

HOTLINE



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

HOT RESOURCES

Upcoming Career Fair

August 6–Chicago

(See back page for details.)

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions such as

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

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

“How do I get assistance with medical issues?”

visit

www.peacecorps.gov/index.cfm?shell=resources.former.formervolfaq.

PUBLIC SECTOR

FOREST ENGINEER • Warren, PA
GS-8/10/12 position available with the Allegheny National Forest. Duties: plans, directs, and coordinates engineering activities, including facilities maintenance and construction (these programs cover buildings and related facilities, dams, bridges, roads, and water and wastewater systems); manages engineering construction projects; supervises forest vehicle and equipment fleet coordinator; supervises civil engineers. Contact Dale Dunshie at e-mail: ddunshie@fs.fed.us.

SCIENTISTS • Washington, DC
Biologist, chemist, toxicologist, pharmacologist positions available with USEPA, Office of Pesticide Programs. Duties: review and evaluate pesticide applications submitted for registration. Qualifications: B.S. degree or higher in science; willingness to learn on the job and perform somewhat tedious work (desk job, which involves lots of reading and writing). Deadline for applications: 4/2004. Submit résumé via e-mail to: cook.norm@epa.gov.

***BUDGET ANALY. • Washington, DC**
GS-7/9/11/12 position available with the USDA. Duties: assists in development, presentation, and execution of APHIS' \$740 million annual budget; compiles narrative and statistical material; prepares exhibits and background information for use in development and justifi-

cation of budget; monitors execution of programs to assure funds are being obligated correctly; conducts special studies to analyze problems affecting budget. Qualifications: B.A./B.S. (M.A. required for GS-9); experience developing or monitoring budget preferred; analytical, writing, and computer skills. Contact APHIS, Budget and Program Analysis Staff (Unit 56), 4700 River Road, Riverdale, MD 20737; fax: 301.734.8320.

ER TEAM COORDINATOR • NY
Part-time position available with the Nassau County Office of Emergency Management in partnership with the Health and Welfare Council of Long Island. Duties: coordinates county CERT teams, community outreach, and education; maintains database; assists with volunteer recruitment and retention; works closely with the Office of Emergency Management. Qualifications: strong verbal and presentation skills; community outreach and education experience a plus. This position funded through a state and federal grant with a time frame of a year and a half. Contact, Jennifer Mincin, Nassau County Office of Emergency Management, phone: 516.573.0636.

PRIVATE SECTOR

PROGRAM MANAGER • NY
Position available with Doctors of the World USA. Duties: manages and over-

sees health and human rights programs, including development, implementation, internal/external coordination. Qualifications: three to five years' work in international public health (with experience related to AIDS and child health preferred); prior supervisory and programmatic oversight responsibility; experience in program assessment, design, implementation, and budget and fiscal oversight; familiarity with USAID; excellent written/oral skills; IT proficiency; M.P.H. or equivalent. Deadline for applications: 4/30/2004. Send cover letter and curriculum vitae to fax: 212.226.7026; e-mail: humanresources@dowusa.org (with "PM Search" in subject).

DIR. OPERATIONAL CHANGE • AR
Position available with Heifer International. Duties: directs a team to achieve organizational alignment with Heifer's strategic plan. Qualifications: experience in process facilitation with diverse audiences; B.S. in business administration, organizational development, or related field; M.S. preferred; 10 years' experience with international or non-profit organizations; experience leading organizational strategic planning and/or change management processes; international development experience required. Salary \$48K-54K. Deadline for applications: 4/23/2004. Complete job description and application online at website: www.heifer.org. Send cover letter, résumé, and application to HR, fax: 501.907.2820, e-mail: jobs@heifer.org.

PROG. COORD. • Washington, DC
Position available with World Wildlife Fund. Duties: serves as analytical program coordinator; monitors finances; forecasts and manages daily operations. Qualifications: financial and accounting experience; demonstrated aptitude in budgeting and financial and project management activities with multiple funders and stakeholders; excellent organizational, quantitative, and communication skills; ability to work independently; database and electronic spreadsheet experience; familiarity with U.S. government-funded projects pre-

Career Information Consultants Guide Available

This publication lists RPCVs and other professionals in specific career fields who have agreed to answer career-related inquiries on a voluntary basis. More than 1,500 participants are included in this 369-page revised edition.

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.

Patricia Licata
Manager, Returned Volunteer Services
HOTLINE Editor

Clare Jensen
HOTLINE Editorial Assistant

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

ferred. Send cover letter, résumé, and salary expectation to World Wildlife Fund, Human Resources Department, #24062P, 1250 24th Street, NW, Washington, DC 20037; fax: 202.293.9211; e-mail: hr@wwfus.org.

COORDINATOR/HR ASS'T • Washington, DC

Position available with Community of Hope, a non-profit organization working with homeless families and underserved populations. Duties: manages all human resources duties for staff of 40; manages over 100 volunteers; oversees childcare program for homeless children twice a week. One-year position begins 8/2004. Salary: \$20K-25K. Qualifications: B.A./B.S.; strong organizational and people skills; desire to work in homeless shelter with impoverished families. Deadline for applications: 6/1/2004. Send cover letter and résumé to Community of Hope, Attn: Michele Washington, 1413 Girard Street, NW, Washington, DC 20009; phone: 202.232.7356; website: www.communityofhopedc.org.

TECHNICAL ADVISOR • Washington, DC

Position available with ACDI/VOCA. Duties: leads new business development activities in crisis recovery area; oversees articulation of approaches and development of strategic methodologies/tools; provides technical assistance. Position requires up to 35 percent travel. Qualifications: M.A. in relevant field; at least 10 years' international experience, including overseas-based work, with responsibility in community development, development of civil society organizations in crisis recovery, agricultural rehabilitation, or democracy and governance work at municipal level; demonstrated success with new business development; experience in emergency response preferred. Send cover letter, résumé, and salary history to ACDI/VOCA Technical Advisor, Attn: Human Resources, 50 F Street, NW, #1075, Washington, DC 20001; fax: 202.638.7477; e-mail: www.openings@acdivoa.org.

SCIENCE CAMP COOK • Fossil, OR

Position available with Oregon Museum of Science and Industry. Duties: cooks for OMSI science camps program participants and staff during programming season; plans menus; orders food; cooks breakfast

and prepares dinner; prepares and presents lunch-making materials; cleans kitchens and pantries; washes kitchen laundry; plans out-of-camp menus; occasionally cooks outdoors. Position expected to run through 11/2004. Often involves extended hours/days worked but meets ACA time-off standards. Room and board provided. Qualifications: prior experience cooking for camps, schools, or large groups; Oregon State Food Handler's License. Contact Nicole Rieniets, OMSI Recruiter, at phone: 503.797.4608; fax: 503.239.7818; e-mail: nrnieniets@omsi.edu.

PROGRAM ASSISTANT • Washington, DC

Position available with International Foundation for Election Systems. Duties: provides administrative and programmatic support for current and developing programs in Asia; reviews and submits field expense reports; generates financial tracking and budget reports; supports recruitment and mobilization of consultants; prepares/assembles briefing materials; plans/expedites travel arrangements; performs general office work. Qualifications: B.A./B.S. with up to two years' experience in international development or related field; strong oral and written communication skills; Microsoft Excel/Word experience; familiarity with USAID regulations; foreign language skills preferred. Send cover letter and résumé to e-mail: jobs@ifes.org (indicating "1104" in subject).

PROG. MANAGER, ASIA • Washington, DC

Position available with Population Services International (PSI). Duties: (based in D.C.) supports programs in Latin America, Africa, Eastern Europe, and Asia in preparation for an overseas post; monitors contract compliance; writes project proposals; prepares annual work plans and budgets. 15-25 percent overseas travel. Qualifications: Peace Corps or similar experience; private sector management in marketing or communications; knowledge of USAID and other international donors; graduate level degree; fluency in foreign language. Apply online at website: www.psi.org.

PROJECT COORDINATORS • Bethesda, MD

Two immediate positions available with University Research. Duties: backstop health field program ac-

tivities in Albania/Namibia and Russia/Vietnam. Salary: mid-\$30K. Qualifications: strong administrative, budgeting (Excel), and organizational skills; excellent writing, conceptual, and presentation talents; proficiency in either a second major development language (French preferred) or Russian. Full job descriptions available online. Send cover letter and résumé to e-mail: hr@urc-chs.com; website: www.urc-chs.com.

VARIOUS • Washington, DC

Four positions available with KaBOOM! Duties: Coordinator of grants and technical assistance: disseminates information about programs, opportunities, and resources to communities interested in creating safe play spaces. Administrative assistant: provides administrative assistance. Manager of partnerships/programs: develops and maintains ongoing external relationships with national organizations that serve as community partners. Project manager: coordinates and executes community-built playground projects and activities. For complete job description, contact at e-mail: donald@kaboom.org. Deadline for applications: 4/30/2004. Send cover letter and résumé to Human Resources, KaBOOM!, 2213 M Street, NW, #300, Washington, DC 20037; fax: 202.659.0210; e-mail: HR@kaboom.org.

FINANCIAL MANAGER • Washington, DC

Position available with the Academy for Educational Development. Duties: ensures smooth and efficient financial operation of numerous projects and sub-contracts; assumes overall financial responsibility for assigned projects, including project budget preparation and tracking, cost allocation and administration, financial reporting, and cash-flow analysis. Qualifications: B.A./B.S.; M.A. in accounting, business administration, or finance preferred; at least five years' relevant experience; thorough knowledge of USAID regulations and procedures, U.S. Government Financial Reporting, multicurrency budget management, JAMIS/ePortfolio, and Quickbooks. Send cover letter (referencing position #KN4105pc) and résumé to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

25TH ANNIVER. COORD. • Washington, DC

Position available with the Education Parish Service for a 25th anniversary coordinator. Duties: plans and implements 25th anniversary; campaigns and plans special events to fund current-year operations; builds cash reserves for forward funding; oversees volunteer network for development, PR, and marketing in five U.S. east coast locations; supervises part-time PR coordinator. Deadline for applications: 4/23/2004. Full details about EPS mission and programs available online. Contact Mrs. Bonnie Waltz, EPS Trinity College, 125 Michigan Avenue, NE, Washington, DC 20017; fax: 202.483.0253; e-mail: Waltzb@trinitydc.edu; website: eps.trinitydc.edu.

EXEC. DIRECTOR • Minneapolis/St. Paul, MN

Position available with Project Minnesota-Leon, a 20-year sister-state partnership with Leon, Nicaragua. Duties: serves in permanent part-time capacity; coordinates volunteer committees; fundraises and liaises with Nicaraguan office. Qualifications: ability to communicate fluently with Nicaraguans; extensive experience in Latin America; administrative and supervisory experience. Send cover letter and

HOT! OPPORTUNITIES

PEACE CORPS MEDICAL OFFICERS • Various

Peace Corps medical officer positions available. NPs, PAs, and MDs with independent practice experience to serve as Peace Corps medical officers (PCMOs) in the former Soviet Union as well as in Asian, African, and Pacific countries. Duties: provide health care, education, counseling, and manage the Peace Corps Volunteer health care programs in their countries of assignment. Qualifications: valid license and national certification; overseas work experience. Starting salary is \$62K. Visit the Peace Corps website: www.peacecorps.gov, click on Professional Medical Opportunities; phone 202.692.1535; e-mail pcmorecruitment@peacecorps.gov.

PROGRAM COORDINATOR • Washington, DC

Position available with National Peace Corps Association. Duties: coordinates professional development for network of global K-12 educators, including workshop facilitation; assists in program outreach and promotion; assists in grant writing and general fundraising. Salary: \$25K-30K. Qualifications: B.A.; experience with MS Office; excellent organization, writing, and communication skills; Peace Corps or other international or intercultural experience and U.S. classroom teaching experience preferred. Full description online. Deadline for applications: 5/1/2004. Send cover letter and résumé to Director of Global Education, National Peace Corps Association, 1900 L Street, NW, Suite 205, Washington, DC 20036; fax: 202.293.7554; e-mail: globaled@rpcv.org; website: www.rpcv.org.

résumé to Rob Machalek, PML Board President, at phone: 612.866.3955; e-mail: robmac@visi.com.

COMMUNITY CAREGIVERS • Crozet, VA

Position available with the service community Innisfree Village, a life-sharing community of adults with mental disabilities, nestled in the foothills of the beautiful Blue Ridge Mountains. Duties: join in community for at least one year's stay; live together in family-style homes; work together in weavery, woodshop, kitchen, bakery, and gardens. Contact Nancy Chappell at phone: 434.823.5400; website: www.innisfreevillage.org.

VARIOUS • Thiells, NY

Positions available with Cornell Cooperative Extension. Duties: Extension issue leader: provides leadership for educational program for Enhancing the Environment Issue Team; educates community leaders/policy-makers. Resource educator: provides leadership for programs ensuring that Food Stamp recipients improve nutritional well-being. Stormwater resource educators: coordinates Storm water Education Program through educational programs. Qualifications: Extension issue leader: M.A. in natural resources, environmental science/education, or related field; four years' experience in cooperative extension. Resource educator: M.A. in nutrition, home economics, health, or related field; registered dietitian preferred. Storm water resource educators: M.A. in natural resources, civil engineering, ornamental horticulture or related field. Deadline for applications: 4/16/2004. Contact Connie Kan at e-mail: ck236@cornell.edu.

FACULTY ADVISORS • Nationwide

Positions available with the National Youth Leadership Forum on Medicine (NYLF/MED). NYLF/MED attracts high school students from across the country to ten major U.S. cities for an exploration of careers and current issues in medicine. Duties: serve as instructors for forums throughout the United States for the summer of 2004. Starting dates vary by city. Qualifications: B.A./B.S.; experience teaching/working with youth; knowledge of medical issues; willingness to work non-standard hours. Compensation includes a per session rate plus on-site room/board. Background check required. Complete job listing and application information online at website: www.nylf.org.

ORGANIZER/ACTIVIST • United States

Position available with Service Employees International Union (SEIU). Duties: helps working people win dignity and respect on the job by using innovative tactics to challenge some of the largest and most powerful corporations in the world. Qualifications: excellent communication skills; good judgment; ability to work with people from diverse backgrounds and cultures; commitment to justice for working people; willingness and stamina to travel and work long and irregular hours. Salary \$30,466 to \$31,380. Send cover letter and résumé to: fax: 202.898.9016; e-mail: svartm@seiu.org; website: www.seiujobs.org.

MENTOR COORDINATOR • Washington, DC

Position available with Capital Partners for Education, a scholarship and mentoring program for low-income high school students. Duties: recruits 100-150 volunteer mentors annually; facilitates and monitors mentor-student relationships; helps design and

implement program curriculum; conducts program evaluations. Qualifications: B.A./B.S. in related field; two years' experience working with at-risk youth; excellent oral, written, interpersonal, and organizational skills. Salary range: low 30s. Deadline for applications: 4/30/2004. Complete job description online at website: www.cpe.org. Send résumé and cover letter to Mr. Khari Brown at e-mail: khari@cpfe.org.

ESL TEACHERS • Washington, DC

Part-time position available with the International Center for Language Studies (ICLS). Teaching opportunities available for group and private classes. Hours are from 8 a.m. to 8 p.m. Qualifications: M.A. plus overseas teaching experience in English or related field preferred; B.A. plus overseas experience in teaching English or related subjects required; M.A. and TESOL students also considered. Contact: Barbara Garr, ESL Coordinator at: ICLS, 727 15th Street NW, Suite 400, Washington, DC 20005; fax: 202.783.6587; e-mail: employment@icls.com.

ADVISOR/PROG. DEVELOP. • Washington, DC

Position available with National Democratic Institute for International Affairs. Duties: oversees competitive funding efforts, with emphasis on quality proposals in response to RFAs/RFPs; identifies opportunities and strategies for diversifying funding. Qualifications: proposal writing with proven track record in funded proposals from a variety of donors; experience with strategic planning, linking organization goals and philosophies to opportunities; strong negotiation and communication skills. Deadline for applications: 4/23/2004. Apply using online résumé tool at website: www.ndi.org. Refer to the exact position title in the cover letter.

PANTRY DIRECTOR • East Boston, MA

Food service manager position available at Crossroads Family Shelter. Duties: plans menu with residents; supervises cooking/meals; runs local food pantry; assists with grant writing. Qualifications: social service background; Spanish/English preferred. Deadline for applications: 5/10/2004. Send résumé and cover letter to fax: 617.567.1001.

RURAL DEVELOPMENT SPECIALIST • KS

Position available with Midwest Assistance Program, Inc. Duties: assists rural communities to develop and improve water and wastewater facilities, planning, and management. Qualifications: community development skills; knowledge of governmental funding sources; strong communication abilities and facilitation skills; municipal utility management/operational experience a plus. Travel required. Central and south central Kansas location negotiable. Starting salary \$35,318 to \$39,414. Send résumé to Mark Ritter, MAP, Inc., P.O. Box 81, New Prague, MN 56071; e-mail: mrmap@bevcomm.net.

FACULTY ADVISOR • San Jose, CA

Position available with National Youth Leadership Forum on Technology, a nonprofit organization that works at a youth conference on technology careers. Qualifications: college degree or related technological experience; interest/experience working with youth; ability to work nontraditional hours. Job runs from late 7/2004 to early 8/2004. Priority date for applications: 5/16/2004. Detailed information and application online at website: www.nylf.org.

OPER. TEAM MEMBER • Washington, DC

Position available with the Junior National Young Leaders Conference (JrNYLC). Duties: monitors safety of student participants; addresses student medical concerns; manages safe and efficient transportation of students and faculty; greets students at regional airports; prepares group-meeting rooms; attends staff training sessions/meetings. Qualifications: 21 years of age; high energy level and willingness to work extended days/hours; valid U.S. driver's license. Deadline for applications: 5/31/2004. Send résumé and cover letter to: CYLC, c/o JrNYLC Jobs, 1110 Vermont Avenue, NW Suite 320, Washington, DC 20005; fax: 202.777.4151; e-mail: JrNYLCjobs@cylc.org with subject line: "Operations Team Member."

FACULTY ADVISOR • Washington, DC

Position available with Congressional Youth Leadership Council. Duties: supervises group of 12 middle school honor students; facilitates meetings; disseminates educational program content; provides supervision and assistance at program site; prepares students' activities through informational sessions; monitors appropriate student behavior; attends staff training sessions/meetings; assists operations team. Qualifications: B.A./B.S.; prior teaching experience (middle school level preferred); knowledge of leadership development/American History. Deadline for applications: 5/31/2004. Full job description online at website: www.cylc.org/careers/jrnylc_employment.cfm. Send résumé and cover letter to: CYLC, c/o JrNYLC Jobs, 1110 Vermont Avenue, NW Suite 320, Washington, DC 20005; fax: 202.777.4151; e-mail: JrNYLCjobs@cylc.org with subject line: "Faculty Advisor."

MEDICAL ASS'T/LAB TECH. • Alexandria, VA

Position available with the Alexandria Health Center. Duties: provides technical support to clinical and provider staff; assists in patient assessment by monitoring vital signs and measuring height/weight; performs various diagnostic tests as ordered by the nurse practitioner or physician; monitors quality of laboratory services. Qualifications: flexibility to work two evening clinics; certification from a nursing or medical assistant program required; fluency in Spanish. Deadline for applications: 4/30/2004. Send résumé to: J. Charles, PhD, RN, Executive Director, Alexandria Neighborhood Health Services, Inc; fax: 703.535.7950; e-mail: jcharles@anhisi.org.

CASE MANAGER/NURSE • Alexandria, VA

Full-time RN position available in community-based, federally qualified health center providing primary and minor illness care to low-income families from Alexandria and Northern Virginia. Many families seen at the clinic are Hispanic, Central American, or new immigrants to the United States. Duties (combine case manager and clinical nurse): coordinates health care services; makes and tracks referrals; monitors health outcomes; assists patients in accessing community resources. Qualifications: fluency in Spanish; able to work Tuesday and Thursday evening clinics. Deadline for applications: 4/30/2004. Send résumé to: J. Charles, PhD, RN, Executive Director, fax: 703.535.7950; e-mail: jcharles@anhisi.org.

LANGUAGE ARTS TEACHERS • Rock Point, AZ

Two teaching positions available on the Navajo Reservation. Qualifications: bachelor's in language arts;

PEACE CORPS FELLOWS/USA



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

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or health care policy management. Martha Chavez McGivney, phone: 412.268.1909; e-mail: mcgivney@andrew.cmu.edu.

DePaul University

Chicago, IL
Elementary and high school special education certification. Dr. Barbara Radner, phone: 773.325.7171; e-mail: bradner@depaul.edu.

Duquesne University

Pittsburgh, PA
Social and public policy, business administration, conflict resolution, peace studies. Dr. Evan Stoddard, phone: 412.396.5179; e-mail: stoddard@duq.edu.

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer). Dr. Tom Marcinkowski, phone: 321.674.8946; e-mail: marcinko@fit.edu.

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs. Dr. Jack Levy, phone: 703.993.3689; e-mail: jlevy@gmu.edu. Lynn Walker Levy, phone: 703.993.3602; e-mail: lwalker3@gmu.edu.

George Washington University

Washington, DC
Transition special education, secondary education. Dr. Jeanne Embich, phone: 202.973.1061; e-mail: jembich@gwu.edu.

Illinois State University

Normal, IL
Applied economics, political science, sociology with sequences in applied community and economic development. Phone: 309.438.7090; e-mail: stevensoncenter@ilstu.edu. Beverly Beyer, phone: 309.438.8685; e-mail: babeyer@ilstu.edu.

Johns Hopkins University

Baltimore, MD
Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: orourke@son.jhmi.edu.

Marquette University

Milwaukee, WI
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Carole Ferrara, phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu.

Michigan Technological University

Houghton, MI
Environmental policy. Dr. Kathleen Halvorsen, phone: 906.487.2824; e-mail: kehalvor@mtu.edu.

New Mexico State University

Las Cruces, NM
Public health, border health, health education, social work, nursing. Dr. Sue Forster-Cox, phone: 505.646.2183; e-mail: sforster@nmsu.edu. Daryl T. Smith, phone: 505.646.3429, ext. 11; e-mail: darysmit@nmsu.edu.

New School University

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management; Ph.D. public policy. Joseph Encarnacion, phone: 212.229.5311, ext. 1110; e-mail: encarnaj@newschool.edu.

Northern Arizona University

Flagstaff, AZ
Elementary and secondary education, special education. Bill Buckreis, phone: 928.523.1026; e-mail: William.Buckreis@nau.edu.

Northern Arizona University

Flagstaff, AZ
Business. Dr. Joseph S. Anderson, phone: 928.523.1389; e-mail: joseph.anderson@nau.edu or mba@nau.edu.

Seton Hill University

Greensburg, PA (program in development)
Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, writing popular fiction. Jenell Krymowski, phone: 724.838.4283; e-mail: krymowski@setonhill.edu.

Southern New Hampshire University

Manchester, NH
Community economic development, international community economic development, business, National Weekend Program. William O. Maddocks, phone: 603.644.3124; e-mail: ced@snhu.edu or w.maddocks@snhu.edu.

Teachers College, Columbia University

New York, NY
Urban education including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4025; e-mail: rd2002@columbia.edu.

Temple University

Philadelphia, PA
Secondary education in sciences, foreign languages, or English. Dr. David Fitt, phone: 215.204.6110; e-mail: dfitt@temple.edu.

certified (preferably in Arizona, but will take out-of-state teaching certification for one year); culturally sensitive; enjoy teaching adolescents; able to teach English as a second language; accepts challenges in a positive light. Competitive salary; campus housing; 40 miles from the Four Corner area; hour and a half from large town. Deadline for applications: 7/2004. Send résumé, letter of intent, certification and transcripts to Gerry Gearner, Principal, at phone: 928.659.4237; fax: 928.659.4145; e-mail: gearner@rpcs.bia.edu.

ADMISSIONS DESK CLRKS. • Washington, DC

Positions available at the Corcoran Gallery of Art. Duties: issue tickets; collect payment for admission to museum; verify credentials of nonpaying patrons; deposit and document all collected monies; assist with reconciliations and banking as needed; collaborate with volunteer information desk officers to welcome patrons, provide general information and directions both within the museum and surrounding region. Position from 5/2004-9/2004. Admissions desk staffed as follows: Mondays 9:30 a.m.-5:00 p.m., Wednesdays 9:30 a.m.-5:00 p.m., Thursdays (open late) 9:30 a.m.-9:00 p.m., Fridays 9:30 a.m.-5:00 p.m., Saturdays 9:30 a.m.-5:00 p.m., Sundays

9:30 a.m.-5:00 p.m. Salary: \$10/hr with 20 percent discount in Museum Café and Shop. Send cover letter and résumé to Rachel Venezian at fax: 202.638.3891.

INFO. SPECIALIST • Washington, DC

Position available with Self Reliance Foundation. Duties: conducts interviews; enters data into database; identifies callers' needs and develops plan of action; links callers with community and/or national resources; advocates/intervenes on behalf of the caller; researches and screens new service providers; mails out literature and educational materials; conducts caller outcome surveys. Qualifications: fluency in Spanish and English; ability to translate English and Spanish; knowledge of accessing health and human services system; knowledge of Microsoft Office computer programs including Access, Excel, Word, and e-mail; knowledge of research principles; capability to identify/utilize resource materials/files. Contact Monica Villavicencio at fax: 202.637.8801; e-mail: monica@hrn.org.

INTERNATIONAL

CHIEF OF PARTY • Moldova

Position available with the Eurasia Foundation, an international nonprofit supporting development of civil society/private enterprise in the countries of the former Soviet Union. Duties: promotes citizen participation; manages grants; builds NGO capacity; develops and establishes country office; budgets management and implements programmatic activities. Qualifications: seven years' nonprofit/government experience; work in NIS and USAID projects; masters degree; fluency in English with preference to candidates with Moldovan, Romanian, or Russian language skills. Send cover letter and résumé to e-mail: resumes@eurasia.org.

***TEACHING POSITIONS • Thailand**

Positions available with GlobalQuest, a nonprofit offering international semester programs to high-school seniors and recent graduates in Thailand. Duties: builds, leads, and teaches a small community of learners. Position begins fall 2004. Year-round opportunities. Salary: \$9K-16K per semester. Qualifications: teaching and community building experi-

ence at the high school level; knowledge and appreciation of Thai culture; ability to teach about environmental issues and natural history of Thailand; ability to speak Thai confidently. Send cover letter and résumé to Jenn Barton at e-mail: uluka2000@yahoo.com; website: www.gquest.org.

TEACHERS • Worldwide

Positions available with Search Associates. Duties: serve as teachers, counselors, librarians, or administrators in all disciplines and at all levels in schools worldwide. Qualifications: at least two years' teaching experience in recognized K-12 school; teacher certification. Search Associates is a placement organization and a registration fee is charged. Those not accepted as candidates will have their fee returned. A placement fee is charged only if one is placed through the service. Contact Sally Gordon at phone: 484.356.0971; e-mail: sallyjogordon@sjs-search.com; website: www.search-associates.com.

***ENGLISH TEACHER • China**

Position available with Shimen Experimental Primary School for qualified or willing-to-be-qualified English teachers. Complete job details available online at website: www.smsx.go.nease.net. Contact Kevin Jones, recruiter, with résumé at phone: 86-757-85167927 or 86-130-58302236; e-mail: dles2004@hotmail.com.

EVALUATION EXPERT • Baghdad, Iraq

Position available as an economic recovery monitoring and evaluation expert with MSI. Duties: develops and manages monitoring plan for USAID reconstruction activities implemented by contractors and grantees in economic recovery and agricultural development; works directly with MSI team, USAID, economic contractors, and grantees implementing projects. Qualifications: post-graduate degree in economics, agricultural economics, or business administration; at least 10 years' experience in international development or equivalent; strong familiarity with monitoring techniques and analysis; previous USAID experience preferred. Send cover letter and résumé to e-mail: gcritchley@msi-inc.com.

CHIEF OF PARTY • Albania

Position available with MSI as Chief of Party for three- to five-year USAID anti-corruption/rule of law project. Qualifications: law degree preferred, or advanced degree in relevant discipline; prior senior management experience of large USAID programs and in SE Europe, preferably Albania; knowledge of USAID regulations and requirements; extensive experience in anticorruption, rule of law, or judicial reform; experience with developing/implementing new legislation concerning press, freedom of information, conflicts of interest, and intellectual property rights; ability to work effectively and persuasively with Albanian government authorities and stakeholders; Albanian language skills preferred. Send résumé to e-mail: gcritchley@msi-inc.com (Attn: Albania); website: www.msiworldwide.com.

VARIOUS • SE Europe

Long- and short-term positions available with IFES under USAID-funded rule of law and anticorruption projects in southeastern Europe, including Albania. Positions include chief of party, deputy chief of party, various senior advisors, and specialists (long term) and judges, public defenders, prosecutors, and

various trainers and specialists (short term). Qualifications: degrees in law, political science, or related field; experience working on rule of law, judicial reform, and/or anticorruption projects, or justice sector institutions in related countries; proficiency in English; local language skills preferred. Send cover letter and résumé to e-mail: lblonder@ifes.org (indicating "Rule of Law Call for Résumés" in subject).

STUDENT AFFAIRS MANAGER • Mexico

Position available with School for Field Studies. Duties: provides non-academic program support for students and faculty; responsible for safety, student community, field expedition logistics, local community relations, compliance with policies, rules/protocols, and crisis management. Qualifications: M.A. in relevant field; B.A./B.S. with one to two years' relevant professional experience in outdoor education field; current Wilderness First Responder or EMT/CPR certifications; fluency in Spanish; six months' experience managing college-aged groups in experiential setting; ability to operate manual transmission vehicle. Deadline for applications: 5/1/2004. Detailed information, requirements, salary, and benefits. Application instructions online at website: www.fieldstudies.org.

CHIEF OF PARTY • Moldova

Position available with Institute for Sustainable Communities. Duties: acts as senior level manager to lead a five-year, \$10 million, program to support citizen participation and community development activities throughout Moldova; addresses environmental, economic, and social issues at local level; helps communities mobilize resources; increases citizen participation in decision-making; builds public-private partnerships. Qualifications: local government or private sector, community development, municipal infrastructure, and USAID project experience preferred. Deadline for applications: 5/1/2004. Send cover letter, résumé, and salary history and requirements to e-mail: isc@iscvt.org; website: www.iscvt.org.

MANAGERS • Iraq

Two positions available with Women for Women International (WWI), a nonprofit humanitarian organization that provides women survivors of war, civil strife, and other conflicts with tools and resources to move from crisis and poverty to stability and self-sufficiency, thereby promoting viable civil societies. Duties: program/finance/administration manager: work with a team to manage the Baghdad Women's Centers Initiative. Full job descriptions and applications online at website: www.womenforwomen.org.

PROGRAM MANAGERS • Iraq

Positions available with USAID's Office of Transition Initiatives. Duties: represent and manage a high-profile program of up to \$2 million in small grants per month; supervise local technical and administrative staff. Qualifications: United States citizen; 3 years' relevant experience; 2 years' overseas experience. Salary range: \$52K-68K plus significant hardship benefits. Complete description and application instructions can be found online at website: www1.eps.gov/spg/AID/OP/WashingtonDC/DCH%A%2DO%TI%2DO%4%2DO%984/Attachments.html.

COMMUNITY CTR. DIRECTORS • Various

Positions available with United Seamen's Service. Duties: work in merchant marine and port community centers in Europe, Far East, and North Africa. Qualifications: ability to organize and manage programs for both seafarers and U.S. government personnel; ability to maintain liaison between government agencies and maritime industry overseas; strong management skills relating to food and beverage service in club atmosphere; one opening fluent in French or Arabic. Initial assignment is two years. Tax-free salary, housing, and benefits. Send résumé and salary history to Assistant Director, Operations, United Seamen's Service, 20 Exchange Place, Suite 2901, New York, NY 10005; fax: 212.269.5721.

HR DIRECTOR • Nong Khai, Thailand

One-year contract position available with English language two-year college in Northeast Thailand. Duties: develops, coordinates, and institutionalizes personnel functions; expands recruitment efforts for international staff and volunteers worldwide with emphasis on maintaining, supplementing, and increasing staff diversity and commitment; assists in development of collaborative projects in Laos and Vietnam. Qualifications: degree in related field; international experience a plus; creative administrator/planner capable of handling multiple projects. Contract renewable with salary negotiable. Deadline for applications: 6/1/2004. Send detailed résumé with specific letter of interest via e-mail to: fgcchr@yahoo.com; website: www.fgcc.ac.th.

***MENTAL HEALTH PROF./TRAINER • Various**

Position available with The Center for Victims of Torture in Guinea, Sierra Leone, and Liberia. Duties: conducts training programs for community counselors; carries out needs assessment to determine appropriate interventions; participates in program evaluation. Qualifications: M.A./Ph.D. in psychology/social work; experience implementing culturally appropriate mental health interventions for torture/trauma victims; experience working in developing countries (Africa preferred). Send résumé, cover letter, name, and contact information for three professional references to: Deb Ekeren, Human Resources Manager, Center for Victims of Torture, 717 East River Road, Minneapolis, MN 55455; e-mail: hr@cvt.org.

***CAREER JOB FAIR • Washington, DC**

The Global Health Council will hold its 31st Annual Conference, Youth and Health: Generation on the Edge, June 1-4, 2004, at the Omni Shoreham Hotel in Washington, D.C. Career Connection offers registered job seekers the opportunity to explore job openings in global health. Recruiters from numerous international health organizations will conduct onsite interviews. Several career-oriented sessions are scheduled. Visit the Global Health Council website for more information and easy on-line registration. Deadline for registration: 5/7/2004. Website: www.globalhealth.org.

EDUCATION

***AMERICAN UNIVERSITY • Washington, DC**

The International Training and Education Program gives special consideration to RPCVs for their volunteer experience. This multidisciplinary master's degree program is designed to prepare students for careers in international development, development edu-

cation, grassroots community development, nonformal and adult education, consulting and training activities, program design and evaluation, global and multicultural education, and foreign student affairs. Contact Dr. Flavia Ramos, International Training and Education Program, American University, Gray Hall Building Room 219, 4400 Massachusetts Avenue, NW, Washington, DC 20016; phone: 202.885.3725; e-mail: itep@american.edu; website: www.american.edu/cas/soe/itep.

***BRANDEIS UNIVERSITY • Waltham, MA**

Heller School for Social Policy and Management offers an M.B.A. in mission-driven management and Ph.D. in social policy. M.B.A. program offers technical foundations found in traditional business programs within context of social policy and mission-driven management. Skills such as financial management and strategic planning are provided with tools to address unique management issues facing nonprofit, public, and for-profit entities. RPCVs may waive \$50 application fee and, if admitted to the M.B.A. program, receive minimum scholarship award of \$5,000 and consideration for additional scholarship money upon submission of forms. Contact Heller Admissions Office at phone: 800.279.4105; e-mail: HellerAdmissions@brandeis.edu; website: heller.brandeis.edu.

***SUMMER INSTITUTE • Portland, OR**

Summer Institute for Intercultural Communication offers over 40 in-depth workshops on topics such as intercultural program design and training, global leadership, and managing diversity. This is a unique opportunity to develop skills and knowledge, gather resources, and network with people from all over the world in a stimulating environment. Workshops include Intercultural Dynamics of Global Diversity, Building Effective Diverse Teams in Organizations, Developing Global Leadership in Organizations, Developing a Multicultural Vision for the New Millennium. Deadline for applications: 7/14-7/30/2004. Contact Intercultural Communication Institute at phone: 503.297.4622; e-mail: ici@intercultural.org; website: www.intercultural.org.

***ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University Seattle offers a master of arts degree in environment and community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Students pursue place-based studies and routinely meet in Seattle for course intensives over two years. Contact at e-mail: admissions@antiochsea.edu or jjoichi@antiochsea.edu; website: www.antiochsea.edu/academics/enviro/index.html.

OHIO UNIVERSITY • Athens, OH

Ohio University's Center for International Studies offers an interdisciplinary master of arts in international affairs, which attracts a variety of RPCVs each year. Students may select an area-studies program, concentrating on Africa, Southeast Asia, or Latin America, or follow a program with an international thematic focus such as international development studies or communication and development studies. Qualified RPCVs have a competitive advantage for scholarships and graduate assistantships. Foreign lan-

guage area studies (FLAS) scholarships are available for students committed to learning African Languages in conjunction with earning a master's degree. Contact at phone: 740.593.1840; fax: 740.593.1837; e-mail: International.Studies@ohiou.edu; website: www.ohiou.edu/internationalstudies.

***INTERCULTURAL INSTIT. • Portland, OR**

If you want to continue making a difference, consider graduate work through the Master of Arts in Intercultural Relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-one-half to three years to complete, with three two-week residencies in Portland, and core coursework completed at home. RPCVs receive special consideration for admission. Contact at phone: 503.297.4622; e-mail: mair@intercultural.org; website: www.intercultural.org.

INSTIT. SOCIAL STUDIES • The Netherlands

Institute of Social Studies (ISS) is Europe's oldest development studies institute, offering graduate study in English with various specializations. The M.A. is appropriate for RPCVs pursuing a career in international organizations or NGOs. ISS has affordable tuition, living fees and is Stafford-loan eligible. Small classes taught by international faculty from the United States, Europe, Asia, and Latin America. The M.A. in development studies, specialization in rural livelihoods, and global change or population and development, lasts 15 months and includes taught courses and in-depth research paper. Contact Clare Creo at e-mail: sg4marketing@iss.nl; website: www.iss.nl.

INTERN/VOLUNTEER

FLORIDA A&M UNIVERSITY • FL

Three- to four-week assignments available with Florida A&M University's Agribusiness Volunteer Program in South Africa or Caribbean. Duties: focus on opportunities in agribusiness management, organizational management, marketing, planning/networking, women's empowerment programs, horticultural production, and processing; work closely with field staff to conduct group and individual training programs with farm families; visit ongoing field activities; work with groups to provide individuals with skills to raise incomes. Logistical expenses covered. In South Africa, focus on farmer commercialization; in Caribbean, work with small/medium enterprises. Contact Lance Jepson at FAMU, 212 I. South Perry Paige Building, Tallahassee, FL 32307; phone: 850.599.8867; e-mail: ljepson@aol.com.

AMERICORPS/VISTA

PROJECT DIRECTOR • Los Angeles, CA

Position available with the Business Resource Group. Duties: manages the National Vista Project with 23 volunteers focused on small business growth issues; oversees recruitment; manages reporting, accountability, and deadlines; liaises to site supervisors and federal agencies; manages procedures and deadlines;

promotes project. Salary: \$45K-50K. Qualifications: B.A./B.S. in business; M.B.A. preferred; strong organizational, management, communication, and writing skills; fundraising experience. Call for telephone appointment. Send résumé and summary of relevant management experience to Administration, 11075 Santa Monica Boulevard, #175, Los Angeles, CA 90025; phone: 310.575.3309 ext. 202; e-mail: admin@bizresourcegroup.com.

LEADERSHIP STAFF • Pacific NW

Positions available with Northwest Youth Corps. Duties: serve as Leadership Development Team (LDT) members or as seasonal staff; work and live in remote settings; supervise youth ages 14 to 19 in 10-person work crews with another staff team member. Positions available starting 5/26/2004. Salary: LDT member: \$250/wk and eligibility for \$1,000 AmeriCorps educational voucher; Field Staff: \$70-86/day. Apply online or send cover letter, résumé, references, and application to e-mail: work@nwouthcorps.org; website: www.nwouthcorps.org.

AMERICORPS/VISTA • New York, NY

Position available with Project Enterprise's team of Americorps/VISTA members. Duties: conducts community outreach; forms partnerships with local organizations; recruits entrepreneurs; creates business resources; assists with fundraising and marketing. Qualifications: strong communication and management skills; outreach experience and/or micro credit experience a plus; familiarity with New York City a plus. Full description and more information online at website: www.projectenterprise.org. Deadline for applications: 5/15/2004. Send résumé and cover letter to Beth Dunphe, 144 West 125th Street, 4th Floor, New York, NY 10027; fax: 212.678.6737; e-mail: bethd@projectenterprise.org.

RURAL DEVELOP. COORD. • Anchorage, AK

VISTA Leader position available. Duties: oversees VISTA Village Council Management Program; recruits, trains, and supports up to ten VISTA members in rural Alaska; evaluates, refines, and develops the program. Qualifications: RPCV or previous VISTA member; coordination and management skills; knowledge of and occasional travel to rural Alaska. Deadline for applications: 5/15/2004. Send cover letter, résumé, and application to Brian Connors, Rural CAP, 731 East 8th Avenue, Anchorage, AK 99501; phone: 907.279.2511; e-mail: bconnors@ruralcap.com.

CAMPUS COMPACT • WI

The Wisconsin Campus Compact program seeks to improve academic achievement and aspirations of K-8 students by forging innovative service-learning partnerships that link college students with low-income elementary school students. Deadline for applications: 5/15/2004. Join Americorps/VISTA at website: www.americorps.org, then register for Wisconsin Campus Compact. Contact Wendy Schug at phone: 262.595.2002; e-mail: schug@uwp.edu.

Got a Match?

Peace Match Makes It Easy

Help promote a better understanding of other peoples on the part of Americans by registering with the Peace Match program to find a classroom speaking opportunity.

Register at www.peacematch.org

Online Employment Bulletins

- ♦ *International Career Employment Weekly*
- ♦ *Public Health Jobs Worldwide*
- ♦ *Environmental Career Opportunities*
- ♦ *Opportunities in Public Affairs*

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

Discover Career Assessment Software

Returned Volunteer Services (RVS) is now offering "Discover," a career decision software program administered through ACT, Inc. Available to all RPCVs, the questionnaire-based program is designed to assess career-related interests, abilities, and job values to help you consider career options that are a good match for you. In addition, you can learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

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

Crisis Corps Recruiting Short-Term Volunteers

Malawi

Counseling and Testing Volunteer: Umoyo Network requests a Crisis Corps Volunteer (CCV) for an eight-month assignment. Duties: provides technical support to partnering NGOs operating HIV testing and counseling services. Qualifications: Africa RPCV; degree in health or behavioral sciences; HIV counseling training/experience; strong training and excellent writing ability; flexibility and patience.

Mali

Network Technician: The University of Mali requests a CCV for a six-month assignment. Duties: trains IT personnel; helps connect wireless computer systems. Qualifications: Africa RPCV; fluency in French; excellent writing skills; degree, certificate, or experience in network administration, wireless networks, or related field; training experience; experience working with wireless networks; RPCVs with knowledge/training of CISCO Systems hardware preferred.

Namibia

Video Teleconferencing Volunteer Trainer: Ministry of Health and Social Services requests four CCVs for a six-month HIV/AIDS training program. Duties: develop a user's manual and training curricula on the use and maintenance of VTC equipment; train staff. Qualifications: Africa RPCV; degree in social sciences, health, or related field; five years' experience in audio/visual-related field; experience with HIV/AIDS; training and report-writing skills.

Suriname

Proposal Writer: The National AIDS Program of Suriname seeks a CCV for a three-month assignment to help implement the National Strategic Plan (NSP) for HIV/AIDS. Duties: analyzes collected data; trains local staff; suggests improvements within current data collection system. Qualifications: Latin America RPCV with an M.P.H. and experience with HIV/AIDS issues, data gathering/analysis, and proposal/grant-writing; experience with national-level policy development and implementation in public health issues; ability to produce policy documents and policy implementation strategies and objectives.

Apply Now

We are currently working on small business development positions in the Pacific as well as engineering assignments in Latin America. RPCVs with regional experience and qualifications in these sectors should apply today so that when the positions are opened, your name will be in our database.

Current Crisis Corps Countries

Volunteers are currently serving in Cameroon, Ecuador, Ghana, Guinea, Malawi, Namibia, and Tanzania.

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

Peace Corps

Washington, DC 20526

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Peace Match program... details inside!

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

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

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DISCONTINUE SEND HOTLINE TO NEW ADDRESS (Sorry, Hotline cannot be sent overseas.)

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Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526.
Changes cannot be made without this form or over the phone. Please allow four to six weeks for any changes to take effect.

Graduate School Guide Online!

Returned Volunteer Services (RVS), offers the recently revised *Graduate School Guide* online. The *Graduate School Guide* highlights programs (arranged by academic subject area) from more than 100 institutions that give special consideration to RPCVs.

The publication also includes information about the Peace Corps Fellows/USA Program and other educational services and programs of interest.

To download the publication, visit
www.peacecorps.gov/index.cfm?shell=resources.former.carres.gsguide

NPCA Conference Career Fair August 6, 2004

For more information about this fair in Chicago, visit www.rpcv.org/career_fairs, or contact *Toby Schaeffer* at careers@rpcv.org or at 202.293.7728 ext. 24.

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

April Career Event

Jeanette Russell, professional development associate at Chemonics International Inc., will discuss Chemonics' new entry hire program.

The event will cover how to apply for the entry-level program, the qualifications required, the culture of Chemonics, and a sample work day for an entry-level employee. Jeanette will respond to questions as well as make recommendations about working at Chemonics or at international development consulting firms.

**Wednesday, April 21, 2004
12:00–1:30 p.m.**

**Peace Corps Headquarters
1111 20th Street, NW
Shriver Conference Room B
Washington, DC 20526**

For more information, contact
Clare Jensen at
Returned Volunteer Services,
at 202.692.1437.