

HOTLINE



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

HOT RESOURCES

Career Event

May 18—Washington, D.C.

See page 8

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions, such as

“How can I get assistance with financial and medical issues?”

“How can I get a copy of my description of service (DOS)?”

“How can I stay connected with the Peace Corps?”

visit

www.peacecorps.gov/rpcv/faqs

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

Résumé Challenge: Matching Peace Corps Skills with Employers' Needs

Thomas R. Dezell

Certified Professional Résumé Writer

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

Résumé as a Marketing Document

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

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

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

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

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

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

Collect “Inside” Information

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

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

mented 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

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Lillian Carter Award

Call for entries

See page 8

PUBLIC SECTOR

CHEMIST, ENVIRONMENTAL SCIENTIST, AND CHEMICAL ENGINEER • DC

Positions available with the United States Environmental Protection Agency, Toxics Release Inventory program. Duties: analyze and track toxic chemical releases in the environment and the potential impact on human health or the environment. Qualifications: B.S., B.A., or M.S. in chemistry, chemical engineering, or environmental chemistry, or degreed by 6/2005; good written and oral communication skills; team player; energetic and motivated; passion to use skills and talents to protect the environment. Salary: \$35K–56K with benefits and promotion opportunities. Send cover letter and résumé to Dr. Stephen C. DeVito, U.S. EPA (mail code 2844T), 1200 Pennsylvania Avenue, SW, Washington, DC 20460.

AGRICULTURAL STEWARDSHIP COORDINATOR • Riverhead, NY

Position available with Cornell Cooperative Extension Suffolk County. Duties: provides leadership in the planning, delivery, and evaluation of the agricultural stewardship program. Qualification: M.S. Send résumé to PA#367, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853; website: www.cce.cornell.edu/careerops/pa367.htm.

VEGETABLE AND NATURAL RESOURCES EDUCATOR • Warsaw, NY

Position available with Cornell Cooperative Extension Wyoming County. Duties: provides leadership for planning, implementation, and evaluation of extension educational programs in vegetables and natural resources. Qualification: M.S. Send résumé to PA#366, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853; website: www.cce.cornell.edu/careerops/pa366.htm.

CAMPUS RECRUITER • Stillwater, OK

Position available at Oklahoma State University, 20 hours/week for a 12-month contract. Duties: designs and implements recruitment plan to increase aware-

ness of Peace Corps programs; provides presentations to student and community groups; evaluates applications and conducts interviews; maintains a working relationship with the Dallas regional Peace Corps office; submits reports and recruitment plans. Qualifications: B.A./B.S.; excellent communication skills; initiative and ability to work without close supervision. Compensation: monthly stipend; graduate students may be eligible for tuition waivers; campus office and administrative resources; use of staff car. Position begins 7/1/2005. RPCVs are given priority consideration. Send letter of interest, résumé, and two letters of reference to Ms. Nani Pybus, School of International Studies, 204 Wes Watkins Center, Stillwater, OK 74078; phone: 405.744.5662; fax: 405.744.8973; e-mail: pybus@okstate.edu; website: osuoutreach.okstate.edu/sis/pc/openjob.htm.

PUBLIC SCHOOL TEACHER • Bay Area, CA

Position available with the Oakland Teaching Fellows. Duties: teaches science, math, and special education in the city's under-performing classrooms. Neither prior coursework in education nor teaching experience required. Qualifications: B.A./B.S.; minimum 2.75 GPA; legal to work in the United States; strong written and oral communication skills. Benefits: intensive pre-service training with stipend; network of talented, committed new teachers; path to California teaching credential while teaching; teacher's salary and benefits. For more information and application, visit www.oaklandteachingfellows.org.

VARIOUS EDUCATION POSITIONS •

New York City

Positions available with the N.Y.C. Department of Education for teachers, guidance counselors, social workers, paraprofessionals, and secretaries for College Board Schools. Five new N.Y.C. public schools, grades 6–12, are being developed in the Bronx, Brooklyn, and Queens by the College Board, N.Y.C. Department of Education, the Bill and Melinda Gates Foundation, and the Michael and Susan Dell Foundation. Qualifications: must meet New York City and New York State requirements for certification in subject areas. Apply at www.collegeboard.org/cbschools.

*CAMPUS RECRUITER • Columbus, OH

Position available at Ohio State University, 20 hours/week, nine months/year. Duties: designs and implements recruitment plan to increase awareness of Peace Corps programs; provides presentations to student and community groups; evaluates applications and conducts interviews; establishes and maintains a working relationship with the Chicago regional Peace Corps office. Qualifications: enrolled at Ohio State University, preferably in a natural resource or agriculture-related area (College of Food, Agriculture, and Environmental Sciences); must be an RPCV; excellent communication skills; initiative and ability to work without close supervision. Compensation: assistantship salary includes tuition waiver plus monthly stipend. Position begins 9/2005. Deadline: 5/1/2005. Send letter of interest, résumé, and two letters of reference to Dr. Mark Erbaugh, 113 Agriculture Administration Building, 2120 Fyffe Road, Columbus, OH 43210; phone: 614.292.7252; fax: 614.292.1757; e-mail: erbaugh.1@osu.edu.

PRIVATE SECTOR

COMMUNITY ORGANIZER • Billings, MT

Position available with the Northern Plains Resource Council. Duties: helps organize Montana citizens to protect water quality, their family farms and ranches, and their unique quality of life. Qualifications: good people skills; desire to make a difference; political, volunteer, or nonprofit experience. Salary: \$20K–35K with health insurance, four-week vacation, pension, and a sabbatical program. For information and to apply, call 406.248.1154; website: www.northernplains.org.

FINANCIAL EDUCATOR • Philadelphia

Positions available with Primerica Financial Services. Duties: teach basic money management skills to poor and middle-income families. For information and to apply, call Paul Castan at 215.816.0964.

ACTIONS-RECRUITING COORDINATOR • DC

Position available with Greenpeace. Duties: contributes to the development of the action team's tactical capabilities to achieve campaign objectives; responsible for team productivity; develops, implements, and oversees recruitment and development to ensure availability of activists for nonviolent direct-action training and further development; liaises with the actions-training coordinator in preparing and identifying activists for further development through the Greenpeace U.S.A. training program; coordinates special events, protests, investigations, and direct actions; uses these events to recruit and develop activists. Salary: starting at \$40K. Send cover letter, résumé, and salary requirements to Toni Wright at resumes@wdc.greenpeace.org. (Include job title in the subject line.) Website: www.greenpeaceusa.org/jobs.

MENTAL HEALTH THERAPIST • Portland, OR

Position available with Morrison Child and Family Services. Qualifications: M.A./M.S. in social work or related field; experience in family, group, and individual therapy required; bilingual in Spanish and English is preferred. For more information and to apply, visit www.morrisonkids.org; fax: 503.736.9759; e-mail: jobs@morrisonkids.org.

CASE MANAGER • DC

Position available with La Clínica del Pueblo, a free, nonprofit health clinic serving Latinos and others in

HOT! OPPORTUNITIES

GRADUATE ASSISTANTSHIP/PEACE CORPS RECRUITMENT • University Park, PA

Pennsylvania State University offers a graduate assistantship. Duties: promotes and disseminates information related to Peace Corps opportunities and assists candidates through the entire application process; develops, organizes, and implements recruitment activities, including information sessions and special events; participates in career fairs in assigned region; conducts preliminary interviews and forwards applicants to regional recruiting office; prepares periodic activity and evaluative reports. Qualifications: must be a returned Peace Corps Volunteer; must be accepted into a graduate program at Pennsylvania State University. This part-time position, 20 hours/week, will run from 8/15/2005 to 5/12/2006. Send cover letter and résumé to Catherine S. Dufour, Associate Director for Recruiting and Employer Relations, Penn State University, 235 MBNA Career Services Center, University Park, PA 16802; e-mail: csdufour@psu.edu; phone: 814.863.0225.

PROGRAM ASSISTANT • DC

Position available with International Foundation for Election Systems. Duties: reviews and submits field expense reports and consultant payments to the program officer for approval. Qualifications: B.S./B.A. with one year of experience in international development or related field; foreign language skills and experience with the Asia region preferred; introductory program experience preferred; experienced with Microsoft Excel and Word; familiarity with USAID regulations preferred; detail oriented; excellent organizational skills; ability to prioritize, take direction, and meet deadlines; strong oral and written communicator; good problem-solving skills; team oriented. Send résumé and cover letter, referencing #20-05 PA-Asia in the subject line, to jobs@ifes.org.

Washington, D.C. Duties: provides case management services to clients living with HIV/AIDS; provides quality patient care and patient satisfaction. Qualifications: B.A. in social work or related field; two years' experience in related work; bilingual reading and writing proficiency in Spanish and English is required; two years' experience working with Latino community is required. Writing samples will be requested at time of interview. Deadline: 4/8/2005. Salary: \$33,178–39,813. Send résumé to resume@lcdp.org; fax: 202.332.0085.

OUTREACH/DEVELOPMENT DIRECTOR • DC

Position available with Shaw EcoVillage Project (SEV), a nonprofit that trains youth to be catalysts for sustainable change in Washington, D.C., urban neighborhoods. Duties: responsible for fundraising, outreach, and administration. Qualifications: B.A./B.S. in related field; two years' relevant work experience; self-directed; able to balance multiple tasks; excellent written, oral, and visual communication skills; bilingual in English and Spanish preferred. Salary: \$34K–38K with benefits. Send cover letter, résumé, and three references to Outreach and Development Director Position, Shaw EcoVillage, 1701 6th Street, NW, Washington, DC 20001; phone: 202.265.8899; e-mail: sev.mikehill@verizon.net.

CHIEF EXECUTIVE OFFICER •

New Prague, MN

Position available with Midwest Assistance Program, Inc. Duties: provides visionary and strategic leadership to propel the organization to next level; helps rural communities improve their environment and quality of life and remain self-sustaining. Qualifications: M.A./M.S. in public administration, nonprofit management, association management, or related discipline; ten years' experience in rural or community development. Salary: \$76,443–88,166 with benefits. To apply, visit www.map-inc.org; address: Joyce Anderson, MAP, Inc., PO Box 81, New Prague, MN 56071.

PROGRAM OFFICER • DC

Position available with the Academy for Educational Development. Duties: develops and implements academic and training programs for the Africa and Asia/Near East regions and places and monitors USAID participants and other trainees from various countries. Qualifications: B.A. required; M.A. preferred; five years' relevant experience or three years' experience with an M.A., preferably in international education; fluency in French required; fluency in Arabic preferred; USAID experience; experience in Africa and Asia. Salary: \$45K. For information, visit www.aed.org. To apply, send cover letter and résumé, referencing CS5058PC, to employ@aed.org; address: AED, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413.

PROJECT MANAGER • DC

Position available with the QED Group, LLC. Duties: provides administrative and technical backstopping for a portfolio of projects; advises on the establishment of field management and financial management systems; provides guidance on troubleshooting project management issues; ensures appropriate project financial management; assists with project invoicing; develops divisional financial progress reports; prepares budgets. Qualifications: five years' work experience; demonstrated knowledge of USAID and federal acquisition regulation; project and financial management expertise; experience supporting field operations; undergraduate or advanced degree in a relevant field;

budgeting, financial management, and foreign language skills preferred. Submit cover letter, CV, salary requirements, and three references to jobs@qedgroupllc.com, with "International Project Manager" in the subject line.

MAINTENANCE LEAD • Bend, OR

Position available with the Cascade Science School. Duties: supports education through effective maintenance, including carpentry, plumbing, electrical, and automotive work with camp facilities and equipment; assists with the development, planning, and execution of Oregon Museum of Science and Industry science camp programs. Qualifications: three or more years' experience in maintenance, construction, or other relevant profession; thorough knowledge of facility maintenance, including plumbing, electrical, carpentry, painting, and janitorial; basic knowledge of word processing systems; excellent driving record. Send résumé and cover letter to Tim Nortz, OMSI Science Camps, 16125 Skyliners Road, Bend, OR 97701; phone: 541.382.1771; e-mail: sciencecamps@omsi.edu; Website: www.omsi.edu/info/employment.

STUDENT EXCHANGE PROGRAM

COORDINATOR • Baltimore

Position available with American Field Service (AFS). Duties: works with AFS volunteers to meet established host family, send Americans abroad, and volunteer recruitment goals; works closely with team manager to develop and implement AFS-area team and chapter development activities, school relations initiatives, and hosting recruitment strategies; works regular office hours, some evening and weekend hours expected; travel up to 40 percent of the time. Qualifications: experience living abroad; experience working with volunteers and developing volunteer teams; experience with marketing programs; strong interpersonal skills. Send résumé to Jenny Davis at jdavis@afs.org.

SPANISH TEACHER • Falls Church, VA

Part-time position available with the Center for Multicultural Human Services. Duties: provides beginner-level Spanish instruction, with an emphasis on social service vocabulary, to groups of no more than 10 students. Qualifications: native language ability in Spanish; professional proficiency in English; must have experience teaching Spanish; excellent interpersonal skills; comfortable in a multicultural working environment. Salary: \$25/hour. Submit résumé to Center for Multicultural Human Services, Ellen Klene, 701 W. Broad Street, Suite 305, Falls Church, VA 22046; fax: 703.237.2083; e-mail: eklene@cmhs.org.

ADMINISTRATIVE ASSISTANT/OUTDOOR SCHOOL REGISTRAR • Portland, OR

Position available with the Oregon Museum of Science and Industry (OMSI) science camps. Duties: provides administrative support to senior science camps staff; manages science camps' administrative office; handles outdoor science school income; schedules, promotes, and facilitates delivery of outdoor science school programs; provides logistic support for summer camp programs. Qualifications: two or more years' administrative support experience; B.A./B.S.; relevant coursework or on-the-job training; excellent driving record; ability to get commercial driver's license; residential camp experience preferred. Send résumé and cover letter to Travis Southworth-Neumeyer, OMSI Science Camps, 1945 SE Water Avenue, Portland, OR 97214; fax: 503.239.7838;

e-mail: sciencecamps@omsi.edu; website: www.omsi.edu/info/employment.

EXECUTIVE DIRECTOR • Thoreau, NM

Position available with the Gathering Place. Duties: provides overall leadership of programs in health, literacy, and economic development in rural northwestern New Mexico; manages day-to-day operations for the organization. Qualifications: excellent organizational, marketing, financial management, and fundraising skills, including proposal writing; good written and oral communication skills; experience with grass-roots organizing and/or nonprofit management; excellent strategic thinking and computer skills; cross-cultural staff management and supervision experience. Salary: \$30K–40K. Send letter of interest, résumé, and writing sample to The Gathering Place, attn: Search Committee, 4531 Bliss Avenue, El Paso, TX 79903; e-mail: jgerman@constant.com; website: www.navajo-coop.org.

CHIEF EXECUTIVE OFFICERS •

Various locations

Positions available with the Girl Scout Councils in Tallahassee, Fla.; Plattsburgh, N.Y.; Huron, S.D.; and Savannah, Ga. Duties: lead council to meet the needs of girls ages five to 17 through high quality programs and support systems; management of communications, finance, planning, fundraising, human resources, property, volunteers, diversity, membership development, and programs. Qualifications: relevant experience and degree required. For information and to apply, specifying council of interest, write to Robert Perodeau, principal, The Executive Source—J Walter Thompson Specialized Communications, PO Box 412, Haddonfield, NJ 08033-0412; fax: 800.451.1451; e-mail: executive.source@jtwworks.com.

PROGRAM COORDINATOR, HEALTH PROMOTIONS • Bethesda, MD

Position available with Suburban Hospital Healthcare System. Duties: coordinates, develops, and conducts health promotion programs for local residents and businesses; develops and implements new wellness programs, including format, participant materials, instructor guidelines, and logistics; establishes and conducts program marketing strategies for community and corporate work sites; conducts on- and off-site health screenings; may coordinate and/or conduct health-related seminars for business and community groups; assists with development and implementation of hospital community education programs, community outreach partnerships, health fairs, and special events. Qualifications: B.A./M.A. in health education, public health; proficient in Spanish, Chinese, or other language; excellent interpersonal, communication, and customer service skills; familiarity with health and fitness needs of geriatric, adult, and adolescent age groups. Salary: \$30–40K. Fax cover letter and résumé to Philip Ostrander at 301.897.1339; phone: 301.896.3572; e-mail: postrander@suburbanhospital.org.

RESIDENCE HALL DIRECTOR • Seattle

Position available with Seattle University. Duties: provides leadership and direction to a residential community that fosters student learning and development, contributes to a vital and engaged student experience, and promotes Seattle University's mission; reports to the director of residential learning communities of housing and residence life; responsible for assisting with the design and implementation of a newly conceptualized international house; supervises and develops

PEACE CORPS FELLOWS/USA



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

University of Arizona

Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: gehlers@grad.arizona.edu.

University of Cincinnati

Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design. Dr. Johanna Looye, phone: 513.556.4943; e-mail: looyejw@email.uc.edu.

University of Denver

Denver, CO

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

University of Maryland-Baltimore

Baltimore, MD

Social work with dual-degree options in Jewish studies, law, business administration, and public health. Dick Cook, phone: 410.706.1882; e-mail: dcook@ssw.umaryland.edu

University of Maryland-Baltimore County

Shriver Peacemaker Program

Baltimore, MD

All programs of University of Maryland-Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc. Joby Taylor, phone: 410.455.6398; e-mail: joby.taylor@umbc.edu.

University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation,

urban anthropology, and nonprofit management. Dr. Marla Nelson, phone: 504.280.3110; e-mail: mnelson@uno.edu.

University of North Texas

Denton, TX

Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management. Dr. Stan Ingman, phone: 940.565.2298; e-mail: ingman@scs.unt.edu.

University of Oregon

Eugene, OR

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

University of South Carolina

Columbia, SC

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

International business administration. Reena Lichtenfeld, phone: 803.777.6749; e-mail: rlichten@moore.sc.edu.

University of Vermont

Burlington, VT

Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; health care; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology. Edward R. McMahon, phone: 802.656.4565; e-mail: emcmahon@uvm.edu.

University of Wisconsin-Milwaukee

Milwaukee, WI

Business administration, economics, geography, history, sociology, urban studies. Lisa 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. Dr. Michael Dombeck, phone: 715.346.3946; e-mail: mike.dombeck@uwsp.edu or Dr. Tim Ginnett, phone: 715.346.4191; e-mail: tim.ginnett@uwsp.edu.

University of Wyoming

Laramie, WY

American studies with concentration in education, geography, history, or literature. Dr. Eric Sandeen, phone: 307.766.3898; e-mail: esandeen@uwyo.edu.

Western Illinois University

Macomb, IL

Business administration; economics; geography; political science; recreation, park, and tourism administration. Carolyn Lawrence, e-mail: ca-lawrence@wiu.edu; phone: 309.298.2268.

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education, counseling, educational leadership. Julie Horwitz, phone: 505.722.3389; e-mail: juliehorwitz@hotmail.com.

Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified). Dr. Judith Hayes, phone: 316.978.6580; e-mail: judith.hayes@wichita.edu.

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education. Dr. Rosalind Pijeaux Hale, phone: 504.520.7498; e-mail: rhale@xula.edu.

paraprofessional staff and facilitates faculty and staff involvement in the residence hall. Qualifications: M.A. in higher education, college student personnel, or related field is strongly preferred; two years' previous experience in housing or other student development setting. This is a 12-month, live-in position. Salary: \$30K. For information and to apply, visit <https://jobs.seattleu.edu>.

GRANT COMPLIANCE MANAGER • Americus, GA

Position available with Habitat for Humanity. Duties: ensures the organization complies with all relevant grant provisions and regulations; documents, maintains, and ensures compliance with all internal control procedures related to government grants; provides expert advice on compliance as managers plan new grants. Qualifications: thorough knowledge of government grant accounting/compliance, preferably with HUD and/or USAID grants; must have five or more

years' experience in this role; B.S. in accounting, finance, or international business is required; CPA certification preferred. For information and to apply, visit www.habitat.org.

DIRECTOR, FINANCIAL PROJECT PLANNING • Americus, GA

Position available with Habitat for Humanity. Duties: manages special financial projects and planning, including research, planning, developing, and implementing the following: Patriot Act, Habitat registration issues, Jordan national office audit, allocation of expenses, area and regional office cost analysis, business process re-engineering, and other duties. Qualifications: expert knowledge of generally accepted accounting principles and financial analysis; excellent analytical skills; minimum seven years' of progressively responsible positions within finance management roles is required; B.S. in accounting, finance, or international business; M.B.A. and business certifica-

tions (CPA, etc.) are preferred; public accounting experience and nonprofit exposure preferred; international experience handling global income and payroll tax issues are preferred. For information and to apply, visit www.habitat.org.

CONSERVATION LAND CARETAKER • Martha's Vineyard, MA

Seasonal position available with Martha's Vineyard Land Bank. Duties: caretaker for an 11-acre, secluded preservation. Qualifications: ability to live in a rustic setting; public relations skills; self-motivated; environmental science knowledge. Salary: \$9.50/hour. For information and to apply, e-mail mvlandbank@yahoo.com; phone: 508.627.7141.

TAX COMPLIANCE OFFICER • Americus, GA

Position available with Habitat for Humanity. Duties: ensures organization complies with all international standards for nonprofit organizations, including pay-

roll and income tax regulations for local and national offices; works closely with outside consulting firms, providing international assignee services; prepares all payroll-related federal and state regulatory filings; handles international payroll issues. Qualifications: B.A., preferably in accounting or finance; minimum of three to five years' corporate tax experience; graduate degrees and certifications (CPA, CMA) preferred; international tax experience preferred. For information and to apply, visit www.habitat.org.

NURSE CASE MANAGER • DC

Part-time position available with L'Arche, Inc. Duties: works with adults with developmental disabilities (DD) in a faith-community setting; supervises delegated nursing functions; oversees medical care; conducts training for two homes that serve nine adults. Qualifications: must be licensed in D.C.; minimum one year of nursing experience in community health and/or care of DD adults is preferred. Position begins immediately. Send résumé to L'Arche, PO Box 21471, Washington, DC 20009; e-mail: dkelly@larchewashingtondc.org; phone: 202.232.4539, ext.14.

TEACHERS, COUNSELORS, HEALTH AND KITCHEN STAFF • Bedford, VA

Positions available with Legacy International. Each summer since 1979, a dynamic environment is created that emphasizes experiential learning and challenges teens to turn cross-cultural theory into practical action. This year, 60 youths from around the world will participate. Workshops address issues concerning youth, including war and peace, distribution of resources, prejudice, and the effects of social pressures. Cultural programming and cooperative living help participants learn to respect differences and discover similarities that transcend cultural, religious, and political barriers. Program runs from 7/5/2005 to 8/10/2005. Residential only, including salary and room and board. For information and to apply, visit www.globalyouthvillage.org; e-mail: Staff@legacyintl.org; phone: 540.297.5982.

***FUNDRAISER • Various locations**

Position available with DialogueDirect. Duties: helps coordinate fundraisers to engage the public; informs public of charity partners; encourages the public to become supporters; works with charities, such as CARE, Plan, Children International, and the World Wildlife Fund. Salary: \$500–1,000/week. For information and to apply, visit www.dialoguejobs.com; e-mail: jobs@dialoguedirect.com.

HIGH SCHOOL TEACHERS • New York City

Positions available with Urban Assembly School of Design and Construction (UASDC). As a theme-based school, UASDC seeks to infuse aspects of the built environment into the curriculum whenever possible. Duties: develop and implement an academically rigorous and interdisciplinary curriculum for ninth and tenth graders. Qualifications: versatile, energetic, and dedicated. For information and to apply, visit www.uasdc.org.

SUMMER OUTDOOR YOUTH LEADERS • Houston

Positions available with Student Conservation Association. Duties: supervise and manage teams of high school students in six-week summer outdoor service-learning program; lead teams of six students, ages 15–18, in a variety of hands-on conservation service

Continued from page 1

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 **T**ask required **A**ction taken **R**esults

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. ■

Crisis Corps Recruiting Short-Term Volunteers

Ecuador

The Red Cross of Ecuador requests one Crisis Corps Volunteer to serve a six-month assignment as an **HIV/AIDS Advisor**. Duties: revises and improves HIV pre- and post-test counseling programs in several provinces; develops communication instruments to educate clientele on pre- and post-test counseling; collaborates with the HIV/AIDS management team in programming; and assists in the monitoring, feedback, and evaluation of the project proposal. Qualifications: public health professional with relevant advanced degree (M.P.H. preferred); experience working with HIV/AIDS pre- and post-test counseling; strong organizational skills; professional experience in proposal writing and recommending future actions; experience in organizational development; Latin or Central America RPCV; fluent written and oral Spanish; desire to work under Red Cross principles; PLWHA or candidate who has a relative or friend living with HIV/AIDS is preferred.

CEMOPLAF, a nonprofit that provides health and family planning services to the Ecuadorian public, requests one Crisis Corps Volunteer for a six-month assignment as an **HIV/AIDS Counseling and Testing Program Advisor**. Duties: strengthens pre- and post-test counseling services project proposal; develops strategies, methods, and other communication instruments to educate and train youth about preventive actions; provides coaching in training methodology with staff and vulnerable populations; assists staff with formulation of prevention campaigns; and assists in the monitoring, feedback, and evaluation of the project proposal. Qualifications: public-health professional with relevant advanced degree (M.P.H. preferred); experience working with HIV/AIDS pre- and post-test counseling; organizational skills; professional experience in proposal writing; Latin or Central America RPCV; fluent written and oral Spanish.

How to Apply

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

Because of mail delivery difficulties, the Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to crisiscorps@peacecorps.gov.

CEMOPLAF requests one Crisis Corps Volunteer for a six-month assignment as an **HIV/AIDS Advisor**. This Volunteer will be assigned to strengthen an HIV/AIDS prevention education project proposal. Duties: develops strategies, methods, and other communication instruments to educate and train youth in taking appropriate preventive actions; provides coaching in training methodology with staff; assists staff with the formulation of prevention campaigns; assists in the monitoring, feedback, and evaluation of the project proposal and in development of new evaluation tools; public-health professional with relevant advanced degree required (M.P.H. preferred); experience working with HIV/AIDS required; organizational skills required; professional experience in proposal writing and project implementation required; Latin or Central America RPCV required; fluent written and oral Spanish required.

Jamaica

Jamaican Social Investment Fund requests a **Project Officer** for a six-month assignment in its operations department. Duties: provides technical training and support to staff in the effective use of project funds; facilitates trainings on expenditure justification, monthly reporting, project-schedule implementation, external contractor management, and contract assessment. Qualifications: B.A. in civil engineering; project management experience; one year of training experience; ability to adapt projects to skills available in the local community. Desired qualifications: M.A. in civil engineering; experience in developing projects from concept to completion; demonstrated skills in value engineering and cost factors.

projects and environmental education activities in Houston-area parks and wildlife sanctuaries. Qualifications: minimum 21 years old; valid driver's license and good driving record; experience mentoring youth; basic outdoor skills. Salary: \$2,600 stipend. Positions filled on a rolling basis through 4/15/2005. Send résumé to Sheryl Wallin, SCA, 5555 Morningside, Suite 212, Houston, TX 77005; e-mail: swallin@thesca.org; fax: 713.520.8008; phone: 713.249.5589.

COUNSELORS • Hunterdon County, NJ

Temporary positions available with Cross Roads Outdoor Ministries, an ecumenical spiritual center and camp dedicated to intentional community and spiritual growth. Duties: from mid-June through mid-August

lead a residential summer camp program for youth ages 8–18. Various positions include leading community service projects with local nonprofits, leading high adventure activities (white-water rafting, horseback riding, hiking, canoeing, climbing, etc.), and/or facilitating group-building activities. Qualifications: excellent interpersonal skills and an eagerness to inspire youth. Salary: \$1,700–2,500. Send cover letter and résumé to Jonathan at cxroads@gmail.com; phone: 908.832.7264.

CONTROLLER • New York City

Position available with HOPE Community, Inc. Duties: manages corporation's financial operations, including accounting, budgeting, cash-flow management, finan-

Thailand

Mosque and village officials in Mooban Nua request two Crisis Corps Volunteers to serve as **Project Managers** of a children's playground. Duties: conduct a needs assessment for the playground, including location, materials, and resources and labor; prepare and submit a proposal for full funding, including construction materials and playground equipment; plan and implement the construction phase; and plan and implement youth activities revolving around the playground. Qualifications: knowledge of planning and building playgrounds and playground equipment; experience with project management; successful completion of Peace Corps service in the Europe, Mediterranean, and Asia region; ability and willingness to live and work in a difficult setting with children who have been severely traumatized and continue to deal with side effects of the tsunami. Desired qualifications: good Thai language skills; experience with resource development; and experience in organizing and leading youth-focused recreational activities.

Sahathai Foundation Youth Center requests two Crisis Corps Volunteers to work as **Youth Recreational Activities Volunteers** in an internally displaced persons (IDP) camp in response to the tsunami. Duties: assist with the direction of youth-oriented programs, focusing on music, art, and sports-related activities; identify and develop relationships with community resources to provide needed assistance with activities; and train local employees to manage the program. Qualifications: previous youth-development experience with a focus on activities centered around music and sports; ability and willingness to live and work in a difficult setting with youth who have been severely traumatized and continue to deal with side effects; RPCV from the Europe, Mediterranean, and Asia region; ability to work independently with minimal support; good Thai language skills.

cial reporting, tax reporting, and compliance with general accepted accounting principles regulatory policies; reports to the executive director and provides financial guidance and analysis on proposed projects; reviews internal controls to identify and implement improvements; manages the annual audit; supervises and mentors a staff of four. Qualifications: strong knowledge of city and state housing regulations and federal tax code for both profit and nonprofits; strong experience in dealing with multiple corporate entities; experience with apartment rental industry and Yardi or similar integrated property management software is required. B.A. in accounting required; eight or more years' experience in financial management, real estate, or property management; C.P.A./

M.B.A. preferred. Excellent benefits and salary based on experience. Deadline: 4/15/2005. Fax cover letter and résumé to 212.722.1479.

DEPUTY DIRECTOR • DC

Position available with the Institute for Soviet and American Relations (ISAR). Duties: manages the program development process and assists the executive director in general support fundraising. Qualifications: team player in a hands-on, cooperative working environment; B.A./B.S. in international studies or related field; M.A./M.S. or two to three years' equivalent work experience; three to five years' management experience; minimum one year overseas experience; written and oral Russian language ability; strong communication and facilitation skills; proven leadership ability and contribution to environmental problem solving in Eurasia. Salary: high \$30K with benefits. Deadline: 4/15/2005. For information, visit www.isar.org. Send cover letter and résumé to Alice Hengesbach at alice@isar.org; address: 1601 Connecticut Avenue, NW #302, Washington, DC 20009. No phone calls.

PROGRAM SPECIALIST • DC

Position available with Reading Is Fundamental. Duties: liaises with existing and potential literacy program sites; monitors program compliance; develops and implements technical assistance strategies; conducts on-site workshops and visits; some travel required. Qualifications: B.A./B.S. or equivalent combination of education and experience; experience in teaching and tutoring role and volunteer services; computer literacy required; fluency in Spanish is highly desirable. For information and to apply, e-mail employment@rif.org.

CAMP NURSES •

Ancramdale, NY; E. Jewett, NY

Positions available with the Association for the Help of Retarded Children. RNs are needed for two summer camps, serving adults and children with developmental disabili-

ties. Duties: provide medication administration, daily health surveillance, and health teaching. Receive room and board and excellent salary. Positions run from 6/5/2005 to 8/30/2005. For information and to apply, call Mary Haner, RN, nursing coordinator, at 518.329.5649; e-mail: Mary.Haner@ahrcnyc.org.

INTERNATIONAL

PROJECT MANAGERS • Afghanistan

Positions available with the Sandi Group. Duties: manage construction projects of schools and clinics by local communities and construction contractors; initiate and foster community participation and mentor locals in unfamiliar construction techniques. Qualifications: project management experience preferred; ability to manage multiple tasks; passionate about helping local people; and willingness to work in a difficult environment. Send résumé and salary requirement to ningh@thesandigroup.com.

PARTICIPANT RECRUITER • Ukraine; Russia; Central Asia

Temporary position available with the American Councils. Duties: acts as program representative in the region and is responsible for all aspects of participant recruitment; requires extensive travel throughout the country. Qualifications: program administration experience; fluent in Russian and/or a regional language; experience in budget management; B.A. in relevant field, including Russian language, Russian-area studies, or education is required; advanced degree preferred. Position runs from 8/2005 to 12/31/2005. For more information and to apply, visit www.americancouncils.org.

PROGRAM MANAGER • Haiti

Position available with Save the Children. Duties: runs the Maïssade sub-office in Haiti; ensures the successful implementation of all Save the Children projects and programs in the Central Plateau region. Qualifications: B.A. and five years' international program management experience; previous program management experience in a technical sector (health, education, agriculture) preferred; finance and administrative experience preferred; strong program management skills; fluency in French and English required. Save the Children offers excellent compensation, benefits, and opportunities for growth. For information and to apply, visit tracking code 2465 at www.savethechildren.org/careers/index.asp.

More HOTLINE Ads Online!

*For additional international, education, and AmeriCorps opportunities, please see pages 9 and 10 of the online version of this issue at www.peacecorps.gov/rpcv/hotline.

Development Jobs

Via Weekly E-mails

Get on the list!

Returned Volunteer Services offers a weekly e-mail listing of 25 to 30 employment and internship opportunities in international development.

Published by **InterAction**, a U.S.-based nongovernmental organization for international development and humanitarian issues, this weekly e-mail listing is available free to RPCVs.

To receive the weekly job announcements, contact rsvs@peacecorps.gov with "InterAction" in the subject line of the e-mail.

The Peace Corps and the National Peace Corps Association

present

Discovering our Global Community

You are cordially invited to our Workshops and Open House.

Meet with representatives from the Peace Corps, the National Peace Corps Association, Northern Ohio Returned Volunteer Association, Cuyahoga Community College's Global Issues Resource Center, Girl Scouts, Boy Scouts, Cleveland Council on World Affairs, and local schools.

Workshops:

A Step-By-Step Guide to Recruitment and Exploring New Partnerships for Discovering the Global Community

Business casual attire
Hor d'oeuvres and other refreshments

Wednesday, April 20

Workshops: 4 to 5 p.m.

Open House: 5:30 to 8 p.m.

Performing Arts Center
Building E-2/Lobby
Cuyahoga Community College
Eastern Campus
4250 Richmond Road
Highland Hills, Ohio 44122

For questions or to RSVP, call 800.424.8580, option 1 or e-mail peacematch@rpcv.org.

For more information, visit www.rpcv.org/openhouse.

Discover Career Assessment Software

Returned Volunteer Services offers *Discover*, a career assessment software program administered through ACT, Inc.

Free to RPCVs, the program assesses career-related interests, abilities, and job values to help in considering career options that are a good match for you. *Discover* will also help you develop effective résumés, cover letters, job applications, and interviewing skills.

Peace Corps

Washington, DC 20526

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

Return Service Requested

Presorted
First Class Mail
Postage & Fees paid
Peace Corps
Permit No. G 264

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

and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND *HOTLINE* TO NEW ADDRESS (Sorry, we cannot send *HOTLINE* overseas.)

Name

Address

City

State

Zip Code

Country/Dates of Service

E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to Database Mgr., 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes must be made with this form and not over the phone. Please allow four to six weeks for any changes to take effect.

The Peace Corps and the National Peace Corps Association

present

Around the World in a Day

You are cordially invited to "experience the world in a day" at an Open House, featuring returned Peace Corps Volunteers who served in Africa, Asia, Europe, Latin America, and the South Pacific.

Meet Peace Corps and National Peace Corps Association directors.

Learn about the Peace Corps and the National Peace Corps Association from program managers who will bring materials about their programs and be available for questions.

Help honor the Houston universities that have contributed a record number of Volunteers.

Wednesday, April 6

5:30 to 8 p.m.

United Way of the Texas Gulf Coast
Community Resource Center
50 Waugh Drive
Houston, TX 77007

Complimentary parking
Business casual attire
Hors d'oeuvres and other refreshments

For questions or to let us know you are attending, call 214.253.5472
or e-mail rsvp@peacecorps.gov.

May Career Fair

sponsored by

Returned Volunteer Services



Meet and talk one-on-one with representatives from 30 organizations that are interested in hiring returned Peace Corps Volunteers.

Wednesday, May 18, 2005

Washington, D.C.

Time TBD

For more information, contact Heather Groome
at 202.692.1437.

Lillian Carter Award Nominations

The Lillian Carter Award honors outstanding service by senior RPCVs.

Nomination deadline: April 8, 2005

For selection criteria and more information, contact John Eaves,
Atlanta regional recruiting office:
404.562.3471; or visit
www.peacecorps.gov/rpcv/awards/carter.

PROGRAM SPECIALIST, FIELD OPERATIONS, EASTERN AFRICA • Eastern Africa

Position available with Population Services International. Duties: assists in the development, review, and monitoring of marketing plans and the development of evidence-based marketing; tracks country research plans; provides and maintains resources and references on social marketing; supports the development of field platforms and field operations; stimulates sharing of best practices across country platforms; coordinates regional projects and initiatives; oversees the setting of management objectives; provides input for strategic planning and systems development; oversees compliance with corporate policies and implementation of audit findings. Qualifications: M.A. in relevant field or equivalent experience; minimum two years' work experience in a developing country; fluency in a foreign language, preferably French or Portuguese; excellent computer skills; relevant private-sector experience. Preference will be given to candidates with private-sector experience in marketing, communications, or advertising; familiarity with international health issues; knowledge of USAID and the international donor community; and an interest in private-sector approaches to development. For information and to apply, visit www.psi.org. No phone calls or e-mails.

SENIOR HEALTH DELEGATE • Abuja, Nigeria

Position available with the American Red Cross (ARC). Duties: assists with an HIV/AIDS and TB program in Nigeria; collaborates among several agencies and focuses on increasing access to quality HIV/AIDS services in several Nigerian states. Qualifications: M.A. in public health, social work, or other allied health professions and related disciplines; minimum eight to 10 years' direct work experience in public health programming in HIV/AIDS in at least three of the following areas: community-based, home-based care and responses for supporting OVC and PLWHA, palliative care, or behavior change intervention; technical knowledge in acute respiratory infections and community DOTS. For information and to apply, visit position number 2233BR at www.redcross.org/jobs.

TEACHERS • Santo, Haiti

Positions available at Louverture Cleary School, a tuition-free Catholic boarding school operated by the Haitian Project. Duties: teach classes and assist with the development of language, computer, religion, or lab science programs; manage the school community service program; assist in raising funds to support project operation; lead empowerment group for female students; provide four hours/week of tutoring. Benefits: \$200/month with housing, health insurance, roundtrip airfare, and food allowance. Qualifications: B.A./B.S.; willingness to work for justice in Haiti. Positions run from 8/2005 to 6/2006. For information and to apply, contact Reese Jarret, vice president, the Haitian Project, at 401.351.3624; e-mail: operations@haitianproject.org.

PROJECT COORDINATOR • León, Nicaragua

Position available with Project Gettysburg/León. Duties: works with small community-based development projects in Nicaragua. Qualifications: B.A. required with significant work experience or relevant M.A.; fluency in Spanish and English required; outstanding communication skills required; organi-

zational and interpersonal skills required; partnership experience; ability to manage multiple projects and relationships simultaneously. This is a two-year appointment, renewable annually, beginning in León on 5/15/2005. Receive a monthly stipend and health insurance. Deadline: 4/11/2005. For information, visit www.gettysburg-leon.org/. Send a letter of application, résumé, and names of three references to Gretchen Natter at gnatter@gettysburg.edu/.

CHIEF OF PARTY • Moscow, Russia

Position available with International Foundation for Election Systems (IFES). Duties: participates in a four-year program to increase the capacity of civil society organizations (CSOs) to analyze and articulate priorities and issues, advocate for common causes, and mobilize citizen participation; helps to strengthen the CSO community and advocacy efforts to address citizens' needs and promotes better-informed citizens' participation; serves as the senior in-country IFES representative with USAID and local and international partners; accountable for in-country managing and monitoring of all program components to ensure overall project objectives and targets are met; manages, implements, and monitors all activities under the civil society support program. For information and to apply, e-mail jobs@ifes.org.

***ESL TEACHERS • Dalian, Jinan, Xian, and Xianyang, China**

Positions available with the American Educational Services for a one-year contract, 25 to 27 hours/week. Qualifications: must be at least 21 years old; B.A. or equivalent; teaching experience; work well with children. Salary: \$731/month. To apply, e-mail Arrianna Thompson at athompson@aesincorp.com. Additional contract information, including for 7.5-month, six-month, and six-week contracts is available at www.aesincorp.com/contracts.htm. For more information and to apply, contact Michael Wisner at teachinchina@aol.com; phone: 908.835.8227; website: www.aesincorp.com.

INTERNSHIP

***FARM INTERNSHIPS • Floyd, VA**

Internship positions available with Full Circle Organic Farm. Duties: responsible for greenhouse/coldframe seedling production; composting; vegetable, mushroom, and herb cultivation; seed saving; animal husbandry; horse-powered techniques; food preparation and preservation; sales/marketing outreach. Manual, draft horse, tiller, and tractor technologies used. Private camper trailers in wooded lots, common shower, and outdoor kitchen provided; whole foods and educational opportunities exchanged for 30 focused hours/week of labor on farm or related activities. Stipend or work-for-wage is possible after trial period. A car is strongly recommended. Position runs from 5/2005 through 11/2005—four-month minimum commitment. For intern packet, contact Full Circle Organic Farm, 320 Fork Drive, Floyd, VA 24091; phone: 540.745.3182.

EDUCATION

SUMMER INSTITUTE IN INTERNATIONAL HEALTH • Boston

Boston University offers a summer institute in international health. Apply to one of three certificate courses or nine individual courses offered. Earn cred-

its toward an M.A. in public health or attend as a summer scholar at a lower non-graduate credit tuition rate. For information, visit www.international-health.org/siih; phone: Sarah Petty, 617.638.5234; e-mail spetty@bu.edu.

MASTER'S IN PUBLIC HEALTH • New Orleans

Tulane University School of Public Health and Tropical Medicine are accepting applications for summer and fall 2005 semesters. RPCVs interested in pursuing M.A. or doctoral degrees in public health may specialize in biostatistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development. For information and to apply, contact Mary Parker or John Hembling, Tulane MI coordinators, at 800.676.5389; e-mail: tulanemi@yahoo.com; website: www.sph.tulane.edu.

GRADUATE ASSISTANTSHIPS IN PLANT HEALTH • Gainesville, FL

Graduate assistantships are available with the University of Florida Plant Medicine Program, a multidisciplinary course of study in plant health management, leading to the doctor of plant medicine (DPM) degree. DPM students learn prevention, diagnosis, and management of plant health problems through coursework and internships in relevant disciplines, including agronomy, entomology, and pathology. There are many career possibilities for graduates, including private consulting, agricultural regulation (state and federal agencies), extension, and agricultural production and support. Prerequisites: B.S. in an agricultural science or related discipline, including biology, botany, and environmental science. For more information, visit www.dpm.ifas.ufl.edu or contact Dr. R. J. McGovern at rjm@ifas.ufl.edu.

PEACEBUILDING AND DEVELOPMENT

INSTITUTE TRAINING: SUMMER 2005 • DC

American University and the Peacebuilding and Development Summer Institute provide knowledge, practical experience, and skills for practitioners, teachers, and students involved in conflict resolution, peacebuilding, humanitarian assistance and development. The summer institute will focus on various approaches to mediation, negotiation, facilitation, reconciliation, and dialogue, particularly in conflict-torn and developing regions. Participants will explore innovative methods of promoting cultural diversity with respect to public policy, community and religion, and war and post-conflict environments, while expanding their knowledge and skills in a participatory and interactive learning environment. Participants in the summer institute will be exposed to leading national and international professionals in the fields of public policy, peacebuilding, and development. For more information, visit www.american.edu/sis/peacebuilding.

***SCHOLARSHIPS • Monterey, CA**

The Monterey Institute of International Studies offers scholarships, ranging up to \$10,000, for qualified RPCVs interested in programs, including M.B.A., international and environmental policy studies, public administration, translation and interpretation, TESOL, and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. Half the students come from more than 50 countries. Most American students have lived, worked, or studied abroad. For information, call 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

***WALDORF TEACHER EDUCATION •
Spring Valley, NY**

Sunbridge College offers an M.A. and certificate program in Waldorf education and related fields that are inspired by the work of Rudolf Steiner. Programs include foundation studies and Waldorf teacher education, early childhood and elementary, and other M.S. options. Part-time certificate programs with M.S. options include Waldorf teacher education (elementary, early childhood, music, and gardening) remedial education, and Waldorf school administration. Other part-time certificate programs include biodynamic gardening, biography and social art, and applied arts. RPCVs receive special consideration for tuition assistance. For information, contact Matt Burns, enrollment coordinator, at 845.425.0055, ext 24; e-mail: info@sunbridge.edu; website: www.sunbridge.edu.

***FIELD NATURALIST AND ECOLOGICAL PLANNING • VT**

The University of Vermont offers an M.A. in field naturalist and ecological planning. This degree provides collaborative, integrative multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field naturalists focus mainly on integrating the social dimensions of environmental understanding with the field naturalist approach. RPCVs are encouraged to apply—approximately 50 percent of past graduates have been RPCVs. For more information, visit www.uvm.edu/~plantbio; address: The Field Naturalist/Ecological Planning Program, Department of Botany, 120B Marsh Life Science Bldg., University of Vermont, Burlington, VT 05405; phone: 802.656.2930.

***MEDICAL DEGREE PROGRAM IN
INTERNATIONAL HEALTH AND MEDICINE •
Beer Sheva, Israel**

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

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

The Midwest Teacher Training Program offers a TEFL certificate in a five-week program that prepares trainees to teach English in classrooms overseas. There is a 10 percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching—teaching practice, classroom observations, and job-placement assistance. Midwest is part of an English-as-a-second-language school, giving opportunities to interact with professional teachers and international students. No teaching experience required. For information, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

AMERICORPS/VISTA

PARK ASSISTANTS • VT

Positions available with Vermont Youth Conservation Corps Education and AmeriCorps. Twenty-two AmeriCorps positions are available. Spend nine to 11 months gaining skills in state park management, disaster relief assistance and emergency management, national service, youth leadership, environmental education, conflict resolution, and team-building facilitation. Members serve six months in Vermont State parks as park assistants and will return to home communities to complete length of service with a local nonprofit organization. At the completion of service, members receive a \$4,725 AmeriCorps education award. Positions include a monthly living stipend, paid training, health insurance, room and board, and college/internship credits. Seasonal positions from early- to mid-May 2005 until late October 2005. For information and application, visit www.vycc.org; phone: 800.639.8922 or 802.241.3699.

***FIELD TEAM MEMBER 2005 • Augusta, ME**

Position available with the Maine Conservation Corps as an AmeriCorps*VISTA team member. Duties: learns outdoor living skills, builds experience, and helps maintain and restore Maine's park and public lands. Qualifications: ability to perform strenuous work; desire to learn and serve with others; must be 18 years old; U.S. citizen. Salary: \$225/week, health insurance, and \$1,250 or \$2,360 AmeriCorps education award. Program runs from 5/15/2005 to 11/5/2005. For information and to apply, contact recruiting department, Maine Conservation Corps, at corps.conservation@maine.gov.

**Peace Corps Medical
Officers Needed**

The Peace Corps seeks NPs, PAs, and MDs with independent practice experience to serve as Peace Corps medical officers (PCMOs) worldwide.

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

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

For more information, visit the Peace Corps website: www.peacecorps.gov, click on "Professional Medical Opportunities"; phone: 202.692.1535; or e-mail: cmorecruitment@peacecorps.gov.

**Free to RPCVs
Online Employment Bulletins**

Environmental Career Opportunities

International Career Employment Weekly

Public Health Jobs Worldwide

E-mail rvs@peacecorps.gov to receive the passwords. Please specify which publication(s) you want.

Passwords are for RPCV-use only.

Career Information Consultants Guide

This 369-page publication, categorized by career fields, organization, and geography, lists more than 1,500 RPCVs and other professionals who have agreed to answer career-related inquiries on a voluntary basis.

For a copy of the directory, contact Returned Volunteer Services at rvs@peacecorps.gov and indicate whether you would like a hard copy or CD-ROM.