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

HOT RESOURCES

Peace Corps Week/ Peace Match Program

For more information about Peace Corps Week 2004 or the new Peace Match program, visit the Peace Corps Week website at www.peacecorps.gov/pcweek.

Upcoming Career Fairs

March 25—Austin, Texas
August 6—Chicago, Illinois
(See back page for details.)

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions such as

“How do I get a copy of my Description of Service (DOS)?”

“How do I update my Peace Corps records?” and

“How do I get assistance with medical issues?”

visit

[www.peacecorps.gov/
index.cfm?shell=
resources.former.formervolfaq](http://www.peacecorps.gov/index.cfm?shell=resources.former.formervolfaq).

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To place job announcements, visit
www.peacecorps.gov/pcv/hotline
or contact

Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

Minority Peace Corps Volunteer Association Celebrates the Peace Corps' Anniversary by Juanita Celix

For thousands of returned Peace Corps Volunteers nationwide, Peace Corps Week provides the ideal opportunity to reconnect with their Peace Corps experience while serving the third goal of the Peace Corps—to promote a better understanding of other peoples on the part of Americans.

In classrooms, businesses, houses of worship, and community centers around the country, returned Volunteers bring alive the sights, sounds, and smells of far-off places. Each year, returned Volunteers and RPCV groups find creative ways to raise awareness of both the Peace Corps' annual anniversary celebration and the valuable community resource found in returned Volunteers.

In Philadelphia, New York, and Washington, D.C., Peace Corps Day 2003 held special significance for the Minority Peace Corps Association (MPCA). The MPCA is an RPCV group affiliated with the National Peace Corps Association and dedicated to serving minority communities and promoting greater minority participation in the Peace Corps.

Philadelphia Recognizes MPCA

In celebration of the Peace Corps' 42nd anniversary last year, the MPCA achieved unprecedented recognition when Peace Corps Day was officially recognized by Philadelphia mayor John F. Street and Trenton, N.J., mayor Douglas H. Palmer. Representatives from the MPCA and the regional Peace Corps office were invited to Philadelphia City Hall for a proclamation-signing ceremony in honor of the more than 500 Philadelphians who have served in the Peace Corps. Peace Corps Day 2003 provided the perfect opportunity for city officials to publicly acknowledge both the local and international contributions of RPCVs.

MPCA members also organized Peace Corps Day presentations in Brooklyn, N.Y., at the Paul Robeson High School, where principal Ira Weston is an RPCV (Kenya, 1979–1981). In addition, MPCA chapters in Washington and Philadelphia hosted diversity dinners in honor of the agency's 42nd anniversary in conjunction with Black History Month. RPCVs, Peace Corps applicants, families, and friends came together in a relaxed atmosphere to talk

about the Peace Corps and community service.

For more information about Peace Corps Week 2004 and how you can participate, visit the Peace Corps Week website at www.peacecorps.gov/pcweek. Information about the MPCA can be found on the MPCA website at www.minoritypcv.org.

About the MPCA

The MPCA got its start in the living room of a small New York City apartment, where RPCVs of color met informally to discuss their Peace Corps experiences. What sprang from discussions about the life-changing Peace Corps experience is now a national nonprofit organization. In August 2001, the vision of MPCA President Leslie Jean-Pierre (Guinea, 1994–1996) took formation, and the MPCA was officially founded. In the two years since, the MPCA has formed chapters in New York, Philadelphia, and Washington, D.C., and will soon have chapters in Atlanta, Chicago, and San Francisco.

EDITOR'S NOTE: Juanita Celix is an RPCV who served in Nicaragua from 1994 to 1998. She heads the Philadelphia chapter of the MPCA, which got its official start in November 2002. The chapter has been on the move since, sponsoring several diversity dinners for area RPCVs and applicants, collaborating with AmeriCorps on community service events, participating in panel discussions and campus recruitment, and hosting the first MPCA National Conference.

Peace Match Program Makes Finding a Classroom Speaking Opportunity Easy

The Peace Corps and the National Peace Corps Association have launched a nationwide Web-based program to match RPCV speakers with classroom teachers year-round. RPCVs are encouraged to register on the Peace Match website to look for speaking opportunities. And educators are encouraged to register on the site to search for RPCV speakers. Go to www.peacecorps.gov/pcweek for a link to Peace Match.

PUBLIC SECTOR

PROGRAM ANALYST • Washington, DC

GS-14 position available with Professional Development Program, Foreign Agricultural Service, USDA, detailed to US Agency for International Development (USAID). Duties: serves as resource to USAID on trade capacity building, private sector development, and economic policy in developing countries, with an emphasis on Africa; analyzes and advises on issues related to design and implementation of trade capacity building activities, economic growth strategies, policy reforms, and private sector development; represents USAID and USDA in international settings at workshops and meetings with policymakers in the United States and partner countries. Deadline: 3/19/2004. For complete announcement, contact Bruce White, phone: 202.690.3747; e-mail: Bruce.White@usda.gov.

PRIVATE SECTOR

PROGRAM OFFICER • Washington, DC

Position available with SUSTAIN. Duties: identifies and engages technical specialists for programs; plans and oversees activities associated with project execution; reports progress to funding agencies; prepares program documents/publications; organizes project activities and meetings; assists executive director in managing relations with collaborating organizations and developing new areas of program support. Qualifications: M.A. in nutrition, public health, or related scientific discipline preferred; eight years' experience in project administration; exceptional planning, management, writing and communications skills. Deadline for applications: 3/15/2004. Complete description of position, including qualifications, pay range, responsibilities, and application instructions is on-line at website: www.sustaintech.org.

VARIOUS • Doylestown, PA

Positions available with Habitat for Humanity of Bucks County supporting the mission of building affordable homes, better lives, stronger families, and safer communities. Duties: work with partner families to meet program requirements and achieve homeownership; coordinate writing and administration of grants; perform other duties as required. Qualifications: desire to serve; excellent written and verbal communication skills; ability to work in dynamic, fast-paced environment; B.A./B.S. preferred. Deadline for applications: 4/1/2004. Send cover letter and résumé to Kelly Hile, Outreach Programs, 340 North Broad Street, Doylestown, PA 18901; phone: 215.348.2204; fax: 215.348.7988; e-mail: k.hile@habitatbucks.org.

DEVELOPMENT AGENT • Rhinelander, WI

Position available with Cooperative Extension Personnel. Duties: strengthens communities and local governments through educational programming; conducts educational programs related to community economic development, local government education, natural resource protection, best management practices, and governmental planning. Qualifications: M.A.; at least one degree in related content area (business, community, or economic development; business; natural resource management); successful experience planning, implementing, and evaluating community-based, non-formal educational programs preferred. Send cover letter (stating Community, Natural Resource and Economic Development Agent; Oneida County) résumé, contact information for three professional references, and all transcripts to Cooperative Extension Personnel, 249 Extension, 432 North Lake Street, Madison, WI 53706; phone: 608.263.1945; e-mail: ces.jobs@uwex.edu; website: www1.uwex.edu/ces/personnel.

COMM. ORGANIZERS • KY, FL, IN, OH, MI

Paid training positions available to start 6/14/2004 with DART Organizers Institute, a four-month, community organizing field school for launching a career fighting for social and economic justice. Duties: receive instruc-

tion from seasoned organizers; work directly on multiple sets of issues (inequitable education, police misconduct, affordable housing, environmental justice, joblessness); upon completion, receive help finding permanent, full-time organizing jobs. Qualifications: passion for social justice; ability to work in low-income community; fluency in Spanish and English preferred. Deadline for applications: 3/9/2004. Send résumé to Ben MacConnell, 820 New York, Lawrence, KS 66044; phone: 785.841.2680; e-mail: institute@thedartcenter.org; website: www.thedartcenter.org.

FARM WORKERS • Mesopotamia, OH

Positions available with Hopewell, a therapeutic farm community committed to holistic treatment of adults with mental illness. Duties: work directly with residents in recreational and vocational work programs; care for livestock; perform maintenance and grounds work, gardening, and teach adults; occasional driving. Six- to 12-month commitment. Summer opportunities available. Salary: \$250 monthly stipend, private bedroom, shared volunteer house, meals, and shared car. Qualifications: maturity; readiness to serve others and provide informal counseling; B.A./B.S. preferred (with human service education and/or experience). Send résumé to Betsie Arvin, Hopewell, P.O. Box 193, Mesopotamia, OH 44439; phone: 440.693.4074; e-mail: barvin@hopewell.cc; website: www.hopewell.cc.

NURSE TEAM MANAGER • Thornton, CO

Position available as Pod Nurse Coach with the Clinica Campesina Family Health Services (CCFHS). Duties: provides patient care; coordinates patient flow, staff and provider schedules, clinical tracking, and patient triage including walk-ins; coordinates registries of disease collaborative; manages group and nurse visits; provides leadership and direction in implementation of clinical changes. Apply in person or send résumé to CCFHS, Attn: HR - PC, 1345 Plaza Court North #1-A, Lafayette, CO 80026; fax: 303.604.6243; e-mail: lafhr.clinica@hensmann.com.

LOAN CONSULTANT • New York, NY

Position available with Accion New York. Duties: promotes and explains program to potential clients and community organizations; interviews prospective and current borrowers; assists clients with loan applications; conducts in-depth reviews of businesses' income, profits, liabilities, and assets; offers clients technical assistance. Salary: \$32K-35K. Qualifications: motivation; capability to manage numerous client accounts and work with rapidly growing loan portfolio; commitment to program objectives of providing credit and support services to microentrepreneurs; willingness to work in low-income neighborhoods; Spanish and English language skills (French preferred); strong speaking, presentation, written, math, and computer skills. Send cover letter and résumé to Alex Stein at e-mail: astein@accionnewyork.org; website: www.accionnewyork.org.

BILINGUAL INFO SPECIALIST • Washington, DC

Temporary, part-time position available with Acceso Hispano-Linea de Ayuda. Duties: answers calls and links Latinos to community service providers in immigration, health, and education. Qualifications: excellent communication skills in English and Spanish; understanding of difficulties faced by Latino immigrants. Salary: \$12-15 per hour. Deadline for applications: 3/15/2004. Send cover letter and résumé to fax: 202.637.880; e-mail: monica@hrn.org.

ADMIN. ASSISTANT • Arlington, VA

Position available with Nathan Associates Inc. Duties: interacts with independent consultants and staff members of funding agencies; prepares employment agreements for fielding independent consultants; mobilizes

HOT! OPPORTUNITIES

*CURRICULUM DESIGN SPECIALIST • Washington, DC

Position available with Peace Corps Coverdell World Wise Schools (CWWS). Duties: designs, writes, edits, and reviews curricular resources for teachers at diverse grade levels; presents thoughtful, well-organized professional development in CWWS learning resources at the district, state, and national levels; designs and carries out evaluation of curriculum. Qualifications: demonstrated skill in teaching either English, Language Arts, or Social Studies; demonstrated skill in creating curriculum for K-12 classes; understanding of developmental levels and academic needs of children at the K-12 level. Deadline for applications: 3/16/2004. For application see <http://peacecorps.gov/index.cfm?shell=pchq.jobs.domvac>.

HEALTH INSURANCE SPECIALIST • Woodlawn, MD

GS-9 position available with Centers for Medicare and Medicaid Services in the Office of Financial Management, Financial Services Group. Position works on the new Medicare prescription drug benefit in the area of coordination of benefits. Looking for candidates with non-competitive eligibility status with M.S. in business, political science, or health care administration. Deadline for applications: 3/15/2004. Only candidates with non-competitive eligibility considered. Send cover letter and résumé to phone: 410.786.4301; fax: 410.786.7030; e-mail: swakefield@cms.hhs.gov.

EPA INTERN PROGRAM • United States

GS-7 or -9 position available with the Environmental Protection Agency. Comprehensive, entry-level, professional, full-time employment program designed to recruit the next generation of agency leaders. Intensive two-year program to jump-start your career. Includes: Orientation, rotational assignments, development plans, field studies, closing conference, and career development activities. All academic majors B.S., M.S., Ph.D. Biology and environmental science a plus. We utilize the Peace Corps' non-competitive eligibility hiring authority for RPCV's within one year of COS. Apply online at website: www.epa.gov/ezhire 3/29/2004 to 4/9/2004 only (re: Environmental Protection Specialist GS-0028-07 vacancy number HQ-OARM-OT-2004-0030).

consultants to foreign countries; backstops for consultants and in-house staff. Qualifications: B.A.; at least two years' administrative experience; knowledge of government contracting (USAID, World Bank, Inter-American and Asian Development Banks); excellent communication and writing skills; ability to work in fast-paced environment; knowledge of foreign geography and foreign language (especially Spanish) skills preferred. Deadline for applications: 3/15/2004. Send cover letter with salary history and detailed résumé to Nathan Associates Inc., (Re: Administrative Assistant Search), 2101 Wilson Boulevard, Suite 1200, Arlington, VA 22201; fax: 703.351.6162.

ASSOC. PROG. ADMIN. • Washington, DC

Position (Latin America Focus) available with SUSTAIN, a Washington area nonprofit organization. Duties: coordinates systems organization and administration; organizes meeting and travel logistics; identifies and engages technical specialists for programs; communicates with partners in Latin America and other regions. Qualifications: M.A. in nutrition, public health, or related scientific discipline preferred; three years' experience in project administration coordinating programmatic, administrative, and logistical activities; excellent writing, communication and administrative skills; written and verbal Spanish language skills. Deadline for applications: 3/15/2004. Complete description of position, including qualifications, pay range, responsibilities, and details on how to apply found at website: www.sustaintech.org.

ADMIN. COORDINATOR • Arlington, VA

Position available with Management Sciences for Health. Duties: enters EEOC codes into applicant database; reviews and screens résumés for administrative positions; schedules interviews; checks references; assists with clerical tasks. Full description online. Qualifications: B.A./B.S. or equivalent relevant experience; knowledge of human resources practices and regulations; ability to handle information with much confidentiality; strong attention to detail; proficiency in MS Office; English language skills required (French preferred). Send cover letter and résumé to Marcia Herrera, Senior Recruitment Officer, MSH, 891 Centre Street, Boston, MA 02130; fax: 617.524.1363; e-mail: jobs@msh.org; website: www.msh.org.

PROGRAM OFFICER • Boston, MA

Position available with World Education, Inc. Duties: supports projects in one or two countries in Africa; assures financial and contractual compliance; coordinates technical and strategic interventions; prepares new proposals. Travel approximately 25 percent. Qualifications: two-three years' development experience (preferably in Africa); strong organizational, project management, and financial management skills; excellent written and verbal skills; M.A. preferred. Deadline for applications: 3/19/2004. Send cover letter and résumé to e-mail: mhopewell@worlded.org; website: www.worlded.org.

RANCH HANDS • Townsend, MT

Positions available with Round Grove Ranch for spring ranching help. Duties: help with calving and lambing on a rural Montana ranch; help with birthing calves and lambs, animal husbandry, feeding hay, heavy lifting, wrangling, branding, shearing, docking, carpentry repairs, fencing, irrigating, sheep herding, and other ranch work; work seven days a week from sunrise to sunset in all kinds of weather in some of the most spectacular scenery that Montana has to offer. Position begins immediately and can last through the summer. Salary: \$650/month and room and board. Contact Kelly Ingalls at e-mail: kingalls2@juno.com.

TEACHERS • Brooklyn, NY

Positions available with the School for Democracy and Leadership with a dedicated group of teachers starting a new public school for grades six to 12, centered around students as agents of change in their community. Planning is ongoing, but teaching begins in the summer. Qualifications: assets-based view of youth; solution-driven attitude; N.Y. teaching certification or ability to get provisional certification. Send a brief letter of interest and résumé to e-mail: SDLJobs@hotmail.com.

INT'L CASE SPECIALIST • Alexandria, VA

Position available with the National Center for Missing and Exploited Children. Duties: handles specific incoming and outgoing cases of international child abduction; analyzes, collates, and disseminates information concerning missing and exploited children to the appropriate investigative and action agencies; maintains and provides technical assistance to parents, law enforcement, and other authorized agencies involved in providing services for missing and exploited children. Qualifications: B.A./B.S.; relevant experience; fluency in Spanish. Send cover letter, résumé, and salary requirements to the National Center for Missing and Exploited Children, 699 Prince Street, Alexandria, VA 22314; fax: 703.274.2200; e-mail: hr@ncmec.org; website: www.missingkids.com.

DISTRICT MANAGER • Orlando, FL

Position available with Swart's Landscaping, Inc., the largest commercial sod harvesting and installation company in Florida. Duties: manages all job site related activities; schedules work; quantifies quantities; resolves disputes; performs general quality control; ensures customer satisfaction. Position has much growth potential. Salary: \$36K-55K with company vehicle. Qualifications: B.A./B.S. in business, agriculture, or engineering; enjoy working outside around heavy equipment in a fast-paced, stressful industry/environment; proficiency in Spanish preferred. Deadline for applications: 4/30/2004. Send résumé to fax: 863.424.6811; e-mail: nan@swartsland.com.

EXECUTIVE ASSISTANT • Washington, DC

Position available with International Foundation for Election Systems. Duties: handles inbound and outbound communications; maintains and organizes business schedule and files; drafts and edits letters and documents; attend board meetings; transcribes board meetings for submission; coordinates business/social functions, special events, and conferences; arranges briefings for Outreach Development Program. Qualifications: B.A./B.S.; at least five to 10 years' experience at executive support level; excellent written and communication skills; Microsoft Office proficiency; ability to prioritize and multitask; comfortable interfacing with senior-level executives; second language preferred. Send cover letter and résumé to e-mail: jobs@ifes.org ("Job #1103" as subject).

DEPUTY DIRECTOR • Washington, DC

Position available with World Wildlife Fund's Global Forests Program. Duties: provides leadership and oversight to program management, communications, and fundraising functions; facilitates targeted activities for internal and external stakeholders. Qualifications: innovative and informed decision-maker; strong communication, organizational, negotiation, and problem-solving skills; demonstrated success in developing and managing complex projects or programs in conservation and working effectively with a broad array of international and U.S. staff and stakeholders; some knowledge of forestry conservation preferred. Send cover letter and résumé to World Wildlife Fund, Human Resources Department, #24060, 1250 24th Street, NW, Washington, DC 20037; fax: 202.293.9211; e-mail: hr@wwfus.org; website: www.worldwildlife.org.

***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; utilize hands-on activities to teach multidisciplinary curriculum; create programs and classes for diverse populations; be trained in first aid/CPR. Overnight duty once every two weeks. Salary: \$215 per week. Qualifications: ability/desire to work with young students through senior adults in small groups and lecture situations; creativity, flexibility, and sense of humor; 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.

PROJECT ASSISTANT • Washington, DC

Position available with ACDI/VOCA's Food for Development Division. Duties: assists in backstopping and administration of food aid-based programs; provides general administrative support; provides direct assistance to division's SVP; works with staff on day-to-day program and administrative tasks such as procurement, budgeting, communication, mailings, and travel arrangements. Qualifications: B.A./B.S. in international development or related field; international development experience living/working abroad; strong budgeting and analytical capabilities; written/oral communication and computer skills; ability to work with team; detail-oriented; foreign language skills preferred. Send cover letter, résumé, and salary history to HR/PA-FFD, P.O. Box 77316, Washington, DC 20013; fax: 202.638.7477; e-mail: openings@acdiovoca.org; website: www.acdivoca.org.

***TEAM LEADERS • United States**

Positions available with Landmark Volunteers, a national nonprofit service organization for high school students. Duties: lead a group of up to 13 volunteers on a service project at a partner nonprofit; be responsible for a group around the clock for two weeks. Salary: \$1,200. Qualifications: B.A./B.S.; experience leading groups of high school students and/or overnight supervisory experience in school. Send résumé and three references to e-mail: ssiegel@volunteers.com; website: www.volunteers.com.

INT'L ASSISTANT COORDINS. • Washington, DC

Positions available with Worldwide Assistance Services, Inc., the leader in travel assistance. Duties: fields assistance inquiries; provides emergency medical and travel assistance via a network of providers and sister companies. Qualifications: at least one year's experience in an office environment; customer service or call center experience; knowledge of Microsoft Office; good communication skills; patience; attention to detail; organization; experience in the travel assistance or insurance industry, B.A./B.S., and knowledge of other languages preferred. Send cover letter and résumé to e-mail: sups@worldwideassistance.com.

CHIEF OPER. OFCR & MAN. DIR. • Washington, DC

Positions available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: COO: Works with CEO/senior staff to ensure integration of department operations; responsible for internal operations; implements domestic and international policies/programs. Man. Dir: Works with Vice President and staff to develop strategic plans for the Call to Action Project; manages development of country work plans and budgets; acts as liaison between USG and operation/grants administration. Qualifications: COO: experience with major corporation, association, or nonprofit, international/ national NGOs, or U.S. government; demonstrated success in implementation of federally funded programs; expertise in leading and facilitating organization-wide processes; B.A./B.S.; M.A.

PEACE CORPS FELLOWS/USA



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

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.

Temple University

Philadelphia, PA

Secondary education in sciences, foreign languages, or English. Dr. David Fitt, phone: 215.204.6110; e-mail: 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.

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.

University of Maryland, Baltimore County

Shriver Peacemaker Program

Baltimore, MD

All programs of University of Maryland, Baltimore County: Education, policy, applied sociology, intercultural communications, etc. Select consortium

programs: Social work (MSW), urban studies, nonprofit management, etc. Joby Taylor, phone: 410.455.6398; e-mail: 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.

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.

University of Oregon

Eugene, OR

Community and regional planning. Megan Smith, phone: 541.346.3881; e-mail: 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.

University of Wisconsin at Milwaukee

Milwaukee, WI

Business administration, economics, geography, his-

tory, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: 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.

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 or Carolyn Lawrence, phone: 309.298.2268, e-mail: 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.

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.

preferred, with 10-15 years' experience in business/government. Man. Dir.: M.P.H. or equivalent; MD, a plus; minimum 10 years' experience in health programs; minimum five years' in senior-level management; prior experience with USAID, HHS desirable. Visit website: www.pedaids.org. Send cover letter, résumé/CV, and salary history to e-mail: hrdc@pedaids.org (indicate position in subject area).

ADMIN. ASSISTANT • Washington, DC

Position available with KaBoom! Duties: Maintains central filing system; creates and maintains database and spreadsheet files; manages project files and shares lessons learned; tracks project management equipment and tool storage inventory; manages communications including documentation and distribution of meeting minutes; performs other duties as assigned. Qualifications: excellent organization and communication skills; strong customer service skills; ability to manage responsibilities and meet deadlines; excellent computer skills including word processing, Excel, and database management; minimum two years' professional administrative experience. Salary: \$28K-30K. Contact: Human Resources KaBOOM!, 2213 M Street, N.W., Washington, DC 20037; fax: 202.659.0210; e-mail: HR@kaboom.org.

OUTREACH WORKER • FL

Position available with Farmwork Coordinating Council. Duties: conducts outreach in the community. Qualifications: motivated individual; bilingual Spanish/English required; trilingual in Kanjobal or Popti preferred; basic computer skills and valid driver's license required;

farm work or farm worker family background a plus. Some evening and weekend hours required. Contact Carolina Luna-Pinto at phone: 561.533.7227; fax: 561.533.6099; email: carolinalp@farmworkercouncil.org.

INT'L PROJECT ASSISTANT • Washington, DC

Duties: reports on logistics, accounting/financial matters; provides home office support of field-based activities. Qualifications: minimum three years' accounting experience and a B.S. in related field; professional working ability in French preferred; excellent computer, accounting, and word processing skills, including knowledge of Excel spreadsheets and accounting software; Quicken a plus; experience working in Africa, Peace Corps, or USAID a plus. Salary: mid \$30K. Send résumé, cover letter, and salary history to National Cooperative Business Association, Attn: Human Resources, 1401 New York Avenue, N.W., Suite 1100, Washington, DC 20005; website: www.ncba.coop; fax: 202.628.6726; e-mail: jobs@ncba.coop.

EXECUTIVE DIRECTOR • Gallup, NM

Position available with Teach For America. Duties: ensures effectiveness of corps members and alumni as a force for short-term and long-term change, growing a sustainable base of financial support, and raising community awareness and support; manages regional staff and advisory board to accomplish goals and reports to either the Vice President or Managing Director of Regional Operations. Apply online at website: www.teachforamerica.org/staff_opps.html.

DIR. OF OPERATIONAL SUPPORT • Gallup, NM

Position available with Teach For America. Duties: works directly with the staff of regional office of Teach For America; provides smooth day-to-day operation of regional office; acts as the region's technological and financial contact; provides substantial role in development and/or programmatic activities in office. Apply online at website: www.teachforamerica.org/staff_opps.html.

REGIONAL ANALYST - EUROPE • Annapolis, MD

Position available with iJET Travel Risk Management. Duties: ensures European regional information is valid and reliable; maintains oversight responsibility for travelers throughout region; produces and disseminates appropriate travel alerts and situation reports. Qualifications: B.A. in related field or equivalent combination of education and geopolitical analysis; travel agent or overseas experience; excellent oral/written communications skills; one European language required; working knowledge of Eastern or Central European language desirable, but not mandatory. Deadline for applications: 3/10/2004. Submit cover letter and résumé to iJET Travel Risk Management, 910 F Bestgate Road, Annapolis, MD 21401; phone: 410.573.3860; e-mail: resumes@ijet.com.

WILDERNESS INSTRUCTOR • Hewitt, NJ

Position available with Project USE. Company offers year-round, one- to 21-day adventure/experiential education programs for children and adults from all backgrounds. Duties: plans and prepares safety measures and group facilitation of all program activities. Activities

include, but are not limited, to: teambuilding and leadership skills training; high and low ropes courses; backpacking; canoeing; kayaking; environmental ed and rock climbing. Qualifications: at least 21 years old; teaching and basic outdoor background; good physical health. Download application at website: www.projectuse.com. Contact Jen Reich, Project USE, PO Box 837, Red Bank, NJ 07701; phone: 732.219.7300; e-mail: projectuse@monmouth.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.

FINANCIAL MANAGERS • Baltimore, MD

Positions available with JHPIEGO, a Johns Hopkins Affiliate and global leader in reproductive health. Duties: coordinate and prepare budgets; review and analyze financial information; monitor expenses; prepare financial projections and provide guidance regarding interpretation and compliance with international contractual terms and conditions. Qualifications: five years' financial experience with international development organization and relevant degree required; knowledge of U.S. government cost principles; grant/contract management experience; French/Spanish strongly desired. Deadline for applications: 3/31/2004. Apply on-line at website: jobs.jhu.edu referencing job number H0314318. Send résumé with salary requirements to JHU Résumé Processing Center, P.O. Box 3687, Scranton, PA 18505; fax: 877.262.0646; e-mail: jhu@alexus.com.

INTERNATIONAL

DIR. OF FIELD OPS & CNTRY. DIRS. • Africa

Positions available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: Dir. Of Field Ops: directs all technical field activities for the Call to Action Project (CTA); oversees International Program Officers, Country Directors, and consultants; cultivates new sites for CTA; works with Scientific Director and department staff on request for application (RFA) development. Cntry. Dirs.: provides local administrative, fiscal support, and programmatic directions; introduces expanded care and support programs to keep families healthy and communities strong. Qualifications: Dir. of Field Ops: fluency in second language desired; French fluency a plus; MD with 10-15 years' experience working in HIV/AIDS programs/international health; supervisory experience, familiarity with USAID and other federal agencies required. Cntry. Dirs.: excellent analytical, oral, and written communication skills; understanding of international development; knowledge of HIV prevention and care required; five years' experience in managing complex, multisector programs; four years' experience in managing U.S. government grants; M.P.H. and/or M.B.A. For complete job descriptions, visit website: www.pedaids.org. Send cover letter, résumé, and salary history to e-mail: hrint@pedaids.org. (specify position in subject area).

*ESL TEACHERS • China

Positions available with American Educational Services in Shenyang, Jinan, Guiyang, and Dalian. Duties: teach children and adult English classes. 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: aesdalian@on-line.ln.cn; website: www.aesincorp.com. To apply online, send résumé stating your country of birth and native language as text (not an attachment) to e-mail: aesdalian@online.ln.cn.

SENIOR PROGRAM OFFICER • Guatemala

Position available with Citizens Development Corps, a nonprofit economic development organization. Duties: manages general program, supervises staff and logistics for short-term advisors. Qualifications: two-three years' experience with USAID-funded programs; business/development work in Latin America; experience with SMEs, business development or building trade and market linkages; demonstrated program management experience and B.A./B.S. in related field required; M.A./M.S./M.B.A. preferred; excellent oral and written communications skills in English and Spanish. Contact Juliette Gelbard at e-mail: jgelbard@cdc.org.

POLIO ERADICATION CONSULTS. • Various

Volunteer position available with Centers for Disease Control and Prevention in Africa, Asia, and Eastern Mediterranean. Duties: assists polio eradication and measles elimination programs; works at district level along with national counterpart. Qualifications: M.A./M.S. or licensure in health field: RN, M.P.H., MD; three-five years' relevant work experience; English required; fluency in French and Portuguese and prior international experience desired. Twelve-week assignment overseas begins in 5/2004 and 9/2004 with one-and-one-half week required training at CDC in Atlanta prior to assignment. Submit CV with three references to website: www.cdc.gov/nip/global; e-mail: NIPSTOPTeam@cdc.gov. Include language abilities, prior international work experience, and dates.

TRIP LEADERS • Various

Positions available with Where There Be Dragons, an experiential education travel organization bringing high school students to live, study, and travel in developing countries (China, Thailand, Vietnam, Laos, Mongolia, Tibet, Mexico, Guatemala, or Peru). Duties: work with a team to guide small groups; set up home stays and service projects; teach language, history, culture, and development assessment techniques; facilitate in-country logistics and safety. Qualifications: in-country experience; understanding of the region; strong language ability; enthusiasm; experience working with young people; WFR or WEMT preferred. Contact or send cover letter and résumé to Chris Yager, Director, at phone: 800.982.9203; e-mail: chris@wheretherebedragons.com; website: www.wheretherebedragons.com.

CONSULTANTS-MEXICO PROJECT • Mexico

Positions available with MSI. Seeking consultants with expertise in Rule of Law for short- and long-term assignments in Mexico. Qualifications: experience in civil and criminal justice sector reform; access to justice and legal education experience; Mexico or regional experience; Spanish fluency; experience with USAID preferred. Website: www.msiworldwide.com. Send cover letter and résumé to e-mail: gritchley@msi-inc.com.

CHIEF OF PARTY • Chisinau, Moldova

Position available with International Research and Exchanges Board on substantial anti-trafficking project (full-time for four years). Duties: manages program planning, implementation, and evaluation; coordinates program activities and staff; oversees office operations; provides monthly fiscal and program reports; conducts program outreach and recruitment; approves and submits to USAID proposed work plans, staffing plans, and budgets; is responsible for quality, cost, and timeliness of performance; serves as USAID contact; coordinates activities with IREX/DC. Qualifications: organization; ability to work independently, multitask, and adhere to deadlines; practical experience implementing women's empowerment or gender-focused programs; experience with trafficking prevention and assistance to victims preferred; three years' international technical assistance project management experience in former Soviet Union/Eastern Europe preferred; knowledge of trafficking issues, including anti-trafficking legislation, in Moldova; knowledge of regional economic development issues; excellent interpersonal skills; ability to communicate and work effectively with project stakeholders to ensure successful completion of project activities; experience working on USAID programs; solid understanding of political and social issues in Moldova; fluency in Russian or Romanian preferred; M.A. in related field or equivalent experience. Send cover letter and résumé to COPATIM/SVG/1-04 at fax: 202.628.8189; e-mail: resumes@irex.org; website: www.irex.org.

EDUCATION

*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 is 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; website: www.mttp.com.

*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 of the students come from over 50 countries. Most American students have lived, worked, or studied abroad. The Monterey Institute also offers the Peace Corps Master's International program for the M.B.A. and TESOL. For information, contact by phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

*BEN-GURION UNIVERSITY • Beersheva, Israel

In collaboration with Columbia University's Health Sciences Division, the medical school at Ben-Gurion University of the Negev offers a four-year medical degree program in international health and medicine. The program is taught in English and enrolls students seeking a medical degree 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; website: cpmcnet.columbia.edu/dept/bgcu-md.

*HS TEACHERS • MS

Positions available with the Mississippi Teacher Corps, a two-year program for non-education majors that helps fill "critical-needs" areas of Mississippi. Teachers receive full scholarship for a Master's in Education from the University of Mississippi, full pay, benefits, free textbooks, housing, stipend during the initial summer training, teacher certification, and continuous field support. Starting salary: \$28K. No previous education coursework or experience required. The RPCV-administered program's number one recruiting target is RPCVs. Deadline for applications: 3/12/2004. Contact Mississippi Teacher Corps, School of Education, P.O. Box 1848, University, MS 38677; phone: 800.884.7606; e-mail: mtc@olemiss.edu; website: www.mtcorps.net.

*TULANE UNIV. • New Orleans, LA

Tulane University's School of Public Health and Tropical Medicine has rolling admissions and is accepting applications from RPCVs interested in pursuing masters or doctoral degrees in public health specializing in biostatistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development for the summer and fall 2004 semester. Contact Amanda Morrison or Adam Palmer, Peace Corps/Master's Internationalist Coordinators, at phone: 800.676.5389; e-mail: tulanemi@yahoo.com; website: www.sph.tulane.edu.

*UNIV. OF THE PACIFIC • Stockton, CA

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

BARD COLLEGE • Annandale, NY

Bard Center for Environmental Policy has an innovative graduate program for a Master's of Science in Environmental Policy, preparing students for environmental careers in nonprofit organizations, government, and private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses and practical knowledge to understand legal, political, socioeconomic, cultural, and ethical forces influencing policy-making. Distinctive elements include communication strategies, leadership training, and distinguished faculty. Small classes ensure close mentoring of career preparations. Peace Corps experience may qualify for internship and early start on master's project while in field. Contact at phone: 845.758.7073; website: www.bard.edu/cep.

*INDIANA UNIV. • 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; website: www.spea.indiana.edu.

INTERN/VOLUNTEER

RESEARCH INTERNS • New York, NY

Internships available with NYU School of Medicine Center for Immigrant Health on Remote Simultaneous Medical Interpretation study at Bellevue Hospital Center. Duties: support various aspects of research, including monitoring study patients and tracking data; assist with recruitment and interviewing of patients and data entry; contribute ideas to research and data analysis. 10-20 hr/wk. Salary: \$10-\$13 per hour. Qualifications: committed; responsible; bilingual (English and Spanish, Cantonese, or Mandarin); enrollment in graduate or undergraduate level program at university or college; excellent oral and written communication skills. Deadline for applications: 5/15/2004. Send cover letter and résumé to Ephraim Shapiro at fax: 212.263.8234; e-mail: ephraim.shapiro@med.nyu.edu.

GENERALIST INTERN • Overland Park, KS

Position available with Women Vision International (WVI). Duties: supports events by assisting with invitations preparation, maintains communication with volunteer teams, and executes events; researches topics related to programs and WVI's mission including research on micro-credit practices, country- or region-specific research, and donor agencies; assists with recruitment, deployment, and recognition of volunteers and monitors volunteer satisfaction; delivers volunteer orientation program and maintains accurate volunteer records; assists with other duties as required. Deadline for applications: 3/19/2004. Submit résumé and cover letter to: Janet Tinsley, Program Director, Women Vision International, 6405 Metcalf, Suite 509, Overland Park, KS 66202.

AMERICORPS/VISTA

AMERICORPS/VISTA LEADER • New York, NY

AmeriCorps/VISTA leader position available with Metropolitan Council on Jewish Poverty (Met Council), a community-based nonprofit that works to alleviate poverty in N.Y.C. Duties: recruits, trains, and communicates with 16 other VISTAs in the collaboration; serves as point person for communication; assists in planning in-service trainings and submitting quarterly reporting requirements. Qualifications: AmeriCorps alumnus or a returned Peace Corps Volunteer. Benefits include living stipend of \$12,816, end of service award of \$1,200, or education award of \$4,725. Send cover letter and résumé to Deann Forman at dforman@metcouncil.org.

Online Employment Bulletins

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

*International Career Employment Weekly
Public Health Jobs Worldwide
Environmental Career Opportunities*

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

Considering Graduate School?

Illinois RPCVs and those interested in joining the Peace Corps are invited to attend an information session on graduate school opportunities before, during, and after Peace Corps service. Meet and talk with Peace Corps Fellows/USA and Peace Corps Master's International participants and program coordinators from Illinois State University and Western Illinois University.

Fellows/USA offers lifetime eligibility to most RPCVs. Programs in a wide range of subject areas combine course work with practical internships in underserved U.S. communities.

Master's International combines Peace Corps service with graduate studies. Participants complete a year of graduate-level courses on campus in the United States, then earn additional credit while serving in the Peace Corps.

Thursday, March 11, 2004

6 p.m to 8 p.m.

**Bradley University
Peoria, Illinois**

**Alumni Dining Hall
Michel Student Center
(915 N. Elmwood Avenue)**

To RSVP, please call Emily Olsen at 312.353.9092.

Peace Corps Medical Officers Needed

The 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, click on Professional Medical Opportunities; telephone 202.692.1535; or e-mail pcmrecruitment@peacecorps.gov.

Career Assessment Software

Returned Volunteer Services (RVS) offers "Discover," a career decision software program administered through ACT, Inc.

Available to RPCVs, the questionnaire-based program assesses career-related interests, abilities, and values to help you consider career options that are a good match for you.

In addition, you can learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

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

Crisis Corps Recruiting Short-Term Volunteers

Cameroon

Public health agent: Johns Hopkins Cameroon Program/Cameroon Development Corporation requests a CCV to work with the Plantation HIV/AIDS Control Committee to aid prevention education efforts with youth and adults and to facilitate a study of 1,000 plantation workers and family members to track incidence and rate of HIV infection. Qualifications: M.A. (M.P.H. preferred); three years' experience in addition to Peace Corps work; intermediate spoken French; research experience; Africa RPCV; proficiency in French or Pidgin English; experience working in Central Africa desired.

Ecuador

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

HIV/AIDS advisor: INNFA is requesting a CCV for a six-month assignment to develop HIV/AIDS prevention programs at the national level, geared toward children and teens, and the monitoring and evaluation of these programs. Qualifications: RPCV with regional experience; B.A./B.S. in public health or related field; one year experience working on HIV/AIDS projects; fluency in written and oral Spanish; professional experience in policy writing; experience in developing monitoring and evaluation tools and methods.

HIV/AIDS advisor: DYA and INNFA are requesting a CCV to formulate a proposal for HIV/AIDS prevention and preventative health for youth. This assignment will also include training staff and local workers in prevention education techniques. Qualifications: RPCV with regional experience; B.A./B.S. in public health or a related field; one year experience working on HIV/AIDS projects; fluency in written and oral Spanish; experience developing educational prevention programs and materials; Ecuador RPCV preferred.

Mali

Network Technician: The University of Mali is requesting a CCV for a six-month assignment to assist the training of IT personnel in administration, development, and protection of a computer network. Duties: trains others in the use of wireless, wide area network; improves Microsoft Exchange e-mailing capabilities; maintains network safety. Qualifications: Africa RPCV; excellent French language speaking and writing abilities; college 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

Video Conferencing Volunteer Trainer: 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 to 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; monitor and evaluate the use of VTC. Qualifications: Africa RPCV; degree in social sciences, health, or a related field; five years' experience in audio/visual related field; experience working in HIV/AIDS-related field; training and report writing experience and skills.

Upcoming Assignments

We currently have several projects in development in Africa and Jamaica. RPCVs with regional experience are encouraged to apply today, so that when these positions become available, your name will already be in our database.

Current Crisis Corps Countries

Volunteers are currently serving in Cameroon, Ecuador, the Federated States of Micronesia, Ghana, Guinea, Namibia, Malawi Tanzania, and Zambia.

Because of mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to crisiscorps@peacecorps.gov. An application and additional position information can be downloaded from the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

Peace Corps
Washington, DC 20526

OFFICIAL BUSINESS
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*Peace Match program...
details inside!*

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.)

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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.

Spring Career Fair in Austin

Meet one-on-one with representatives from the nonprofit and service sectors and attend career workshops.

Please dress professionally and be prepared to talk briefly about your background.*

Thursday, March 25, 2004

10 a.m. to 3 p.m.

**The University of Texas
2247 Guadalupe (at 24th)**

Austin, Texas

**Texas Union Ballroom
Room 3.202**

For more information, visit www.rpcv.org/career_fairs, or contact Toby Schaeffer at careers@rpcv.org or at 202-293-7728 ext. 24.

*See January 1, 2004, issue of *Hotline* for career fair tips:
<http://www.peacecorps.gov/index.cfm?shell=resources.former.hotline>.

March Career Event

Diana Mukitarian, chief of the small business office at the National Institutes of Health, will discuss how to conduct business with the federal government.

Learn how a small business gets started in federal contracting, how to navigate the federal contracting arena, and where to find federal and private resources to help you translate your Peace Corps experience into business opportunities.

Wednesday, March 17, 2004

12:00 - 1:30 p.m.

Peace Corps Headquarters

1111 20th Street, NW

Shriver Conference Room B

Washington, DC 20526

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

Peace Corps/NPCA Chicago Career Fair

August 6, 2004

at National Peace Corps Association
Conference

For more information, visit
www.rpcv.org/career_fairs,
or contact Toby Schaeffer at careers@rpcv.org
or 202-293-7728 ext. 24.