

# H TLINE

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

## HOT RESOURCES

Occupational Information Network (O\*NET)  
www.onetcodeconnector.org

To find employment data for specific industries and occupations, visit the

Industry-Occupation Employment Matrix page of the Bureau of Labor Statistics website: [data.bls.gov/oep/nioem/empiohm.jsp](http://data.bls.gov/oep/nioem/empiohm.jsp)

America's CareerInfoNet Employer Locator  
www.acinet.org/acinet/emp\_start.asp

To find public employment services near you, visit [www.servicelocator.org](http://www.servicelocator.org) or call toll free: 1 (877) 872-5627

America's Job Bank  
www.ajb.org

Occupational Outlook Quarterly  
<http://www.bls.gov/opub/ooq/ooqhome.htm>

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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](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421  
Website:  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)

## Job Search in the Age of Internet Maximizing Online Research

A chainsaw is great for cutting firewood. Use the tool the wrong way, however, and you can really hurt yourself. The Internet is like that for jobseekers. It is a power tool. It can aid a job search or prolong joblessness, depending on how you use it.

Regrettably, some of today's less informed jobseekers believe that the Internet has transformed the job search into a nearly effortless process. They hastily update their résumés and post them to several online databases. These jobseekers then sit back and wait for an employer to call. Most of them wait a long, long time—often in vain. Even in the age of Internet, a job search requires hard work. Having a plan—and asking for help—increases the chance of success.

### Advertised vs. Unadvertised Jobs

Successful jobseeking usually involves multiple search methods. These include using personal contacts, calling employers directly, reviewing both print and online job listings, visiting state workforce agency offices, and tapping the resources of professional organizations and unions.

While there are many methods for seeking jobs, there are only two types of job openings: Advertised and unadvertised. Job experts differ in their estimates, but all agree that the number of unadvertised openings exceeds the number of advertised ones. Therefore, a search that targets only advertised job openings likely misses more than half the opportunities.

When you read the words "advertised job openings," what comes to mind? You may picture help-wanted ads in your local newspaper or vacancies posted in professional journals. Ad-

vertised jobs also can be found in online job banks and on government and private-sector websites.

### Surf and Seek: Online Listings

Today, there is an abundance of job-search books that list thousands of employment-related websites. Many of these websites offer job listings. Some sites offer listings for all types of jobs, and others specialize in specific fields. Some list vacancies for only a single occupation.

Professional and trade associations sponsor some sites; federal, state, and local governments sponsor others; and private firms run many more. Some sites offer jobseekers free access to job listings and career information, but they charge employers for posting vacancies or for placing other online advertisements. And some charge jobseekers for services. America's Job Bank—a project of the U.S. Department of Labor and state workforce agencies—serves jobseekers and employers free of charge.

### Job Scouts

Websites that provide job listings typically have a search engine for identifying vacancies based on geographic location, job title, job category, keyword, or other criteria. Major job banks offer an automated job-search utility and a separate database for posting résumés.

Automated job-search scouts—sometimes called job-search agents—periodically search job listings according to criteria that you specify and notify you by e-mail when matching jobs are posted to the database. Without a scout, you would have to return to the job banks and search repeatedly.

### Résumé Banks

Résumé banks are the flip side of the employment looking glass. Just as jobseekers search job listings posted by employers, employers search résumés posted by jobseekers. The employers search résumé text for keywords that reflect the skills and other qualifications appropriate for filling a certain position.

### Bank Shopping

Which job banks should you use? How much time should you spend searching for leads among these listings? Should you post your résumé to a résumé bank?

Many job banks claim to get the best results for jobseekers, but they can't all be right. One way to determine if a particular site is worth your time is to do a search of several sites for the position you are seeking, then compare the results to see which job banks return the most relevant listings.

Once you've decided which sites provide the best return, job search experts recommend creating multiple job scouts, based on different search criteria. For example, if you are looking for a position as a controller, your various job scouts could be titled "controller," "accounting," "financial management," and "internal auditing."

Keep in mind an important truth about job banks: Not all types of jobs are well represented in them. If you find that there are few online listings for the type position you are seeking, then online searches should play only a small role in your search for advertised jobs. Nevertheless, you may

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## PUBLIC SECTOR

### WILDLIFE BIOLOGIST • Patchogue, NY

Position available with Fire Island National Seashore's Resource Management. Duties: develops programs in natural resource areas; plans, designs, and implements resource management programs; reviews/monitors research; works with federal, state, and local agencies. Salary: \$42,444-\$66,761. Qualifications: strong organizational skills; experience in coastal ecosystems; B.A./B.S. in biological sciences; nine semester hours in wildlife subjects, 12 in zoology, and nine in botany or related plant science. Deadline for applications: 2/27/2004. Send cover letter and résumé (not by e-mail) to Fire Island National Seashore, Attn: Ms. Hauser, 120 Laurel Street, Patchogue, NY 11772; phone: 631.289.4810 ext. 238; e-mail: michael\_bilecki@nps.gov; website: www.usajobs.gov.

### PARK GUIDE • Haleakala Nat'l Park, HI

GS-5 position available with the National Park Service as an interpretive park guide. Duties: performs clerical work; provides front desk information; presents illustrated talks, hikes, and environmental education programs; may work weekend and holiday shifts. Qualifications: people-oriented; customer-service savvy; enjoys chocolate and can get along with staff and visitors; knowledge of natural and cultural history of Hawaii or the South Pacific preferred. Deadline for applications: 2/15/2004. Send résumé to Chief of Interpretation, Haleakala National Park, P.O. Box 369, Makawao, HI 96768; phone: 808.572.4450.

### EDUCATION TECHNICIAN • Orick, CA

Seasonal position available with Redwood National Park. Duties: researches, designs, and presents hands-on, curriculum-based field studies on natural and cultural resources of Redwood National Park to 5th and 6th graders attending a National Park Service residential outdoor school. Deadline for applications: 2/6/2004. Note "non-competitive status" in cover letter, if appli-

able. Job description (vacancy announcement REDW 2004-01T) at website: www.usajobs.opm.gov.

### LABOR INVESTIGATOR • Houston, TX

GS-05/07/09 position available with U.S. Department of Labor (promotion potential to GS-12). Duties: plans and conducts compliance and enforcement activities, investigations, compliance audits, and supervised elections; directs/supervises rerun elections of union officers; provides compliance assistance to clientele; liaises with union officials. Travel required. Deadline for applications: 2/2/2004. Send OF-612, résumé, or other written format (separately addressing each evaluation factor) to U.S. Department of Labor - OASAM/OHR, A. Maceo Smith Federal Building, 525 Griffin Street, Room 738, Dallas, TX 75202; phone: 214.767.6800; fax: 214.767.6809; e-mail: rodriguez.leticia@dol.gov; website: www.jobsearch.usajobs.opm.gov.

### REGISTRATION SPEC. • Crystal City, VA

Position available with U.S. Environmental Protection Agency, Registration Division, and Office of Pesticide Programs. Duties: reviews registration requests for marketing pesticides in the United States; coordinates technical reviews; ensures basic requirements of federal regulations are met; prepares appropriate documentation relating to new uses or new chemical applications involving pesticides. Salary: \$26,133-32,370. Qualifications: B.A./B.S. in science field; interest in federal government career. Deadline for applications: 3/1/2004. Send résumé or OF-612 to Jim Tompkins, Registration Division (7505C), USEPA Ariel Rios, 1200 Pennsylvania Avenue, NW, Washington, DC 20004.

## PRIVATE SECTOR

### TEACHING PARENTS/DIR. • Richmond, VA

Two positions available with Virginia Home for Boys. Teaching parent/couple duties: learns techniques needed to live with adolescents; works fluctuating schedule; Director of child/family services duties: monitors pro-

grams; ensures compliance with contract/licensing standards; collaborates/networks to expand programs; assists with annual budget. Teaching parent/couple qualifications: high school diploma, B.A./B.S. preferred; desire to help troubled adolescents; VA driver's license with satisfactory record; criminal background check; Director of child/family services qualifications: M.A. in social work, education, or related field; five to seven years' supervisory experience in residential setting; knowledge of Teaching Family Model preferred. Send résumé to Virginia Home for Boys, c/o Human Resources Manager, 8716 West Broad Street, Richmond, VA 23294; fax: 800.270.0479; e-mail: tokmanning@boyshome.org.

### PAID FELLOWSHIPS • Washington, DC

Positions available with Taxpayers for Common Sense. Gain a broad perspective on national policy, the media, Congress, grassroots organizing, and a variety of public interest organizations and issues. Deadline for applications: 2/15/2004. Send cover letter stating area of interest (see website for possible areas) and dates of availability, résumé, short writing sample, and two professional references to e-mail: jobs@taxpayer.net; website: www.taxpayer.net.

### ENVIRON. EDUCATORS • Outer Banks, NC

Positions available with Sound to Sea, Trinity Center's Environmental Education program. Duties: learn about five major habitats on island/coastal cultures; use hands-on activities to teach multidisciplinary curriculum; create programs/classes for diverse populations; be trained in first aid/CPR. Overnight duty once every two weeks. Salary: \$215 per week. Qualifications: ability to work with young students through senior adults in small groups and lecture situations; creativity and flexibility; previous teaching experience preferred. Send cover letter and résumé to Maggie Riley, Program Director, P.O. Drawer 380, Salter Path, NC 28575; phone: 252.247.5600; fax: 252.247.3290; e-mail: soundtosea@trinityctr.com; website: www.trinityctr.com/soundtosea.

### ENVIRON. RESEARCH ASS'T. • Arlington, VA

Position available with AEMS, a technical consulting firm, for a full-time entry-level research assistant. Duties: works on a range of environmental permitting and regulatory issues. Qualifications: B.A./B.S. in science and/or mathematics; good verbal skills; spreadsheet experience. Send letter of interest and résumé to e-mail: résumésforaems@aol.com.

### MARKETING ASSISTANT • Rockville, MD

Position available with SHELADIA Associates Inc., an international consulting firm. Duties: reports directly to the marketing director; prepares high quality documentation for both international and domestic divisions; searches and updates SHELADIA's consultants database using Access. Qualifications: High-level skill in operation and design of Microsoft Access Databases; familiarity with Microsoft PowerPoint; detail-oriented. Send cover letter (specifying abilities in Microsoft Access, PowerPoint, and general proficiency in computer usage) and résumé (Attn: Marketing Director) to e-mail: marketing@sheladia.com; website: www.sheladia.com.

### RESEARCH ASSISTANT • Washington, DC

Immediate approximately 20-day position with the World Bank. Duties: collects and organizes existing data, documents, and information of rural water supply, sanitation, and hygiene programs in the Middle East and North Africa. All work done using phone, e-mail, and Internet. Salary: daily rate based on salary history. Qualifications: ability to speak and read French; knowledge of rural water and sanitation and/or previous Peace Corps service in the region preferred. Send curriculum vitae to Eddy Perez at e-mail: perez@cdm.com.

# HOT! OPPORTUNITIES

### CHEMICAL REVIEW MGR. • Washington, DC

Position available with the EPA. Duties: leads multidisciplinary teams in assessing risks of older pesticides and development of management strategies to reduce risks to public, agricultural workers, and environment; manages specific chemical reviews; interacts with diverse stakeholders to ensure robust public participation in decisions. Salary: GS 5-9 (\$27K-41K). Qualifications: B.A./B.S.; good interpersonal, communication, and writing skills; ability to put technical material into plain English; experience with agriculture, environmental science, public health, biology, or chemistry preferred. Deadline for applications: 2/27/2004. Send cover letter and résumé to Margaret Rice at phone: 703.308.8039; e-mail: rice.margaret@epa.gov; website: www.epa.gov/pesticides.

### PROGRAM OFFICER • Little Rock, AR

Position available with Heifer International. Duties: facilitates programs; supports field offices; liaises between departments and field offices; coordinates development of resources; works with teams to develop/monitor implementation of strategic plans; ensures program reviews occur; develops budgets. Salary: \$36K-38K. Qualifications: B.A./B.S.; five to seven years' experience; one year in supervising capacity; organizational, writing, computer skills; team-oriented; interest in global development issues; international experience; second language preferred. Deadline for applications: 2/9/2004. Send cover letter, résumé, and online application to HR, Heifer International, 1015 Louisiana Street, Little Rock, AR 72202; fax: 501.907.2820; e-mail: jobs@heifer.org; website: www.heifer.org.

### PROGRAM COORDINATOR • Washington, DC

Position available with World Wildlife Fund leading international efforts to conserve life on earth. Duties: coordinates WWF program for its Latin American/Caribbean Secretariat; develops, implements, coordinates, and manages the budgeting and contracting process; provides financial and administrative technical assistance to Field Offices, program staff, and grantees. Requires overseas travel. Qualifications: B.A./B.S. in related field; accounting experience; fluency in English/Spanish; familiarity with U.S. government-funded projects; international and intercultural communication skills, including overseas work experience, preferred. Send cover letter and résumé to World Wildlife Fund, Human Resources Dept. #24059P, 1250 24th Street, NW, Washington, DC 20037; e-mail: hr@wwfus.org; website: www.worldwildlife.org.

**RESIDENT PRINCIPALS • Various locations**

Positions available with New Leaders for New Schools in Washington, DC; NYC; Chicago; CA bay area. Duties: complete six-week training program and year-long paid residency; receive weekly coaching and participate in four five-day training seminars during residency; receive support in obtaining principalship in public schools; receive two years' ongoing professional support as part of nationwide community. Qualifications: strong belief in potential of all children to excel academically; instructional knowledge to improve teaching and learning; strong leadership record. Deadline for applications: 3/15/2004 - 4/1/2004. Website: [www.nlns.org](http://www.nlns.org). Contact Traci Higgins at phone: 202.785.8894; e-mail: [thiggins@nlns.org](mailto:thiggins@nlns.org).

**CAMP INSTRUCTORS • OR**

Positions available with Oregon Museum of Science and Industry (OMSI). Duties: teach ecology, geology, astronomy, or wilderness skills to students aged eight to 18 in residential outdoor science school programs (spring and fall) and science camps (summer). Salary: \$50-\$65/day. Qualifications: B.A./B.S. in natural science; teacher certification or equivalent experience; residential camp experience; ability to develop and implement lesson plans in variety of subjects; current first aid/CPR certification; commercial driver's license, lifeguard, Wilderness First Responder preferred. Send cover letter and résumé to Travis Southworth-Neumeyer, Programming Coordinator, OMSI Science Camps, 1495 SE Water Avenue, Portland, OR 97214; fax: 503.239.7838; e-mail: [sciencecamps@omsi.edu](mailto:sciencecamps@omsi.edu).

**ADMISSIONS DESK CLERKS • Washington, DC**

Positions available with Corcoran Gallery of Art during Quilts of Gee's Bend Exhibition (February-May 2004). Duties: issue tickets; collect admission payments; make change; verify credentials of nonpaying patrons; deposit and document all monies collected; assist with reconciliations and banking, as needed; welcome patrons; provide general information and directions for museum and surrounding region. Flexible scheduling. Hours: 9:30 a.m.-5:30 p.m. (Thursday until 9:30 p.m.; closed Tuesday). Salary: \$10/hr. Qualifications: higher education; art history background; retail experience preferred; good people skills required. Send cover letter and résumé to Rachel Venezian at fax: 202.638.389.

**TEACHERS • Baltimore, MD**

Positions available with the Baltimore City Teaching Residency. Duties: teach in Baltimore City public schools. Qualifications: desire to use knowledge and experience to ensure every child has access to high quality education; desire to make a direct and immediate impact on students lives; demonstrable achievement; B.A./B.S. (note: no previous education coursework required). Deadline for applications: 3/12/2004. Sign up to attend an information session on 2/4/2004, 2/18/2004, or 3/3/2004 at website: [www.baltimorecityteachingresidency.org](http://www.baltimorecityteachingresidency.org).

**SUMMER STAFF • Kent Island, MD**

Positions available with Camp Wright. Duties: work with young people in Christian-based, experiential, outdoor-oriented, co-ed summer program. Salary: \$1,400-4,500, plus room and board for 10-week program. Qualifications: teamwork; flexibility; good interpersonal and decision-making skills. Deadline for applications: 5/30/2004. Apply online or contact Tim Cureton at 400 Camp Wright Lane, Stevensville, MD 21666; phone: 410.643.4171; e-mail: [associatedirector@campwright4life.org](mailto:associatedirector@campwright4life.org); website: [www.campwright4life.org](http://www.campwright4life.org).

**RECRUITMENT ASSISTANT • Washington, DC**

Position available with ACEDI/VOCA, an international development organization. Duties: provides administrative support to recruiting department; performs data entry; formats documents for proposals; assists in logistics for meetings; responds to informational inquiries.

Qualifications: B.A./B.S. in relevant field; at least one year administration or international development experience; excellent computer skills; some database experience preferred; strong analytical, writing, and communication skills required. Send cover letter, résumé, and salary history to ACEDI/VOCA - Recruiter, Attn: Human Resources, P.O. Box 77316, Washington, DC 20013; fax: 202.638.7477; website: [www.openings@acdivoca.org](http://www.openings@acdivoca.org).

**RESEARCH MANAGER • Calverton, MD**

Position available with ORC Macro. Duties: manages subcontracts with Asian research agencies under deadline and within budget; matrix-manages company staff and resources; ensures quality control of research products to include surveys of media consumption and behavior throughout Southeast Asia; analyzes quantitative and qualitative data, producing and presenting reports on findings to senior staff and clients. Position is 20 percent travel. Qualifications: outstanding writing/analytical skills; demonstrated ability to organize and present data using professional office tools; M.A.; basic understanding of statistics; recent experience living/working in southeast Asia. Send cover letter and résumé (citing job code: RM/SB) to fax: 301.572.0991; e-mail: [hbr@orcmacro.com](mailto:hbr@orcmacro.com).

**TRIP LEADERS • Hillsboro, NH**

Positions available with Interlocken on Windsor Mountain. Duties: bring youth groups on four- to six-week international trips, which include community service, language immersion, and wilderness adventure programs. Deadline for applications: 2/15/2004. Website: [www.interlocken.org/jobs](http://www.interlocken.org/jobs).

**REGIONAL FIELD COORD. • Baltimore, MD**

Position available with the Intercultural Programs of AFS, a nonprofit organization. Duties: responsible for volunteer development, school relations, and specific recruitment goals within a particular geographic area. Qualifications: B.A./B.S.; at least two years' related experience; community or organizational development experience; computer proficiency; excellent communication and organizational skills; commitment to the AFS mission. Send cover letter and résumé to Jennifer Stanton-Brand (e-mail) or contact at phone: 410.539.5997 ext. 121; e-mail: [jstanton-brand@afs.org](mailto:jstanton-brand@afs.org).

**BIKE COLLECTION ASS'T. • Various locations**

Part-time position (eight hours per weekend) available with Pedals for Progress collecting and shipping used bicycles to charity partners overseas in Baltimore, MD and Washington DC. Duties: assists area coordinator in collecting bicycles; works with community groups sponsoring bike collections; loads bicycles into overseas shipping containers. Position could grow. Salary: negotiable (\$8-15/hr). Qualifications: physical strength; ability to work with hands and deal positively with public and volunteers; dependability; availability in spring and fall required; location in Baltimore preferred. Deadline for applications: 3/1/2004. Send cover letter and curriculum vitae to Keith Oberg, Vice-President, Pedals for Progress, 3108 North 17th Street, Arlington, VA 22201; e-mail: [koberg@bellatlantic.net](mailto:koberg@bellatlantic.net).

**MATH TEACHER • Brooklyn, NY**

Full- or part-time position available with the School for International Studies, an innovative school making a difference in the lives of N.Y.C. kids. Duties: works with small 7th and 8th grade classes in dynamic setting with family-like atmosphere. Qualifications: B.A. or M.A. in mathematics or strong background in teaching mathematics; knowledge of Arabic preferred. Contact Gloria Wenz at phone: 718.330.9390; e-mail: [BSGSJobs@aol.com](mailto:BSGSJobs@aol.com).

**PROG. OFFICER/ASSOC. REG. DIR. • Miami, FL**

Two positions available with Planned Parenthood. Program Officer duties: monitors projects; provides technical assistance; evaluates projects through data analysis/assessments; writes articles; prepares reports and donor-reporting activities. Associate Regional Director duties: ensures smooth functioning of operations in support of Latin America and Caribbean regional office; contributes to development and implementation of regional strategic plan and fundraising; manages regional office; supervises staff; oversees staff in development, implementation, and long-term viability of client-centered sexual and reproductive health/rights projects. Full job descriptions at website. Deadline for applications: 2/6/2004. Send résumé to PPFA 8360 W. Flagler, Suite 201, Miami, FL 33144; fax: 305.480.8820; e-mail: [laro@ppfa.org](mailto:laro@ppfa.org); website: [www.plannedparenthood.org/ABOUT/JOBS/jobs\\_national.html](http://www.plannedparenthood.org/ABOUT/JOBS/jobs_national.html).

**DEVELOPMENT SPECIALIST • Bethesda, MD**

Position available with Development Alternatives, Inc. (DAI). Duties: serves as development specialist within Crisis Mitigation and Recovery (CMR) Group. Qualifications: expertise in CMR techniques and approaches; ability to carry out complex assignments requiring innovative application of that expertise to crisis-related development problems; at least two consecutive years' work on overseas assignment; M.A. in relevant international development field; at least 10 years' professional experience in field of specialization; proficiency in relevant language (French, Arabic, Spanish, or Portuguese). Send cover letter and résumé to DAI, Attn: OHR, 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814; fax: 732.358.5072; e-mail: [ohr@dai.com](mailto:ohr@dai.com); website: [www.dai.com](http://www.dai.com).

**\*OUTDOOR LEADERS • VT**

Positions available with Vermont Youth Conservation Corps. Duties: train and supervise small teams of high-school- and college-age crewmembers in conservation work and education program; build cohesive teams while completing high-priority work projects and facilitating educational activities. Projects include state park management; trail construction, and watershed restoration in either day or residential settings. Salary: \$330-560/week, plus AmeriCorps Education Award, room and board (depending on position and contract length), and paid staff training. Seasonal positions begin in April and May. Qualifications: highly motivated, well-organized individuals. Deadline: 5/1/2004. Contact at phone: 800.639.8922 or 802.241.3699; website: [www.vycc.org](http://www.vycc.org).

**SKATEPARK PROJ. MGR. • Various locations**

Position available with KaBOOM! in Washington, DC, or Redwood City, CA. Duties: coordinates community-built skate park projects and activities, culminating in a one-day build event; coaches community partner; provides planning teams with resources/tools to achieve positive community changes; leads volunteers through skate park build event. Significant travel required. Salary: \$28K-32K. Qualifications: project/event management experience; physical strength/stamina for Build Days (outdoors; 8-12 hour days; heavy lifting); good driving record; experience in BMX biking, skateboarding, in-line skating, construction and/or working with youth preferred; proficiency in Spanish preferred. Deadline for applications: 3/1/2004. Send résumé to Human Resources Department, KaBOOM!, 2213 M Street, NW, Suite 300, Washington, DC 20037; fax: 202.659.0210; e-mail: [hr@kaboom.org](mailto:hr@kaboom.org).

**SENIOR CONSULTANTS • Washington, DC**

Long- and short-term positions available with MSI. Duties: support Afghanistan Cabinet in functioning as prime decision-making body; simplify government institutional machinery; respond to Afghanistan's Public Administration Reform and Economic Management

needs in public financial management, economic management, and civil service reform. Qualifications: extensive overseas experience in public administration reform at high levels in sensitive political environment; experience in economic management; institutional strengthening; capacity building in government ministries and west/south Asia; ability to work for extended periods in Afghanistan and to manage complex projects in difficult environments. Send cover letter and résumé (Attn: Afghanistan) to e-mail: geritchley@msi-inc.com.

#### TEAM LEADERS • United States

Positions available with Landmark Volunteers for two-week summer trips. Duties: responsible for team of 13 teen volunteers working on service projects at one of 63 participating nonprofits, such as Hole in the Wall Gang camp, Colorado Trail, and Canyon de Chelly in Arizona; supervise team 24/7; coordinate travel, leisure activities, and team building. Salary: \$1,200 for two-week program. Bonus for applying before 3/1/2004. Qualifications: experience in leading teen groups, preferably in an overnight setting. Send résumé and names and phone numbers of three professional references to e-mail: ssiegel@volunteers.com.

#### INT'L PROGRAM COORD. • Everson, WA

Position available with Experience International to help administer a J-1 Exchange Visitor/Trainee Program. Duties: promotes, monitors and evaluates training programs; recruits, screens, and places trainees with qualified hosts; designs effective written materials. Qualifications: excellent communication and interpersonal skills; three years' experience including agriculture, horticulture, forestry, sales, marketing, or program management; strong computer (MS Office) and writing skills; ability to prioritize and work independently or collaboratively. Full job description available online. Deadline for applications: 2/27/2004. Send cover letter, résumé, and contact information for three references to e-mail: cw@expint.org; website: www.expint.org.

#### PROGRAM LEADER • Eugene, OR

Position available with Nutrition Education Program. Duties: maintains community relationships; maintains positive communications with county, state, and federal decision-makers; directs human resource management; serves as fiscal officer; works with faculty/staff on program content; increases participants. Qualifications: M.A.; degree in family and consumer science, human nutrition, public health, or related field; demonstrated nutrition and food safety experience; three to five years' administrative leadership experience. Deadline for applications: 2/20/2004. For full description, contact Extension Service Operations Center, Human Resources Unit, Oregon State University, 108 Ballard Extension Hall, Corvallis, OR 97331; phone: 541.737.8320; fax: 541.737.4095; e-mail: september.johnson@oregonst.

#### FIELD INSTRUCTORS • Peninsula, OH

Positions available with Cuyahoga Valley National Park Association's Environmental Education Center. Duties: teach pre-K through 12th grade students in 2004-2005 academic year in hands-on, action-oriented, interdisciplinary program combining natural history, human history, and environmental appreciation with technology, visual arts, music, and theater. Full description online. Salary: \$205/week, housing, and food when in session. Qualifications: B.A./B.S. in biology, education, environmental science, or related field; experience working with children; first aid/CPR certification. Write/call for application. Send application (cover letter, résumé, application form, three reference forms, and college transcripts) to Recruitment Coordinator, 3675 Oak Hill Road, Peninsula, OH 44264; phone: 800.642.3297; website: www.cvnpa.org.

#### ACCOUNT EXECUTIVE • New York City, NY

Position available with the John O'Donnell Company. Duties: works with educational and social service organizations. Qualifications: two to four years' fundraising experience; work with educational and social service organizations; excellent writing ability. Send introductory letter, résumé, and salary history to the John O'Donnell Company, 211 East 43 Street, New York City, NY 10017; e-mail: hr1@jodinc.com.

#### ENGLISH/SPANISH TEACHER • Highlands, TX

Position available with the Chinquapin School, a five-day boarding school of 7th-12th grades for economically disadvantaged youth from Houston. Duties: teaches four classes daily; coaches/teaches physical education in the afternoon; stays on duty one evening per week. Salary based on experience; food, housing, health insurance, and professional development allowance. Qualifications: teaching and coaching experience preferred; ability to relate well to minority students. Deadline for applications: 5/2004. Send résumé to Kathy Heinzerling, Chinquapin School, 2615 East Wallisville Road, Highlands, TX 77562; phone: 281.426.3334; fax: 281.426.5553.

#### GRANT WRITER • Washington, DC

Position available with Population Services International. Duties: solicits foundation support for the organization; drafts foundation grant proposals and reports; prospects for new foundation donors; coordinates with overseas and Washington staff on financial reports and new projects; prepares and executes relevant presentations; develops and maintains donor databases. Qualifications: B.A./B.S. in a related field; M.A. preferred; two to three years' experience in proposal writing; exceptional writing, editing, and proof-reading skills. Apply online at website: www.psi.org.

#### \*CLASSROOM TEACHERS • Washington, DC

Positions available with D.C. Teaching Fellows. Duties: commit to two years of teaching in Washington, D.C., public schools; participate in a powerful network of leaders who work with other progressive educators to make systemic improvements in the city's schools; receive training at comprehensive summer institute; receive support network to ensure success in the classroom. Qualifications: desire to level the playing field for under-served students in Washington, D.C.; B.A./B.S.; no previous education coursework required. Deadline for applications: 2/9/2004 and 3/15/2004. Website: www.dcteachingfellows.org.

#### TECHNICAL SPECIALIST • Richmond, VT

Position available with Rainforest Alliance's SmartWood program. Duties: provides technical leadership and quality control for forest management and chain of custody certification work worldwide; provides guidance, training, and management support, including technical assistance and troubleshooting for certification activities. Qualifications: M.A. in forestry, natural resources, or related field; five years' experience in forestry, rural natural resources management and/or economic development with international experience; knowledge of FSC and/or functional fluency in Spanish, Portuguese, or French preferred. Send résumé with salary history to Personnel, Rainforest Alliance 665 Broadway, Suite 500, New York City, NY 10012; fax: 212.677.2187; e-mail: personnel@ra.org; website: www.rainforest-alliance.org.

## INTERNATIONAL

#### FIELD PROGRAM OFFICER • Madagascar

Position available with Innovative Resources Management, a Washington, D.C.-based nonprofit, working on

global economic development and natural resource management (NRM) projects. Duties: serves as field program officer long-term in Madagascar. Qualifications: demonstrated skills in community-based NRM, landscape conservation, stakeholder coordination, rural economic development, sustainable agriculture, and/or institutional capacity building; at least five years' experience; experience in rural environmental and socio-economic development; fluency in French/English; conflict mediation and training, regional field experience; local languages preferred. Send curriculum vitae to Alejandra Ona at fax: 202.293.8386; e-mail: alejandra@irmgt.com; website: www.irmgt.com.

#### FIELD DIRECTORS • China or Chile

Two positions available with WorldTeach. Duties: work closely with education officials and hosting schools to place and support volunteer teachers; train incoming volunteers in TEFL, language, cultural adjustment; manage day-to-day operation of program including budgets and administration; develop program in collaboration with partner institutions to meet educational goals. Qualifications: work experience in relevant country; teaching experience, preferably through long-term volunteer program; proficiency in host country language; B.A./B.S.; leadership and project management experience; ability to work independently. Deadline for applications: 2/23/2004. Send cover letter and résumé to Harriet Wong, Program Manager, at fax: 617.495.1599; e-mail: hiwong@worldteach.org; website: www.worldteach.org/jobs.html.

#### EDUCATION SPEC. • Santiago Atitlán, Guatemala

Position available with Friendship Bridge. Duties: initiates/supports processes of self-management, especially at community level; designs trainings/workshops for staff/clients; develops training materials in subjects like micro-credit; conducts evaluation processes; generates reports for impact studies and statistical information; facilitates meetings at institutional and community level. Qualifications: extensive field-based training in community development or popular education; B.A./B.S. in development, non-formal education, education with adults, or related field; experience in participatory learning methodology and facilitator training; excellent interpersonal, communication, and oral/written skills; basic computer skills; fluency in Spanish. Send curriculum vitae or résumé with letters of reference to fax: 506.721.7280; e-mail: puente98@intelnet.net.gt; website: www.friendshipbridge.org.

#### \*ENGINEER/LEADER • Guam

Position available with Winzler and Kelly Consulting Engineers, a 200-person growing engineering and environmental sciences firm. Duties: collaborates on multidisciplinary engineering infrastructure projects; leads strategic business planning and project management in Micronesia. Qualifications: five to ten years' experience as a consulting engineer; critical writing, speaking, and listening skills; B.A./B.S./M.A./Ph.D. in related field; professional registration in the United States; zest for challenge and adventure; strong desire to help others succeed. Send cover letter, résumé, and half-page description of most significant accomplishment demonstrating aptitude and interest to e-mail: nealcarnam@w-and-k.com; website: www.w-and-k.com.

#### GROUP LEADERS • Various locations

Positions available with Experiment in International Living. Duties: lead seven to 15 high school students in three-to five-week programs (late June to early August); ensure safety/welfare of students; facilitate intercultural learning experience; encourage personal growth; administer program logistics and budget; work collaboratively with international partners. Transportation/programmatic expenses, in-country costs, health insurance, orientation, and training covered. Salary: \$100/wk honorarium. Qualifications: B.A./

B.S. or equivalent experience; relevant in-country experience; foreign language skills; experience with high school students; sound health; organizational and logistical skills. Deadline for applications: 2/17/2004. Contact Carla Fantini at phone: 800.345.2929; fax: 802.258.3428; e-mail: carla.fantini@worldlearning.org; website: www.usexperiment.org.

#### **DIR. OF ADMIN./FINANCE • Jeremie, Haiti**

Position available with Haitian Health Foundation. Duties: oversees financial aspects of projects; ensures projects' implementation according to plan and in line with requirements; manages financial activities; monitors, creates, and modifies financial policies/procedures; prepares financial statements and budget documents; analyzes budgetary activities; prepares financial material for audit; develops and supervises internal reporting mechanisms. Salary: \$38K-40K. Qualifications: B.A./B.S. in accounting, finance, or business administration; excellent interpersonal and communication skills; fluency in English/French; ability to learn Haitian Creole and perform multiple assignments; ability to live in developing country; 24-month commitment. Contact at Haitian Health Foundation, 97 Sherman Street, Norwich, CT 06360; e-mail: Marilyn@haitianhealthfoundation.org.

#### **POPULATION FELLOWS • Various locations**

The Population Fellows Programs offer two-year professional fellowships to individuals with a recent graduate degree and experience in population/reproductive health or population-environment. Population Fellows are placed with organizations working to provide 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 population dynamics and reproductive health needs of communities living within them. Fellows receive a professional-level stipend and benefits. Contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 4812004; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfps.

#### **\*ESL TEACHERS • China**

Positions available with American Educational Services in Dalian, Jinan, Xi'an, Shenyang, Changchun. Duties: teach child and adult English classes. Positions begin in 3/2004. Qualifications: native English speaker; at least 21 years old; B.A./B.S.; teaching experience or training period at the school. Preference given to one-year applicants; some six-month and winter positions available. For an information pack, contact Linda, China office, at e-mail: aesdaalian@online.ln.cn; website: www.aesincorp.com. To apply online, send résumé (stating your country of birth and native language) as text (not as attachment) to e-mail: aesdaalian@online.ln.cn.

#### **CHIEF OF PARTY • Egypt**

Position available with the Academy for Educational Development (AED) for the Egypt Basic Education Project. Qualifications: significant project development and management experience; knowledge of educational reform and organizational development; significant overseas experience; familiarity with Egypt. Send cover letter and curriculum vitae, referencing "pos#KN4007pc" and at least two references to Academy for Educational Development, c/o Human Resource Department, 1825 Connecticut Avenue, NW, Washington, DC 20009.

## **EDUCATION**

#### **\*AMERICAN UNIVERSITY • Washington, DC**

The International Development Program in the School of International Service offers an M.A. in international

development and an M.S. in development management. Specializations include economic policy reform, conflict and development, environment and development, community development, economic development, gender studies, democracy and governance, entrepreneurship and small business, and micro finance. Assistantships and scholarships awarded on merit basis. Some tuition remission available. At least one RPCV gets a fellowship each year. Contact Dr. David Hirschmann or Program Manager at International Development Program, School of International Service, American University, 4400 Massachusetts Avenue, NW, Washington, DC 20016; phone: 202.885.1660; fax: 202.885.1695; e-mail: idpsis@american.edu; website: www.american.edu/sis/idp.

#### **Continued from page 1**

decide to define job scouts at a few online banks; the return may be small in the number of job leads found, but using the scouts keeps the time and effort expended to a minimum, too.

In any event, given that unadvertised jobs are more prevalent than advertised jobs, it is important to limit the amount of time you spend pursuing advertised openings on the Internet.

With this in mind, you may decide just to post your résumé to several résumé banks and let the employers come to you. But have you ever wondered what résumé banks do with the information you submit? Will a site sell their contact information to telemarketers, for example? It is important to read the privacy policy of job-related websites prior to submitting any identifying information. Many job banks, however, do screen employers and enforce strict controls over personal information submitted by individuals.

It is not a good idea to post a résumé to a site unless you can request employer contacts via e-mail and be assured that the release of your phone number and street address remains under the site's control. You can go a step further by setting up a free e-mail account for exclusive use in your jobseeking endeavors. This will shield your main e-mail address from unnecessary exposure.

Another caveat: If you find a job listing that asks for a Social Security number, warning sirens should sound. At this stage of the process, an employer should have no need for this information. Dishonest "companies" sometimes post fake job listings in a scam to obtain personal information for illegal purposes, such as identity theft.

#### **Keywords Are Key**

Experimenting with different keyword combinations can help you identify the most effective search terms when probing the listings of a particular job bank. Therefore, before doing your preliminary searches to compare job banks, be sure to read the search tips for each. Although similar, the search engines for job banks are not all the same.

Most search engines allow the use of logical operators, such as AND, OR, or NOT, as well as

quotation marks, which specify an exact phrase as a search term. The search engine at one bank offers an asterisk as a wildcard character to target different words that have the same root. For example, the term "teach\*" in one bank can return listings that include the words "teacher," "teaches," and "teaching." The search engines on some sites use a thesaurus to locate listings containing words similar in meaning to the user-entered keywords.

Some types of jobs are harder than others to target with search terms. According to America's Job Bank, "Useful keywords can include a job title, specific skills needed in that job, or the name of an industry or company." True enough. However, a phlebotomist will have an easier time searching online job listings than will an office manager. If your job title contains common words, your search results may contain a lot of irrelevant listings.

But sometimes you need to broaden your search criteria. The O\*NET code connector at [www.onetcodeconnector.org](http://www.onetcodeconnector.org) can help you identify various titles or keywords for the job you seek—some you may not think of on your own. For example, a search on the phrase "office manager" turns up the title "Administrative Services Manager." When you find vacancies that interest you, make note of the job descriptions for words or phrases that might serve as additional terms.

#### **Finding Unadvertised Jobs**

Finding jobs in hiding, or unadvertised jobs, often involves three things: Employment-related research, cold calling for job leads, and networking. The Internet is an excellent tool for identifying and researching employers and for locating other useful job-market information.

For example, if you wanted to find a job as a medical assistant, you could visit the Industry-Occupation Employment Matrix page on the Bureau of Labor Statistics website: [data.bls.gov/oep/nioem/empiohm.jsp](http://data.bls.gov/oep/nioem/empiohm.jsp). This site provides employment data for medical assistants by industry and includes such information as what percentage of medical assistants work in physicians' offices versus hospitals. You will then know where to concentrate your efforts.

Another site, the employer locator at America's CareerInfoNet ([www.acinet.org/acinet/emp\\_start.asp](http://www.acinet.org/acinet/emp_start.asp)) identifies listings for hospitals and for doctors' offices. These listings provide the name, address, and telephone number of each establishment; you could cold-call these employers to unearth unadvertised jobs.

Eventually, most people find suitable employment if they plan well, persevere, and use multiple job-search techniques, including both online and offline resources.

*EDITOR'S NOTE — This article was adapted from excerpts of "Job Search in the Age of Internet: Six Jobseekers in Search of Employers," by Matthew Mariani. It is reprinted with permission from the U.S. Department of Labor Statistics' Occupational Outlook Quarterly, Summer 2003. For the complete article, visit [www.bls.gov/opub/ooq/2003/summer/art01.pdf](http://www.bls.gov/opub/ooq/2003/summer/art01.pdf).*

**\*CLARK UNIVERSITY • Worcester, MA**

International Development, Community, and Environment (IDCE) graduate programs in community development and planning, environmental science and policy, and geographic information sciences are currently accepting applications for fall 2004. At least one full-tuition fellowship is available to RPCVs. Programs cover risk and vulnerability assessment, natural resource management, environmental impact assessment, watershed stewardship, environmental justice, or community development in the United States. The intensive GIS (geographic information sciences) program provides GIS, GPS (global positioning system), and remote-sensing skills related to development. For application, contact at e-mail: [idce@clarku.edu](mailto:idce@clarku.edu); website: [www.clarku.edu/departments/idce](http://www.clarku.edu/departments/idce).

**SCHOOL FOR INT'L TRAINING • Brattleboro, VT**

Conflict Transformation Across Cultures (CONTACT) program at the School for International Training offers graduate programs for peacekeepers, humanitarian workers, community leaders, and students who want practical training in methods of conflict transformation for work in conflict zones and in post-conflict communities. CONTACT offers a three-week summer peace-building institute, graduate certificate program with tracks in Civil Society Initiatives in peace building, and the Psychosocial Foundations of peace building. Credits earned in both these programs can be applied to SIT's Master of Arts in Conflict Transformation. Contact at phone: 802.258.3598; e-mail: [contact@sit.edu](mailto:contact@sit.edu); website: [www.sit.edu/contact](http://www.sit.edu/contact).

**\*UNIVERSITY OF THE PACIFIC • Stockton, CA**

The School of International Studies, in conjunction with the Intercultural Communication Institute of Portland, Oregon, offers a M.A. in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-a-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Contact at phone: 209.946.2836; e-mail: [kjaggears@uop.edu](mailto:kjaggears@uop.edu); website: [www3.uop.edu/sis/mair/ma.htm](http://www3.uop.edu/sis/mair/ma.htm).

**FELLOWSHIP PROGRAM • Various locations**

John J. and Nancy Lee Roberts Fellowship Program awards grant for up to 12 months. Applications accepted for research on primary, secondary, and higher education in Afghanistan, Iran, Iraq, Jordan, Egypt, or Saudi Arabia. Collaborative research programs involving international colleagues or studies involving several countries encouraged. Principal investigator must be U.S. citizen/permanent resident and have Ph.D./equivalent terminal degree. Maximum award: \$30K. Fellowship may cover travel, stipends, honoraria, materials, and conference or publication expenses. Limited equipment may be authorized. Deadline for applications: 4/1/2004. All applicants notified in 6/2004. Fellowship may begin 7/2004. Visit website: [www.irex.org/programs/roberts](http://www.irex.org/programs/roberts).

**TULANE UNIVERSITY • New Orleans, LA**

Tulane University School of Public Health and Tropical Medicine with rolling admissions is accepting applications for the summer 2004 semester. RPCVs interested in pursuing master's or doctoral degrees in public health may specialize in biostatistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development. Contact Amanda Morrison or Adam Palmer, Tulane Peace Corps Coordinators, at

phone: 800.676.5389; e-mail: [tulanemi@yahoo.com](mailto:tulanemi@yahoo.com); website: [www.sph.tulane.edu](http://www.sph.tulane.edu).

**INDIANA UNIVERSITY • Bloomington, IN**

Apply to Indiana University's Summer Workshop in Slavic, East European, and Central Asian Languages (SWSEEL). Languages offered include: introductory and intermediate Azeri, Uzbek, Turkmen, Uyghur, and Kazakh; introductory Tajik and Pashto (and Mongolian pending funding). Courses run from 6/18/2004 to 8/13/2004. Fellowship applications are due 4/1/2004. Contact Chantel Larson-Kowalski at SWSEEL, Ballantine Hall, Indiana University, Bloomington, IN 47405; phone: 812.855.2608; fax: 812.855.2107; e-mail: [swseel@indiana.edu](mailto:swseel@indiana.edu); website: [www.indiana.edu/iuslavic/swseel.shtml](http://www.indiana.edu/iuslavic/swseel.shtml).

**\*BEN-GURION UNIVERSITY • Beersheva, Israel**

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

**OHIO UNIVERSITY • Athens, OH**

Ohio University offers an interdisciplinary international affairs M.A. degree in African, Southeast Asian, Latin American, international development, or communication and development studies. Qualified RPCVs have a competitive advantage for scholarships and assistantships. Foreign Language Area Studies (FLAS) scholarships are available for African languages. Contact at: phone: 740.593.1840; fax: 740.593.1837; e-mail: [international.studies@ohiou.edu](mailto:international.studies@ohiou.edu); website: [www.ohiou.edu/internationalstudies](http://www.ohiou.edu/internationalstudies).

**\*MIDWEST TEACHER TRAINING • Madison, WI**

Earn a TEFL certificate in a five-week intensive on-site teacher-training program, which prepares trainees to teach English in classrooms overseas. RPCVs receive a 10 percent tuition discount with proof of service. The program offers a hands-on approach to teaching and provides practice teaching, classroom observations, and job placement assistance. Midwest is part of an ESL school providing opportunities to interact with professional teachers and international students. No teaching experience required. For a brochure, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: [info@mttp.com](mailto:info@mttp.com); website: [www.mttp.com](http://www.mttp.com).

**EMORY UNIVERSITY • Atlanta, GA**

The Department of International Health now offers an MSPH degree in public nutrition. This two-year program provides a comprehensive understanding of major nutrition problems afflicting people in both wealthy and poor nations, as well as the policies and programs to address them. The program is distinguished by an emphasis on methods, especially in nutrition assessment, epidemiology, biostatistics, research design and survey, program design, monitoring and evaluation, and policy analysis. Worldwide summer fieldwork funding available. Contact MSPH Degree, Department of International Health, Rollins School of Public Health, Emory University, 1518 Clifton Road, NE, Atlanta, GA 30322; website: [www.sph.emory.edu/nutrition](http://www.sph.emory.edu/nutrition).

**UNIV.OF PENNSYLVANIA • Philadelphia, PA**

The University of Pennsylvania's Post-Baccalaureate Premedical Program offers students the opportunity to develop required strengths, skills, and experiences to gain admission to leading medical, dental, and veterinary schools. Practical and theoretical approach combines classroom work in science and clinical opportunities at area medical centers. Early admissions arrangements with several medical schools are available. Students can study full or part time, take day or evening classes, and have affordable tuition. Contact Premedical Programs, University of Pennsylvania, College of General Studies, Suite 100, 3440 Market Street, Philadelphia, PA 19104; phone: 212.898.3110; fax: [prehealth@sas.upenn.edu](mailto:prehealth@sas.upenn.edu); website: [www.sas.upenn.edu/CGS/postbac](http://www.sas.upenn.edu/CGS/postbac).

**\*HIGH SCHOOL TEACHERS • MS**

Position available with Mississippi Teacher Corps. In exchange for a two-year commitment to teach in Mississippi, RPCVs receive full scholarship for an M.A. in education from the University of Mississippi; stipend during initial summer training; stipend for books; housing; full pay/benefits; continuous field support. The M.A. is completed during two years of teaching. Previous education courses/experience not required. RPCV-administered program; RPCVs are primary recruiting target. Applications available at [www.olemiss.edu/programs/mtc/application.htm](http://www.olemiss.edu/programs/mtc/application.htm). Deadline for applications: 3/12/2004. Contact Ben Guest, Mississippi Teacher Corps, Program Coordinator, at phone: 800.884.7606; e-mail: [mtc@olemiss.edu](mailto:mtc@olemiss.edu); website: [www.mtcorps.net](http://www.mtcorps.net).

**\*MONTEREY INSTITUTE • Monterey, CA**

The Monterey Institute of International Studies has scholarships up to \$10,000 for qualified RPCVs interested in the following internationally focused graduate programs: the M.B.A. in international and environmental policy studies, public administration, or translation and interpretation; TESOL and Teaching Foreign Languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. Half the students come from more than 50 countries. Also offers the Peace Corps Master's International program for the MBA and TESOL. Contact by phone: 831.647.4123 or 800.824.7235; e-mail: [admit@miis.edu](mailto:admit@miis.edu); website: [www.miis.edu](http://www.miis.edu).

**\*INDIANA UNIVERSITY • Bloomington, IN**

The two-year graduate programs at Indiana University prepare RPCVs for challenging and rewarding work in the fields of city and local government, comparative and international affairs, economic development, environmental policy and natural resource management, information systems, policy analysis, public financial administration, public and nonprofit management, applied ecology, environmental chemistry, toxicology and risk assessment, and water resources. RPCVs receive six graduate credit hours for their experiences. Additional merit-aid is also available. Contact the School of Public and Environmental Affairs, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800.765.7755; e-mail: [speainfo@indiana.edu](mailto:speainfo@indiana.edu); website: [www.spea.indiana.edu](http://www.spea.indiana.edu).

**VAR. SCHLS • Houghton, MI; Baton Rouge, LA**

IGERT Ph.D. traineeships in sustainability are available through a grant from the National Science Foundation, Michigan Tech, and Southern University at an interdisciplinary graduate program for individuals wishing to develop an integrated scientific and social basis for decision-making on sustainability issues. Research thrusts include environmental, industrial, societal, and integrative sustainable systems. Students with backgrounds in engineering, sciences (including social science), and business may apply. Trainees are provided

## 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 souvenirs for the audience, a poster, and other materials to help prepare for and promote the week.

Online registration is available at [www.peacecorps.gov/pcweek](http://www.peacecorps.gov/pcweek)  
Or by fax at: 202.692.1421

Because of mail delivery difficulties, please fax reply card to 202.692.1421 or e-mail your information to [pcweek@peacecorps.gov](mailto:pcweek@peacecorps.gov) by February 15, 2004.

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.

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

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

This is a change of address.

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

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Country/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.

## 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.

Due to space restrictions, we were unable to run the partial list of Peace Corps Fellows/USA universities and subject areas in this issue.

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).

### Mali

## Crisis Corps Recruiting Short-Term Volunteers

The University of Mali is requesting a Crisis Corps Volunteer for a six-month assignment to assist in the training of IT personnel in the administration, development, and protection of a computer network. Duties: trains others in the use of a wireless, wide area network; optimizes and manages internal networks through training with new software; provides training to improve Microsoft Exchange e-mailing capabilities; trains others in protecting computers and network from threats such as viruses, electrical problems, dust, and heat-related problems. Qualifications: Africa RPCV; excellent French language speaking and writing abilities; a degree, certificate, or equivalent experience in network administration and wireless networks or related field; experience training people in technical areas; experience troubleshooting and optimizing networks; experience working with wireless networks. RPCVs with knowledge of CISCO Systems hardware and training are preferred.

### Namibia

The National Health Training Center and the Ministry of Health and Social Services have requested five video conferencing (VTC) Volunteer trainers for an HIV/AIDS training program in Namibia. Duties: develop training curricula on the use and maintenance of VTC equipment; develop guidelines/user's manual on VTC; train and assist staff in developing materials suitable for use in VTC; train staff in troubleshooting and minor maintenance procedures; support efforts to conduct HIV/AIDS training; implement staff training schedule; monitor and evaluate the use of VTC; maintain equipment inventory; promote awareness and use of VTC equipment. Qualifications: Africa RPCV; degree in social sciences, health, or a related field; five years of experience in audio/visual related field; experience working in HIV/AIDS-related field; training experience and skills; report writing.

### Upcoming Assignments

We are currently developing several assignments in Namibia for video conferencing Volunteer trainer positions. Africa RPCVs with experience in the operation and maintenance of VTC equipment, HIV/AIDS training, and curriculum development are encouraged to apply.

We currently have several projects in development related to HIV/AIDS in Africa. Africa RPCVs with significant HIV/AIDS-related experience are encouraged to apply today, so that when these positions become available, your name will already be in our database.

We are also in the process of developing assignments in Suriname related to HIV/AIDS and public policy. RPCVs with Latin American regional experience and skills in public policy development and proposal writing are encouraged to apply.

### 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.*

with an annual stipend (\$27,500), payment of tuition/fees, and an internship with industry, government, or NGO. Funding is also available to support international experiences. Website: [www.sfi.mtu.edu/igert](http://www.sfi.mtu.edu/igert).

## INTERN/VOLUNTEER

**DESIGN/BUILD INTERNSHIPS • Warren, VT**  
Positions available with Yestermorrow Design/Build School. Duties: learn design, construction, alternative building, and woodworking in three- to six-month

internships; help with campus construction and maintenance projects; assist with coordination of classes; support staff and instructors in ongoing operations; take one full week of classes taught by top architects, builders, and craftspeople in each month of the internship. Housing and \$50/week stipend provided. Qualifications: experience with construction helpful, but not required. Deadline for applications: 3/1/2004. Send application (available online) and résumé to Yestermorrow Design/Build School, 189 VT Route 100, Warren, VT 05674; phone: 802.496.5545; e-mail: [designbuild@yestermorrow.org](mailto:designbuild@yestermorrow.org); website: [www.yestermorrow.org](http://www.yestermorrow.org).

### VOLUNTEERS • Washington, DC

Positions available with Latino Economic Development Corporation (LEDC) and Carlos Rosario International Career Center (CRICC). Duties: (LEDC) support financial services; provide technical assistance; provide mortgage lending assistance, small business lending, and real estate finance; (CRICC) research areas of projected economic growth to identify new demand-driven program areas; promote concerns of local Latino workforce; foster economic development and relationships with local/regional employers and industries to create employee pipeline to selected industries/employers. Deadline for applications:

# Peace Corps

## Washington, DC 20526

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

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3/5/2004. Request and then send application, résumé, and references to Whitney Shenkman (LEDC) or Allison Rohrer (CRICC) at e-mail: wshenkman@ledcdc.org or arohrer@carlosrosario.org.

## AMERICORPS/VISTA

### TEAM LEADERS • Southeast United States

Positions available with AmeriCorps\*National Civilian Community Corps, a team-based, residential, national service program. Duties: lead teams of 11 performing service projects dealing with education, environment, unmet human needs, disaster relief, and homeland security; manage day-to-day operations of the team. Living allowance of \$12,500, room and board, limited health and child care benefits. After completion, also receive \$4,725 education award. Position begins August 2004. Qualifications: at least 18 years old; able to make an 11-month commitment. Deadline for applications: 3/1/2004; 4/5/2004. Contact Chad Brittingham at 2231 South Hobson Avenue, Charleston, SC 29405; phone: 843.743.2600 ext. 3009; e-mail: cbrittingham@cns.gov.

### VISTA LEADER • Denver, CO

Position available with Rebuilding Together REBUILD Southwest. Duties: acts as a resource to 15 off-site VISTAs; ensures program's capacity-building goals are implemented; researches grants; publishes newsletter; connects VISTAs in six states with resources. Salary: AmeriCorps\*VISTA stipend of \$880 per month,

## 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 to 8 p.m.**

**Paul D. Coverdell**

**Peace Corps Headquarters**

**1111 20<sup>th</sup> 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.*

plus an end-of-the-year stipend of \$2,400 or possibly a \$4,725 education award, as well as a \$500 relocation allowance and health insurance. Deadline for applications: 2/6/2004. Send résumé and notice of interest to e-mail: rtvista@juno.com.

## Peace Corps Medical Officers Needed

Peace Corps seeks NPs, PAs, and MDs with independent practice experience to serve as Peace Corps medical officers (PCMOs) in the former Soviet Union as well as in Asian, African, and Pacific countries.

PCMOs are paid contractors who provide health care, education and counseling, and manage the Peace Corps Volunteer health care programs in their countries of assignment.

Starting salary is \$62K. Positions require valid license and national certification. Applicants with overseas work experience will be most competitive.

For more information, visit the Peace Corps website: [www.peacecorps.gov](http://www.peacecorps.gov), click on Professional Medical Opportunities; telephone 202.692.1535; or e-mail [pcmorecruitment@peacecorps.gov](mailto:pcmorecruitment@peacecorps.gov).

### AMERICORPS/VISTA MEMBERS • WA

Positions available with the Washington Service Corps, which hosts an AmeriCorps\*VISTA Disaster Preparedness program, in partnership with various emergency management organizations, to help local communities better prepare for natural and man-made disasters. Duties: write disaster plans; coordinate new and existing volunteer opportunities for citizens; participate in public outreach; perform other duties. Full-time, 12-month positions, beginning in 5/2004 or 9/2004, are available in several cities throughout Washington state. Salary: living allowance, insurance, and \$4,725 education award after completion of one year of service. Contact Alison Radu at phone: 888.713.6080; e-mail: [aradu@esd.wa.gov](mailto:aradu@esd.wa.gov).