

# H TLINE

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

## HOT RESOURCES

### Career Information Consultants Directory

To receive a hard copy or CD-ROM of the *Career Information Consultants* directory, visit <http://www.peacecorps.gov/index.cfm?shell=resources.former.carres.rvsubpubs.pubcareer>.

### Upcoming Career Fairs

January 29—Miami

February 25—Washington, D.C.

Spring—TBD

August 6—Chicago

September—Washington, D.C.

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

Patricia Licata  
Manager, Returned Volunteer Services  
**Hotline Editor**

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**Hotline Editorial Assistant**

#### For information on how to place job announcements, contact:

Peace Corps  
Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430  
E-mail: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421  
Website:  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)

## Résumé Challenge: Matching Peace Corps Skills with Employers' Needs

Thomas R. Dezell  
Certified Professional Résumé Writer

Returned Peace Corps Volunteers often face an obstacle similar to that of military personnel completing their tours and re-entering the job market in the United States. Employers immediately have an appreciation for their service, but unless the particular employer has served in either sector, he or she may not be able to relate the candidate's skills to their immediate personnel needs. This often shifts the burden of proof on the résumé writer to demonstrate how his or her experiences translate to the employer's needs.

### Résumé as a Marketing Document

Any job seeker must first understand exactly what a résumé's purpose is. Fundamentally, it is a marketing document. I like to use the analogy of a marketing brochure. Good marketing brochures target particular customers and address their needs. The goal is usually to generate some type of action from the customer such as a store visit or a test drive.

The "customer" for a job seeker is a potential employer, and the goal of a résumé is to obtain a *job interview*. Résumés that are written specifically for the employer's needs are the most likely to result in interviews.

Formulated with the RPCV in mind, the following tips should help make this task easier for you.

**Step 1. Research.** This step is extremely important. Find out as much as you can regarding the required skills and abilities of the job you are seeking.

The more informed you are about the requirements of a particular position, the easier it will be to relate your Peace Corps experiences to these requirements. Do not assume an employer will make that connection.

Job postings, position descriptions, and resources from the U.S. Department of Labor, such as the *Occupational Outlook Handbook*, provide a good start to obtain information about the qualifications and skills needed for particular jobs. Do not limit yourself to these. Talk to as many people as possible who work in your targeted field. Ask them for specific information on which skills are necessary for the jobs or fields that you seek.

### Collect "Inside" Information

Also, talk to employees at the organization at which you wish to apply. They can not only tell you which general skills are required for the job, but also may be able to provide valuable insight into the organization's hiring preferences, the department's culture, and the supervisor's work style. Imagine how impressive you'll be in your interview when you've prepared for it with this "inside" information.

For example, suppose you helped launch a computer center in Armenia and you are now seeking employment in the information technology (IT) field. If you found out from various sources that a particular employer performs a large amount of consulting to new IT users, indicate in your résumé the unsophisticated technology conditions you initially faced in this assignment.

Then stress the system upgrades you implemented and how they affected the community. This demonstrates to an employer your ability to be successful in the most technologically challenged situation.

### Step 2. Objective vs. Summary.

Each résumé typically opens with a section outlining the objective or overall qualifications of the job candidate. This section often determines how much of the résumé will be read.

When addressing the merits of an objective vs. a qualifications summary, I'll quote Monster.com's ResumeWizard's take on each. The ResumeWizard points out that an *objective* (generally one to two lines) can usually serve only to tell the reader which job the candidate seeks. A *qualifications summary* is longer (five to eight lines) and, therefore, provides a much better opportunity to demonstrate what the candidate can do for the organization. Customize this section for each targeted employer based on what you know about their needs.

While bullet statements are effective for the remainder of the résumé, this is one section that works better in paragraph format. Paragraph format allows for more of a flow to summarize your qualifications. If working from a job posting, make sure the summary addresses as many as possible—if not all—of the job's requirements (if true, of course).

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## PUBLIC SECTOR

### PROG. TRAINING ASST. • Washington, DC

Position available with the Cochran Fellowship Program of USDA's Foreign Agricultural Service at the GS-7 level. Duties: assists the program leader in the administration of short-term training programs in the United States for international public and private sector agriculturalists in areas related to agricultural trade, management, marketing, policy, and technology transfer; initiates actions, tracks administrative functions, consolidates reporting, and solves programmatic, administrative and financial problems. The position may require some domestic travel. Deadline: 1/23/2004. For vacancy announcement, contact Lindsey Itle at phone: 202.720.9033; e-mail: lindsey.itle@fas.usda.gov.

### \*BUDGET ANALYST • Washington, DC

GS-7/9/11/12 position available with USDA. Duties: assists in development, presentation and execution of APHIS' \$740 million annual budget; compiles narrative and statistical material; prepares exhibits and background information for use in development and justification of agency budget; monitors execution of programs to assure funds are being obligated correctly; conducts special studies that analyze problems affecting budget. Qualifications: bachelor's degree (master's degree required for GS-9); experience developing, justifying, or monitoring a budget helpful; analytical, writing, and computer skills. Contact: APHIS, Budget and Program Analysis Staff (Unit 56), 4700 River Road, Riverdale, MD 20737; fax: 301.734.8320.

### POLICY ANALYST • Chicago, IL

Positions available with the Governor of Illinois. Duties: generates innovative ideas that will result in new state policies, programs, and legislation. Qualifications: strong background/expertise in one or more of the following areas: public safety, homeland security, health and prescription drugs, welfare and child care, education, transportation, agriculture, environment, economic development, and housing; policy experts with strong communication skills; advanced academic degrees and relevant work experience are

must. All are full-time positions based in Chicago. Deadline for applications: ongoing. Interested candidates should submit résumés to Jaime Haak at phone: 312.814.0021; e-mail: jaime\_haak@gov.state.il.us.

### STNDRDS./RSK. MANAG. DIV. • Washington, DC

Position available with the Office of Ground and Drinking Water in Standards and Risk Management Division (SRMD). SRMD employs staff from a variety of backgrounds including environmental science, health sciences, economics, chemistry, microbiology, statistics, public policy, and engineering. Duties: works with scientific information in both leadership and supporting roles. Qualifications: highly motivated individual with non-competitive eligibility that works well in teams; excellent writing and communication skills. Science degree not required to be considered for available positions. Candidates with experience or education in the areas above may apply. Send résumé to Ann Codrington at e-mail: codrington.ann@epa.gov.

### RESOURCE MANAG. COORD. • Washington, DC

Position available with USDA Foreign Agricultural Service in a GS-8 position. The office delivers technical assistance and training from USDA agencies, U.S. land grant universities and other federal agencies. Duties: provides administrative support and coordination, as well as programmatic and financial management tracking and reporting; prepares and tracks documents; provides data management; develops automated and electronic presentations, and coordinates office management and scheduling. Deadline for applications: 1/23/2004. To view full vacancy announcement and for instructions on how to apply, visit website: [www.fas.usda.gov/icd/drd/icdjobs.html](http://www.fas.usda.gov/icd/drd/icdjobs.html).

## PRIVATE SECTOR

### CONTROLLER • Washington, D.C.

Position available with MSI Worldwide, an international development organization. Qualifications: minimum five years' experience in accounting and financial management/supervision; internal auditing; Deltek GCS Premier expertise; BA degree; residence in Washington, DC; CPA preferred; experience with

USAID or government contracting, or second language. If qualified, e-mail cover letter and résumé to: [gritchley@msi-inc.com](mailto:gritchley@msi-inc.com); for more information, go to website: [www.msiworldwide.com](http://www.msiworldwide.com).

### COMMUNITY REP. • All U.S. locations

Position available with D.M. Discoveries Exchange Student Programs, a nonprofit Educational Foundation (Gov't monitored), placing foreign exchange students locally. Duties: works with community high schools and host families, and mentors foreign teens during their exchange stay. Qualifications: Must be community-minded, detail-oriented, and organized. Representatives work on a part-time stipend basis, receive support and training, earn international travel incentives. For more information, contact DMD at phone: 1.877.417.9600 or visit website at: [www.dmdusa.com](http://www.dmdusa.com). Deadline for applications: 3/31/2004. Send résumé to e-mail: [dmd@net-port.com](mailto:dmd@net-port.com).

### SITE COORD./CASE MGR. • Silver Spring, MD

Position available with YMCA Silver Spring Youth Services. Duties: provides case management services and program administration for a school-based social services program. Qualifications: fluent in both English and Spanish. Competitive salary, excellent benefits. Deadline for applications: ongoing. To apply, contact Jonah at phone: 301.593.1160, ext. 12; send résumé to fax: 301.593.1284.

### PUBLIC HEALTH NURSE • Northwest Alaska

Position available with Norton Sound Health Corporation. Duties: provides services to 15 remote Alaskan Native villages and the City of Nome in the Norton Sound Region of Alaska; provides patient and family-focused community health care, while applying standards for public health nursing in a clinical setting; promotes cross-cultural health promotion and disease prevention across lifespan; infectious and environmental disease surveillance and treatment; infant/child/adolescent and adult health screenings; and individual and community education. Excellent salary, benefits, retirement package, and relocation assistance available. Contact Mary Kay McCarty, PHN Director at phone: 907.443.3221; fax résumé to HR Dept 907.443.2085; website: [www.nshcorp.org](http://www.nshcorp.org).

### HUMAN RES. ADMIN. ASST. • Washington, DC

Position available with MSI, an international development organization. Qualifications: college degree; two years' experience in the personnel/human resource field; residency in Washington, D.C.; second language a plus. If interested, e-mail cover letter and résumé to: [gritchley@msi-inc.com](mailto:gritchley@msi-inc.com); for more information go to website: [www.msiworldwide.com](http://www.msiworldwide.com)

### CONSULTANT • Washington, DC

Position available with MSI, an international development organization. Qualifications: experience working in the Sudan, preferably with USAID; expertise in one or more of the following areas: democracy and governance, education, monitoring, and evaluation or civil society strengthening for short- and long-term assignments in the Sudan. For more information, go to website: [www.msiworldwide.com](http://www.msiworldwide.com). If qualified, send résumé and cover letter to e-mail: [gritchley@msi-inc.com](mailto:gritchley@msi-inc.com).

### PROGRAM DIRECTOR • Toledo, OH

Position available with the Central American Ministries, an international nonprofit organization serving

# HOT! OPPORTUNITIES

### \*COUNTRY DIRECTORS • Various Overseas Locations

Country Director positions available with the Peace Corps. Country Directors are senior officials in country of assignment and responsible for management of all aspects of the program. Qualifications: senior level executives with extensive and exceptional leadership skills; international experience; administrative expertise; experience in preparing and administering budgets; strong cross-cultural facility; demonstrated experience mentoring staff or volunteers; international development experience desirable; U.S. citizen, but no requirement of prior Peace Corps Volunteer service. Currently receiving applications for positions available in summer 2004. Deadline for applications is 2/27/2004. Request an application via e-mail: [cdselection@peacecorps.gov](mailto:cdselection@peacecorps.gov); phone: 800-424-8580, ext. 2114; website: [www.peacecorps.gov/employment/countrydirector.cfm](http://www.peacecorps.gov/employment/countrydirector.cfm).

### \*RPCV SCHOLARSHIP-CLARK UNIVERSITY - Worcester, MA

At least one full-tuition fellowship available to RPCVs through the graduate programs in International Development, Community, and Environment at Clark University. Apply for fellowship in Geographic Information Sciences for Development and Environment, Community Development and Planning, or Environmental Science and Policy. Deadline has been extended to 2/15/2004. Programs are designed for applicants interested in risk- and vulnerability-assessment, natural resource management, environmental impact assessment, watershed stewardship, environmental justice, or community development in the United States. Intensive GIS program provides GIS, GPS (global positioning system), and remote sensing skills related to development. For application and details, e-mail: [IDCE@ClarkU.edu](mailto:IDCE@ClarkU.edu); website: <http://www.clarku.edu/departments/idce>.

garbage dump dwellers in Guatemala and El Salvador. Duties: organizes and supervises five annual trips for students and adults to Guatemala and El Salvador, ranging from five to 14 days. Relocation to Toledo, Ohio, and a two-year minimum commitment required. Qualifications: bachelor of arts/bachelor of science; somewhat fluent in Spanish. Salary: \$20K-29K. Deadline for applications: 1/31/2004. Send cover letter and résumé to Central American Ministries, Attn. Mr. Brian G. Pelcin, 5901 Airport Highway, Toledo, OH 43615; fax: 419.865.5049; e-mail: bpelcin@sjjtians.org.

**COMM. RELATIONS COORD. • Decatur, GA**  
Position available with Heifer International. Duties: lead volunteer development/church and community relations in a seven state region; support fundraising, education, and promotional activities. Qualifications: experience in program management and skills in coordinating/developing volunteer activities; bachelor of arts/bachelor of science in related field, plus three to five years' relevant experience required; experience in volunteer program management and ability to travel essential. Starting salary \$30K-33K DOE, plus benefits. Deadline for applications: 1/23/2004. For more information on organization, job description, and application, visit website: www.heifer.org. Send cover letter, résumé, and application to HR, Heifer Int'l, 1015 Louisiana St, Little Rock, AR 72202-3815; fax: 501.907.2820; e-mail: jobs@heifer.org.

**MICROENTERPRISE COORD. • San Diego, CA**  
Position available with IRC, an international non-profit assisting refugees. Duties: assists in outreach/recruitment; provides business technical assistance; package loans; maintain database; provides individual case management; writes grants; provides financial literacy and business training. Qualifications: bachelor of arts/bachelor of science in business-related field; entrepreneurial experience a bonus; fluency in non-romance language; microcredit experience. Salary range: \$29K-31K. Benefits include medical and dental; 403b with six percent matching and pension plan. Deadline for applications: 1/23/2004. Send cover letter and résumé to: IRC, Attn: Ms. Dicus, 4535 30th St. Suite 110, San Diego, CA 92116; fax: 619.641.7520; e-mail susan@sd.theirc.org.

**JR. ACCTS. PAYABLE CLRK • Washington, DC**  
Position available with MSI Worldwide, an international development organization. Duties: assists manager processing and entering payables; prepares/sends payments to vendors, consultants, and subcontractors; maintains files and accounts payable records in Deltek; provides administrative support. Qualifications: knowledge of Deltek GCS Premier; Microsoft Excel; two to three years' experience in accounting; organizational skills and data entry experience. Preferred, but not required: experience with USAID contractor; payroll or billing; second language; more than three years' accounting experience; undergraduate degree. For more information, go to website: www.msiworldwide.com; e-mail résumé and cover letter to: gcritchley@msi-inc.com.

**REGISTERED NURSE/LVN • Malibu, CA**  
Positions available with residential summer camp for children and adults with physical and/or developmental disabilities. Duties: medically supervise 50 campers; distribute medication; keep records; perform medical procedures; train summer staff. Qualifica-

tions: California RN license; working experience preferred. Salary: \$200/day RN and \$150/day LVN, includes room and board. Position runs from 6/7/2004 – 8/26/2004. Deadline for applications: until filled. For information and application, contact Kelly Privitt, 11777 Ellice Street, Malibu, CA 90265; fax: 310-457-6374; e-mail: kprivitt@abilityfirst.org.

**TEAM LEADER • Little Rock, AR**  
Position with Heifer International. Duties: monitors and evaluates programs in Latin America and the Caribbean; conducts on-site visits; monitors hiring and performance of field staff; monitors budget and administers grants. Qualifications: MS in a related field, plus five to seven years' experience, including minimum of three years' rural development or agricultural experience in Latin America/Caribbean area; knowledge of global sustainable development; fluency in English and Spanish required. Salary \$58K-63K DOE, plus benefits. For more information about organization, detailed job description, and downloadable application, visit www.heifer.org. Send cover letter, résumé, and application, by 1/28/2004 to HR, Heifer Int'l, 1015 Louisiana St, Little Rock, AR 72202; fax: 501.907.2820; e-mail: jobs@heifer.org.

**VP OF ORG. DEVELOP. • Little Rock, AR**  
Position available with Heifer International. Duties: leads, manages, and supports processes relating to organizational learning, internal communications, staff development, and training; works with staff to analyze organizational change-management needs; provides leadership and supervision to department. Qualifications: MS degree in organizational development; seven-10 years' related experience with at least three years in senior management role; extensive change-management experience required. Selection process begins 1/30/2004. For more information on organization, job description and application, visit www.heifer.org. Send cover letter, résumé, and application to HR, Heifer Int'l, 1015 Louisiana St, Little Rock, AR 72202-3815; fax: 501.907.2820; e-mail: jobs@heifer.org.

**ED. COUNSELORS • West Milford, NJ**  
Positions available with Vacamas Programs for Youth, a nonprofit, social service agency. Duties: teach environmental and multicultural education activities in educational programs, serving at-risk, inner-city population; insure camper health and safety. Room and board provided. Qualifications: good communication skills; creative problem solving skills; flexibility. Deadline for applications: 02/01/2004. 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.

**REGISTERED NURSE • Washington, DC**  
Position available with Columbia Road Health Services, a faith-based community health center serving the uninsured, poor, primarily immigrant population of Washington, D.C. Duties: provides direct patient care; coordinates triage; assists the nurse administrator within a family practice, medical group, clinic setting. Qualifications: R.N., with one to three years of patient care experience preferred; bilingual in Spanish and English. Deadline for applications: 2/08/2004. Contact Mary Ellen Zook at CRHS, 1660 Columbia Road, NW, Washington, DC, 20009; fax: 202.588.8101; e-mail: admin@crhs.org.

**TRADE LEGAL ASST. • Washington, DC**  
Position available with Willkie Farr and Gallagher LLP. Duties: researches the Department of Commerce and International Trade Commission; prepares filings by collecting, assembling, and stamping; prepares daily news clippings; circulates Federal Register. Qualifications: BA/BS and strong academic credentials; highly motivated and detail-oriented; able to work well in group setting; willing to work overtime. Some work experience preferred. Employer offers competitive pay and benefits. Deadline for applications: 1/30/2004. Send cover letter and résumé to e-mail: jmalec@willkie.com; fax: 202.303.2168.

**ESL INSTRUCTORS • Arlington, VA**  
Part-time positions available with Arlington Education and Employment Program (REEP) for intensive English as a Second Language Program. Intensive classes meet at the Arlington Mill Center, 4975 Columbia Pike, Arlington, Virginia. Assignments of 10 – 20 hours per week are available for the 12-week instructional cycle beginning 2/17/2004 and ending 6/7/2004. Schedule is as follows: Monday – Friday, 4:30 – 6:20 p.m. and/or Monday – Thursday, 6:45 – 9:00 p.m. Submit résumé and cover letter to Kathleen Reich, 2801 Clarendon Blvd. #218, Arlington, VA 22201; e-mail: kreich@arlington.k12.va.us.

**PROJECT ASSOCIATE • Arlington, VA**  
Position available with Development Resources, Inc., a newly established international foundation combating HIV/AIDS through medical training and research in Africa. Duties: builds the office and supports day-to-day functions; coordinates and manages high-level meetings for Board of Directors and off-site staff. Qualifications: strong verbal and written communication skills required; grant research and proposal writing experience preferred; previous international program management experience desired. Competitive salary and benefits offered. Mail résumé to Associate Search Development Resources, Inc., 1601 N. Kent Street, Suite 1200, Arlington, VA 22209; e-mail: search@dri.cc.

**REGISTERED NURSE • DOVER, DE**  
Position available with Delmarva Rural Ministries, a federally funded community health center. Duties: coordinates and delivers preventative health education and screening services for an ethnically, culturally, and economically diverse patient population; works in a positive and collaborative manner with multidisciplinary health care team as well as interdepartmentally in a non-profit environment. Qualifications: valid DE nursing license; two years' experience in community health, school, or family practice setting; good assessment skills; bi-lingual/Spanish-speaking preferred. Interested and qualified applicants should fax résumé and cover letter with salary requirements to, Delmarva Rural Ministries, 26 Wyoming Avenue, Dover, DE 19904; fax: 302.678.0545.

**FARM MANAGER • Waitsfield, VT**  
Position available on Floodwoods Farm. Looking for a farm manager/laborer for a 100-head Belted Galloway beef cattle operation on 300 acres of farmland who is motivated to expand the natural beef production and enter high-end beef market. Duties: work with old machinery; harvest 10,000 bales of hay; maintain electric fences, and upgrade farm structures. Excellent potential for a "farmer without a farm" who is willing to build a profitable business in the natural food market within the Green Mountains of Vermont.

# 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](http://www.peacecorps.gov/fellows), call 800.424.8580, ext. 1440, or write to [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## Teachers College, Columbia University

New York, NY

Urban education including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4025; e-mail: [rd2002@columbia.edu](mailto:rd2002@columbia.edu).

## Temple University

Philadelphia, PA

Secondary education in sciences, foreign languages, or English. Dr. David Fitt, phone: 215.204.6110; e-mail: [dfitt@temple.edu](mailto:dfitt@temple.edu).

## University of Arizona

Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: [gehlers@u.arizona.edu](mailto:gehlers@u.arizona.edu).

## University of Denver

Denver, CO

International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration. Andrew Burns, phone: 303.871.2544; e-mail: [anburns@du.edu](mailto:anburns@du.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

Deadline for applications: 3/15/2004. To apply, call Geordy Richards at phone: 913.310.2858; e-mail: [grichards@madriver.com](mailto:grichards@madriver.com).

## OUTDOORED. INSTRUCTOR • South Milford, IN

Position available with YMCA Camp Potwotami. Duties: Prepares and presents classes such as climbing tower, teambuilding, pond study, and archeology; organizes and leads evening activities. Qualifications: degree or related experience in teaching and/or environmental studies; CPR/First Aid/ Lifeguard certification is a plus. Comp: \$180-215/wk DOE, on-site housing w/laundry facility, free meals. Spring season runs from March thru May. Nine month position with summer and fall season employment. Deadline for applications: 2/5/2004. Send résumé to Kory Klebe, Outdoor Education Director, YMCA Camp Potawotami, PO Box 38, South Milford, IN 46786; phone: 1.800.966.9622 Ext. 304; website: [www.camp-potawotami.org](http://www.camp-potawotami.org).

## EXECUTIVE DIRECTOR • NC

Position available with El Vínculo Hispano. Organization founded to offer direct services and advocacy to Latinos in central North Carolina. Qualifications: minimum two years' relevant management experience; bachelor of arts or higher; fluent in Spanish/English; grant-writing, accounting, and fundraising experience; supervisory skills; familiarity with Hispanic cultures; proven leadership and management skills. Competitive salary commensurate with experience. Mail résumé and cover letter to: 105 East 2nd

work (MSW), urban studies, nonprofit management, etc. Apps. due 1/15/2004. Joby Taylor, phone: 410.455.6398; e-mail: [joby.taylor@umbc.edu](mailto:joby.taylor@umbc.edu).

## University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology and nonprofit management. Dr. Marla Nelson, phone: 504.280.3110; e-mail: [mnelson@uno.edu](mailto:mnelson@uno.edu).

## University of North Texas

Denton, TX

Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management. Dr. Martin Jaeckel, phone: 940.565.4630; e-mail: [mjaeck@scs.unt.edu](mailto:mjaeck@scs.unt.edu).

## University of Oregon

Eugene, OR

Community and regional planning. Megan Smith, phone: 541.346.3881; e-mail: [smith@darkwing.uoregon.edu](mailto:smith@darkwing.uoregon.edu).

## University of South Carolina

Columbia, SC

Multidisciplinary program (written/oral proficiency in Spanish required). Wendy Sellers Campbell, phone: 803.777.8879; e-mail: [wendy.campbell@sc.edu](mailto:wendy.campbell@sc.edu).

## University of Wisconsin at Milwaukee

Milwaukee, WI

Street, Siler City, NC 27344, attn. Ilana Dubester. phone: 919.742.1448.

## WEB DESIGNER/COORD. • Providence, RI

Position available with The Glimpse Foundation. Duties: creates new design for Glimpse website [www.theglimpse.com](http://www.theglimpse.com); constructs additional functionality/services for website visitors and Glimpse members; conducts ongoing maintenance of website after completion, and ongoing coordination of website's technical and contextual development. Beginning as a volunteer position and becoming a full-time, salaried position. Deadline for applications: 1/30/2004. Mail cover letter and résumé to: The Glimpse Foundation, Attn: Nicholas Fitzhugh, 17 Gordon Ave., Suite 201, Providence, RI 02905; phone: 401.632.0750; fax: 401.632.0979; e-mail: [nick@theglimpse.com](mailto:nick@theglimpse.com).

## SRPROG. SPEC./PROG. SPEC. • Washington, DC

Position available with Reading is Fundamental. Duties: serves as liaison between local program sites and RIF; provides support to literacy programs, including proposal review, technical assistance, training, and materials development; manages work of regional team. Qualifications: background in education, volunteer services, or program management; desire to work in fast-paced environment; some travel; Spanish language proficiency; proven ability to analyze statistical data and program effectiveness. Travel may be required up to 20 percent. Submit cover letter, résumé and salary requirements to Human Resources:

Business administration, economics, geography, history, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: [heuler@uwm.edu](mailto:heuler@uwm.edu).

## University of Wyoming

Laramie, WY

American studies with concentrations in education, geography, history, or literature. Dr. Eric Sandeen, phone: 307.766.3898; e-mail: [esandeen@uwyo.edu](mailto:esandeen@uwyo.edu).

## Western Illinois University

Macomb, IL

Business administration; community health; economics; geography; health services management; political science; recreation, park, and tourism administration. Thom Anderson, phone: 309.298.2268; e-mail: [tk-anderson@wiu.edu](mailto:tk-anderson@wiu.edu) or Carolyn Lawrence, phone: 309.298.2268, e-mail: [ca-lawrence@wiu.edu](mailto:ca-lawrence@wiu.edu).

## Western New Mexico University

Gallup, NM

Elementary, secondary, or special education, counseling, educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: [maguirep@cia-g.com](mailto:maguirep@cia-g.com).

## Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher certified), comprehensive social studies, special education (if already teacher certified). Dr. Robert Lane, phone: 316.978.6580; e-mail: [robert.lane@wichita.edu](mailto:robert.lane@wichita.edu).

1825 Connecticut Avenue NW, Suite 400, Washington, DC 20009; e-mail: [employment@RIF.org](mailto:employment@RIF.org); fax: 202.673.1649.

## ESL INSTRUCTORS • Arlington, VA

Part-time positions available with Arlington Education and Employment Program (REEP) for non-intensive English as a Second Language Program. Non-intensive general ESL classes are held at Thomas Jefferson School, 125 S. Old Glebe Rd., Arlington on Tuesdays/Thursdays from 7-9 p.m. The next session will be from 1/20-4/1/2004. Family literacy ESL classes meet at the Barrett School, 4401 N. Henderson St, Arlington, from 6:45-8:30 p.m. on Mondays/Wednesdays. The next session meets from 1/21/2004 - 3/31/2004. Submit résumé and cover letter to Cheryl Fuentes at [cfuentes@arlington.k12.va.us](mailto:cfuentes@arlington.k12.va.us).

## FULL-TIME STAFF R.N. • Washington, DC

Position available with Columbia Road Health Services. CRHS primarily serves underinsured/uninsured poor immigrant population. Staff includes family practitioners, nurse practitioners, social workers, pastoral counselor, nutrition counselor, and mental health counselor. Duties: provides direct patient care; coordinates triage; assists nurse administrator within family practice, medical group, clinical setting. Qualifications: R.N. with 1-3 years of patient care experience preferred; bi-lingual English/Spanish required. Salary range \$42K-50K with excellent benefit package. Deadline for application: 2/8/2004. Send résumé to: Columbia Road Health Services, 1660 Columbia Road,

NW, Washington, DC 20009; fax: 202.588.8101. For information, contact: Greg Adams, e-mail: admin@crhs.org;

**TRIP LEADERS • International (and Domestic)**  
Position available with World Horizons International, LLC. Participate in two-five-week summer trips to locations in Costa Rica, Ecuador, Dominica, Puerto Rico, Iceland, Canada, Fiji, Hawaii, Maine, and Utah. Duties: responsible for 8-12 teenagers 24 hours a day, seven days a week. Qualifications: experience working with teens, preferably leading trips; basic first aid certification; fluent in Spanish for Central and South America; fluent in French for Canada. All expenses are paid and leaders are paid small stipend for the term. To apply, contact Stuart L. Rabinowitz, Executive Director, phone: 800.262.5874; e-mail: worldhorizons@att.net.

**TRAINING/OUTREACHSPEC. • Washington, DC**  
Position available with Academy for Educational Development. Duties: creates awareness and promotes learning opportunities for USAID staff and partners working in conflict management and mitigation. Qualifications: U.S. citizenship; master's degree; minimum five years' experience with training design, delivery and facilitation; experience creating training and outreach materials; familiarity with adult learning methodologies and curriculum development techniques; excellent writing and editing skills; knowledge of USAID and foreign assistance preferred. Deadline for applications: Open until filled. For more information, visit website: <http://www.aed.org>. Send résumé and cover letter ref pos#KV3187pc to: AED/HR, 1825 Connecticut Avenue, NW, DC 20009; e-mail: employ@aed.org; fax: 202.884.8413.

**ADMIN. DIRECTOR • Washington, DC**  
Position available with Columbia Road Health Services. Duties: manages daily operations of medical practice, including administrative, financial, human resource, technology, and purchasing; participates in program planning and board development. Qualifications: Three to five years of community health care management experience; finance and budget skills; interpersonal and cross-cultural skills; commitment to community service; Spanish language skills are a plus. Salary range \$45K-50K with excellent benefits package. Deadline for submission: 2/8/2004. Send cover letter and résumé to: Greg Adams, Administrative Director, Columbia Road Health Services, 1660 Columbia Road, NW, Washington, DC 20009; e-mail: admin@crhs.org; fax: 202.588.8101. No phone calls.

## INTERNATIONAL

**PROGRAM MANAGER • Moshi, Tanzania**  
Position available with International Mountain Explorers Connection. Duties: manages Porter Assistance Project office in Moshi, Tanzania; manages clothing stock and provides clothing forecasts; manages budgets; develops new projects; hires and manages local staff. Qualifications: fluent in Swahili; highly motivated and energetic; previous experience in Kilimanjaro; committed to living in Tanzania for at least one year, and have experience in development or eco-tourism industries; computer knowledge a plus. Deadline for applications: 3/15/2004. For more information about the International Mountain Explorers Connection and the Porter Assistance Project, visit

*Continued from page 1*

Résumés are often viewed in less than 20 seconds. The faster the reviewer determines that the candidate meets all the job's requirements, the more favorably the résumé will be evaluated. Though it requires extra work and research to personalize each résumé, the effort will pay off in the number of interviews received.

**Step 3. Documenting Experience.** First, title this section "Professional Experience" rather than "Employment" or "Work History." While it is a common practice to separate volunteer experience from employment experience, it is something that I do not recommend. This unintentionally deems volunteer experience as less significant. Calling the section "Professional Experience" allows you to showcase relevant skills obtained from all situations.

### Using the STAR Technique

Secondly, keep in mind that a résumé serves as a marketing document for *you*. Do not take up excessive space explaining the mission of the Peace Corps (or any employer, school, or group you have on the résumé). I am not in any way diminishing the Peace Corps' service, but the goal of the résumé is to get a job interview for you, the candidate. Interviews will result when employers identify skills and achievements that they need and can relate to.

Thirdly, focus on the skills you used for each assignment and mention the results. Ask yourself, "What did I do to make a difference on this assignment?" Document these using the STAR technique:

Situation faced Task required Action taken Results

Résumé readers see hundreds of rehashed descriptions for the standard *duties* of a given profession. But describing specific *achievements* will make your résumé unique and stand out easily in the stack. (A reader will be able to ascertain the duties from the described skills and achievements.)

From the Peace Corps website, I read Isaac Redig's description of his experiences in Haiti. Focusing on the goat-breeding program he describes, some sample phrases he could use in his résumé would be:

- Identified goat population as a potential resource for breeding to increase economic development for "Village X."
- Developed breeding program for "Village X," which increased meat production and generated "\$X" in new revenue.
- Created training packets to instruct "X#" of additional communities interested in operating a similar program. "Y#" of communities initiated the program.

Use quantification to document results. Select the most relevant Peace Corps project you had

and document the skills from these. If you had several projects, select the two or three that would best demonstrate what you want conveyed. Remember that the résumé's review will be short, and readers relate best to skills they have a need for. The résumé should not serve as your autobiography.

**Step 4. Format.** At every résumé seminar I conduct, I quote a *Fortune Magazine* survey from 2002 that asked 2,500 recruiters nationwide for the biggest problems they saw in the résumés they reviewed. The number one problem was poor formatting.

Therefore, it's important to set up every section the same way, with headings capitalized and bolded. Maintain consistent spacing between headings and each section. Select one style font for the entire résumé. Use bullets for descriptive phrases. I know paragraphs can contain more information, but a résumé reader can scan through five to six bullet phrases much more easily than five to six lines in a paragraph. Start each bullet phrase with a strong, action verb such as "Managed," or "Conducted." A big turn-off are phrases starting with "Responsible for..." or "Duties included...."

**Step 5. Don't Overlook.** Many résumé writers neglect to include information that can be important to employers. As the business world becomes increasingly global, returned Peace Corps Volunteers should not overlook their language and inter-cultural skills. Many job seekers I deal with report increased responses to their résumé once they have documented knowledge of multiple languages and foreign currencies, etc.

### Flexibility Is Key

Also, as you network and interview with employers, continually evaluate which skills you market. Keep track of experiences you described that employers seem interested in. If two or more employers are impressed with a particular aspect of your Peace Corps experience you did not document on your résumé, go back and make the adjustment.

Obviously, all these tips require you to create a flexible document, one that can be tailored for each employer. A way to enhance this flexibility is to use tables (with hidden outlines) for groups of bullet phrases. This allows changing certain lines without affecting the format of the rest of the résumé. Keep in mind that while résumé templates are readily available, they may not be flexible enough to accommodate the constant résumé adjustment needed for good résumé targeting.

Finally, once your job search ends, the last thing you'll want to think about as a new employee is your résumé (along with job boards, classifieds, etc.). This is especially true if you've had a lengthy search. While I completely understand this feeling, I strongly recommend you start building the new job's skills and achievements into your résumé as you work into the job. You will greatly appreciate this the next time you need a résumé. In today's market, you never know when this may occur.

website: <http://www.mountainexplorers.org>. Send cover letter and résumé to e-mail: [ken@hec.org](mailto:ken@hec.org).

**CHILD COUNSELOR • Niger, Africa, and Vietnam**  
Position available with Feed the Children. Find out how to help children deal with problems and loss of food in their countries. Deadline for applications: 5/15/2005. To apply, e-mail: [bg4sho2003@yahoo.com](mailto:bg4sho2003@yahoo.com).

**SUMMER STAFF MEMBERS • Belize and Peru**  
Multiple summer positions available with ProWorld Service Corps. Duties: support volunteer programs and development projects; work with staff of 4-8; liaise with community members and volunteers; monitor volunteer placements, project execution, and monthly budgets; lead weekend adventures. Qualifications: bachelor of science/bachelor of arts and one year of overseas experience, preferably in Latin America; leadership skills; Spanish fluency for Peru position. Benefits: room, board, and living expenses paid; in-country health insurance; salary range \$200-300/mo; international flights paid. Position is May – August. Deadline for applications: 3/1/2004. Send cover letter and résumé to ProWorld, attn: Richard Webb, phone: 877.733.7378; e-mail: [info@proworldsc.org](mailto:info@proworldsc.org).

**CHILD PROTECT. PROG. MGR. • Afghanistan**  
Position available with CCF Afghanistan as a child protection program manager. CCF Afghanistan is part of a global child-focused development agency working in Afghanistan as “ChildFund Afghanistan” or CCF/CFA. Deadline for applications: 1/30/2004. For complete job description, go to website: [www.christianchildrensfund.org](http://www.christianchildrensfund.org). To apply, contact Christian Children’s Fund, Inc., 2821 Emerywood Parkway Richmond, VA 23294-3725; phone: 804.756.2732; e-mail: [humanresources@ccfusa.org](mailto:humanresources@ccfusa.org).

**CHIEF OF PARTY • Dushanbe, Tajikistan**  
Position available with IFES program in Tajikistan. Duties: manages and implements program, manages IFES field offices in Dushanbe and Khojand; identifies new opportunities for IFES within the existing program and beyond. Qualifications: previous project management; experience promoting democratic development; extensive experience in at least one of the following areas: developing civic education programs; strengthening political pluralism; enhancing civil society development. Deadline for applications: 1/31/2004. For more information, visit website: [www.ifes.org](http://www.ifes.org). Send résumé to e-mail: [jobs@ifes.org](mailto:jobs@ifes.org), indicating in the e-mail subject line Tajikistan Chief of Party.

**VOLUNTEER CLINICIAN - HIV/AIDS • Africa**  
Position available with Doctors of the World-USA for three weeks in February 2004 in Uganda, Tanzania, Kenya, Ethiopia. Duties: assesses existing HIV/AIDS prevention; joins meetings with potential donors and organizations working on related topics. Qualifications: knowledge of delivery of HIV/AIDS-related services and relevant counseling and testing; prevention of mother-to-child transmission and anti-retroviral therapies; understanding of health services in resource-limited/developing countries preferred. After assessment visit, consultant will provide report to team and review project proposals based on findings. Deadline for applications: 1/20/2004. Send cover letter and résumé (subject: Volunteer Clinician–HIV/AIDS Assessment)

by e-mail: [humanresources@dowusa.org](mailto:humanresources@dowusa.org); fax: 212.226.7026. No phone calls.

**PROG. OFFICER • North Africa and Middle East**  
Position available with the International Foundation For Election Systems. Duties: writes proposals and grants; designs budgets; supervises office and field staff; prepares financial reports; supports program recruiting; monitors regional and country activities. Qualifications: master of arts/bachelor of arts with minimum five years’ professional or project management experience and background with USAID; knowledge of Middle East cultural and politics; background in financial and personnel management; proficiency in MS Word, Excel, and the Internet; Arabic language skills preferred. For more information, visit website: [www.ifes.org](http://www.ifes.org). Send résumé and cover letter to e-mail: [jobs@ifes.org](mailto:jobs@ifes.org) indicating “MENA Program Officer” in the subject line. No phone calls.

**PROGRAM LEADERS • Sacred Valley of Peru**  
Positions available with the ProWorld Service Corps. Duties: support all aspects of volunteer programs and development projects; work with staff of four to eight; liaise with local government, community members, and volunteers; monitor volunteer placements, project execution, and monthly budgets. Qualifications: BS/BA and two years of overseas experience, preferably in Latin America; leadership skills; Spanish fluency for Peru position. Benefits: room and board and living expenses paid; in-country health insurance; salary range \$2K-4K/year; international flights paid. Six-24 month commitment required. Deadline for applications: 3/1/2004. Send cover letter and résumé to ProWorld, attn: Richard Webb, phone: 877-733-7378; e-mail: [info@proworldsc.org](mailto:info@proworldsc.org).

## EDUCATION

**MASTERS OF PUB./HEALTH ADMIN. • CA**  
Earn a master’s degree at the USC School of Policy, Planning, and Development in Sacramento while working full time. Management degrees in master of health administration and master of public administration are offered in the intensive semester format, in which classes meet once a month for four-day sessions, Thursday through Sunday. These programs teach real-world information and skills, requiring students to apply new knowledge directly to work and use job experience to enhance concept development. Paid internship and residency placement assistance available. Admission and enrollment are ongoing throughout the year. Inquire about special tuition discount for RPCVs. Phone: 916.442.6911; e-mail: [sacto@usc.edu](mailto:sacto@usc.edu); website: [www.usc.edu/sacto](http://www.usc.edu/sacto).

**\*INTERCULTURAL INSTIT. • Portland, OR**  
If you want to continue making a difference, consider graduate work through the Master of Arts in Intercultural Relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-one-half to three years to complete, with three two-week residencies in Portland, and core coursework completed at home. RPCVs receive special consideration

for admission. Phone: 503.297.4622; e-mail: [mair@intercultural.org](mailto:mair@intercultural.org); website: [www.intercultural.org](http://www.intercultural.org).

**MASTER’S DEGREE PROGRAM • VT**  
The Field Naturalist and Ecological Planning Master’s Degree programs at the University of Vermont provide collaborative, integrative, multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field Naturalist focuses mainly on integrating the social dimensions of environmental understanding with the Field Naturalist approach. RPCVs are encouraged to apply, approximately 50 percent of past graduates have been RPCVs. For more information, contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930; website: <http://www.uvm.edu/wpoleman/fnwebpage.html>.

## INTERN/VOLUNTEER

**MARKETING INTERN • Reston, VA**  
Position available with National Wildlife Federation’s headquarters. Duties: plans, implements, and evaluates small- and large-scale fundraising campaigns; completes varied tasks including competitive research and analysis, tracking and archiving, and campaign coordination and communications. Qualifications: recent college graduate or candidate for graduation with a degree in business, marketing, communications, or related field; experience or interest in fundraising and direct marketing preferred, but not required; excellent oral and written communications skills; proficiency with Microsoft Word and Microsoft Excel. Candidate must be well-organized and able to work in a fast-paced environment. For information contact, Brandi Smith, e-mail: [bsmith@nwf.org](mailto:bsmith@nwf.org). Apply online: [www.nwf.org/careergateway](http://www.nwf.org/careergateway).

**ORGANIC FARM INTERNS • Floyd, VA**  
Three positions available with Full Circle Organic Farm. Interns learn market gardening and sustainable living skills such as greenhouse/cold frame seedling production; composting; vegetable, mushroom, and herb cultivation; seed saving, animal husbandry; food preparation and preservation, and sales/marketing outreach. Manual, draft horse, tillers, and tractors used. Position runs from 5/2004-11/2004. Four-month commitment required. Camper trailers, shower, and kitchen provided; whole foods and educational opportunities exchanged for 30 hours labor per week on farm. Stipend/wage possible after training period. For details and an intern packet contact, Full Circle Organic Farm, 320 Fork Drive, Floyd, VA, 24091; phone: 540.745.3182.

**SCA CONSERVATION INTERN • Washington, DC**  
Position available at Rock Creek Park. Duties: staffs three visitor contact stations: Nature Center, Pierce Barn, and Old Stone House; prepares and presents public programs at sites; assists with care of animals, wildflower garden, and pond; increases personal knowledge of park resources. Qualifications: valid driver’s license; willingness to work with

# Peace Corps Week March 1 – March 7, 2004

Sign up to participate from March 1-7.  
Respondents receive a free Peace Corps Week presentation kit, which includes audience souvenirs, a poster, and other materials to help prepare for and promote the week.

Name: \_\_\_\_\_

Former name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Register:

**Online at: [www.peacecorps.gov/pcweek](http://www.peacecorps.gov/pcweek)**

**Or by fax at: 202.692.1421**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To register by mail, please reply by February 15 to: Is this a change of address? Please check: Yes \_\_\_\_\_ No \_\_\_\_\_

**Peace Corps Week  
Paul D. Coverdell Peace Corps Headquarters  
1111 20<sup>th</sup> Street, NW  
Washington, DC 20526**

E-mail address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Country of service: \_\_\_\_\_

If you have any questions, please contact us at [pcweek@peacecorps.gov](mailto:pcweek@peacecorps.gov) or call 800.424.8580, press 2, then ext. 1961.

Dates of service: \_\_\_\_\_

PRIVACY ACT NOTICE: The collection of this information is authorized by the provisions of the Peace Corps Act (22 USC 2501 et seq.). Information will be used to involve former Volunteers in agency affairs and may be released to returned Peace Corps Volunteer groups, the media, and others for use in the recruitment process. Providing this information is voluntary.

## 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.

### 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, Namibia, Zambia, Guyana, 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, 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](mailto:crisiscorps@peacecorps.gov). An application and additional position information can be downloaded from the Crisis Corps website at [www.peacecorps.gov/rpcv/crisiscorps](http://www.peacecorps.gov/rpcv/crisiscorps); or call 800.424.8580, ext. 2250.

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:

DISCONTINUE  SEND HOTLINE TO NEW ADDRESS (Sorry, Hotline cannot be sent overseas.)

Name

Address

City State Zip Code

Country/Dates of Service E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes cannot be made without this form or over the phone. Please allow four to six weeks for any changes to take effect.

public, particularly children; knowledge of computers; good health and physical condition. Deadline for applications: ongoing. \$20 application fee required. Apply directly to SCA for position, code ROCR 10 - 8, or send résumé: The Rock Creek Park Nature Center; attn: Anna Moline; 5200 Glover Road, NW; Washington, DC 20015.

## AMERICORPS/VISTA

**AMERICORPS/VISTA VOLUNTEER • NY**  
Positions available with AmeriCorps/VISTA. Full-time volunteers needed at a nonprofit senior center serving mostly low-income Chinese immigrants in Brooklyn. Duties: coordinate fundraising and services; perform community outreach; coordinate community volunteerism program. Qualifications: excellent interpersonal and communication skills; bilingual in English and Chinese (Cantonese preferred); high school diploma (college graduates preferred); community or social service experience; and volunteer experience. Living stipends around \$800 per month. One-year commitment. Send cover letter and résumé to: Sunset Park Asian Senior Center, Attn: Ms. Amy Chiu, 5010 8th Avenue, Brooklyn, NY 11220; fax: 718.438.8303.

## Peace Corps/National Peace Corps Association Career Fair

Thursday, January 29, 2004  
3 p.m. to 6 p.m.  
Miami-Dade College  
InterAmerican Campus  
Flag Courtyard  
627 SW 27th Ave.  
Miami, FL

For more information, please contact  
Toby Schaefer at:  
[specialprojects@rpcv.org](mailto:specialprojects@rpcv.org).

## February Career Fair

Meet and talk one-on-one with representatives from more than 20 organizations that are interested in hiring returned Peace Corps Volunteers. Please bring copies of your résumé for distribution.

Wednesday, February 25, 2004  
5 p.m. to 8 p.m.  
Paul D. Coverdell  
Peace Corps Headquarters  
1111 20th Street, NW  
Shriver Conference Rooms A, B, C  
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 19 in observance of Martin Luther King Jr. Day.