



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

RPCV Career Events
March 6–9

Meet industry experts and employers seeking to train and hire qualified RPCVs. Includes a special day on careers in education!

For more information, see page 14

Self-assessment software is here!
For more information, see page 12

Peace Corps Hotline

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To place job announcements, visit
www.peacecorps.gov/rpcv/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

How can I locate the RPCV group nearest me?

Contact the National Peace Corps Association via their website (www.rpcv.org) or call them at 202.293.7728.

Resume Challenge: Matching Peace Corps Skills with Employers' Needs

By: Thomas R. Dezell, Workforce Services Specialist,
Maryland Professional Outplacement Assistance Center



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

Résumé as a Marketing Document

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

The "customer" for a job seeker is a potential employer, and the goal of a résumé is to obtain a *job interview*. Résumés

that are written specifically for the employer's needs are the most likely to result in interviews.

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

Step 1. Research. This step is extremely important. Find out as much as you can regarding the required skills and abilities of the job you are seeking. The more informed you are about the requirements of a particular position, the easier it will be to relate your Peace Corps experiences to these requirements. Do not assume an employer will make that connection.

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

Collect "Inside" Information

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

For example, suppose you helped launch a computer center in Armenia and you are now seeking employment in the information technology (IT) field. If you found out from various sources that a particular employer performs a large amount of consulting to new IT users, indicate in your résumé the unsophisticated technology conditions you initially faced in this assignment. Then stress the system upgrades you implemented and how they affected the community. This demonstrates to an employer your ability to be successful in the most technologically challenged situation.

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Public Sector

PROJECT EVALUATOR • DC

Position available with Upper Mohawk, Inc. and the Administration for Native Americans. Duties: plans and conducts offsite project evaluations; analyzes and interprets quantitative and qualitative results and data; writes reports; compiles results and presents trends and best practices; assists in training coordination and delivery. Qualifications: BA/BS; excellent oral and written communication skills; data collection and analysis; monitoring and evaluation; project management; familiarity with grants and community development; experience conducting interviews and working with distressed communities. Salary: mid-\$40K. E-mail cover letter and résumé to croy@acf.hhs.gov.

CONTRACT ADMINISTRATOR • DC

GS-12 position available with Upper Mohawk, Inc. and the Administration for Native Americans. Duties: provides acquisition management services for on-site and national training and technical assistance contracts; plans, documents, and coordinates program acquisition requirements and cost estimates; tracks program office requirements; develops reports and briefing documents. Qualifications: BA; three to five years' federal government experience; knowledge of federal acquisition regulations, policies and procedures, budget processes, and cost,

price, and negotiation techniques; excellent interpersonal and communication skills. E-mail cover letter and résumé to croy@acf.hhs.gov.

GRANTS AND PROJECTS SPECIALIST • DC

Position available with Upper Mohawk, Inc. and the Administration for Native Americans. Duties: provides guidance to grantees on community development projects; reviews budgets and work plans; analyzes and evaluates grant applications; monitors and evaluates grantee performance; drafts memos, briefing papers, reports, and correspondence. Qualifications: BA/BS; two years' relevant experience; excellent communication and project management skills; community development experience; familiarity with writing grants and evaluating grant proposals; experience working with distressed communities. Salary: low-\$40K. E-mail cover letter and résumé to croy@acf.hhs.gov.

TEAM LEADER • DC

GS-12 position available with Upper Mohawk, Inc. and the Administration for Native Americans. Duties: team leader for community impact evaluations; supervises staff of six; writes reports; delivers training and technical assistance. Qualifications: MA; five to seven years' relevant experience; outstanding leadership; tact and diplomacy; excellent interpersonal and writing skills; experience managing and leading a team, conducting interviews, performing monitoring and evaluation activities, and analyzing

and interpreting data; familiarity with grants; experience working with distressed communities. E-mail cover letter and résumé to croy@acf.hhs.gov.

AREA EXTENSION EDUCATOR • Ephrata, WA

Position available with Washington State University Extension. Qualification: MA in horticulture, agricultural science, or closely related discipline. Deadline: 5/1/2007. For more information and to apply, visit position number "4650" at <http://www.hrs.wsu.edu/employment/FAP-vacancies.asp> or phone Lisa Clyde, EEO Coordinator, at 509.335.2822; fax: 509.335.2926; e-mail: eeoord@wsu.edu.

EXTENSION AGENT • Mound City, KS

Position available with Kansas-State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based educational programs to support successful families and the systems that serve them in communities. Programs include family life, nutrition, food safety, parenting, communication, financial and resource management, leadership, and health and safety. For more information and to apply, visit <http://www.oznet.ksu.edu/main/jobs.asp>.

DISTRICT EXTENSION AGENT • St Francis, KS

Position available with Kansas-State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based information and educational programs for agriculturally related issues. Issues include livestock production and economics. For more information and to apply, e-mail direland@ksu.edu; phone: 785.532.5787.

EXTENSION DIRECTOR • Gove, KS

Position available with Kansas-State Research and Extension. Duties: gives primary leadership and supervision to the 4-H Youth Development Program; works with adult volunteers who provide opportunities for youth to develop leadership potential, self-esteem, citizenship, responsibility, and capacity. For more information and to apply, visit www.oznet.ksu.edu/main/jobs.asp.

AGRICULTURE AGENT • Paola, KS

Position available with Kansas-State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based information and educational programs for agriculturally related issues. Issues include agronomic and livestock

HOT! OPPORTUNITIES

TECHNICAL TRAINERS • Belize

Temporary positions available with Peace Corps Belize for upcoming Pre-Service Training. Positions run from 5/28/2007 to 9/5/2007. Project Sectors include education, community organization, enterprise development, health education, and youth development. Qualification: previous PC or training experience preferred. Salary: \$2,500/month with housing and transportation to and from Belize. E-mail cover letter with two references and résumé to Elva De La Torre, training director Peace Corps Belize, at edelatorre@bz.peacecorps.gov.

PEACE CORPS CAMPUS REPRESENTATIVE • Bellingham, WA

Part-time position available with Western Washington University (WWU). Position runs for the 2007/08 academic year. Duties: promotes Peace Corps service on campus and interviewing prospective Peace Corps volunteers in the Bellingham area. Qualifications: prior Peace Corps experience required. Preference will be given to students who will be enrolled at the university for the academic year. E-mail cover letter and résumé to wblackwelder@peacecorps.gov.



production and economics, environmental stewardship, farm and ranch management, agriculture public policy, horticultural production and management, and natural resources conservation and enhancement. For more information and to apply, visit www.oznet.ksu.edu/main/jobs.asp.

FINANCIAL MANAGEMENT OFFICER • DC

GS-14 position available with the U.S. Department of State, Bureau Political Military Affairs and the Office of Weapons Removal and Abatement (PM/WRA). Duties: plans, tracks, and executes a \$100 million annual budget. Qualifications: experience with strategic planning, budgeting, and government grants and contracting. For more information, visit www.state.gov/t/pm/wra or e-mail James Lawrence at lawrencejf@state.gov. To apply, visit vacancy announcement "PM-2007-0011" at www.usajobs.gov.

PARK RANGER • San Jose, CA

Position available with City of San Jose, Parks, Recreation, and Neighborhood Services. Duties: visitor services and resource protection; greets visitors and explains park features; fee collection; rescue and fire suppression; patrols parks; rules enforcement; conservation projects. Qualifications: available to work weekends and holidays. Deadline: 3/16/2007. For more information and to apply, visit <https://jobs.quickhire.com/scripts/qhsanjose.exe/runjobInfoApply?Org=1&aJob=2433&ORGIMG=&INTERNAL=0>.

Private Sector

EXECUTIVE DIRECTOR • Alameda, CA

Position available with Alternatives in Action (AIA), a nonprofit innovative youth development organization operating a preschool, charter school, and after school programs. Duties: strategic planning; financial management; regulatory compliance; fundraising; data management; program support and coordination; communications; supervises 14 full-time staff. Qualifications: BA/BS required; advanced degree preferred; management experience required; youth development or education experience preferred. Salary: \$60K-\$75K. Send cover letter and résumé to AIA, attention: Fern Kruger, 2750 Todd Street, Alameda, CA 94501; phone: 510.748.4314; email: fkruger@alternativesinaction.org.

ENVIRONMENTAL EDUCATORS • Pine Knoll Shores, Outer Banks, NC

Positions available with Sound to Sea Environmental Education Program. Duties: study island

ecology and cultures; use hands-on activities to teach multidisciplinary curriculum; create programs for diverse populations; raptor and aquarium programs in progress. Overnight duty once every two weeks. Qualifications: ability and desire to work with elementary students through senior adults in small and large groups; creativity; flexibility; sense of humor; teaching experience preferred. Will train in first aid/CPR. Salary: \$230/week with room, board, and medical insurance. Send cover letter, DOS, and résumé to Maggie Riley (RPCV), Program Director, P.O. Drawer 380, Salter Path, NC 28575; phone: 888.874.6287; fax: 252.247.3290; website: www.trinityctr.com; e-mail: soundtosea@trinityctr.com.

ORGANIC VEGETABLE

FARMWORKERS • Rushford MN

Position available with Featherstone Farm. Positions include internships and coordinators of the Community Supported Agriculture (CSA) program. Qualification: ability to speak Spanish preferred. For more information and to apply, phone Jack Hedin at 507.452.4244; website: www.featherstonefarm.com.

CLOSED-CIRCUIT TV OPERATORS •

Baltimore

Position available with ADS Environmental Services. Duties: perform specialized investigations in wastewater collection systems utilizing robotic TV cameras and specialized database applications. Qualifications: good driving history required; willingness to travel; high school education; drug-free. Send résumé to ADS, attention: CCTV Operators, 4940 Research Drive, Huntsville, AL 35805; fax: 256.430.6222; e-mail: careers@adsenv.com

JET CLEANER OPERATOR • Baltimore

Position available with ADS Environmental Services. Duties: operates, maintains, and repairs high pressure water jet cleaner and jet cleaner-vacuum combination unit used in cleaning sewer lines. Qualifications: valid CDL required; good driving history required; willingness to travel; high school education; drug-free. Send résumé to ADS, attention: CCTV Operators, 4940 Research Drive, Huntsville, AL 35805; fax: 256.430.6222; e-mail: careers@adsenv.com.

DEVELOPMENT DIRECTOR •

Eugene, OR

Position available with Northwest Youth Corps (NYC). Duties: directs capital campaign. Qualifications: three to five years' fundraising experience, including specific experience in the development and management of capital campaigns. Salary: \$50K-\$70K with benefits. For

more information, e-mail Art Pope, Executive Director, at Art@nwouthcorps.org. To apply, visit www.northwestyouthcorps.org; phone: 541.459.7500.

PROGRAM MANAGER • New Haven, CT

Position available with Yale University. Duties: leads numerous hospital management programs in academic environment; manages Yale's collaboration with the Clinton Foundation in Ethiopia and Liberia. Qualifications: one to five years' experience; operate well under pressure; organized; ability meet deadlines; budgeting and operational skills required; leadership and strategy, communications, public relations, research, and writing skills required; hospital experience preferred; experience and ability to work in developing nation required; experience in Africa preferred. E-mail cover letter and CV to josh.pashman@yale.edu.

WILDERNESS THERAPY

INSTRUCTOR • Loa, UT

Positions available with the Aspen Achievement Academy, an outdoor treatment program with an emphasis on therapy, experiential learning and personal growth. Qualifications: Desire, willingness and ability to provide compassionate, creative and dedicated care to students ages 13 to 17; previous experience working with teens; outdoor leadership experience; WFR/EMT desired. E-mail cover letter, résumé and two letters of reference to Dan Lester at dlester@theaspennacademy.com; address: P.O. Box 400, Loa, UT 84747; phone: 435.836.1212.

BILINGUAL SENIOR CASE MANAGER • Chicago

Position available with Heartland Human Care Services and Families Building Community, a program that provides intensive case management and housing support to families transitioning from homelessness to permanent housing. Duty: provides a broad range of advanced case management services. Qualification: Spanish required. For more information and to apply, visit www.heartlandalliance.org/aboutus/careers.html.

PROGRAM OFFICER • DC

Position available with American Councils for International Education: ACTR/ACCELS. Duties: administers a one-year home-stay program for high school students from Serbia and Montenegro. For more information, visit "Get Involved/Employment" at www.americancouncils.org. Send cover letter, résumé, and salary requirements to human resource department, American Councils, 1776 Massachusetts Avenue, Suite 700, Washington, D.C. 20036;

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PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

ARIZONA

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.

Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

CALIFORNIA

Humboldt State University

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school.

Contact: Keri Gelenian
Phone: 707.476.4577
E-mail: keri-gelenian@redwoods.edu

Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health.

Contact: Lory Alido
Phone: 909.558.1000, x42072
E-mail: sphpcinfo@llu.edu

COLORADO

University of Denver

Denver, CO
International administration; international development; international human rights; international studies; international security; global finance, trade, and economic integration.

Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: Nicole.vilegi@du.edu

School of Communication: International and intercultural communication.

Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthomps@du.edu

CONNECTICUT

Yale University

New Haven, CT
International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmental Studies,

Management, Law, or Public Health.

Contact: Alice Kustenbauder
Phone: 203.432.3418
E-mail: International.relations@yale.edu

DISTRICT OF COLUMBIA

George Washington University

Washington, DC
Transition special education, secondary education.
Contact: Dr. Jeanne Embich
Phone: 202.973.1061
E-mail: jembich@gwu.edu

FLORIDA

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

GEORGIA

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Roy Moore
Phone: 478.445.6848
E-mail: roy.moore@gcsu.edu

ILLINOIS

DePaul University

Chicago, IL
Program temporarily suspended.
Elementary and high school special education certification.

Contact: Justin Speer
Phone: 773.325.7170
E-mail: jspeer@depaul.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid internship.

Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Western Illinois University

Macomb, IL
Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.

Contact: Karen Peitzmeier

Phone: 800.526.9943
E-mail: pcf@wiu.edu

INDIANA

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including Comparative and International Affairs; Environmental Policy and Natural Resource Management; Policy Analysis; and Non-profit Management. Master of Science in Environmental Science (MSSES) programs in Applied Ecology, Environmental Chemistry, and Water Resources. Joint Master Degree (MPA-MSSES) and combined Master Degree with other programs also available.

Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

KANSAS

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).

Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

LOUISIANA

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.

Contact: Dr. Marla Nelson
Phone: 504.280.3110
E-mail: cupa@uno.edu

Xavier University of Louisiana

New Orleans, LA
Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

MARYLAND

Johns Hopkins University

Baltimore, MD
Nursing, public health.
Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

PEACE CORPS Fellows/USA



University of Maryland–Baltimore

Baltimore, MD

Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.

Contact: Lane Victorson

Phone: 410.706.5316

E-mail: lvectorson@ssw.umaryland.edu

University of Maryland–Baltimore County

Shriver Peaceworker Program

Baltimore, MD

All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.

Contact: Dr. Joby Taylor

Phone: 410.455.6398

E-mail: joby.taylor@umbc.edu

MICHIGAN

University of Michigan

School of Natural Resources and Environment
Ann Arbor, MI

In Development: Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.

Contact: Karen Force

Phone: 734.764.6453

E-mail: kforce@umich.edu

MISSOURI

University of Missouri–Columbia

Columbia, MO

Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers

Phone: 573.882.6131

E-mail: SpiersD@missouri.edu

University of Missouri–Kansas City

Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: Liana Riesinger

Phone: 816.235.2291

E-mail: riesingerl@umkc.edu

NEW HAMPSHIRE

Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program.

Contact: Dr. Catherine Rielly

Phone: 603.644.3156

E-mail: c.rielly@snhu.edu

NEW JERSEY

Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.

Contact: Sandra Cheesman-Cattefesta

Phone: 856.225.6860

E-mail: scheesman@camden.rutgers.edu

NEW MEXICO

New Mexico State University

Las Cruces, NM

Degrees in public health, border health, health education, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox

Phone: 505.646.2183

E-mail: sforster@nmsu.edu

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership.

Contact: Dr. Patricia Maguire

Phone: 505.722.3389

E-mail: wnmupcf@hotmail.com

NEW YORK

Columbia University, Teachers College

New York, NY

Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.

Contact: Reed Dickson

Phone: 212.678.4080

E-mail: PCFellows@tc.edu

Fordham University

Bronx, NY

MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg

Phone: 718.817.4064

E-mail: iped@fordham.edu

The New School

New York, NY

Urban policy analysis/management, health services management and

policy, human resources

management,

organizational change management.

Contact: Peter King

Phone: 212.229.5400, ext. 1108

E-mail: kingp@newschool.edu

NORTH CAROLINA

Duke University

Durham, NC

Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.

Contact: Duke MPP Admissions Office

Phone: 919.613.9205

E-mail: MPPadmit@duke.edu

Program for International Development Policy (PIDP) with several concentration options.

Contact: Stephanie Alt Lamm

Phone: 919.613.9218

E-mail: pidpinfo@duke.edu

OHIO

University of Cincinnati

Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design.

Contact: Dr. Johanna Looye

Phone: 513.556.4943

E-mail: johanna.looye@uc.edu

OREGON

University of Oregon

Eugene, OR

Community and regional planning.

Contact: Megan Smith

Phone: 541.346.3881

E-mail: smith@darkwing.uoregon.edu

PENNSYLVANIA

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: Renee Hairston

Phone: 412.268.1909

E-mail: hairston@andrew.cmu.edu

Duquesne University

Pittsburgh, PA

Graduate School of Business Administration: MBA, Information Systems Management, Taxation.

Contact: Patricia Moore

Phone: 412.396.5529

Email: moorep@duq.edu

Environmental Science; Environmental Management; Environmental Policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.

Contact: Dr. Stanley J. Kabala

Phone: 412.396.4233

E-mail: kabala@duq.edu

PEACE CORPS Fellows/USA



Graduate Center for Social and Public Policy:
analysis and administration, conflict resolution, peace studies.

Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing.

Contact: Dane Zimmer
Phone: 724.838.4209
E-mail: zimmer@setonhill.edu

University of Pennsylvania

Fels Institute of Government
Philadelphia, PA

In Development: Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in Nonprofit Administration, Economic Development & Growth, Politics, and Public Finance. Benefits include a minimum of \$6,000 per-year award for Fellows and assistance in paid internship placement.

Contact: Michelle Garcia-Navarro
Phone: 215.746.6684
E-mail: garciana@sas.upenn.edu

SOUTH CAROLINA

University of South Carolina

Center for Child and Family Studies
Columbia, SC
Multidisciplinary program (written/oral proficiency in Spanish required).
Contact: Teresa Butkus
Phone: 803.777.1365
E-mail: teresab@gwm.sc.edu

Moore School of Business: International business administration.

Contact: Reena Lichtenfeld
Phone: 803.777.6749
E-mail: rlichten@moore.sc.edu

TEXAS

University of North Texas

Denton, TX
Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management.

Contact: Syl Flores
Phone: 940.369.7795
E-mail: syl@unt.edu

VERMONT

University of Vermont

Burlington, VT
Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology.

Contact: Edward R. McMahon
Phone: 802.656.4565
E-mail: emcmahon@uvm.edu

VIRGINIA

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs.
Contact: Lynn Walker Levy
Phone: 703.993.3602
E-mail: lwalker3@gmu.edu

WISCONSIN

Marquette University

Milwaukee, WI
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

University of Wisconsin-Milwaukee

Milwaukee, WI
Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.

Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwsp.edu

WYOMING

University of Wyoming

Laramie, WY
American studies with concentration in education, geography, history, or literature.
Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

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fax: 202.872.9178 or 202.833.7523; e-mail: resumes@americancouncils.org.

MATH AND SCIENCE GED INSTRUCTOR • DC

Position available with YouthBuild Public Charter School. Duties: maintains and continually improves basic skills and GED preparation curriculum for diverse group of 16 to 24 year olds; teaches basic skills and GED preparation classes; serves as a mentor to 10 to 12 youth; meets with youth weekly and collaborates with their case managers to aide in their performance in the school. For more information and to apply, e-mail andrea@layc-dc.org; phone: 202.518.0618.

LEARNING AND EVALUATION SPECIALIST • DC

Position available with the Latin American Youth Center (LAYC). Duties: supports research and evaluation efforts for all programs at the Latin American Youth Center, with a particular focus on the education or employment programs. For more information and to apply, e-mail isaac@layc-dc.org; phone: 202.319.2251.

TEACHER/NATURALIST • Worton, MD

Position available with Echo Hill Outdoor School. Curriculum includes watershed ecology of the Chesapeake Bay, ropes course adventure program, and history and the human environment. Duties: teaches a variety of classes, supervise students in residential program. Qualifications: creative and motivated; BA/BS; enthusiasm for the outdoors; experience working with children preferred. Salary: \$220-\$250/week with housing and board, and staff medical reimbursement plan. For more information and to apply, contact Betsy McCown, Echo Hill Outdoor School, 13655 Bloomingneck RD, Worton, MD 21678; phone: 410.348.5880. website: www.ehos.org; e-mail: jobs@ehos.org.

siasm for the outdoors; experience working with children preferred. Salary: \$220-\$250/week with housing and board, and staff medical reimbursement plan. For more information and to apply, contact Betsy McCown, Echo Hill Outdoor School, 13655 Bloomingneck RD, Worton, MD 21678; phone: 410.348.5880. website: www.ehos.org; e-mail: jobs@ehos.org.

SOCIAL WORKER • New York City

Position available with Goddard Riverside, Capitol Hall. Duties: provides case management to formerly homeless individuals; uses clinical skills to identify short and long term treatment goals and assists clients in achieving them; assists clients in receiving entitlements and to maintain residency. Qualifications: MA in social work; experience in case management; BA/BS; experience working with homeless individuals; uses clinical skills to identify short and long term treatment goals and assists clients in achieving them; assists clients in receiving entitlements and to maintain residency. Qualifications: MA in social work; experience in case management; BA/BS; experience working with homeless individuals.

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Crisis Corps Recruiting Short-Term Volunteers

El Salvador

The **Center for Disaster Protection, CE-PRODE**, began operating in eastern El Salvador in 2004 on a Lutheran World Relief funded project for community organizing for risk and disaster management. The Center requests one Crisis Corps Volunteer as a **Field Support Manager** for a six month project. Duties: constructs possible risk scenarios of mudslides on six ravines in Berlin and Alegria; reduces environmental vulnerability in 12 critical focus areas; strengthens local emergency management capacity in the matrix of the National Civil Protection System. Mandatory Qualifications: knowledge of geology and topography; knowledge of ArcView, ArcGIS, and other geography programs; experience with disaster prevention and mitigation; ability to speak and write in Spanish. Desired Qualifications: advanced level of Spanish; experience with Early Alert Systems for landslides; ability to work independently and with little support or supervision.

Fiji

The **Ministry of Environment** requests one Crisis Corps Volunteer to work as a **Landfill Engineer Advisor** for a six month assignment. Duties: works with the Ministry of Environment representatives to ensure proper management of the Naboro Landfill in terms of landfill engineering issues. Duties: assists in reviewing and approval of the following plans and subsequent updates: develops a Landfill management plan; commissions the plan; borough area management plan as it relates to waste management; creates a waste acceptance criteria; designs the leachate treatment ponds and gas collection system; development plans and subsequent updates of these plans; assist in responding to notification of landfill design defects; assists in reviewing Stage 2 development and assists in setting Capital Reserve fee; provides assessment of the condition of landfill asset and that landfill being filled to design; assists in inspection to monitor licensee performance as part of performance rebate; assists in review and approval of monitoring plan and any subsequent updates; assist in assessing reports of environmental harm; assists in reviewing complaints about landfill performance. Qualifications: environment or landfill engineering degree or higher qualification, either postgraduate or MA in this area; successful completion of at least five years landfill engineering and management work; ability to work efficiently and divulge information to the relevant personnel. Desired Qualifications: training and capacity building experience; former PCV from Fiji Pacific Island Nation; experience in Environmental sector projects.

Guatemala

Retalhuleu Education Office for Guatemala's Ministry of Education requests one **HIV/AIDS Specialist** for a four month project. Duties: assists with the overall strategy and implementation of HIV/AIDS awareness activities; serves as liaison between the Retalhuleu Education Office, community teachers, and other organizations working in the sector of HIV/AIDS. Mandatory Qualifications: BA/BS in a development or international-related field, preferably health-related; successful completion of Peace Corps volunteer service, preferably in a health-related sector; fluent in Spanish; demonstrated experience designing a community-based HIV/AIDS awareness program in a developing country context; dynamic and proactive person with demonstrated organizational skills; flexible self-starter, able to work individually as well as a part of a team; program development and or training experience; interest in working with PLWHA or HIV positive adults and children.

Malawi

Tiyanjane AIDS Support Group, a local community based organization (CBO), requests one **AIDS and Community Development Facilitator/Trainer** Crisis Corps Volunteer for a six month assignment focused on training the support group in training others in HIV/AIDS prevention, Home Based Care, community mobilization, and effective communication. Duties: develops the Community Based Organization (CBO) in the areas of project and program management and development, staff development (trainings), communication and networking with other similar CBOs, NGOs, and government organizations; trains members of Tiyanjane AIDS Support Group on Home Based Care, Family Planning, Prevention of Mother to Child Transmission, and STI/HIV/AIDS; trains members of Tiyanjane in income generating activities, creating materials to be distributed in the community and to people living with HIV/AIDS (PLWHA). Mandatory Qualifications: prior experience in Africa; knowledge about HIV/AIDS/STIs, family planning, Home Based Care and PMTCT; experienced trainer; experience with groups that have been dealing with HIV/AIDS; experience in working with the village communities; creative and flexible with the ability to work independently with minimal support. Desired Qualifications: MPH, international development, or other related graduate degree; previous experience with CBOs; Malawi RPCV; knowledge of Chichewa.

Mlanzi Community Initiative for Development is a community based organization (CBO)

implementing various development activities in Dowa District with an aim of reducing the spread of HIV and improving the quality of life for those infected and affected at the community level. MCID requests one Crisis Corps Volunteer to work as a Program **Technical Assistant** for a six-month assignment with the Community Based HIV/AIDS Integrated program. Duties: focuses on capacity building at the Institution in both administration and program delivery; assists the organization in developing the HIV strategy for the organization, policies, systems and procedures, resource mobilization, and other necessary skills required for the staff.; assists the organization in developing relevant communication strategies, messages, and interventions required for specific social target groups according to culture and economic background of the local population; helps build capacity of the organization and staff members with specific responsibilities of assisting the organization in resource mobilization, networking (with similar CBOs/NGOs/government sectors conducting similar programs and activities); develops tools and procedures for effective communications between relevant organizations; develops strategies and communication tools in age and population specific areas of HIV/AIDS transmission, prevention, and available services. Mandatory Qualifications: BA/BS in medical or public health, social sciences, program management, or related field; experience with HIV/AIDS education/development at community level (preferably with youth, orphans and people living with HIV/AIDS); ability to work independently with minimal support; strong communication and multicultural skills; experience with monitoring and evaluation of projects; willingness to learn Chichewa; previous experience working in Africa. Desired Qualifications: MA in public health, social sciences, international and community development, or related; RPCV Malawi; knowledge of Chichewa.

The **Ministry of Local Government and Rural Development** requests six Crisis Corps Volunteers (CCVs) to provide technical assistance as **District Aids Coordinators** at the district assemblies and with the District-based CBOs. Each CCV will be assigned to a different region and will work under the District HIV/AIDS coordinator with community based organizations (CBOs) engaged in HIV/AIDS activities in the districts. Duties: provide guidance and technical assistance in areas of system strengthening, networking, HIV/AIDS related trainings, and monitoring and evaluation; assist CBOs and staff in monitoring the utilization of monies and

Crisis Corps Recruiting Short-Term Volunteers

in the development of basic tools for simple financial checks and balances and appropriate money/budgetary methods and skills. Mandatory Qualifications: BA/BS in public health, social sciences, community development, or related field; experience in capacity building and organizational development; strong management and strategic planning and program development skills; experience in report writing and monitoring and evaluation; previous experience working in sub-Saharan Africa, preferably in Malawi; strong communication skills; ability to work in multicultural setting. Desired Qualifications: MA in public health, development, or related field; strong monitoring and evaluation skills and experience (familiarity required); RPCV Malawi; knowledge of Chichewa/Tumbuka, depending on district placement.

Uganda

Pallisa Community Development Trust (PACODET), a community generated and controlled organization formed to improve quality of life of the rural people in Pallisa district. Its objective is to improve the health status, food and income security, and promote wise use of environmental resources in the area. PACODET has set up a community resource center to empower adolescents and adults in reproductive health information/skills and equip vulnerable households with survival skills. The goal is to increase community ability in the building of mutually complementary relationships where adults and adolescents can facilitate a positive relationship in the fight against HIV/AIDS. The major activities carried out at the center are information mobilization and dissemination, life skills training/education, general counseling,

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be downloaded from the website at www.peacecorps.gov/rpcv/crisiscorps.

Send Crisis Corps application, résumé, and Description of Service (if available) to crisiscorps@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Crisis Corps, 1111 20th St. NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

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cial work, psychology, or related field preferred; must speak Spanish. E-mail résumé to Howard Fleishman at hfleishman@goddard.org.

SPECIAL ASSISTANT • DC

Position available with Center for American Progress, Lehman Brothers. Duty: works for the executive vice president who is responsible for building the institution and overseeing its operations and strategic planning. Qualifications: highly organized; high attention to detail. E-mail cover letter and résumé to Jobs@AmericanProgress.org.

and income generating activities to provide support for vulnerable households and sustain the center's activities. PACODET requests one Crisis Corps Volunteer to work as a **HIV/AIDS Technical Officer** for a six month assignment. Duties: helps strengthen the center activities in information mobilization and dissemination and life skills training and education; supports the center staff to develop a plan and strategies to mobilize, develop, and disseminate appropriate information on HIV/AIDS to the various community groups; strengthens the capacity of staff to provide life skills training and education; supports the center staff to develop local advocacy strategies involving PACODET groups; supports staff to develop monitoring and evaluation indicators and a plan to track the achievements and failures of the center. Mandatory Qualifications: MPH or related degree with experience in information, education, and communication development and training; successful completion of two years Peace Corps service in Africa; ability to work independently with minimal support; minimum one year experience with HIV/AIDS awareness, education, and communication skills; strong training and capacity building experience. Desired Qualifications: experience in Training of Trainers of adolescent reproductive health and HIV/AIDS awareness; experience in proposal writing and project management.

Friends of Christ-Revival Ministries (FOC-REV) requests one Crisis Corps Volunteer to work as a **Data Management Officer** for a six month assignment. Friends of Christ-Revival Ministries (FOC-REV) is a nongovernmental, nonprofit, nonpolitical charitable community based Christian organization that was estab-

lished in 1999 by a group of volunteers arising out of the crisis that has been caused by HIV/AIDS and poverty in the rural communities of Busia and Bugiri District in eastern Uganda. FOC-REV Ministries is a registered member of the Uganda Network of Aids Service Organizations (UNASO) and has an excellent track record of innovative and effective long-term development work with poor rural communities in Busia and Bugiri Districts. FOC-REV Ministries developmental programs focus mainly on social mobilization and policy advocacy addressing issues of gender inequality and women's rights, food security and livelihood, orphan care and support, HIV/AIDS and its impact on education, and other social, economic and cultural inequalities and injustices. Duties: helps strengthen the data management of beneficiaries; helps streamline the information management system in FOC-REV Ministries to help make programs and staff more effective; assists in re-designing an appropriate HIV/AIDS database and oversees its effective management; assists in the development of staff capacities in information technology through the workplace training program; conducts installation and upgrading of computer systems; creates systems to maintain and manage the organization's ICT equipment and software; assists in the development of beneficiary inventory; develops and implements policies, procedures, and security mechanisms for the effective utilization of the organization's ICT facilities. Mandatory Qualifications: BA in computer science, statistics, or related field, with experience in information, education and communication development and training in ICT; ability to work independently with minimal support; training and capacity building experience.

TEACHER • Charleston County, SC

Position available with the New Teacher Project. No previous teaching experience or education coursework required. For more information and to apply, visit www.teachcharleston.org; phone: 843.937.6506.

PROGRAM DEVELOPMENT ASSISTANT • Silver Spring, MD

Position available with CHF International. Duties: supports CHF proposal development with conceptualization, research, writing, budgeting, and document production; supports

proposal and program development in the field; provides leads for program development. For more information and to apply, visit www.chfinternational.org.

SENIOR COMMUNICATION SPECIALIST • Gaithersburg, MD

Position available with Links Media. Duties: support national and international programs and projects; develops and implements communications campaigns in multiple sectors including global health and natural resources management. Qualifications: expert in communication



planning, materials development, advocacy, capacity building, and behavior change communication; international experience in developing countries; fluent in English and Spanish; international travel is required approximately 10 percent of time. For more information and to apply, visit position number "2007-12" at www.linksmedia.net; e-mail: contact@linksmedia.net; phone: 301.987.5496.

OUTREACH COORDINATOR • Hammonton, NJ

Position available with Southern Jersey Family Medical Centers Inc. Duties: plans, manages, and evaluates all aspects of the migrant outreach program at the Hammonton site; oversees 5 to 12 outreach staff. Qualifications: BA/BS in health or social services; valid driver's license and basic computer skills; bilingual in Spanish and/or Haitian Creole preferred; one to two years' managerial experience; community health education or social experience with farm workers. Salary: \$35K–\$38K with benefits. Deadline: 3/15/2007. Send cover letter and résumé to Cherie Arias, 860 South White Horse Pike, Hammonton, NJ 08037; phone: 609.567.0434, ext. 4133; fax 609.567.8632; e-mail: carias@sjfmc.org; website: www.sjfmc.org.

OUTREACH SPECIALIST •

Hammonton, Salem, and Pemberton, NJ

Temporary position available with Southern Jersey Family Medical Centers Inc. and the Migrant Outreach Program. Position runs until 9/2007 or 10/2007. Duties: works on a project with migrant farm workers that combines issues of healthcare, immigration, social work, and international labor; visits farm workers in labor camps to provide information on health and social services, health screenings, interpretation, transportation, case management, and assistance with medication and diagnostic exams. Qualifications: must speak Spanish or Creole. Salary: \$10.50/hour. Deadline: 4/2/2007. E-mail cover letter and résumé to carias@sjfmc.org.

DIRECTOR • Silver Spring, MD

Position available with CHF International. Duties: coordinates new program development efforts with the regions and other offices; leadership responsibility for management of the office; identifies and solicits funding from U.S. government, multilateral and bilateral donors, and in cooperation with office of external relations, corporations and foundations. For more information and to apply, visit www.chfinternational.org.

PROJECT DIRECTOR • New York City

Position available with International Trachoma Initiative. Duties: responsible for directing a five year project funded by a USAID grant to implement integrated programs in Ghana and Mali; leads and executes project plans and objectives by focusing on the epidemiological aspects of the project; supervises staff. Qualifications: MA/MS in epidemiology; fluent in French; strong communication and interpersonal skills; willing to travel up to 30 percent of the time. E-mail cover letter, résumé, and salary history to resumes@trachoma.org.

DIRECTOR, MONITORING AND EVALUATION • New York City

Position available with International Trachoma Initiative. Duties: designs and develops methods, guidelines, and work plans for monitoring and evaluating trachoma control programs using data assessments, analysis, and collective activities. Qualifications: MA/MS in public health, surveillance, or assessment; minimum five years' field experience in developing countries; fluent in French; excellent managerial, communication, and interpersonal skills; ability to travel internationally up to 30 percent of the time. E-mail cover letter and résumé to resumes@trachoma.org.

DIRECTOR, COMMUNICATIONS AND ADVOCACY • New York City

Position available with International Trachoma Initiative (ITI). Duties: oversees marketing and communications to ITI constituents and donors; acts as the official contact for all media inquiries and supports other ITI colleagues in dealing with the media. Qualifications: advanced degree in business administration, public relations, public health, or related field; five to eight years' experience in project management, communications, or media relations; fluent in French; willingness to travel internationally; strong communication skills. E-mail cover letter and résumé to resumes@trachoma.org.

RANCH HANDS • Townsend, MT

Temporary positions available with Round Grove Ranch. Positions runs from late-3/2007 to 6/2007. Duties: help with calving and lambing on a rural Montana ranch; animal husbandry; feeding hay; shearing sheep; docking lambs; carpentry repairs; fencing; irrigating; sheep herding; work seven days a week. Qualification: minimum four week commitment required. Salary: \$650/month with room and board. For more information and to apply, e-mail Kelly Ingalls at kingalls2@juno.com.

PROGRAM OFFICER, LATIN AMERICA AND THE CARIBBEAN • Miami

Position available with Planned Parenthood Federation of America (PPFA). Duties: facilitates the development, implementation, and long-term viability of PPFA's client-centered international sexual and reproductive health and rights projects so that partners in Latin America and Caribbean can carry out their respective missions. Qualifications: excellent oral and written communication skills in English and Spanish; ability to travel a minimum of 35 percent of the time; MA, advanced degree, or related number of years' experience in public health, international development, or related field required; ability to work with a multicultural workforce; three to five years' experience in project planning, designing, and monitoring and evaluation; minimum two years' work experience in Latin America. For more information and to apply, e-mail LARO@ppfa.org; phone: 305.480.0030.

ADMINISTRATIVE SUPPORT OFFICER • Silver Spring, MD

Position available with CHF International. Duties: assists the finance and accounting departments; processes wire transfers through a Web-based banking system; monitors and tracks incoming financial reports from the field offices; receives, records, and process incoming checks and donations; prepares and disseminates the Foreign Exchange Rate report on a monthly basis; arranges travel schedule and reservations for the staff; processes request for the opening of new bank accounts for our field projects. For more information and to apply, visit www.chfinternational.org.

COMMERCIAL LOAN OFFICER • AZ or NM

Position available with Rural Community Assistance Corporation. Duties: underwrites and originates loans; provides technical assistance to clients; trains and assists loan administration team with loan servicing; solicits new investments; program-related research and writing. Qualifications: easy access to an airport; minimum three years' applicable experience in commercial lending or community development fields; BA. Deadline: 3/12/2007. For more information and to apply, visit www.rcac.org.

PROGRAM MANAGER, STAFF TECHNICIAN • Silver Spring, MD

Position available with Trees for the Future. Duties: assists with reforestation and agroforestry projects; updates the organizations' website; assists staff with various outreach, educational, fundraising, and administrative tasks. Qualifications: passion for agroforestry; fluent in second



language; strong computer skills, Dreamweaver preferred; able to travel internationally. E-mail résumé to info@treesff.org; address: John, P.O. Box 7027, Silver Spring, MD 20907; phone: 800.643.0001; website: www.plant-trees.org.

SHIP AGENT • Dutch Harbor, AK

Position available with Alaska Vessel Agency. Qualification: able to work in remote location and extreme conditions; must love challenge. Salary: \$45K with housing, vehicle, medical insurance, and vacation. E-mail résumé or CV to ava@arctic.net.

COORDINATOR • DC

Position available with U.S. Grains Council, Biotechnology Programs and Trade Policy. Duties: administrative support; coordinates travel arrangements; drafts communication. Qualifications: must have strong organization and communication skills; knowledge of Office XP, Power Point, Excel, and Access; ability to prioritize projects and multi-task required; attention to detail. Send letter of interest and résumé to Personnel/Biotechnology, U.S. Grains Council, 1400 K Street NW, Suite 1200, Washington, DC 20005; e-mail: employment@grains.org.

URBAN PUBLIC SCHOOL PRINCIPAL • New Orleans, LA; Prince George's County, MD

Position available with New Leaders for New Schools. Qualifications: record of success leading adults, K-12 teaching experience; relentless-drive to lead an excellent urban school and an unyielding belief in the potential of all children. Deadline: 3/20/2007. For more information and to apply, visit www.nlms.org.

International

INTERNATIONAL AFFAIRS

REPRESENTATIVE • Bujumbura, Burundi

Position available with American Friends Service Committee (AFSC). Duties: focuses on Burundi, Democratic Republic of Congo, and Rwanda to build new partnerships, strengthen and support the capacity building of partner organizations and coalitions in advocacy, and conflict transformation and reconciliation; addresses some of the underlying causes of conflict in Central Africa. Qualifications: requires five or more years' of senior-level experience in peace practice, informal and quiet diplomacy, conflict analysis, conflict resolution and transformation, mediation, and multi-party dialogue. Deadline: 3/4/2007. For more information, visit www.afsc.org/jobs/blurbs/256.htm. E-mail résumé or CV's to jobs@afsc.org.

INTERNATIONAL AFFAIRS REPRESENTATIVE •

Jerusalem; Amman, Jordan

Position available with American Friends Service Committee (AFSC). Duties: youth civic engagement; trauma healing; gender-based violence and alternatives to violence programs; addresses some of the underlying causes of conflict. Qualifications: requires five or more years' senior-level experience in peace practice, informal and quiet diplomacy, conflict analysis, conflict resolution and transformation, mediation, and multi-party dialogue. Deadline: 3/4/2007. For more information, visit www.afsc.org/jobs/blurbs/256.htm. E-mail résumé or CV's to jobs@afsc.org.

VARIOUS POSITIONS • Baghdad, Iraq

Positions available with USAID/IRAQ. Positions include coordinator, program specialist, and operations assistant. For more information and to apply, visit www1.fbo.gov/spg/AID/index.html.

HEAD OF PUBLIC AFFAIRS • London

Position available with UNICEF UK. Duties: leads the development and implementation of policy research, government and parliamentary advocacy, and public campaigning work. Qualifications: experienced manager and excellent communicator and strategist; eligible to live and work in the UK. For more information and to apply, e-mail Hazel Douglas at hazel.douglas@oxfordhr.co.uk with "PC/UHPA" in the subject line.

LOCAL GOVERNANCE AND

COUNCILS ADVISOR • Baghdad, Iraq

Position available with RTI International and the Provincial Reconstruction Team. Duties: assists Iraqi provincial governments in developing a transparent governmental system; promotes political and economic development; provides provincial administration; focuses on training council members on legal authority and responsibilities, by-laws, parliamentary procedures and codes of conduct, relationships with government departments, governors, committees, and citizens. For more information and to apply, visit http://rti.developmenthire.com/dhire/job_opportunities/opp_detail.jsp?i=26019

MUNICIPAL ENGINEER/URBAN

PLANNING ADVISOR • Baghdad, Iraq

Position available with RTI International and the Provincial Reconstruction Team. Duties: assists Iraqi provincial governments in developing a transparent governmental system; promotes political and economic development; provides provincial administration; provides technical as-

sistance and capacity building to improve delivery of services, including water, sanitation, and solid waste management. For more information and to apply, visit www.rti.org.

FINANCE ADVISOR • Baghdad, Iraq

Position available with RTI International and the Provincial Reconstruction Team. Duties: assists Iraqi provincial governments in developing a transparent governmental system; promotes political and economic development; provides provincial administration; focuses on supporting capacity development in public finance, budgeting, taxation, accounting and financial management systems, provincial audits, and inter-governmental financial relations and systems. For more information and to apply, visit www.rti.org.

TRIP LEADERS • Central America; India; South Pacific; East Africa

Positions available with LEAPNow. Duties: lead groups of 17 to 22 year-olds through Asia, Latin America, and the South Pacific on a transformative educational program. Qualifications: experience leading groups of young adults; travel experience in the desired region. Salary: \$2500 with all trip expenses paid, international airfare, international medical insurance, and \$300 travel allowance. For more information and an application, visit www.leapnow.org/employ. Send application to LEAPNow, 11640 Highway 128, Calistoga, CA 94515; fax: 707.431.8479.

MUNICIPAL DEVELOPMENT

TRAINER • Guarambaré, Paraguay

Temporary position available with CHP International, Inc. Position runs from 5/2007 to 8/2007. Qualifications: fluent in Spanish, Guaraní preferred; degreed in relevant field or comparable experience; four years' professional experience; experience with Peace Corps or a comparable agency; demonstrated training skills. Benefits include monthly salary, transportation, and housing provided. E-mail cover letter, résumé, and recent salary history to jkelly@chpinternational.com. No phone calls.

DIRECTOR OF RURAL STRUCTURES •

Coban, Guatemala

Position available with Partner for Surgery. Duties: supervises 14 local area managers; organizes training sessions and meetings for local staff; responsible for budget planning and itinerary for visiting medical triage teams; collaborates with regional and international NGOs and donors to identify and implement projects to meet local needs. Qualifications: BA/BS; strong organizational and management skills; fluent in Spanish; two years' experience in international

development, preferably in Guatemala. E-mail cover letter and résumé to David Lazerwitz, at partnerforsurgery@att.net.

CHEMISTRY/SCIENCE TEACHER •

Guatemala City, Guatemala

Position available with Colegio Decroly Americano. Qualifications: highly qualified and competent teacher; ability to teach at all levels of chemistry; committed to the welfare and education of all students. For more information and to apply, e-mail ana.deescobedo@decrolyamericano.com.

COUNTRY DIRECTOR •

Antigua, Guatemala

Position available with the Riecken Foundation. Duties: leads the foundation's rural library network; ensures dynamic programming and efficient fiscal and operational management. Qualifications: management and program development experience required; fluent in Spanish; experience in grassroots development, preferably in Central America; creativity, flexibility, initiative, teamwork, and unflagging determination required. For more information and to apply, email jobsguate@riecken.org.

EXECUTIVE DIRECTOR •

Kampala, Uganda

Position available with Mango Tree. Duties: develops the direction and strategy of the company with a three to five year outlook; ensures the sustainability of the business by promoting the company, writing proposals, developing a strong management team, implementing best business practices, and developing senior client relationships. For more information and to apply, e-mail mangotreeug@yahoo.com; website: www.changemakers.net/journal/300508/displayfec.cfm.

GENDER BASED VIOLENCE

MANAGER • Bahia, Chad

Position available with the International Rescue Committee (IRC). Duties: responsible for overall planning, management, and implementation of the IRC-Chad GBV program. For more information and to apply, visit www.theIRC.org.

COURSE INSTRUCTOR •

Asia; West Africa; Latin America

Position available with Where There Be Dragons. Qualifications: extensive experience traveling and/or living in the region; strong language ability; enthusiasm and experience working with young people in a challenging environment. For more information and to apply, e-mail Liz Connor, staffing coordinator, at liz@wheretherebedragons.com; phone: 800.982.9203, ext.14; website: www.wheretherebedragons.com.

Intern/Volunteer

CONSERVATION INTERNSHIP •

Keene Valley, NY

Paid internship available with Adirondack Park. Position runs from 5/2007 to 9/2007. Duties: creates management plan and educational materials for a new nature preserve; stewardship; threat abatement; conservation science; communications and development. Qualifications: must be 18 or older; high school graduate; demonstrated interest in conservation; valid driver's license; clean driving record; Adirondack resident/native preferred. Deadline: 3/12/2007. For more information, e-mail jlocalio@tnc.org. Send cover letter, résumé, and three references to Ms. Jan Localio, ANC/ALT, P.O. Box 65, Keene Valley, NY 12943.

INTERNSHIPS • DC

Internships available with CNFA, Inc. Internships include operations and compliance, Central and Eastern Europe, new business development, and Asia, Middle East, and Africa. Deadline: 4/1/2007. For more information, visit www.cnfa.org. To apply, visit <http://www.cnfa.org/page.cfm?pageID=89>. No phone calls.

LIBRARY CATALOGING INTERNSHIP • DC

Internship available with IFES Democracy at Large and the F. Clifton White Applied Research Center. Position runs for the spring semester. Duties: works 15–20 hours/week; catalogs special collections. Qualifications: currently enrolled student or a recent graduate of a library and information science or archival science program at an accredited college or university. For more information and to apply, visit www.ifes.org/careers.html.

MEDIA OUTREACH INTERNSHIP •

Bethesda, MD

Part-time internship available with the Cystic Fibrosis Foundation. Duties: uses electronic media tools, including Lexis Nexis and PR Newswire's MediAtlas to do media research; helps create comprehensive media lists; catalogs media information; researches topics on the Web; organizes paper media files; proofreads. Qualification: experience in journalism preferred. Salary: \$10/hour. For more information, visit www.cff.org. E-mail résumé to hr2@cff.org.

FARM INTERNSHIP • Wykoff, MN

Position available with DreamAcres Farm, an off-the-grid homestead. Duties: assists in the operation of an organic vegetable CSA; partici-

pates in a series of self-sufficiency workshops, including ox and horse farming, blacksmithing, timberframing, solar energy, and logging. Deadline: 4/1/2007. For more information and to apply, contact Todd Juzwiak, 17289 County 8, Wykoff MN 55990; phone: 507.352.4255; e-mail: evalibarr@hotmail.com.

SUSTAINABLE FARMING

APPRENTICESHIP • Waterford, VA

Position available with Tree and Leaf CSA. Position runs from 4/2007 to 11/2007. Duties: works with a three person team in all aspects of sustainable farming -vegetable, flower, and herbs; serves local and urban clientele; helps with farmers markets in Washington, D.C. Qualification: ability to work 60 hours/week. Benefits includes housing and a share of vegetables. For more information and to apply, e-mail katherinestewart@treeandleafcsa.com; website: www.treeandleafcsa.com.

Education

MA IN PEACE AND CONFLICT

RESOLUTION • Various locations

The Rotary Foundation is now accepting applications for the Rotary World Peace Fellowship. Pursue an MA in international studies, sustainable development, peace, and conflict resolution at one of the six Rotary Center university partners, including University of California, Berkeley, Duke University, University of North Carolina, International Christian University, University of Queensland, and Universidad Del Salvador. Must be committed to peace and have proven experience in their field. For more information and to apply, visit www.rotary.org; e-mail: rotarycenters@rotary.org.

SOCIAL WORK SCHOLARSHIPS •

St. Louis, MO

The George Warren Brown School of Social Work at Washington University offers two \$35K John F. Kennedy Scholarships annually to RPCVs. Earn an MSW in two years full-time study. Six concentrations and specializations are offered including management, social and economic development, children, youth, and families, gerontology, and health and mental health. Applications are accepted on a rolling basis and there is no standardized test requirement. For more information and to apply, visit www.gwbweb.wustl.edu; e-mail: maw@wustl.edu; phone: 314.935.6676.



GRADUATE OPPORTUNITIES •

Various locations

National Science Foundation Integrative Graduate Education Research and Traineeships (IGERT) Graduate Programs offers PhD traineeship opportunities. Receive a \$30K annual stipend with waiver of tuition and fees. There are 140 National Science Foundation sponsored programs across the country seek students interested in pursuing graduate degrees in the areas of science, mathematics, engineering, and technology. IGERT programs equip PhD scientists and engineers with the technical, professional, and personal skills needed to meet the career demands of the future. For more information and to apply, visit www.igert.org; e-mail: questions@igert.org; phone: 866.593.9103.

MEDICAL SCHOOL FOR INTERNATIONAL HEALTH •

Various locations

Ben-Gurion University of the Negev in collaboration with Columbia University Medical Center offers a four-year medical degree in international health and medicine. The first three years are spent at Ben-Gurion University. The fourth year students take four months of clinical electives at Columbia University Medical Center and a two-month required clinical clerkship at an international clinical site. The program is approved by the U.S. Department of Education for federally funded student loan programs. For more information and to apply, contact 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; website: <http://cumc.columbia.edu/dept/bgcu-md/>.

DOCTOR OF NATUROPATHIC MEDICINE • Tempe, AZ

Southwest College of Naturopathic Medicine (SCNM) offers a four-year professional degree program resulting in a doctor of naturopathic medicine (ND). Graduates are educated in the same basic sciences as an M.D., including holistic, nontoxic approaches to therapy with an emphasis on disease prevention and optimizing wellness. SCNM offers one \$1K new student scholarship to a Peace Corps Volunteer each fall quarter and will waive the application fee for all Peace Corps Volunteers. Fall quarter begins 8/13/2007. For more information and to apply, phone the admissions office at 888.882.7266, ext. 210; e-mail: admissions@scnm.edu; website: www.scnm.edu.

Americorps/VISTA

CASEWORKER • MD

Positions available with the Choice Programs, nonprofit, community based programs working intensively with at-risk youth. Duties: client intake and assessment interviews; establishes goal oriented service and educational plans; develops activity plans; informal counseling, advocacy, and monitoring of youth. Qualifications: some evening and weekend work required; BA; valid driver's license and automobile required. Salary: \$21K with eligibility of AmeriCorps education award of \$4,725. Send cover letter and résumé to Coordinator, Personnel, The Choice Programs, 971 Seagull Avenue, Baltimore, MD 21225; fax: 410.354.4938.

DEVELOPMENT ASSISTANT •

Ketchikan, AK

Position available with Southeast Alaska Independent Living (SAIL). Position begins 4/15/2007. Duties: develops fundraising strategy; implements established annual race; develops promotional materials; recruits volunteers; solicits donations; attends gatherings to do community outreach; assists with disability awareness presentations in schools, businesses, and organizations; assists with adaptive recreation program group activities; drives a 15 passenger cut-away bus (does not require a CDL). Qualifications: clean driving record; experience with fundraising and project development; BA preferred; experience a disability preferred. For more information, phone Kate Walters at 907.225.4735. E-mail résumé to ketchikan@sailinc.org.

WEBSITE COORDINATOR •

Ketchikan, AK

Position available with Ketchikan Community Building Initiative. Position begins 4/15/2007. Duties: oversees the completion of and contribute to the design and programming of Ketchikan Link, an online website that lists all the local organizations, clubs, and leagues providing services to our community. Qualifications: experience promoting programs through effective advertising and public relations; experience in program management and administration, skills with computer graphics, and preferably website design and maintenance, networking, grant writing, grants administration, proposal prepara-

tion, and program evaluation. E-mail résumé to Roberta McCreary, at kyi@kpnunet.net; phone: 800.731.5531.

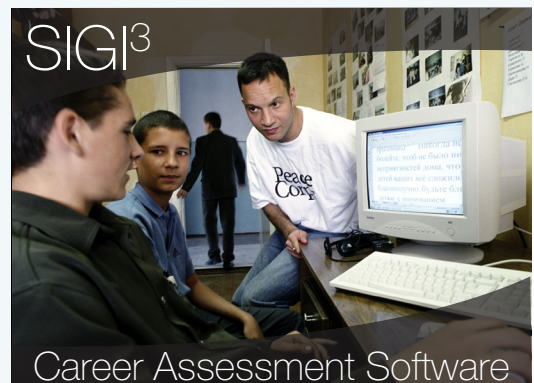
AMERICORPS*VISTA MEMBER •

Hernando, MS

Position available with Community Foundation of Northwest Mississippi. Duties: assists in coordinating Volunteer DeSoto, the county's first volunteer center. Qualifications: computer literate required; good communication skills. Benefits include free housing. Send résumé s to Peggy Linton, CFNM, 321 Loshier Street, Hernando, MS 38632.

AMERICORPS VISTA • Oak Park

Position available with Seven Generations Ahead and the Fresh from the Farm healthy eating program. Qualifications: experience implementing community-based programs; strong communications and computer skills; demonstrated understanding of health and sustainable food issues; bilingual in English and Spanish preferred; experience in schools and work with Latino communities preferred. Benefits include a stipend, health care, higher education award, and travel through the VISTA program. E-mail cover letter and résumé to act@sevengenerationsahead.org.



Career Assessment Software

Register for a free SIGI³ account today!

E-mail rvinfos@peacecorps.gov. Include your your full name, country and dates of Peace Corps service.

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer : 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.

Step 2. Objective vs. Summary. Each résumé typically opens with a section outlining the objective or overall qualifications of the job candidate. This section often determines how much of the résumé will be read.

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

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

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

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

Using the STAR Technique

Secondly, keep in mind that a résumé serves as a marketing document for *you*. Do not take up excessive space explaining the mission of the Peace Corps (or any employer, school, or group you have on the résumé). I am not in any way diminishing Peace Corps service, but the goal of the résumé is to get a job interview for you,

the candidate. Interviews will result when employers identify skills and achievements that they need and can relate to.

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

Situation faced Task required Action taken Results

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

I offer the following examples based on one RPCV's experience of breeding goats in Haiti.

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

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

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

Therefore, it's important to set up every section the same way, with headings capitalized and bolded. Maintain consistent spacing between headings and each section. Select one style typeface for the

entire résumé. Use bullets for descriptive phrases. I know paragraphs can contain more information, but a résumé reader can scan through five to six bullet phrases much more easily than five to six lines in a paragraph. Start each bullet phrase with a strong action verb, such as "Managed," or "Conducted." A big turn-off are phrases starting with "Responsible for.." or "Duties included..."

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

Flexibility Is Key

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

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

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



March 2007 RPCV Career Events

Peace Corps Headquarters
Washington, D.C.

Themes for March 2007 RPCV Career Events

A four-day series of workshops, panels, and recruitment activities coordinated exclusively for returned Peace Corps Volunteers

Tuesday, March 6: *"RPCVs and Future Opportunities in Education"*

Wednesday March 7: *"Nuts and Bolts of Every RPCV Job Search"*

Thursday, March 8: *All-Industry Career Fair and Special Workshop*

Friday, March 9: *Employer Information Sessions*

Career Event Spotlight

Department of Interior Information Session

Date: Friday, March 9

Time: 2:30 p.m. – 4 p.m.

Registration for this event is not required; however, the session will begin promptly at 2:30 p.m. Be sure to bring your resume.

Just Added!

The following sessions are full:

Individualized Resume Review Sessions (March 7 and March 8)

USDA Employer Information Session (March 9)

*Dozens of organizations are confirmed to attend the Thursday, March 8 career fair
Visit www.peacecorps.gov/rpcv/events for more details and updates.*

