



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Free online passwords to job bulletins. See page 18.

Free SIGI3 career assessment software and NPCA membership. See page 19.

Special event for RPCVs in the greater Atlanta region. See page 20.

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

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- Fellows/USA
- Peace Corps Response

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



Public Sector

GRASSROOTS FUNDRAISER • Grand Junction, CO

Position available with Western Colorado Congress. Duties: manages major donor program; coordinates special events; assists with membership goals; helps design annual fundraising plans to meet organizational and budgetary goals; completes associated administrative tasks. Qualifications: commitment to Western Colorado Congress' mission and fundraising profession; work history in nonprofits and with diverse constituencies; willingness to travel; strong organizational and people skills; detail oriented; good communicator; self-starter; computer experience; fundraising experience; BA/BS preferred. Salary: \$28K-\$30K. Deadline: 3/15/2008. For more information and to apply, e-mail claudia@wccongress.org; phone: 970.256.7650; website: www.wccongress.org.

AGRICULTURE AGENT • Clark County, WI

Position available with University of Wisconsin Extension. Duties: plans, evaluates, and implements culturally competent educational programs to meet identified needs and interests of county individuals, organizations, and communities; backed by university research, incor-

porates pertinent findings from plant science, agricultural economics, home horticulture, dairy and animal sciences, and natural resources in Clark County into educational programs that promote understanding and build the capacity of adults, youth, families, organizations, and communities. For more information and to apply, visit www.uwex.edu/ces/hr.

DICKINSON COUNTY EXTENSION AGENT • Abilene, KS

Position available with K-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. Qualifications: BA/BS with major course work, professional development, and experience appropriate to the needs of the position; MA/MS preferred. Deadline: 3/18/2008. For more information and to apply, e-mail swarner@ksu.edu; phone: 785.532.5790; website: www.oznet.ksu.edu/jobs.

EXTENSION AGENT • Hutchinson, KS

Position available with K-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.

Qualifications: BA/BS with major course work, professional development, and experience appropriate to the needs of the position; MA/MS preferred. Deadline: 3/3/2008. For more information and to apply, e-mail swarner@ksu.edu; phone: 785.532.5790; website: www.oznet.ksu.edu/jobs.

FOOD STAMP NUTRITION EDUCATION COORDINATOR • Puyallup, WA

Position available with Washington State University Extension. Duties: provides statewide leadership and staff development for the contract and financial system for food stamp nutrition education at Washington State University. Qualifications: BA/BS in business administration, accounting, or related field; three years' full-time experience with publicly-funded grants or contracts and supervisory experience. Salary: \$50K-\$56K with benefits. Deadline: 3/3/2008. For more information and to apply, contact Lisa H. Clyde, Washington State University, 413 Hulbert Hall, PO Box 646248, Pullman, WA 99164-6248; phone: 509.335.2822; fax: 509.335.2926; e-mail: eeocoord@wsu.edu; website: www.hrs.wsu.edu/employment/fapvacancies.aspx, job number 4977.

Private Sector

TUBERCULOSIS LABORATORIES ADVISOR • DC

Position available with Public Health Institute/Global Health Fellows. Duties: provides technical assistance to USAID country and regional level programs with respect to laboratory capacity for TB; engages with external partners and provides technical assistance to global health bureau TB programs in TB laboratory capacity; provides technical support to the GH/HIDN/ID TB program. Qualifications: MS in the health sciences with applicability to international health, such as epidemiology or clinical, biomedical, or public health; MS in microbiology preferred. Deadline: 3/10/2008. For more information and to apply, e-mail ghfprrcruitment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

SENIOR TUBERCULOSIS TECHNICAL ADVISOR • DC

Position available with Public Health Institute/Global Health Fellows. Duties: provides technical assistance to USAID country level TB programs, with a particular focus on Africa; provides technical support to the GH/HIDN/ID TB program; assists with training and professional development. International travel up to 40%-60% required. Qualifications: advanced degree

HOT! OPPORTUNITIES

DIRECTOR OF MEDIA RELATIONS • Boston

Position available with Citizen Schools. Duties: develops and implements strategies to raise the profile of Citizen Schools nationally; promotes policy, program, and development goals of the organization; manages all aspects of ongoing media and press operations; builds public relations capacity throughout Citizen Schools staff. Qualifications: five years' progressively responsible experience in media and/or public relations; BA/BS from an accredited institution required; excellent oral and writing skills; experience cultivating relationships with reporters and editors; experience in training others to use media effectively. For more information and to apply, visit www.citizenschools.org/careers.

HEALTH, COMMUNITY ECONOMIC DEVELOPMENT, COMMUNITY YOUTH DEVELOPMENT, AND TEFL TE • Mongolia, Darkhan

Positions available with Peace Corps Mongolia. Positions run 5/15-8/20/2008. Duties: work for the pre-service training program; work with programming staff in the design and implementation of a professional training program of integrated learning opportunities that will enable new trainees to transition into and work effectively in their future volunteer assignments. Qualifications: relevant previous training experience; knowledge of the position's sector's corresponding Mongolian environment; knowledge of Mongolia and Mongolian culture at workplace and lifestyle preferred. Locally based salary and per diem provided with rent and utility costs. Deadline: 3/25/2008. For more information and to apply, e-mail derdenechimeg@mn.peacecorps.gov; phone: 976.11.311518.



in the health sciences or other relevant disciplines with applicability to international health, such as epidemiology or clinical, biomedical, or public health; ten years' practical experience in TB control in public health settings. Deadline: 3/10/2008. For more information and to apply, e-mail ghfprecruitment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

SENIOR ORPHANS AND VULNERABLE CHILDREN TECHNICAL ADVISOR • DC

Position available with Public Health Institute/Global Health Fellows. Duties: provides technical leadership and strategic planning guidance for USAID and its missions on HIV/AIDS prevention and mitigation, especially on issues related to orphans and other children made vulnerable by HIV/AIDS. Qualifications: MA or PhD in public health, social work, or related discipline; ten years' experience working with international health issues and programs; three to five years' experience with orphans, vulnerable children, HIV/AIDS, and prevention programs in a developing setting. Deadline: 3/7/2008. For more information and to apply, e-mail ghfprecruitment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

DIRECTOR • New York City

Position available with Teach For All. Duties: serves as an expert in the recruitment and selection models of Teach For America and Teach First; provides support, expertise, and network benefits to the local organizations. Qualifications: superior leadership, analytical, communication, and interpersonal skills. Deadline: 3/12/2008. For more information and to apply, visit <http://tbe.taleo.net/NA5/ats/careers/jobSearch.jsp?org=TEACHFORAMERICA&cws=1>.

CIVIL ENVIRONMENTAL ENGINEER • Anchorage

Position available with the Alaska Native Tribal Health Consortium. Duties: designs public health infrastructure for Alaskan Native communities with an emphasis on sustainable development; occasional travel to Native communities throughout Alaska required. Qualifications: BS in civil or environmental engineering; two years' engineering experience preferred. For more information and to apply, e-mail sbrum@anthc.org; phone: 907.729.3555; website: www.anthc.org/cs/dehe/.

TEACHERS • New Orleans

Positions available with Intercultural Charter School. Duties: teach K-5. Qualifications: BA/BS required; teaching license preferred, out-of-

state considered; subject proficiency required; urban experience preferred; Spanish and/or Vietnamese language skills preferred. Salary: \$43K. Deadline: 3/31/2008. For more information and to apply, e-mail mostevens@edisonschools.com; website: www.edisonschools.com/careers.

PROGRAM OFFICER • DC

Position available with American Councils for International Education: ACTR/ACCELS. Duties: oversees components of all government-funded secondary school exchange student travel; assists with the selection process, including staffing the reading room, assisting with ordering meals, math checking, file processing, and data entry; works with overseas offices. Qualifications: familiarity with cultures and geography of Eurasia; proficiency in oral and written Russian or other Eurasian language preferred; For more information and to apply, visit "Get Involved/Employment" at www.americancouncils.org; phone: 202.833.7522; website: www.americancouncils.org.

MAINTENANCE FACILITATOR •

Hot Springs, NC

Position available with Southern Dharma Retreat Center. Duties: maintains buildings, grounds, and equipment; repairs and maintains electrical, plumbing, and building systems; coordinates repairs by outside professionals. Qualifications: knowledge of basic electrical, plumbing, and building systems; ability to safely operate power machines including chainsaw, mower, grass trimmer, and carpentry tools; physical ability to live in steep and rugged terrain; experience coordinating volunteers; meditation practice experience; ability to get along well with others. Salary: \$800 with room and board. Deadline: 3/15/2008. For more information and to apply, e-mail southerndharma@earthlink.net; phone: 828.622.7112; website: www.southerndharma.net.

PROCUREMENT OFFICER • DC

Position available with IFES Democracy at Large. Qualifications: BA/BS in relevant field; minimum four years' relevant work experience in logistics management, procurement, supply-chain management, operations, or other related field; good financial management and/or budget experience; government contract or grant experience in the for-profit or nonprofit arenas. For more information and to apply, visit www.ifes.org/careers.html.

DIRECTOR • New York City

Position available with Teach For All. Duties: serves as an expert in the pre-service training models of Teach For America and Teach First;

provides necessary support, expertise, and network benefits to the local organizations. Qualifications: superior leadership, analytical, communication, and interpersonal skills. Deadline: 3/12/2008. For more information and to apply, visit <http://tbe.taleo.net/NA5/ats/careers/jobSearch.jsp?org=TEACHFORAMERICA&cws=1>.

DIRECTOR OF PROGRAM SUPPORT • Billings, MT

Position available with Northern Plains Resource Council. Duties: helps protect Montana's land, water, and family farms and ranches; assists director by overseeing all financial aspects of organization; administers office; ensures internal controls, filing, and business transactions completed; supervises bookkeeper and clerical staff. Qualifications: organized, detail oriented, and excellent people skills; understanding of accounting and bookkeeping principles; experience in nonprofit fundraising; supervisory experience preferred; background check required. Salary: \$30K. Send cover letter, résumé, writing sample, and three references to steve@northernplains.org; phone: 406.248.1154; website: www.northernplains.org.

PROGRAM OFFICER • Kansas City, MO

Position available with Children International. Duties: provides oversight and technical assistance on global program activities in preventive health, HIV/AIDS, TB, and nutrition; provides technical input on all issues relating to program evaluation; works closely with regional and field program staff; assists with program design, monitoring, and evaluation. International travel up to 30% may be required. Qualifications: MPH or other advanced health degree; quantitative data analysis skills required; minimum three years' relevant work experience required in international development practice in health programs and evaluation; Spanish language skills preferred. For more information and to apply, e-mail neetagoel@vsnl.net; website: www.children.org.

PROGRAM COORDINATOR • DC

Position available with Latin American Youth Center. Duties: works from 2:00pm to 7:00pm; designs programs that provide a safe, drug- and alcohol-free recreational and educational after-school environment for up to 80 at-risk youth ages 11 to 21; helps youth to develop organizational and leadership skills. Qualifications: experience working with diverse youth in a community-based setting; experience developing reports; ability to establish and schedule youth activities; fluency in English and Spanish; minimum high school diploma. For more

Continued on page 7

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: Nikki Gray
Phone: 909.558.4902
E-mail: sphpcinfo@llu.edu

COLORADO

University of Colorado Denver

Denver, CO
School of Public Affairs
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.

Contact: Dr. Christine Martell
Phone: 303.315.2716
E-mail: christine.martell@cudenver.edu

University of Denver

Denver, CO
Graduate School of International Studies
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

Graduate School of Social Work
Master of Social Work (MSW) degree with concentration in either clinical or community practice; specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. The MSW application fee is waived. All applicants to the program are considered for merit scholarships, ranging from \$6,000 to \$12,000 per year for full-time students. Need-based awards also available. Those selected for the Fellows/USA program will receive an additional \$5,000 scholarship.
Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@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 train-

ing, community creative writing program. Benefits include tuition waiver, stipend.

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

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Master of Business Administration (MBA) and Master of Accounting (MACC) degrees. Graduate assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.

Contact: Dr. Sheb True
Phone: 770.423.6087
E-mail: strue@kennesaw.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 professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.

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 nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master

PEACE CORPS Fellows/USA



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

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: lvictorson@ssw.umaryland.edu

University of Maryland–Baltimore County

Baltimore, MD
Shriver Peaceworker Program
All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium pro-

grams: social work (MSW), urban studies, nonprofit management, etc.

Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Maryland–College Park

College Park, MD
In Development: Degrees in public policy and management. joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year; 5 credits tuition remission per semester; in-state tuition rates, and eligibility for other merit-based awards.
Contact: Ms. Taryn Faulkner
Phone: 301.314.2486
E-mail: faulkner@umd.edu

MICHIGAN

University of Michigan

Ann Arbor, MI
Ford School of Public Policy
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.
Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment
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: Sondra Auerbach
Phone: 734.764.6453
E-mail: sondramr@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: Robyn Turner
Phone: 816.235.5243
E-mail: turnerrob@umkc.edu

NEW HAMPSHIRE

Southern New Hampshire University

Manchester, NH
Community economic development, international community economic development, business, National Weekend Program.
Contact: Chuck Hotchkiss
Phone: 603.644.3103
E-mail: c.hotchkiss@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: scheesma@camden.rutgers.edu

NEW MEXICO

New Mexico State University

Las Cruces, NM
Degrees in public health, 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, interdisciplinary.
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: Shelly Chin
Phone: 212.678.4080
E-mail: pcfellows@tc.edu

Cornell University

Ithaca, NY
City and regional planning (MS)
Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.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.

PEACE CORPS Fellows/USA



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: Admissions Office
Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

NORTH CAROLINA

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. Certificates of Excellence also offered in finance and marketing as well as a certificate program in health sector management. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matthew T.A. Nash
Phone: 919.660.7791
Fax: 919.660.1096
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy
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

OHIO

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design.
Contact: Johanna W. Looye
Phone: 513-556-0216
E-mail: johanna.looye@uc.edu

OREGON

University of Oregon

Eugene, OR
Community and regional planning, public administration.
Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@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
Center for Environmental Research and Education
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

Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@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. Benefits: 50% tuition discount.
Contact: Dane Zimmer
Phone: 724.838.4209
E-mail: zimmer@setonhill.edu

University of Pennsylvania

Philadelphia, PA
Fels Institute of Government
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

Columbia, SC
Center for Child and Family Studies
Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Laura Boudon
Phone: 803.777.5190
E-mail: boudon@gwm.sc.edu

Moore School of Business
International business administration, joint degrees.
Contact: Reena Lichtenfeld
Phone: 803.777.6749
E-mail: rlichten@moore.sc.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, educational policy and leadership, English, economics, history, international affairs, philosophy, political science, public service, theology. 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

PEACE CORPS Fellows/USA



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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information and to apply, e-mail sonya@layc-dc.org; phone: 202.319.2235; website: www.layc-dc.org.

SENIOR ORGANIZER • Lawrence, MA

Position available with Merrimack Valley Project (MVP). Duties: recruits and develops leaders from religious, labor, and community organizations; works with leaders to strengthen MVP's power; assists with staff organizing campaigns on economic and social justice issues, including immigration, jobs and workers' rights, affordable housing, and other issues. Qualifications: three to five years' work experience as a community, congregation-based, or labor organizer; passion for social and economic justice; strong commitment to faith- and values-based organizing; proven ability to mentor leaders and carry out successful issue campaigns; strong one-on-one relationship-building skills. For more information and to apply, e-mail mvalleyp@aol.com; website: www.merrimackvalleyproject.org.

PROJECT ENGINEER/PROJECT MANAGER • Arlington, VA

Position available with FLUOR Corporation. Duties: serves as a member of the project management team to assist with managing the current \$200 million, five-year engineering and architecture services that provide post-disaster technical assistance services as a contractor to FEMA in support of the public assistance program. Qualifications: BS in engineering or architecture field preferred; five to ten years' professional experience preferred, including project management experience; strong computer literacy; excellent oral and written communication skills; strong organizational skills; careful attention to detail; excellent interpersonal skills. For more information and to apply, e-mail brett.barclay@fluor.com; phone: 703.351.6454; website: www.FLUOR.com.

SPANISH-SPEAKING PEER ADVOCATE • San Francisco

Position available with Shanti. Duties: provides assistance to Spanish-speaking care navigator and support of this case-load; participates in

outreach to Spanish-speaking clients and potential volunteers; provides active referrals to meet clients' needs and assists them in accessing services and follow-up with clients through home visits and telephone calls. Qualifications: bilingual Spanish and English; BA in social sciences, women's studies, psychology, health, or related field or comparable work experience; experience providing direct services to clients; demonstrated comfort in working with diverse populations. Salary: \$17/hour. Deadline: 3/15/2008. For more information and to apply, e-mail epickens@shanti.org; phone: 415.674.4780; website: www.shanti.org.

SPANISH-SPEAKING CARE NAVIGATOR • San Francisco

Position available with Shanti. Duties: performs outreach to clients and targeted communities-of-need for service provision; performs initial client intakes, psychosocial assessments, and ongoing life care needs assessment; creates individual care planning and goal establishment, including referrals to meet the client's needs. Qualifications: bilingual Spanish and English; BA in social sciences, psychology, women's studies, health, or related field; three years' experience providing direct services to clients; knowledge of San Francisco healthcare providers; demonstrated comfort in working with diverse populations. Salary: \$36K. Deadline: 3/15/2008. For more information and to apply, e-mail epickens@shanti.org; phone: 415.674.4780; website: www.shanti.org.

IRS PROGRAM ASSISTANT • DC

Position available with RTI International. Duties: provides administrative support to the indoor residual spraying (IRS) project; coordinates and tracks travel; supports meetings; maintains calendars; monitors completion of reports; maintains project files for deliverables; develops presentations. Qualifications: BA/BS with one year's administrative work experience, preferably for an organization that manages projects in developing countries; excellent oral and written communication skills, organizational skills, and attention to detail; demonstrated interest in international health; French or Portu-

guese language skills. Deadline: 3/28/2008. For more information and to apply, e-mail sminer@rti.org; website: www.rti.org.

SITE MANAGER • Riverdale, MD

Position available with Maryland Multicultural Center. Duties: manages the day-to-day operations as well as on-site staff; oversees the implementation of the programs and compliance with all requirements. Qualifications: four years' experience with at-risk youth; BA/BS in social services or related field; proven experience managing staff and multiple projects, preferably grant programs; 40 hours per week required; some Saturday shifts required; fluency in Spanish preferred. For more information and to apply, e-mail sonya@layc-dc.org; phone: 202.319.2235; website: www.layc-dc.org.

SPECIAL EDUCATION • Denver, CO

Position available with Highline Academy Charter School. Duties: instructs K-8 students with special needs as part of a three-member special education team; works with students individually or in small groups to ensure in-classroom success. Qualifications: NCLB qualified. Deadline: 4/30/2008. For more information and to apply, e-mail pspath@highlineacademy.org; phone: 720.449.0317, ext. 106; website: www.highlineacademy.org.

SPANISH TEACHER • Denver, CO

Position available with Highline Academy Charter School. Duties: instructs grades six to eight in Spanish levels II and III. Qualifications: NCLB qualified. Deadline: 4/30/2008. For more information and to apply, e-mail pspath@highlineacademy.org; phone: 720.449.0317, ext. 106; website: www.highlineacademy.org.

PROJECT MANAGER • Longmont, CO

Position available with Engineers Without Borders. Duties: reviews projects prior to assessment or implementation trips; calls chapters to discuss their project process with them; provides suggestions to chapters on how best to proceed with their projects. Qualifications: five

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Peace Corps Response



Eastern Caribbean

Antigua and Barbuda Red Cross in the Eastern Caribbean requests a Peace Corps Response Volunteer (PCRV) to serve as a **Community Outreach Volunteer** for the Disaster Preparedness and Mitigation (DPM) program for a six-month assignment. **Duties:** assists with capacity building in four target communities within St. John's Parish and on the island of Barbuda to strengthen skills in disaster preparedness; assists with developing a plan of action; facilitates disaster training sessions and training in the design and implementation of hazard maps. **Qualifications:** well-developed training and facilitation skills; knowledge of research methods for disaster-related topics, hazard, and risk mapping; familiarity with disaster prone regions in the EC; project management experience; should be a returned Volunteer from the Caribbean region; experience with flood disasters and Spanish language skills.

The **Health, Hope and HIV Network (HHH Network) of Antigua & Barbuda** has requested a Peace Corps Response Volunteer (PCRV) to work as a **Capacity Building Volunteer** for a six month assignment. HHH Network is a nonprofit and non-governmental organization that was formed to address the plight of people living with HIV and AIDS (PLWHA) and supports those who are infected and affected. The PCRV will assist in building the capacity of the HHH Network office to more effectively support PLWHA in Antigua and Barbuda. **Duties:** assist staff in identifying and writing project proposals which would ensure continuous funding for the HHH Network; train members of the HHH Network in proposal writing; train members of the HHH Network in basic computer literacy; advise the HHH Network staff on efficient office administration practices; teach basic Spanish to the staff. **Qualifications:** BA in social sciences, community development, or related field; experience in NGO development, capacity building, proposal writing, resource development, and training; strong program management skills; minimum two years HIV/AIDS experience, preferably in working with PLWHA; proficient in MS Office applications; high level Spanish skills and ability to teach basic Spanish.

The **St. John Ambulance Association of Antigua and Barbuda** in the Eastern

Caribbean is requesting a Peace Corps Response Volunteer to serve as a **Hospice Development Advisor** for its Humanitarian Assistance program. The PCRV will work with the St. John Ambulance Association and key stakeholders to develop a three-year strategic plan for a Hospice Thrift Shop and a permanent Hospice Center. **Duties:** start up of both facilities and training to ensure sustainability, identifying available resources to eliminate or reduce redundancy; develops winning proposals for both projects. **Qualifications:** significant experience in service management, especially related to HIV/AIDS; strong strategic planning, budgeting, and proposal writing skills; ability to network and establish relationships; passion for providing care to the terminally ill; advanced degree in health management or related field preferred; experience with the Foundation Center or other foundation databases; experience living and working in the EC; Spanish language skills; experience related to the start up of a medical facility.

El Salvador

Centro de Proteccion de Desastres (CEPRODE) requests one Peace Corps Response Volunteer to work as a **Natural Parks and Disaster Preparedness Specialist** for a six month assignment. **Duties:** implements the operations plan for the Natural Protected Area National Park San Diego-La Barra; collaborates in the formation and functioning of the community civil protection committee for the prevention and mitigation of disasters; supports the follow-up to existing local committees for the prevention and control of forest fires in the park; helps create an easy, non-technical risk and resource map with communities; helps elaborate a community civil protection plan for disaster prevention and risk mitigation; collaborates in the implementation of evacuation drills for floods. **Qualifications:** knowledge of natural protected areas; experience with disaster prevention and risk mitigation plans; ability to work independently and with little supervision; knowledge of forest fire prevention and control; fluent in Spanish.

The **Economic Development Program (REDES - Fundacion Salvadorena para la Reconstruccion y el Desarrollo)** has requested a Crisis Corps Volunteer to work as a **Rural Sanitation and Disaster Preparedness Volunteer**. **Duties:** writes a diagnostic of the state and quality of sanitation infrastructure

in several communities; trains communities on water source protection and conservation methods through training modules and insert the modules in local risk management plans; orients communities and families on adequate waste and waste water management; develops environmental sanitation materials. **Qualifications:** specialized in environmental education, environmental sanitation or similar field; experience planning and managing solid waste, especially in rural areas; experience with NGO development projects; experience with training and/or strengthening capacities and developing participative education methodologies; knowledge of participative education methodology in rural populations; ability to speak and write Spanish.

The **Municipality of Santa Tecla, Mayor's Office** requests one Peace Corps Response Volunteer to work on **Disaster Preparedness** at the municipal level by providing Geographic Information System Support to the Geographic Information System Unit for a three month assignment. Santa Tecla has experienced significant urban growth over the last few decades consequently. The resulting environmental destabilization on the slopes of the Volcano of San Salvador and the Balsam Mountain Range and a subsequent strong earthquake caused a major landslide that killed hundreds. This event marked the need for the local government to improve urban planning as well as to plan the development of the municipality itself in general. **Duties:** elaborates a diagnostic of the current management of the SIGT and its relation with the other departments of the mayor's office; creates a management plan for the SIGT; elaborates the budget for the SIGT; elaborates requirements for the financial execution of the budget; helps train personnel on the updates in the management of the SIGT and its budget. **Qualifications:** degree in administration or related field; knowledge of planning processes; knowledge of project management; knowledge of decision making tools; understanding of administrative control processes; knowledge of computer systems management; advanced to fluent in Spanish.

The **Municipality of Santa Tecla, Mayor's Office** requests one Peace Corps Response Volunteer to work on **Disaster Preparedness** at the municipal level by providing Technical Support to the Geographic Information System

Peace Corps Response



Unit for a three month assignment. Santa Tecla has experienced significant urban growth over the last few decades consequently. The resulting environmental destabilization on the slopes of the Volcano of San Salvador and the Balsam Mountain Range and a subsequent strong earthquake caused a major landslide that killed hundreds. This event marked the need for the local government to improve urban planning as well as to plan the development of the municipality itself in general. **Duties:** identifies the strengths and weaknesses of information processing of the Territorial Geographical Information System (SIGT) unit; develops a manual for, as well as train staff on ArcGIS 9; teaches staff to manage a basic database compatible with ArcGIS 9; establishes a basic geographic information analysis methodology for the staff to use and train staff on this; gathers geographic information on sectors of the municipality at risk. **Qualifications:** planner with experience in project development and GIS projects; experience with project planning; knowledge of GIS use, especially as related to risk management, territorial planning and local development; knowledge and application of information management programs such as ArcInfo, ArcGIS, ESRI; knowledge of geodatabases and the exchange of geographic digital data between most commonly utilized standards; can analyze spatial and statistical information; intermediate-high to fluent in Spanish.

Guyana

Guyana HIV/AIDS Reduction & Prevention (GHARP) is requesting a Peace Corps Response Volunteer for a six-month assignment. The **Technical Officer** will work to strengthen the mentorship programs for two local NGOs - the Youth of Sophia Outreach Project (Love & Faith) and the Volunteer Youth Corps. The aim of the NGOs is to provide psychosocial support services and education/vocational training support to orphans and other vulnerable children in the community through mentoring activities. The main **duties and responsibilities are as follows:** Identify, match and supervise mentors, assist with the organization of data and integrate into a functional and effective database system, conduct a needs assessment to determine the feasibility of a case management system, enhance training materials, coordinate training workshops and improve capacity of staff. **Mandatory Qualifications:** Health or Social Science degree, knowledge of HIV/

AIDS & modes of transmission, experience working with OVC, training, curriculum development and facilitation skills, at least one year experience with counseling or mentoring, working knowledge of Access database.

A local NGO called **Help and Shelter** is requesting a Peace Corps Response Volunteer for a six-month assignment to work as a **Technical Officer** at a shelter for female victims of domestic violence and/or human trafficking and their children. **Primary duties and responsibilities include:** providing staff training in management and administrative functions, providing training in crisis counseling, health education, HIV/AIDS prevention, sexuality and healthy relationships, self-esteem, parenting, and income-generating skills for staff, residents and their children and developing a case management system for shelter residents. **Qualifications:** Mandatory: Management degree, social sciences or any other appropriate academic qualifications, solid knowledge and experience in domestic violence, human trafficking, child abuse and/or rape crisis management, experience in training, proposal writing, monitoring and evaluation, case management and capacity building. **Desired:** Experience with staff development, non-formal education for youth, knowledge of child development issues and solid computer skills to include database management.

Malawi *

** This program requires that volunteers serve out a full twelve-month term.*

The **Ministry of Local Government and Rural Development** in Malawi requests 12 Peace Corps Response Volunteers to work as **HIV/AIDS Technical Assistants** at the district level. **Duties:** provide HIV/AIDS technical support to the director of planning and development, the district AIDS coordinator and the office of social welfare; assist with development of CBOs through capacity building, training, communication and resource identification; create and modify M&E tools and financial spreadsheets; strengthen relationships among stakeholders. **Qualifications:** BA in public health, social sciences, community development, or related fields; experience working with HIV/AIDS related programming, training, capacity building; strong management, strategic planning and program development skills, M&E, report writing; experience living and working in sub-

Saharan Africa, preferably Malawi; MA in public health, organizational development, or related fields; experience conducting training workshops; knowledge of local languages, including Chichewa.

Namibia

The **Untied Nations Population Fund (UNFPA)** is requesting a Peace Corps Response Volunteer to provide agricultural support as a **Program Coordinator** in the Caprivi Region of Namibia to people infected and affected by HIV/AIDS, through the expansion of community market gardens. The purpose of the community gardens is to improve the livelihoods of families by empowering female heads of households to improve nutrition and to promote economic growth in the region. **Duties and Responsibilities:** provide ongoing technical support for community gardening, identify and expand customer base, provide trainings on agriculture topics and small business practices, identify additional beneficiaries, encourage community participation, and assist with monitoring and evaluation. **Mandatory Qualifications:** Agriculture degree or related field, experience in irrigation techniques and disease control, extensive experience with rural farming practices in arid regions, specifically sub-Saharan Africa, training competencies and knowledge of monitoring and evaluation strategies.

Project HOPE is requesting a Peace Corps Response Volunteer to serve as a **Micro Credit Advisor** for a six-month assignment in northern Namibia. The Volunteer will assist with the expansion of a micro credit program for young women who are at risk for engaging in transactional sexual activity in northern Namibia. **Duties and Responsibilities include:** helping to develop partnerships with vocational training centers to increase micro-enterprise skills training for program participants, identifying and promoting business development opportunities, identifying income generating projects and training resources, and developing strategies for expanding and enhancing existing program components. **Qualifications:** Business related degree (economics preferred), practical experience with microfinance/small business enterprise in a developing country context, experience with monitoring and evaluation and working with youth. Applicants are required to have

Peace Corps Response



successfully completed at least one year of Peace Corps service, preferably in sub-Saharan Africa.

Philippines

Intervida Philippines Foundation has requested a Peace Corps Response Volunteer (PCRV) to work as an **Environmental Resource & Disaster Management Technical Assistant** for a 6 month assignment. Intervida Philippines Foundation - a branch of the Spanish NGO Intervida, based in Barcelona, Spain - was created in 2004 and has been involved in projects focusing on Education, Health, Infrastructure, and more. In 2006 the Bicol region of the Philippines suffered from several natural disasters resulting in the development of relief operations as well as a new disaster preparedness program. The Peace Corps Response Volunteer will assist the Program Coordinator in order to contribute to various components of the Disaster Management & Environment Program. **Duties include:** planning, preparing, and

conducting trainings as well as monitoring actions in environmental disaster preparedness and response activities; linking with potential partner institutions for collaboration on preparedness and response activities; reporting and evaluating project activities; helping other Intervida Philippines Foundation Sectors in their activities, related to his/her field of expertise; preparing Information, Education and Communication materials for environmental and disaster awareness campaigns including posters, brochures, and other materials that are culturally appropriate and in the local language(s); leading facilitation of the diagnostic study on the environmental situation in the project areas. **Qualifications:** Mandatory: B.A. or B.S. in Environmental Science or related field; RPCV from the Philippines; fluency in Tagalog and/or Bicol dialect; at least 2 years of community based work experience; must be flexible and able to work in difficult working conditions; ability to work independently and carry out duties effectively with minimum supervision; ability to maintain performance expectations in diverse

cultural contexts. Desired: previous experience in Disaster Management; previous experience in community-based environmental training; working knowledge of Spanish.

Uganda

Wildlife Clubs of Uganda has requested a Peace Corps Response Volunteer to work as an **Institutional Development Volunteer** for a 6 month assignment. **Duties include:** assist in developing a financial/fundraising strategy; facilitate a stakeholders' discussion on developing and implementing the financial/fundraising strategy; facilitate training workshops in fundraising for Wildlife Club leaders; assist in developing information and fundraising packages for the Wildlife Clubs. **Qualifications:** MA or related degree; experience in organizational development, fundraising, and development of financial systems; experience in strategic plan design and implementation; experience in developing organizational policies and systems; experience in working with membership organizations or associations; training and capacity building experience.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Peace Corps Response website at www.peacecorps.gov/response; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at www.peacecorps.gov/response.

Send Peace Corps Response application, résumé, and Description of Service (if available) to pcresponse@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Peace Corps Response, 1111 20th Street 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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years' experience in either sanitation or structural engineering; overseas experience preferred. Salary: \$45K-\$60K. Deadline: 3/15/2008. For more information and to apply, e-mail meg@ewb-usa.org; website: www.ewb-usa.org.

ADMINISTRATIVE ASSISTANT • DC

Position available with American Councils for International Education: ACTR/ACCELS. Duties: provides administrative support to the vice presidents for field and activities; performs tasks aimed at providing information to and on behalf of the vice presidents. Qualifications: BA/BS; excellent oral and written communication skills; proficiency with word processing, spreadsheet, website, and database software; Russian language skills required. For more information and to apply, visit "Get Involved/ Employment" at www.americancouncils.org;

phone: 202.833.7522; e-mail: resumes@americancouncils.org.

FIELD ENGINEER • Window Rock, AZ

Position available with Navajo Area Indian Health Service. Duties: manages water and sanitation projects on the Navajo Reservation, including engineering design and construction supervision. Qualifications: BS or higher in civil or environmental engineering. For more information and to apply, e-mail adam.bjornstedt@ihs.gov; phone: 928.729.8417; website: www.ihs.gov.

DEVELOPMENT SPECIALIST •

Bethesda, MD

Position available with DAI. Duties: manages projects, short-term technical assignments, and new business acquisition. Qualifications: technical expertise in the field of post-conflict re-

construction, conflict prevention, conflict mitigation, and conflict recovery programs; record of managing development projects; BA/BS in relevant field; five years' work experience; strong second language ability; superior communication skills. Deadline: 3/31/2008. For more information and to apply, e-mail jobs@dai.com; website: www.dai.com.

LATIN AMERICA ANALYST • DC

Position available with Department of Integrated Biodefense at Georgetown University. Duties: tracks disease occurrences using open source media information; provides regional and cultural context; posts analysis to an online disease tracking portal; tracks disease in his or her area of responsibility via Spanish and/or Portuguese-language media. Qualifications: BA/BS in social sciences, sciences, or cultural

studies; fluency in Spanish and/or Portuguese; ability to synthesize and analyze information from a variety of sources; significant experience in Latin America; cultural understanding of Latin America; flexibility. For more information and to apply, e-mail isishr@isis.georgetown.edu; phone: 202.687.7880.

DESKTOP SUPPORT REPRESENTATIVE • DC

Position available with IFES Democracy at Large. Duties: answers, evaluates, and prioritizes incoming telephone, voicemail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies; interviews users to collect information about problem and leads user through diagnostic procedures. For more information and to apply, visit www.ifes.org/employment_dc.html.

MPH - HEALTH AND NUTRITION • Kansas City, MO

Position available with Children International. Duties: provides oversight and technical assistance on global program activities in the areas of preventative health, HIV/AIDS, TB, and nutrition; provides technical input on all issues relating to program evaluation; serves as principle source of info on agency health and nutrition programs for other departments. Qualifications: MPH or advanced health degree required; quantitative data collection and analysis skills required; three years' relevant work experience with specific reference to health programs and evaluation practice in a multi-country setting; proficiency in statistical analysis packages such as SPSS; Spanish language skills preferred; international travel up to 25% required. Salary: \$45K-\$55K. For more information and to apply, e-mail emccullough@children.org; phone: 816.942.2000; website: www.children.org.

ASSOCIATE DIRECTOR • Various locations

Position available with CCS. Duties: works with major nonprofits in designing and implementing significant fundraising programs. Qualifications: capital campaign or major gifts experience; transferable consulting, communications, marketing, and strategic planning experience; ability to travel and relocate may be required. For more information and to apply, e-mail careers@ccsfundraising.com, with "Peace Corps" in the subject line; phone: 800.223.6733; website: www.ccsfundraising.com.

RESOURCE DEVELOPMENT ADVISOR • Various locations

Position available with the Midwest Assistance Program (MAP). Duties: assists rural communi-

ties and tribal entities to develop and improve water and wastewater planning and management. Qualifications: strong community development skills and knowledge of governmental funding sources; water operator certification preferred; BA/BS preferred; computer expertise required; communication, facilitation, and time management skills required; ability to work independently and to travel required. Deadline: 3/21/2008. For more information and to apply, contact Joyce Anderson, MAP, Inc., PO Box 81, New Prague, MN 56071; website: www.map-inc.org.

LAWHELP NATIONAL CIRCUIT RIDER • New York City or San Francisco

Position available with Pro Bono Net. Duties: provides consulting to nonprofits building legal resource websites to serve clients and pro bono lawyers; provides strategic advice; works to increase collaboration; serves as a critical communication link between projects. Qualifications: strong self-initiative; excellent communication skills; ability to travel frequently; web-savvy and fluency in the discussion of web-based tools; experience working with civil legal services, pro bono, or other public interest legal organizations preferred. For more information and to apply, e-mail jobs@probono.net; phone: 212.760.2554, ext. 483; website: www.probono.net/about/item.Jobs.

ASIA MANAGING DIRECTOR • DC

Position available with Rural Education and Development (READ) Global. Duties: oversees the establishment and activities of READ affiliate offices throughout the Asian continent; builds the foundation for the future growth and management of the organization in Asia. Qualifications: three to five years' experience in project management and implementation; MA/MS preferred; experience living or working internationally, preferably in Asia; entrepreneurial spirit and the ability to take initiative and solve problems; exceptional oral and written communication skills; relationship-building skills. Deadline: 3/10/2008. Send cover letter and résumé to careers@readglobal.org; website: www.readglobal.org.

INTERNATIONAL HUMAN RESOURCES OFFICER • New York City

Position available with International Rescue Committee. Duties: responsible for recruitment and retention efforts, employee administration, and employee relations in support of specific regional and technical program areas; monitors and promotes the quality, sustainability, and efficiency of HR services provided to IRC employees worldwide. Qualifications: BA/MA

in related field or five years' comparable related experience; three to five years' progressive nonprofit work experience, with supervisory experience; strong oral and written French required; solid organizational skills; ability to multitask and work well under pressure. Deadline: 4/19/2008. For more information and to apply, visit www.IRCjobs.org.

FIELD PROGRAM DIRECTOR • Surry, ME

Position available with Sustainable Harvest International. Duties: responsible for all aspects of program management, including budget oversight, policy, best practices, and program evaluation, development, and planning; maintains close familiarity with the work on the ground; serves as liaison with partner NGOs. Qualifications: work experience and proven leadership abilities in areas such as sustainable agriculture and forestry in tropical regions, organics, and NGO development; management experience in Latin America; experience with small business development, microfinance, or environmental protection; fluency in Spanish and English. For more information and to apply, e-mail jobs@sustainableharvest.org; phone: 207.669.8254; website: www.sustainableharvest.org.

OUTDOOR COUNSELOR • Oakley, UT

Position available with The Oakley School. Duties: leads small groups of students on structured, overnight trips in the wilderness setting; works in the field 12-13 days/month with two on-campus office days; works with groups, staffing, and treatment plans. Qualifications: BA/BS in behavioral sciences preferred; experience in working with adolescents in structured, therapeutic wilderness programs required. Deadline: 3/7/2008. For more information and to apply, e-mail bedwards@oakley-school.com; phone: 801.783.5001; website: www.oakley-school.com.

PROGRAM ASSOCIATE • DC

Position available with World Learning. Salary: \$32,500/year. Deadline: 3/7/2008. For more information and to apply, e-mail recruitment@worldlearning.org; website: www.worldlearning.org.

LOAN OFFICER • CO or UT

Position available with Rural Community Assistance Corporation. Duties: assists with managing resources, developing programs, and participating in collaborative efforts. Qualifications: clear understanding of commercial real estate loan underwriting; clear understanding of credit and finance; excellent oral and written communication skills; experience in affordable housing, community facility, or infrastructure.

Salary: \$4,000-\$5,500. Deadline: 3/14/2008. For more information and to apply, visit www.rcac.org.

PROGRAM ASSISTANT • Bronx Zoo, NY
Part time position available with the Wildlife Conservation Society. Duties: edits publications, reports, and web pages; assists with grants database; manages regular updates from the field; communicates updates broadly; improves filing systems; drafts staff contracts and agreements; generates payment requests; assists with budgets. Qualifications: must be available 20 hours per week for one year; BA/BS; one to two years' work experience preferred; outstanding organizational and multitasking ability; excellent written and verbal communication and computer skills, including Raiser's Edge and MS Office, especially Excel and Outlook mail merge; comfort working in fast-paced office. Salary: \$17-\$20/hour. Deadline: 3/15/2008. For more information and to apply, e-mail latinamerica@wcs.org; website: www.wcs.org/global.

FINANCIAL ANALYST • DC
Position available with Population Services International (PSI). Duties: provides financial backstopping to PSI's South Africa region; interacts regularly with headquarters and field staff to manage and resolve finances in a customer oriented way; assists with financial management of donor-funded projects as well as internal and external budgeting, realignments, and project pipelines. Travel up to 20% to Southern Africa for technical assistance required. Qualifications: experience with U.S. federal contract accounting regulations, budgets, balance sheet review and financial analysis preferred; exposure to auditing, training, and/or financial oversight of foreign entities; strong attention to detail; interpersonal skills. Deadline: 4/20/2008. For more information and to apply, visit www.psi.org.

VOLUNTEER TRAINING ASSISTANT • Arlington, VA
Position available with Conservation International (CI). Duties: researches, identifies, and acquires educational resources on conservation topics; enters information about educational activities into database; adapts and develops new adult education activities on conservation topics; researches and compiles list of training opportunities in communications; researches and writes responses to FAQ from youth about biodiversity conservation and CI's work. Qualifications: knowledge of ecology and conservation; familiarity with conservation education resources; excellent research and organizational skills; creativity; ability to conceptualize new ways to communicate complex environmen-

tal concepts to different audiences; experience teaching and training adults; excellent writing skills. Deadline: 3/15/2008. For more information and to apply, e-mail swearle@conservation.org; website: www.conservation.org/discover/about_us/careers.

AFRICA PROGRAM SPECIALIST • DC
Position available with Management and Engineering Technologies International, Inc. Duties: works on Africa natural resource projects; develops work plans and reports; organizes travel; monitors and reconciles budgets. Qualifications: ability to work with partners, including government, NGO, and private sector; fluency in French required; natural resources or development background and experience living or working in Africa preferred; U.S. citizen. Deadline: 3/15/2008. For more information and to apply, e-mail mrosalez@meticorp.com.

PROGRAM DEVELOPER • West Sacramento, CA
Position available with Rural Community Assistance Corporation. Duties: plans, develops, and secures grants, contracts, and investments; assists senior management with the strategic plan; produces publications and marketing materials for the corporation. Qualifications: detail oriented; ability to work well both independently and as part of a team; excellent skills with marketing new programs and asking for money; strong writing and communication skills, creativity, and knowledge of community development; five years' applicable experience in rural division. Salary: \$3,848-\$4,548/month. Deadline: 3/8/2008. For more information and to apply, visit www.rcac.org.

REGIONAL ANALYST • Annapolis, MD
Position available with iJET International. Duties: writes time-sensitive situation reports and alerts relevance to intelligence requirements for the region; liaises with clients; responds to inquiries and provides guidance as required. Qualifications: travel and/or expatriate experience within the region; BA/BS in related field; four to ten years' experience preferred; excellent oral and written communication skills; multitasking skills; attention to detail; ability to produce on deadline; competency in at least one relevant regional foreign language. Deadline: 3/15/2008. For more information and to apply, e-mail resumes@ijet.com; website: www.ijet.com.

HOUSE ADVISOR/WORK CREW LEADER • Cuttingsville, VT
Position available with Spring Lake Ranch. Duties: works with people with mental illness or substance abuse; leads therapeutic work in farm,

garden, woods, and shop; assists with maple sugaring, building, cleaning, sewing, cooking, cidering, and looking after animals. Qualifications: desire to live and work in a therapeutic community; patience; flexibility; desire to learn and teach; desire to help others. Salary: \$250/week with room and board and health insurance. For more information and to apply, e-mail bridget@springlakeranch.org; phone: 802.492.3322; website: www.springlakeranch.org.

INFRASTRUCTURE MANAGEMENT SPECIALIST • DC
Position available with AECOM International Development. Qualifications: extensive experience developing and implementing infrastructure projects for USAID; previous experience as an IQC manager and/or as chief of party. Deadline: 3/20/2008. For more information and to apply, e-mail jud.nirenberg@aecom.com; phone: 202.944.2580.

PROJECT MANAGERS • OR
Positions available with Resource Assistance for Rural Environments Program. Duties: live and work in rural Oregon communities on locally designed community building projects for 11 month terms. Qualifications: U.S. citizenship or status as a permanent resident; BA/BS; six months' applied community experience; relevant academic coursework; proficiency in Windows based computer applications; interest in the ideology of service-learning. Salary: \$1,250/month with medical insurance and graduate credits. Deadline: 6/1/2008. For more information and to apply, e-mail kcook@uoregon.edu; phone: 541.346.2879; website: <http://rare.uoregon.edu>.

MIGRANT HEALTH WORKERS • Hammonton, Pemberton, and Salem NJ
Positions available with Southern Jersey Family Medical Centers Inc. Duties: work with migrant farmworkers. Qualifications: front desk and outreach workers must have a high school diploma and basic computer skills; drivers must be at least 26 years old with a good driving record to drive a company vehicle; ability to speak Spanish and/or Haitian Creole. Salary: \$10-\$10.50/hour. Deadline: 3/15/2008. For more information and to apply, e-mail carias@sjfmc.org; phone: 609.567.0200, ext. 4275; website: www.sjfmc.org.

SUMMER PART TIME PHYSICIANS, PAS, NPS, LPNS, MAS • Hammonton or Salem, NJ
Position available with Southern Jersey Family Medical Centers Inc. Duties: provide preven-

tive and primary care; diagnose and treat illnesses and disorders to migrant farmworkers at the health center or mobile van. Qualifications: graduate of an accredited school of medicine; Board Certified with NJ License, NJ Controlled Dangerous Substances registration, and DEA registration. Deadline: 4/16/2008. For more information and to apply, e-mail jobs@sjfmc.org; phone: 609.567.0434; website: www.sjfmc.org.

CAMP MAINTENANCE LEAD • Fossil, OR

Position available with Oregon Museum of Science and Industry (OMSI). Duties: performs effective maintenance of residential camp facilities and equipment at the Hancock Field Station. Qualifications: thorough knowledge of facility maintenance skills, including plumbing, electrical, carpentry, painting, and janitorial work; experience with water quality monitoring, sanitation procedures, and facility safety and risk management; three years' experience in maintenance, construction, or other relevant profession; BS or associates degree in science and residential camp experience preferred. Salary: \$12.56–\$15.38/hour with benefits. Deadline: 4/1/2008. For more information and to apply, e-mail employment@omsi.edu; website: www.omsi.edu.

PROJECT COORDINATOR • DC

Position available with Ayuda. Duties: assists director in creating and implementing an interpreter bank for the use of all civil legal service providers in DC; coordinates trainings and interpreter assignments; develops policies and procedures; supports advisory board and director; conducts outreach and education. Qualifications: BA/BS with two years' experience; excellent oral and written communication skills; excellent organizational skills; dedication to increasing access to justice for immigrants and LEP communities; bilingual, bicultural background preferred. Salary: \$35K–\$38K. For more information and to apply, e-mail jean@ayuda.com; phone: 202.387.4848, ext. 122; website: www.ayudainc.org.

TEACHERS • Chicago and Northwest IN

Positions available with Illinois Network of Charter Schools. Duties: meet with principals from charter public schools and other innovative schools from IL and NW IN; participate in optional workshops. Qualifications: qualified and highly skilled teachers preferred; teacher certification required; BA/BS; five years' experience in relevant field; evidence of professional growth. Deadline: 3/11/2008. For more information and to apply, e-mail [\[incschools.org\]\(http://incschools.org\); phone: 312.235.0798, ext. 18; website: \[www.incschools.org/jobfair.html\]\(http://www.incschools.org/jobfair.html\).](mailto:kfergusonmahan@</p></div><div data-bbox=)

SALES AND MARKETING

ENTREPRENEUR • Various locations

Position available with Sustainable Solutions International Marketing Group. Duties: creates national and international partnerships; works with a team on sustainable income producing ventures; builds a database; develops marketing strategies. Qualifications: high level of drive and focus; forward-thinking; interest in health, prevention, and environmental sustainability; ability to work individually or with a team. Deadline: 3/30/2008. Send cover letter and résumé to gallarano@ss8img.com; phone: 800.549.0772; website: www.shaklee.net/gallarano.

THERAPIST • MD

Position available with Institute for Family Centered Services. Duties: provides in-home family counseling; works on comprehensive assessments, intensive case management, sex offender treatment, substance abuse treatment, and family support services; provides the family centered treatment, a model of intensive in-home family preservation services. Qualifications: MA/MS in related field; two years' field experience; bilingual language skills preferred. For more information and to apply, visit www.ifscinc.com/jobs/career.php.

EXECUTIVE DIRECTOR • DC

Position available with La Clinica del Pueblo. Duties: oversees the operation of a clinic that offers primary care, mental health, and HIV/AIDS services to the DC area Latino community; works as an advocate, manager, fundraiser, and strategic visionary. Qualifications: seven years' experience managing personnel, finances, and programs at the executive level; experience in an organization that provides culturally competent physical and clinical services to the Latino community; bilingual in English and Spanish; effective management skills; master's degree in a health related field. Deadline: 3/31/2008. For more information and to apply, e-mail LCDP@transitionguides.com; phone: 301.439.6635; website: www.transitionguides.com/jobs/LaClinica.htm.

POLICY AND RESEARCH PROJECT

DIRECTOR • Various locations

Position available with the New Teacher Project. Duties: develops and implements strategies to remove district and state-level barriers to staffing reform in partner districts and states; builds the case for common sense district and state reforms. Qualifications: believe deeply in the mis-

sion; thrive in an entrepreneurial environment; record of achievement; excellent communication skills; strong organizational and event planning skills. Salary: \$80K. For more information and to apply, call 212.590.2484; website: www.tntp.org/join.html.

GEOGRAPHER • DC and Tampa, FL

Position available with Dewberry. Duties: develops flood hazard mapping products. Qualifications: BS in geography preferred; one to five years' experience in ArcGIS and/or flood hazard mapping; knowledge, interest, and project experience in GIS applications; interest in the National Flood Insurance Program; strong oral and written communication skills. For more information and to apply, e-mail dzell@dewberry.com; phone: 703.849.0156; website: www.dewberry.com.

ENGINEER • Various locations

Positions available with Dewberry. Duties: works on structural, transportation, and water resources engineering projects; responds to national disasters. For more information and to apply, e-mail dzell@dewberry.com; phone: 703.849.0156; website: dewberry.com.

YOUTH RESOURCE AND ACTIVITY

SPECIALIST • Portland, OR

Position available with Outside In. Duties: engages culturally diverse homeless youth aged 16 to 21 through activities, assistance with basic needs, and support. Qualifications: two years' experience in the areas of at-risk and homeless youth; BA/BS in related field; Spanish language ability required; excellent organization, communication, and collaboration skills required. Salary: \$11/hour with benefits. For more information and to apply, e-mail apply@outsidein.org; website: www.outsidein.org/employment.htm.

FACULTY ADVISOR • Australia, China, Europe, India, and South Africa

Position available with Envision EMI. Duties: co-leads 80 university students through an experiential education program; prepares the students for their experiences and meetings; conducts debriefing sessions; accompanies the students to all of the events; manages the student group. Qualifications: must be 21 years of age; high energy level and the ability to work long hours; four to seven years' professional background; previous experience with high school or university students; BA/BS; must attend a paid training session in Vienna, VA on 4/11 to 4/12/2008. Lodging, airfare, and meals provided. Deadline: 3/15/2008. For more information and to apply,



e-mail EMIJobs@envisionemi.com; phone: 703.548.9888; website: <https://scholarlaureate.ats.hrsmart.com>.

PROGRAM ASSOCIATE • Phoenix, AZ

Part time position available with the New Teacher Project. Duties: supports site manager in the school district; ensure the successful execution of the program. Qualifications: believe deeply in the mission; thrive in an entrepreneurial environment; record of achievement; excellent communication skills; strong organizational and event planning skills. Salary: \$22/hour. For more information and to apply, call 212.590.2484; website: www.tntp.org/join.html.

PROGRAM ASSOCIATE • DC

Position available with IFES Democracy at Large. Duties: reviews and submits field expense reports to PO or supervisor for approval; generates financial tracking and budget reports; supports recruitment and mobilization of consultants for field assignments; maintains project records and documents, including consultant contracts. Qualifications: BA/BS with experience in international development or related field; experience with Microsoft Excel, Word, and PowerPoint required; familiarity with USAID regulations preferred; internship experience with International NGO preferred; introductory experience in proposal development support preferred. For more information and to apply, visit www.ifes.org/dc_employment.html.

PROGRAM OFFICER • DC

Position available with IFES Democracy at Large. Duties: serves as primary interface with country director and local staff to implement projects; prepares budgets and approves field expense reports; responsible for financial oversight of projects with finance team. Qualifications: BA/BS; MA/MS preferred; five years' international development or related field; experience with budget management and oversight of large single project or multiple small projects; program design and project management experience. For more information and to apply, visit www.ifes.org/careers.html.

FACULTY ADVISOR - MIDDLE SCHOOL • DC

Position available with Envision EMI. Duties: supervises assigned group of 15-16 middle school scholars; facilitate small group meetings; leads discussions, briefings, simulations, and follows pre-made lesson plans; responsible for the dissemination of the educational content of the program as directed. Qualifications: BA/BS;

prior teaching experience in the middle school level preferred; ability to attend a paid training session; strong knowledge of leadership development and American history; ability to reside at the conference site for the sessions scheduled to work. Deadline: 5/15/2008. For more information and to apply, e-mail EMIJobs@envisionemi.com; phone: 703.548.9888; website: <https://env.ats.hrsmart.com>.

FACULTY ADVISOR - 2ND-5TH GRADE • Chevy Chase, MD

Position available with Envision EMI. Duties: responsible for implementing all provided educational curricula and providing the best experience possible for all participants; helps shape the experience for the young scholars. Qualifications: prior elementary school level facilitation or teaching experience; BA/BS; high energy level and willingness to work extended days and hours; strong knowledge of leadership development; ability to reside at the program site for all sessions worked; desire to work with and around elementary school scholars. Deadline: 5/15/2008. For more information and to apply, e-mail EMIJobs@envisionemi.com; phone: 703.548.9888; website: <https://env.ats.hrsmart.com>.

PROGRAM/PROJECT COORDINATOR • Various locations

Position available with Envision EMI. Duties: responsible for planning and implementing assigned portions related to the designated program on the scholar experience team; responsible for supervising the faculty advisors and/or operations team members and monitoring the participants' experiences during the programs. Qualifications: one year's managerial, event planning, and experiential education preferred; BA/BS required; strong communication skills; strong supervisory and managerial skills; detail oriented with ability to prioritize and work on various projects; ability to work extended days and hours. Salary: \$33K. Deadline: 3/15/2008. For more information and to apply, e-mail EMIJobs@envisionemi.com; phone: 703.548.9888; website: <https://env.ats.hrsmart.com>.

HOUSING SPECIALIST • Portland, OR

Position available with Outside In. Duties: works in a transitional housing program for culturally diverse youth ages 16 to 21. On-call positions also available. Qualifications: two years' experience in the areas of at-risk and homeless youth or shelter and housing programs; BA/BS in related field; bilingual Spanish and English preferred. Salary: \$11/hour. For more informa-

tion and to apply, e-mail apply@outsidein.org; website: www.outsidein.org/employment.htm.

International

PROGRAM OFFICER •

Kabul, Afghanistan

Position available with American Councils for International Education: ACTR/ACCELS. Duties: oversees all aspects of these programs in Afghanistan; recruits and tests potential program participants; runs orientation and coordination of logistics for participants; oversees administrative and finance functions. Qualifications: knowledge of Dari and/or Pashto preferred; BA related to region in international education, development, history, area studies, or related area. For more information and to apply, visit "Get Involved/Employment" at www.americancouncils.org; phone: 202.833.7522; e-mail: resumes@americancouncils.org.

COMMUNICATIONS COORDINATOR •

Accra, Ghana

Position available with CARANA Corporation. Duties: develops and implements communications strategy for the West Africa trade hub and supervises the hub's outreach and monitoring and evaluation team; produces monthly newsletter; develops and maintains content of hub website; directs media relations; writes and oversees design of publicity materials. Qualifications: BA in journalism, communications, or public relations preferred; fluency in French; five years' experience in journalism and/or public relations, with an emphasis on sound and clear writing; ability to write clearly and engagingly for a variety of materials, including news stories, press releases, and publications. Deadline: 3/7/2008. For more information and to apply, e-mail consultant-communications@carana.com; website: www.carana.com.

SENIOR PROGRAM OFFICER •

Dushanbe, Tajikistan

Position available with American Councils for International Education: ACTR/ACCELS. Duties: supports all programs in Tajikistan; assists the country director in maintaining organizational relations in the host country; organizes and maintains all participant document files; responds to inquiries and correspondence related to the flex and teacher programs; assists in organizing and implementing events. For more information and to apply, visit "Get Involved/Employment" at www.americancouncils.org; phone: 202.833.7522; e-mail: resumes@americancouncils.org.

PROGRAM OFFICER • Moscow, Russia

Position available with American Councils for International Education: ACTR/ACCELS. Duties: responsible for overseas functions related to the FLEX secondary school program including recruiting and testing program candidates in Russia; coordinates orientation activities for participants Eurasia-wide; interviews and tests candidates for the FLEX program in Russia; teaches and assists with pre-departure orientations of participants; provides assistance and guidance to hubs. For more information and to apply, visit "Get Involved/Employment" at www.americancouncils.org; phone: 202.833.7522; e-mail: resumes@americancouncils.org.

COURSE INSTRUCTOR •

Various locations

Positions available with Where There Be Dragons. Positions run for summer 2008. Duties: instruct groups in programs in China, Silk Road, Thailand, Cambodia, Vietnam, Tibet, India, Himalayas, Guatemala, Peru, Bolivia, Senegal, and Morocco. Qualifications: extensive experience traveling and/or living in the region; strong language ability; enthusiasm and experience for working with young people. For more information and to apply, e-mail staffing@wheretherebedragons.com; phone: 800.982.9203; website: www.wheretherebedragons.com.

CHIEF OF PARTY • Egypt

Position available with AECOM International Development. Qualifications: decentralization experience in the developing world; experience building support for decentralization policy reforms and leading debate preferred; ability to build and motivate teams, bridging government, USAID, and implementing partners required; prior COP or team leader experience preferred. Deadline: 3/10/2008. For more information and to apply, e-mail jud.nirenberg@aecom.com; phone: 202.944.2580.

EFL TEACHER • Various locations

Position available with TESOL Training International. Qualifications: BA/BS. Information sessions provided at the National Press Building in Washington, D.C. on 3/3/2008 from 7:00 to 8:30. For more information and to apply, e-mail andrew@forteintl.com; phone: 202.628.8196; website: www.tesoltraining.net.

REGIONAL DIRECTOR IN INTERNATIONAL HEALTHCARE MANAGEMENT • Ethiopia

Position available with Yale University and Clinton Foundation HIV/AIDS Initiative. Duties: assigned to a region to collaborate with and mentor regional and city health bureau and

management teams of relevant hospitals; mentors and coaches health bureaus to implement diverse management efforts in hospitals. Qualifications: demonstrated evidence of outstanding leadership skills in hospitals; understanding of operational and strategic needs of hospitals; ability to work at both government policy and organizational management level; advanced health or hospital administration degree; five to seven years' increasing responsibility in hospital or health care management. For more information and to apply, e-mail elizabeth.bradley@yale.edu; phone: 203.785.2937.

RESEARCHER • Mozambique

Position available with PSI. Duties: oversees and guides all research activities conducted by PSI/Mozambique and PSI/Angola; strengthens and broadens the capacity of PSI's research and marketing staff. Travel to Angola up to 20% required. Qualifications: extensive knowledge of SPSS and/or STATA programming; ability to train, manage, and develop research staff in cross-cultural settings; strong writing skills. Deadline: 4/20/2008. For more information and to apply, visit www.psi.org.

DEPUTY COUNTRY

REPRESENTATIVE • Lusaka, Zambia

Position available with Population Services International (PSI). Duties: assists the CR in developing PSI/Zambia's social marketing activities, with an emphasis on expanding current leadership. Qualifications: experience in programmatic, financial, and operational management of large donor-funded programs, especially USAID and Global Fund; proven record of leading successful "evidence to action" processes; demonstrated understanding of social franchising model of implementation. Deadline: 4/12/2008. For more information and to apply, visit www.psi.org/employment.

WATER AND SANITATION ENGINEERS • Kantaga, DRC

Positions available with Action Against Hunger (ACF-USA). Positions run three to six months. Duties: respond to an emergency in DR Congo; treat current cholera outbreak and prevent further spread. Qualifications: BS in engineering, specifically in geology, hydrology, or civil; knowledge of hygiene, water, and cleansing; knowledge of a SIG software, such as ArcView or MapInfo; good relational qualities; experience framing a team; knowledge of French. Salary: \$1,200 with benefits, per diem, and room and board. Deadline: 3/31/2008. For more information and to apply, e-mail jobs@aah-usa.org; phone: 212.967.7800; website: www.actionagainsthunger.org/get-involved/jobs.

VOLUNTEER COORDINATOR •

Costa Rica

Position available with Globe Aware. Duties: leads week-long trips of one to 15 in a small village program, focusing on cultural awareness and sustainability; coordinates work projects; liaises with community members to ensure all aspects of volunteer week are organized; assists volunteers with cultural immersion; maintains communication with Globe Aware headquarters. Qualifications: BA/BS in related field; proficiency in Spanish; strong organizational and leadership skills; international experience; 18-month commitment preferred. Salary: \$550/month. Deadline: 3/7/2008. For more information and to apply, e-mail info@globeaware.com; phone: 877.588.4562; website: www.globeaware.org.

IN-COUNTRY • Antigua, Guatemala

Position available with Faith in Practice. Duties: manages Guatemala programs and small staff with minimum commitment of two years; maintains working relationships with established partner organizations; develops new mutually beneficial relationships in the field of health; some in-country travel required. Qualifications: previous nonprofit and management experience; BA/BS required; MA/MS preferred; bilingual; excellent oral and written communication skills; enjoy working with volunteers. Salary: \$12K-\$19K with benefits. Deadline: 3/3/2008. For more information and to apply, e-mail sschwaller@faithinpractice.org; website: www.faithinpractice.org.

WATER UTILITY REHABILITATION •

Lagos, Nigeria

Position available with Miller Pump Systems. Position begins summer 2008. Duties: works on the project to rehabilitate a non-operational water and wastewater utility. Qualifications: international experience; water or wastewater engineering knowledge preferred; experience with business, outreach, and other experience preferred. Salary: \$12K. For more information and to apply, e-mail popila@aol.com; phone: 610.584.6005; website: www.millerpump.com.

FIELD TRAINER • Kampala, Uganda

Position available with Get Out of Poverty Project. Duties: trains community groups in a variety of agricultural and farming practices such as poultry rearing, pig farming, farming of cotton, wheat, or maize, and tractor training in periods of two to three months; trains approximately 200 individuals in small income generating activities and/or large scale farming. Qualifications: experience training individuals in income generating activities in rural communities, preferably in

Africa; extensive experience in tractor training with computerized modern tractors; commitment to helping poor African communities. For more information and to apply, e-mail bjoppenheimer@gmail.com; phone: +256.772407470.

Intern/Volunteer

INTERNATIONAL AGRICULTURAL INTERNSHIP • DC

Internships available with Department of Agriculture. Internships run 10 to 16 weeks. Duties: work in overseas offices to promote U.S. agricultural interests through the International Agricultural Internship Program (IAIP) for fall 2008; work on international agricultural trade policy issues, commodity and market analysis, and organizing trade events. Qualifications: excellent analysis, marketing, writing, language, and organizational skills and experience; U.S. citizenship; currently pursuing a degree in business or science related agricultural field. For more information and to apply, e-mail internships@fas.usda.gov; website: www.fas.usda.gov/admin/student/iaip/index.asp.

TRAINING INTERN • Arlington, VA

Position available with Conservation International. Duties: supports the education training program by researching existing educational resources on core conservation topics, developing new adult education activities, researching training opportunities, and writing responses to FAQ from youth about conservation. Qualifications: knowledge of ecology and conservation issues and conservation education resources; excellent research, organizational, and writing skills; creativity; experience with adult education; artistic ability required. Deadline: 3/7/2008. For more information and to apply, e-mail swearle@conservation.org; phone: 703.341.2705; website: www.conservation.org.

Education

MASTER'S PROGRAM - GLOBAL SOCIAL AND SUSTAINABLE ENTERPRISE • Fort Collins, CO

Scholarships available with Colorado State University's program in masters of science in business administration. This 18-month program focuses on building enterprises that create positive change in the world. Qualifications: international experience; overseas fieldwork.

For more information and to apply, e-mail Carl.Hammerdorfer@business.colostate.edu; phone: 970.491.6937; website: www.csugsse.org.

GRADUATE OPPORTUNITIES •

Various Locations

National Science Foundation Integrative Graduate Education Research and Traineeships (IGERT) Graduate Programs offer 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 seeking 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.

NYU SHRIVER SCHOLARSHIPS •

New York City

The Robert F. Wagner Graduate School of Public Service prepares students to produce results in global public service through international master's degree programs in public and non-profit management and policy, health policy and management, and urban planning. Merit scholarships are available to RPCVs for full- or part-time study. Qualifications: strong academic merit; successful completion of two years of Peace Corps service; close-of-service date should be within three years of the school application date. For more information and to apply, call 212.998.7414; website: <http://wagner.nyu.edu/current/financialaid/named.php>.

JOE LURIE DOCTORAL FELLOWSHIP • UC Berkeley

International House, UC Berkeley offers a fellowship with tuition and fee waivers, a \$5,000 stipend, and academic year room and board. Qualifications: should be eligible, first-year, entering PhD student who is a Returned Peace Corps Volunteer. For more information and to apply, e-mail ihalumni@berkeley.edu; phone: 510.642.4128; website: <http://ihouse.berkeley.edu/l/aid.html>.

SOCIAL WORK SCHOLARSHIPS • St. Louis, MO

The Brown School of Social Work at Washington University offers two \$35K John F. Kennedy Scholarships annually to RPCVs. Fellows earn

a master's degree in social work (MSW) in two years' full-time study at the social work institution. Deadline: 5/1/2008. For more information and to apply, e-mail msw@wustl.edu; phone: 314.935.6676; website: gwweb.wustl.edu.

BASU SCHOLARSHIP • Various locations

The U.S. Department of Agriculture provides funding for graduate school as preparation for a career in government service. The program is designed to recruit Asian Pacific Americans to work for USDA after completion of graduate course work in particular disciplines under the student career experience program. Qualifications: must be a U.S. citizen. Deadline: 7/1/2008. For more information and to apply, e-mail linda.blackmon@aphis.usda.gov; phone: 202.720.9176; website: www.aphis.usda.gov.

AmeriCorps/VISTA

ISLAND INSTITUTE FELLOWSHIPS • ME

Position available with Island Institute. Duties: work in schools, libraries, town offices, fisheries co-ops, arts enrichment, or adult education programs. Qualifications: recent college graduate; interest and experience in requisite skills for assignment; strong service ethic; flexibility; desire to live in small community; self-motivation; U.S. citizenship. Salary: \$22K/year with AmeriCorps benefits. Deadline: 5/30/2008. For more information and to apply, e-mail cwolff@islandinstitute.org; phone: 207.594.9209, ext. 102; website: www.islandinstitute.org.

ASSISTANT AMERICORPS COORDINATOR • DC

Position available with Latin American Youth Center. Duties: implements and manages the AmeriCorps program and members; represents LAYC at Powell School; establishes relationships; attends PTA meetings; coordinates programs; designs workshops; orders supplies; writes reports. Qualifications: BA/BS from an accredited institution; fluency in Spanish. For more information and to apply, e-mail sonya@layc-dc.org; phone: 202.319.2235; website: www.layc-dc.org.

CREW MEMBERS AND LEADERS • UT

Positions available with Utah State University. Duties: assist with trail maintenance and construction and invasive weed removal and fencing. For more information and to apply, e-mail kate.stephens@usu.edu; website: www.usu.edu/ucc.

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.*

Continued from Page 1

amount of consulting to new IT users, indicate in your résumé the unsophisticated technology conditions you initially faced in this assignment. Then stress the system upgrades you implemented and how they affected the community. This demonstrates to an employer your ability to be successful in the most technologically challenged situation.

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

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

EDITOR'S NOTE: This article is reprinted from the March 1, 2007 edition of HOTLINE.

online passwords

Returned Volunteer Services offers RPCVs free online passwords to six job bulletins:

- International Career Employment Weekly
- Environmental Career Opportunities
- Public Health Jobs Worldwide
- Alliance for Conflict Transformation
- Ethical Jobs
- InterAction

To receive free online passwords, e-mail rvs@peacecorps.gov. Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.



Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI³

What is SIGI³?

SIGI³ is a highly interactive career assessment tool that is designed to help you make informed and rational decisions about your field of study and career. SIGI³ can help you assess your work-related values, interests, and skills. SIGI³ will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways. First you will enter your work-related preferences, and then SIGI³ will search its built-in library and find those careers that most closely match your preferences. SIGI³'s library is so large that it may well find career options that you never even considered or knew existed!

How do I register for access to SIGI³?

To access SIGI³, e-mail RVS at rvsinfo@peacecorps.gov with your full name, country and dates of Peace Corps service.

*****SIGI 3 is licensed to the United States Peace Corps. Use of this license by individuals not officially and directly authorized by Peace Corps' Office of Domestic Programs/Returned Volunteer Services is prohibited.*****



“The logic of the Peace Corps is that someday we are going to bring it home to America.”
President John F. Kennedy, 1961

Go to <http://www.peacecorpsconnect.org/free>
to activate your FREE one-year membership in the National Peace Corps Association
and any of its 130+ groups based on country of service, geographic region,
or interest. Also, explore jobs and graduate programs
through their online Career Center.

All RPCV groups are nonprofit organizations of returned Peace Corps Volunteers, former staff, and friends, and are not part of Peace Corps. This posting is for informational purposes only and should not be considered either as an endorsement or promotion of any particular organization.



A Peace Corps Expo of Continued Service and Engagement

Sunday, March 30, 2008
2:00-5:00 pm

Latin American Association
2750 Buford Highway
Atlanta, Georgia 30324

Keynote Speaker:
Steve Hollingworth,
Chief Operating Officer, CARE

Connect with other RPCVs and hear how they bring their international experience home and make a difference in their communities.

Become reacquainted with expanded Peace Corps Third Goal activities and related Peace Corps programs and the many ways RPCVs can, *and do*, continue to make a difference.

Attend this Peace Corps Exposition and learn more through breakouts, keynote speakers, and exhibits.

Invitees include returned volunteers, prospective volunteers, family and friends of the Peace Corps, and anyone who is interested in learning more about the impact of the Peace Corps in communities both internationally and here at home.



For updated information and to register for break-out sessions, please visit www.peacecorpsconnect.org/openhouses



AARPCV Atlanta Area Returned Peace Corps Volunteers



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