transgender, and HIV/AIDS service provider. Duties: provides support to attorneys providing pro bono legal services; researches legal issues; investigates facts; refers client; schedules clients; maintains statistical data & records; writes report. Qualifications: undergraduate or graduate degree; excellent communication, organizational, writing, and computer skills; ability to manage multiple projects within deadlines; sensitivity to sexual minority and HIV/AIDS issues. Some positions require driver's license and daily access to car. Spanish or Amharic language skills a plus. Fax: (202) 797-4431; Web site: <www.wwc.org>.

MANAGERS • Norfolk, VA

Positions available with Operation Smile, an international nonprofit organization. Conference manager duties: plans, executes, and evaluates conferences, retreats and workshops. Volunteer manager duties: manages volunteer programs. Qualifications: minimum five years of experience in event planning or developing and implementing successful volunteer recruitment, recognition, and retention strategies; bachelor's degree; excellent written/verbal communications skills; outstanding organizational and time management skills. Send résumé with salary history to: Search Committee, Operation Smile, 6435 Tidewater Drive, Norfolk, VA 23509; fax: (757) 321-7600; e-mail: <duffman@operationsmile.org>.

HOT! OPPORTUNITIES

TEMPORARY WORKERS • Arlington, VA

Positions available with the American Association of School Administrators (AASA) for 15 RPCVs to help administer national high school scholarship program. Duties: assist with processing a large volume of scholarship applications, including document screening, classification, and packaging of applications. Qualifications: detail-oriented; able to follow directions well; works independently and is a team player; can read large amounts of material; flexibility and willing to do a variety of tasks. Time: 40 hrs./week from Jan. 5 to Feb. 15, 2000, including one federal holiday. Salary: \$10.50/hour with some benefits. Great opportunity for job-seeking RPCVs to network and sharpen office skills. For more information, call: (703) 237-8006; e-mail: <fc@corestaff.com>.

PROGRAM MANAGER • Louisville, KY

Position available with the Jinishian Memorial Program, a faith-based operational relief and development ministry of the General Assembly Council of the Presbyterian Church (USA). Duties: oversees relief, self-development, spiritual, and health-related commitments in Armenia; supervises staff-led and volunteer-assisted programs; monitors and evaluates projects consistent with strategic plan, PC guidelines, and the Jinishian will. Qualifications: undergraduate or graduate degree in development-related field or social services; 3 years work and/or international experience; proven abilities in relationship building, mgt., admin., and writing; significant travel; knowledge of NIS or Caucasus history, ecumenical movement, Armenian culture and language desirable. Send cover letter and résumé by 4/15/01 to: David Nelson, 100 Witherspoon, Louisville KY 40202; fax: (502) 569-8039; e-mail: <dnelson@ctr.pcusa.org>.

ASSISTANT DIRECTORS • Nationwide

Positions available with SCORE! Educational Centers. Duties: manage one or more SCORE! Centers. Please visit to learn more and apply online. Send your résumé and letter of intent to: SCORE! Recruiting, P.O. Box 1096, Waltham, MA 02454-1096; e-mail: <score@hiresystems.com>; Web site: <www.scorejobs.com>; fax: (781) 663-2433.

PROGRAM OFFICER • Washington, DC

Position available with IREX, a nonprofit organization. Duties: manages IREX overseas operations; maintains daily communication with field offices and DC-based divisions; performs human resources functions for overseas staff; coordinates field-office financial budgets; maintains multiple field contact lists and tracking charts; arranges travel logistics for field staff. Qualifications: skilled at handling multiple tasks and adhering to deadlines; bachelor's degree or equivalent (Russian studies or international relations preferred); fluent English and strong command of spoken Russian; excellent interpersonal, organizational, and communication skills; knowledge of computers and relevant software (MS Office 97). Please send résumé and cover letter with salary history to: IREX, HR/NH, 1616 H St., NW, Washington, DC 20006; e-mail: <promedia@irex.org>; fax: (202) 628-5122; Web site: <www.irex.org>.

INTERNATIONAL

COUNTRY DIRECTOR • Baku, Azerbaijan

Position available with the Eurasia Foundation, a privately managed, USAID-funded grantmaking organization working in the NIS. Duties: serves as the EF representative, decision-maker, and spokesperson in Azerbaijan; manages a growing portfolio of small grants relating to EF's work in private sector development, local government, public policy, and civil society development. Qualifications: relevant professional and managerial experience in the NIS; fluency in Russian; strong computer skills; experience in one or more countries in the Caucasus or Caspian regions is desirable. Please e-mail cover letter and résumé to: Nanette Lowe at <nlowe@eurasia.org>.

ESL TEACHERS • NE China

Positions available with AES, an American-registered company with English schools in China. Duties: teach conversational English to all ages. Positions for teachers in private school or local middle schools. Qualifications: BA in any field; native English speaker; teaching experience or training period at the school. Salary: \$490/month, insurance, housing, Chinese lessons, end of contract travel bonus. Send cover letter, passport scan, and résumé to: Mike Threatt in China at <future@mail.dlptt.ln.cn>.

***COUNTRY DIRECTOR • Kosovo**

Position available with Doctors of the World USA. Duties: leads field office; oversees projects; acts as a liaison with funders, other NGOs, and UN agencies; oversees all personnel, finances, and security issues. Duties: several years of field experience at a management level; MPH or equivalent; experience in health programming, project proposals, reporting, and evaluation; MD or other clinical background a strong plus. Send résumé and cover letter to: CD Search, Doctors of the World, 375 West Broadway, New York, NY 10012; fax: (212) 226-7026; e-mail: <duganm@dowusa.org>.

POPULATION FELLOWS • Worldwide

Two-year positions available in Africa, Asia, and Latin America with NGOs through the Population Fellows Programs to individuals with graduate degrees in population and development areas. Two types of fellowships are available. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reprod. health needs of the communities. Fellows receive a stipend and benefits. Qualifications: US citizen or permanent resident; relevant master's degree. Please contact: the Population Fellows Programs, University of Michigan, 109 Observatory, SPH II, Ann Arbor, MI 48109-2029; phone: (734) 763-9456; fax: (734) 647-0643; Web site: <www.sph.umich.edu/pfps>.

SCHOOL DIRECTOR • Thailand

Position available with EarthRights School (ERS), an intensive training course for Southeast Asian activists. ERS is part of EarthRights International, an NGO combining law and the power of people to protect earth rights. Duties: develops curricula; teaches courses; recruits students; hires and supervises staff; raises funds; maintains financial accounts. Qualifications: advanced degree in education, conflict resolution, or peace studies; work experience/education in human rights, conflict resolution, environment, law, government, women's rights, corporate accountability, international political system; and teaching/training experience, especially of non-native English speakers. For a full description, visit the Web site: <www.earthrights.org>. Send résumé and cover letter by 2/15/01 to Tyler Giannini via e-mail: <infoasia@earthrights.org>; or fax: (810) 314-8285.

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want or aren't able to do (something interviewers hate to do—employers would rather say yes than no). And by taking the employer off the hook, you easily enlist the interviewer's cooperation in finding the job you do want. And that's the main aim of interviewing. Thus, the trick is to terminate job interviews and to convert them to information interviews.

Myth 7: Never ask for a job; wait for it to be offered.

Another half-truth. Of course, it's easier to accept a job rather than ask for it. But it's also bad strategy to be an occupational wall flower. Ask for a job you want. Showing healthy assertiveness demonstrates a strong will and healthy ambition, good qualifications for important jobs. So don't be a crawfish; be bold.

Of course, a bold, effective approach does mean that sometimes you'll have to cope with rejection and be turned down for a job you do want. But that's how you learn to be an effective job hunter: You learn to bounce back from disappointment. You persist in looking for what you want. Drive and stamina are the hallmarks of people who get ahead.

Myth 8: Never reveal how much money you want.

Impossible. But do remember that the first party to mention a dollar figure loses. Come to the interview with a clear picture of the market value of your skills, then when the subject of salary is addressed, you can negotiate intelligently.

Myth 9: Always thank employers for job offers.

Another myth. Thank employers for a job offer you turn down. Never thank employers for jobs you accept. Why? Accepting a job offer is concluding a business transaction. The employer has a job and pays a salary; you are giving the employer your valuable time. A fair exchange. Would you thank someone who bought your used Volkswagen? Would the buyer thank you?

Myth 10: Never go interviewing after you've accepted a job.

Not true. You are never employed until you are on the payroll. Employers often make mistakes. They don't budget for jobs they offer, fail to convince their boss about the need for the job in the first place, don't clear it with the personnel departments, and so forth—horrible stories. Therefore, protect yourself and don't cancel appointments to interview even after accepting a job offer you do want.

Article reprinted with permission from the author. Irish has over 30 years' experience as an executive recruiter and writes widely on career subjects.

DEPUTY DIRECTOR • Benin

Position available with USAID-funded Integrated Family Health Services Project. Duties: increases access, quality, and utilization of health services by working with local communities. Qualifications: three to five years of field experience in USAID-funded activities focused on administration, budgeting, and financial operations with good documentation skills of field results; fluency in spoken and written French and English. Salary range: \$45K-\$75K based on history. Please send letter/résumé/salary to <mnorris@urc-chs.com>; Web site: <www.urc-chs.com>.

EDUCATION

FELLOW • U.S. Virgin Islands

Position available at the University of the Virgin Islands for post-doctoral fellow. Duties: develops a self-sustaining, integrated farming system for the Caribbean and Pacific Islands; supervises a research specialist and two agricultural aides; establishes a farmers advisory group; coordinates input of collaborators; conducts workshops, field days, and seminars for farmers. Qualifications: Ph.D. in agronomy, horticulture, or plant science with emphasis on whole-farm systems; experience in tropical agriculture and knowledge of production mgmt., cropping systems, micro-irrigation, integrated pest management and sustainable agriculture. Salary: \$35K for admin. year. Send cover letter, résumé, three letters of recommendation, and official college transcript to: Dr. James Rakocy, Director, UVI-AES, RR2 Box 10,000, Kingshill, St. Croix, USVI 00850; e-mail: <jrakocy@uvi.edu>.

MS TEACHER CORPS • University, MS

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those who are willing to teach in a critical teacher shortage area in the state for two years: free tuition for a master's degree in education, stipend for books, free laptop computer, and support. Master's degree will be completed during the two years of teaching. Call 800-884-7606; Web site: <www.olemiss.edu/programs/mtc>.

***HELLER GRAD. SCHOOL • Waltham, MA**

The Heller Graduate School at Brandeis University offers a Master's Program in Health and Human Services Management combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and MBA (human services) are offered on a full- and part-time basis and begin in June 2001. Students can concentrate in a number of policy areas including health, child, youth, and family services and elder and disabled services. Applications for the full-time Master's program will be accepted now through the deadline of 2/15/01. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee. For more information please call Heller Admissions at (800) 279-4105; e-mail: <helleradmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

U. OF ALABAMA • Birmingham, AL

The University of Alabama at Birmingham School of Public Health offers master's and doctoral degrees in public health with a major in maternal and child health. The department offers students the opportunity to study and conduct research with nationally and internationally recognized faculty. The primary objective of the program is to educate the future leaders in maternal and child health. Program will allow you to put the leadership skills you developed in the Peace Corps to work in the dynamic public health profession. Students may choose to focus their study on nutrition, children with special health care needs, prenatal epidemiology, and community-based evaluation. Stipends, assistantships, fellowships, and loans are available to students who meet the eligibility criteria. For information, contact: Carol Reichle, Program Coordinator, Department of Maternal and Child Health, UAB School of Public Health, 320 Ryals Building, 1665 University Blvd., Birmingham, AL 35294-0022; phone: (205) 934-3939; e-mail <creichle@uab.edu>.

***GEORGE MASON U. • Fairfax, VA**

Teach overseas via George Mason University's Fast Train Program—an alternative route to elementary and secondary teacher licensure and international school teaching. Program consists of six courses, which can be taken over a one-year period, either full or part-time. Tuition for the elementary program is charged at the in-state rate (\$562.50/class). Participants can enroll in any semester and there is no application deadline. A master's degree is available with five additional classes. For more information, please visit the Web site: <gse.gmu.edu/fasttrain> or contact: Jack Levy or Lynn Walker Levy, Fast Train, George Mason University, MS 4B3, Fairfax, VA 22030-4444; phone: (703) 993-3689; fax: (703) 993-3336; e-mail: <jlevy@gmu.edu> or <llwalker3@gmu.edu>.

INTERN/VOLUNTEER

PROGRAM RESIDENTS • Berkeley, CA

Positions available with the Odiyan Center, Buddhist Country Retreat Center. The Center has been under development for more than 20 years to create an environment for the preservation of Tibetan Buddhist texts, art, architecture, and culture. Over 1,100 acres provide an environment to experience creative challenging work and a sense of lasting accomplishment. Residents live in a comfortable courtyard complex surrounding the main temple. Small living stipend is provided. Duties: help with creation of a new monument that will be a 125-foot tall building constructed of cast bronze walls with four 35-foot high Buddha figures. For more information, contact: Iris Maitland, Odiyan Office, 2425 Hillside Ave., Berkeley, CA 94704; phone: (510) 843-6771; fax: (510) 845-7540; e-mail: <irismaitland@MSN.com>.

LEGAL INTERN • Colorado

Summer positions available with Colorado Legal Services. Duties: outreach to workers; informal advocacy concerning wages, working conditions, housing, public benefits, and immigration; community education; legal research; and possible administrative hearing appearances. Qualifications: dedication and sensitivity to serving the legal needs of migrant farm workers; fluency in Spanish speaking; reliable vehicle; one year of law school preferred. \$1350/month salary, mileage reimbursement, and training provided. Send résumé to: Colorado Legal Services, Migrant Division, 1905 Sherman Street, Suite 400, Denver, CO 80203-1811; fax: (303) 830-7860.

FARM TRAINING ASST. • Kalamazoo, MI

Positions available with Tillers International. Duties: teach low-capital technologies for rural areas. Program features ox- and horse-powered farming and support skills in blacksmithing and woodworking. Qualifications: experience in teaching, writing, photography, video, or desktop publishing a plus. Draft animal power skills are taught on the job as well as farming, gardening, blacksmithing, and woodworking. Openings for early March. Modest stipend and housing. Send résumé, letter of application, and phone numbers of two references to: Richard Roosenberg, Tillers International, 5239 South 24th Street, Kalamazoo MI 49002; phone: (616) 344-3233; Web site: <www.wmich.edu/tillers>.

AMERICORPS/VISTA

ADMIN. ASSISTANT • Boston, MA

VISTA position available with the National Alliance of HUD Tenants, a nationwide network of tenant organizations concerned with the preservation and improvement of multi-family, privately-owned HUD-assisted housing. Duties: disseminates information; sets up conference calls; maintains database of member groups; assists in organizing annual conference; assists in producing and distributing quarterly newsletter; organize at least local tenant group. One-year term of service includes stipend (approx. \$800/month), health insurance, education award, housing assistance. Send résumé to: Lori Shemanski, NAHT, 353 Columbus Avenue, Boston, MA 02116.

VISTA LEADERS • Austin, TX

Positions available for one project support member and one VISTA recruiter with the Texas Department on Aging, the state's advocate for older Texans. Duties: recruit; provide assistance to VISTAs; assist with paperwork, reporting; prepare for and conduct VISTA training; maintain files; conduct site visits. Qualifications: completed term of VISTA or Peace Corps service; experience building sustainable programs and volunteer recruitment preferred; good communication, word processing, business, and report-writing skills; ability to handle multiple priorities. Benefits: \$952 monthly allowance, health insurance, mileage reimbursement. Contact: Jebron McCue, PO Box 12786, Austin, TX 78711; (512) 424-6878; e-mail: <jebron.mccue@tdoa.state.tx.us>.

VISTA LEADER • Anchorage, AK

Position available with VISTA. Duties: recruits, trains, and supports seven to ten village-based VISTA members. Qualifications: coordination and management skills; knowledge of and occasional travel to rural AK. One-year term of service includes \$945/month stipend, VISTA Leader allowance, health insurance, and education award at the end of one year of school. 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>.

TEAM LEADER • Nevada

Position available with Americorps/VISTA working with 26 VISTAs in a literacy program. Duties: travels on occasion to Las Vegas, Lake Tahoe/Truckee, and other areas to meet with the volunteers. Qualifications: computer skills; commitment to one year's service; RPCV status. Benefits: Up to \$991/month living allowance; education award of \$4,725 or \$2,400 cash at end of one year's service; medical coverage; sick/vacation leave; relocation allowance. Send résumé to <pfphillaway@aol.com> or call Florence Phillips, VISTA Leader at 775-888-2021 for further information.

VISTA POSITIONS • Nevada

Positions available with AmeriCorps/VISTA in Reno, Las Vegas, Lake Tahoe/Truckee with the Nevada Learn and Serve America. Duties: assist teachers and students in low-income schools and communities; engage students in their education through self-reliance and community development. Qualifications: computer and public speaking skills. Monthly living stipend of up to \$791 plus educational award of \$4,725 or \$1,200 cash at end of year's service; medical coverage, personal and professional dev. training; relocation and day-care allowance; sick/vacation leave. For more information, contact Florence Phillips at (775) 888-2021; e-mail <pfphillaway@aol.com>.



Crisis Corps In Need of Africa HIV/AIDS And Bosnia Volunteers

Crisis Corps Volunteers will serve in a range of assignments promoting post-war civil society in Bosnia beginning in March 2001. RPCVs with excellent Slavic language skills should submit an application with resume and DOS.

Crisis Corps is recruiting for several HIV/AIDS-related assignments in Kenya, Tanzania, Malawi, and Zambia beginning in February 2001. RPCVs who have served in Africa are encouraged to apply. Current Crisis Corps assignments are for six months and include:

NGO Development Volunteer: An RPCV with two years of experience and excellent language skills in a Slavic speaking country is needed to evaluate and improve the operations of a youth-oriented NGO in Bosnia and Herzegovina. This six-month assignment will begin in March 2001.

HIV/AIDS Teacher Trainer Volunteers: Several RPCVs with a teaching degree and experience in HIV/AIDS education are being requested by the Kenyan Ministry of Education for a late January start date.

HIV/AIDS Social Advisor Volunteer: CARE has requested an RPCV who is proficient in Swahili to help develop a behavior change communications strategy to reduce the incidence of HIV in Tanzania.

Behavior Change HIV/AIDS Volunteer: An RPCV with a communications or MPH background and HIV/AIDS experience is needed to provide logistical support and monitoring to a trucker/commercial sex worker project along the Zambian border.

HIV/AIDS Life Skills Training Volunteer: An East African RPCV with youth and community training experience is being requested by an NGO serving AIDS orphans in Malawi. Basic computer training and Chichewa language skills are a plus.

RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application form can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.

Peace Corps Day March 1, 2001

Sign up to participate on March 1. Respondents will receive a free Peace Corps Day presentation kit, including souvenirs for the students, a poster, and other material to help prepare for the day.

Complete this form and mail to:

**Peace Corps Day, 1111 20th St., NW
Washington, D.C. 20526
Fax: (202) 692-1421**

To request additional copies of the Peace Corps Day brochure, e-mail your name and address to: <pcday@peacecorps.gov> or call (800) 424-8580, press 2, then ext. 1961.



**Please reply by
February 10, 2001**

I'm a returned Volunteer and will speak in a school to celebrate Peace Corps Day. Please send me a free presentation kit and place me on an e-mail list.

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Privacy Act Notice: The collection of this information is authorized by provisions of the Peace Corps Act (22 U.S.C. 2501, et. seq.). Information will be used to involve former Volunteers in agency affairs, recruitment and to keep addresses for informational mailings. Providing information is voluntary.

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*)

Name

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., Peace Corps, 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 Series Presentation

What:

Jacqueline Harper, co-president of the American Association of University Women, Centennial Branch, Washington, D.C., presents the topic, "How to Locate and Select a Graduate School Program." Harper will discuss the graduate school admissions process and how to clarify goals in choosing a degree program.

When:

January 24, 2001, 12 noon – 1:30 p.m.

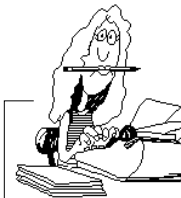
Where:

Peace Corps, 1111 20th St., NW
Shriver Conference Room A
Washington, D.C. 20526

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

**2001
CAREER
SERIES**

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EDITOR'S CORNER

Holiday Closing

The Peace Corps will be closed on Monday, January 15, 2001, in observance of Martin Luther King, Jr. Day.

HOTLINE NOTICE

When did you end your Peace Corps service?

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 1998, then this issue of *Hotline* is the last one that will be sent to you.

Please note: The National Peace Corps Association is offering partial subscriptions until 6/1/01 when current *Hotline* issues become available online. For information, contact the NPCA at (202) 293-7728; e-mail: <npc@rpcv.org>.