



Hotline

For Returned Volunteers /
From the Office of Domestic Programs

Hot Resources

Highlights

For answers to 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

Career Fair

May 24 and 25

Details coming soon!

Job Search in the Age of Internet: Maximizing Online Research



A chainsaw is great for cutting firewood. Use the tool the wrong way, however, and you can really hurt yourself. The Internet is like that for jobseekers. It is a power tool. It can aid a job search or prolong joblessness, depending on how you use it.

Regrettably, some of today's less informed jobseekers believe that the Internet has transformed the job search into a nearly effortless process. They hastily update their résumés and post them to several online databases. These jobseekers then sit back and wait for an employer to call. Most of them wait a long, long time—often in vain. Even in the age of Internet, a job search requires hard work. Having a plan—and asking for help—increases the chance of success.

Advertised vs. Unadvertised Jobs

Successful job seeking usually involves multiple search methods. These include using personal contacts, calling employers directly, reviewing both print and online job listings, visiting state workforce agency offices, and tapping the resources of professional organizations and unions.

While there are many methods for seeking jobs, there are only two types of job openings: advertised and unadvertised. Job experts differ in their estimates, but all

agree that the number of unadvertised openings exceeds the number of advertised ones. Therefore, a search that targets only advertised job openings likely misses more than half the opportunities.

When you read the words “advertised job openings,” what comes to mind? You may picture help-wanted ads in your local newspaper or vacancies posted in professional journals. Advertised jobs also can be found in online job banks and on government and private-sector websites.

Surf and Seek: Online Listings

Today, there is an abundance of job search books that list thousands of employment-related websites. Many of these websites offer job listings. Some sites offer listings for all types of jobs, and others specialize in specific fields. Some list vacancies for only a single occupation.

Professional and trade associations sponsor some sites; federal, state, and local governments sponsor others; and private firms run many more. Some sites offer jobseekers free access to job listings and career information, but they charge employers for posting vacancies or placing other online advertisements. And some charge jobseekers for services. America's Job Bank—a project of the U.S. Department of Labor and state workforce agencies—serves jobseekers and employers free of charge.

Job Scouts

Websites that provide job listings typically have a search engine for identifying vacancies based on geographic location, job title, job category, keyword, or other criteria. Major job banks offer an automated job-search utility and a separate database for posting résumés.

Automated job-search scouts—sometimes called job-search agents—periodically search job listings according to criteria that you specify and notify you by e-mail when matching jobs are posted to the database. Without a scout, you would have to return to the job banks and search repeatedly.

Résumé Banks

Résumé banks are the flip side of the employment looking glass. Just as jobseekers search job listings posted by employers, employers search résumés posted by jobseekers. The employers search résumé text for keywords that reflect the skills and other qualifications appropriate for filling a certain position.

Bank Shopping

Which job banks should you use? How much time should you spend searching for leads among these listings? Should you post your résumé to a résumé bank?

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“The voyage of discovery is not in seeking new landscapes, but in having new eyes.”—Marcel Proust

PUBLIC SECTOR

PROGRAM ANALYST • DC

GS-9/11 position available with the Environmental Protection Agency and the Office of Site Remediation Enforcement. Duties: serves as point-of-contact for all facilities-related and telecommunication services to accommodate employee needs and manage office support costs; manages \$30M interagency agreement with the Department of Justice; provides back-up funding support as needed. E-mail cover letter and résumé to Laura Milton at milton.laura@epa.gov.

BUDGET ANALYST • DC

GS-7/12 position available with United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service International Services. Duties: assists in budget development, presentation, and monitoring; monitors program spending to ensure funds are spent properly and program goals are met; compiles financial and program data; prepares exhibits, studies, and reports for management; conducts special financial analyses as needed. Qualification: BA, MA, and/or Ph.D. Deadline: 7/15/2006. E-mail résumé to tamara.t.johnson@aphis.usda.gov.

COMMUNITY, NATURAL RESOURCE, AND ECONOMIC DEVELOPMENT EDUCATOR • Keshena, WI

Position available with University of Wisconsin-Extension. Duties: helps communities address community and organizational development

challenges, interests related to economic development, recreation and tourism, natural resources and water quality, and community information and data management; helps citizens, civic groups, businesses, and local governments identify critical local concerns and possible solutions; strengthens communities and local government through educational programming that builds understanding and leads to improved decision-making and leadership skills especially in community and land use planning programming and business and economic development. For more information and to apply, visit www.uwex.edu/ces/personnel.

NURSERY SPECIALIST • Riverhead, NY

Position available with Cornell Cooperative Extension Suffolk County. Duties: coordinates planning, implementation, and evaluation of the extension nursery and landscape management educational programs. Qualification: MA required in horticulture or related sciences with an emphasis in nursery management preferred. Deadline: 5/22/2006. For more information, visit www.cce.cornell.edu/careerops/pa401.htm. Send letter of intent, résumé, and transcripts to PA#401, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853.

EXTENSION SPECIALIST • Colby, Kansas

Position available with Kansas State University and Northwest Research Extension Center. Duties: provides leadership in developing experiential education programs for youth; provides leadership in expanding club programs; creates collaborative

relationships with youth and youth-serving groups. For more information and to apply, visit www.oznet.ksu.edu.

PRIVATE SECTOR

OFFICE MANAGER/BOOKKEEPER • Arlington, VA

Position available with ECODIT, Inc., a U.S. international development consulting company specializing in environmental and water management and rural development. Duty: assists in daily management of ECODIT's home office in Arlington. Qualifications: minimum three years' office management experience; QuickBooks or similar accounting software experience; ability to prioritize and multitask under tight deadlines; organized and motivated; proven office management and bookkeeping skills; teamwork skills; BA/BS in business or accounting; knowledge of USAID rules and regulations preferred; foreign languages and experience in international development preferred. E-mail cover letter and résumé to hrd@ecodit.com; website: www.ecodit.com.

FOOD SERVICE

SALES REPRESENTATIVE • West Bridgewater, MA

Position available with Equal Exchange. Qualifications: excellent communicator; creative; detail-oriented; works well in fast-paced environment. Benefits include full individual health and dental premium coverage, vacation, holidays, and sick days. For more information, visit www.equalexchange.com/careers. E-mail résumé and cover letter to lmiller@equalexchange.com; phone: 774.776.7400.

ASSOCIATE DIRECTOR OF PROJECT MANAGEMENT • DC

Position available with KaBOOM! Duties: responsible for quality assurance and administrative support of playground builds; acts as point of project for up to 110 projects a year. Qualifications: high energy; flexible; able to support the KaBOOM! mission and culture; strong skills in management of multiple projects and supervising people and teams required; strong interpersonal and communications skills; must have the ability to work with diverse people from local communities. For more information, visit www.KaBOOM.org. E-mail cover letter and résumé to HR@KaBOOM.org; address: Human Resources, KaBOOM!, 4455 Connecticut Avenue NW, B100, Washington, D.C. 20008; fax: 202.659.2685.

MANAGER OF PARTNERSHIPS AND PROGRAMS, COMMUNITY AND TECHNICAL ASSISTANCE • DC

Position available with KaBOOM! Duties: responsible for administering a program that provides nonprofit community organizations with

HOT! OPPORTUNITIES

INTERNET MARKETING SPECIALIST • DC

Position available with the Peace Corps and the Office of Communications. RPCVs with IT skills and an interest in marketing are strongly encouraged to apply. Anticipated vacancy dates: 4/3/2006 to 4/21/2006. For more information and to apply, visit <http://www.peacecorps.gov/index.cfm?shell=pchq.jobs.pcvac>.

CAMPUS RECRUITER • University Park, PA

Part-time position available with Penn State. Duties: promotes and disseminates information about Peace Corps through recruitment activities; evaluates applications and conducts interviews; maintains working relationship with New York Regional Peace Corps office; submits monthly and annual reports. Qualifications: excellent communication and organizational skills; ability to maintain regular office hours and conduct outreach activities for 20 hours/week; must be an RPCV who successfully completed service. Currently position offers hourly wage with possibility of funding for tuition remission in addition to the stipend. Position starts mid-August 2006. E-mail cover letter and résumé to Caroline at cchambre@peacecorps.gov.

PEACE CORPS CAMPUS RECRUITER • Pittsburgh, PA

Part-time position available with University of Pittsburgh. Duties: promotes Peace Corps at speaking engagements; evaluates applications and conducts interviews; maintains working relationship with the New York Regional Peace Corps office; submits monthly reports; maintain 20 office hours/week during academic semesters. Qualifications: graduate student at University of Pittsburgh; RPCV; excellent oral and written communication skills; initiative; ability to work independently. Compensation includes tuition, monthly stipend of approximately \$1,300, and health benefits package. E-mail cover letter and résumé to Caroline Chambre at cchambre@peacecorps.gov.

grants and planning guidance in the creation of community-built playgrounds, skate parks, playing fields, and ice rinks. Qualifications: minimum two years' experience working with community-based organizations; outstanding interpersonal communication skills; strong aptitude for teaching, organizing, and working closely with instructors. For more information, visit www.KaBOOM.org. E-mail cover letter and résumé to HR@KaBOOM.org; address: Human Resources, KaBOOM!, 4455 Connecticut Avenue NW, B100, Washington, DC 20008; fax: 202.659.2685.

PROJECT MANAGER • DC

Position available with KaBOOM! Duties: manages and executes KaBOOM! community built playground, skate park, and field and rink projects in a one-day build event; works with community partner through project planning and manages the overall process. Qualifications: strong skills in management of multiple projects and supervising people and teams required; strong interpersonal and communications skills; must have the ability to work with diverse people from local communities. For more information, visit www.KaBOOM.org. E-mail cover letter and résumé to HR@KaBOOM.org; address: Human Resources, KaBOOM!, 4455 Connecticut Avenue NW, B100, Washington, DC 20008; fax: 202.659.2685.

YOUTH COUNSELOR • LaGrange, GA

Position available with Twin Cedars Youth Services, Inc. and Beech Creek Outdoor Therapeutic Program. This program uses adventure therapy and group process to build self-esteem and change behaviors. Duties: works with adolescent girls in a residential wilderness setting; works with residents to facilitate backpacking, canoeing, climbing, and caving trips; works rotating shifts that average three nights on and three nights off with a group of 10 to 12 girls. Qualification: BA/BS in psychology or related field. Salary: \$27K-\$28K with benefits. Send cover letter and résumé to Lbyard@twincedars.org.

MEMBER RELATIONS SPECIALIST • DC

Position available with International Association of Homes and Services for the Ageing (AAHSA). Duties: responsible for communications via e-newsletter, website, and e-mail; plans conference and events; markets for the International Association of Homes and Services for the Ageing (IAHSA); works closely with IAHSA's executive director to target, identify, and plan areas of work for the association. Qualifications: BA; two years' experience required. For more information, visit www.aahsa.org. E-mail cover letter and résumé to careers@aahsa.org.

CHILD DEVELOPMENT COORDINATOR • Watsonville, CA

Position available with Pajaro Valley Unified School District, Migrant Head Start. Duties:



A Legacy of Service at Home and Abroad
Celebrating Peace Corps' 45th Anniversary



Open Houses

Dearborn, Michigan

April 30, 2006

- Registration: 1:30 to 2 p.m.
- Workshops: 2 to 3 p.m. • Program: 3:15 to 4 p.m.
- Reception: 4 to 5 p.m. Refreshments and hor d'oeuvres will be served

Arab American National Museum

*13624 Michigan Avenue
Dearborn, MI 48126*

Milwaukee, Wisconsin

May 7, 2006

- Registration: 1:30 to 2 p.m.
- Workshops: 2 to 3 p.m. • Program: 3:15 to 4 p.m.
- Reception: 4 to 5 p.m. Refreshments and hor d'oeuvres will be served

United Community Center

*1028 South 9th Street
Milwaukee, WI*

For more information and to RSVP, visit www.rpcv.org/openhouses

manages and oversees Early Childhood Development centers and large staff. Qualifications: BA in child development or early childhood education; three years' experience; bilingual in Spanish and English. Salary: \$47K-\$57K with benefits. For more information, visit www.pvUSD.net/departments/human_resources; phone: 831.761.6018; e-mail: kathleen_kettnich@pvUSD.net.

SPECIAL EVENTS AND CORPORATE RELATIONS SPECIALIST • Seattle

Position available with Swedish Medical Center Foundation. Duties: provides administrative and logistical support for special fundraising events and the corporate relations program; responsible for event procurement, audience development,

and other event-specific logistics; researches corporate partners; organizes and maintains filing system for corporate partners; manages event data and audit database for accuracy. Qualifications: ability to juggle multiple tasks; thinks proactively and meets sudden deadlines; strong organizational skills; attention to detail; excellent writing, editing, and communications skills. For more information and to apply, visit www.swedish.org/jobs.

PROGRAM AIDE • Watertown, MA

Position available with Perkins School for the Blind. Duties: works with students in a residential or classroom setting; teaches independent living, social, direct care, and pre-vocational skills to students. Qualifications: high school diploma; able to lift 50 lbs. required; willing to complete

announcements continued on page 5

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 e-mail fellows@peacecorps.gov.

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management. Renee Hairston, phone: 412.268.1909; e-mail: hairston@andrew.cmu.edu.

Columbia University, Teachers College

New York, NY
Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4080; e-mail: PCFellows@tc.edu.

DePaul University

Chicago, IL
Elementary and high school special education certification. Justin Speer, phone: 773.325.7170; e-mail: jspeer@depaul.edu.

Duke University

Durham, NC
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs. Helene McAdams, phone: 919.613.9205; e-mail: MPPadmit@duke.edu.

Program for International Development Policy (PIDP) with several concentration options. Stephanie Alt Lamm, phone: 919.613.9218; e-mail: pidpinfo@duke.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.

Fordham University

Bronx, NY
International political economy and development. Dr. Henry Schwalenberg, phone: 718.817.4064; e-mail: iped@fordham.edu.

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs. Dr. 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.

Humboldt State University

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school. Keri Gelenian, phone: 707.476.4577; email: kerigelenian@redwoods.edu.

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid internship. Beverly Beyer, phone: 309.438.7090; e-mail: StevensonCenter@ilstu.edu.

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) in comparative and international affairs; economic development; nonprofit management. Master of Science in Environmental Science (MSES) in applied ecology; environmental chemistry, and water resources. Jennifer Forney, phone: 812.855.2840; e-mail: spea@indiana.edu.

Johns Hopkins University

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

Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health. Dr. Teri S. Tamayose, phone: 909.558.8394; e-mail: ttamayose@llu.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.

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.

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management. Peter King, phone: 212.229.5400, ext. 1108; e-mail: kingp@newschool.edu.

Northern Arizona University

Flagstaff, AZ
Business. Jane Thompson, phone: 928.523.7387; e-mail: mba@nau.edu.

Rutgers University

Camden, NJ
Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy. Sandra Cheesman-Cattefesta, phone: 856.225.6860; e-mail: scheesman@camden.rutgers.edu.

Seton Hill University

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

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: rpcf@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: johanna.looye@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. Susan Nelson, phone: 303.871.2989; e-mail: snelso30@du.edu.

School of Communication: International and intercultural communication. Dr. Margaret Thompson, phone: 303.871.3947; e-mail: mthomps@du.edu.

University of Maryland–Baltimore

Baltimore, MD
Social work with dual-degree options in Jewish studies, law, business administration, and public health. Lane Victorson, phone: 410.706.5316; e-mail: lvictorson@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. Dr. 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: cupa@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.

PEACE CORPS FELLOWS/USA



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). Teresa Butkus, phone: 803.777.1365; e-mail: teresab@gwm.sc.edu.

Moore School of Business: 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; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology. Edward R. McMahon, phone: 802.656.4565; e-mail: emcmahon@uvm.edu.

on-site First Aid/CPR certification and CPPI training required; prior experience working with multiply impaired or blind students preferred. For more information and to apply, e-mail Recruiter@Perkins.org.

PROGRAM MANAGER •

San Francisco and Philippines

Position available with Institute for Global Health and the University of California, San Francisco. Duties: works on a health policy research study in the Philippines to improve health care and outcomes for children under five years old; coordinates all aspects of study from data collection through encoding, analysis, and writing; works on budget; works with local partners to monitor implementation of interventions; liaises with senior government officials; writes manuscripts or funding applications. Qualifications: MPH preferred; strong writing and organizational skills; availability for extended travel and residence in Philippines. For more information and to apply, visit <http://ucsfhr.ucsf.edu/careers/>, requisition number "18081BR"; e-mail: ebutrick@psg.ucsf.edu.

SENIOR MANAGER OF MAJOR GIFTS •

New York City

Position available with AFS-USA. Duties: builds and manages the major gifts program at AFS-USA; develops strategy and priorities for identification, cultivation, solicitation, and stewardship of major donors and prospects with gifts of \$1K to \$49,999; supervises staff of six; travel required. Qualifications: BA/BS required; three to five years' related fundraising experience. Salary: \$75K. For more information, visit www.afs.org/usa. E-mail cover letter and résumé to sleslie@afs.org.

University of Wisconsin–Milwaukee

Milwaukee, WI

Business administration, economics, geography, history, sociology, urban studies. Lauren McHargue, phone: 414.229.6155; e-mail: mac@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. 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; community health education; economics; geography; political science; recreation, park, and tourism administration. Karen Mauldin-Curtis, phone: 309.298.2683 or 800.526.9943; e-mail: pcf@wiu.edu.

TSUNAMI RECOVERY MANAGER •

Baltimore, MD

Position available with Lutheran World Relief (LWR). Duties: serves as focal point for tsunami matters including project-related records management, administrative and technical back-stopping, and communications between headquarters and regional offices; manages all tsunami activities at the headquarter level to ensure complementarities and cohesion to LWR's strategic objectives. Qualifications: minimum five years' experience working in international relief and development field; ability to travel internationally. For more information and to apply, visit www.lwr.org/jobs/tsunami_coordinator.asp.

EXECUTIVE DIRECTOR • DC

Position available with Shaw Eco Village. Duty: brings a new level of performance, impact, and visibility in work to develop young community leaders. For more information and to apply, visit www.shawecovillage.org; e-mail: jobs@shawecovillage.org.

PROGRAM DIRECTOR • DC

Position available with Shaw Eco Village. Duties: responsible for daily operations and future development of the EcoDesign Corps; works on program design; plans and evaluates programs; assists with presentation and implementation of youth projects; manages staff; recruits students, team leaders, and volunteers. For more information and to apply, visit www.shawecovillage.org.

FUNDRAISER • DC

Part-time position available with La Clinica del Pueblo. Duties: identifies and approaches

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: wnmupcf@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. Deborah Bordelon, phone: 618.465.4649; e-mail: debordel@xula.edu.

individuals, organizations, corporations, and foundations to support the charitable goals of La Clinica Del Pueblo. Qualifications: BA or equivalent combination of education and experience; three to five years' fundraising experience in a nonprofit organization; bilingual in Spanish and English; familiarity with grant writing; strong skills in research, writing, speaking, and listening; proficient in MS Word, Excel, or other database software; donor database program experience preferred. Work 20 hours/week with occasional evening and weekend work. Salary: \$20,800–\$22,800 with benefits. For more information and to apply, e-mail djohnson@LCDP.org; phone: 202.448.2863.

DIRECTORS • Little Rock, AR

Positions available with Heifer International. Positions include director of operations–Africa program, director of programs–Africa program, director of operations–Asia/South Pacific program, and director of programs–Asia/South Pacific program. Salary: \$54,100 with benefits. Deadline: 4/20/2006. For more information, visit www.heifer.org. Fax cover letter, résumé, and application to human resources at 501.907.2820; e-mail jobs@heifer.org.

ESL SUMMER INSTRUCTORS • DC

Temporary positions available with National Defense University. Positions run from 8/21/2006 to 8/24/2006 and 8/28/2006 to 8/31/2006. Duties: teaches ESL to teens and children of international students. Requires curriculum development with materials paid by school. Salary: \$1150 plus day of preparation. For more information and to apply, phone Beth Summe at 202.685.1702.

Crisis Corps Recruiting Short-Term Volunteers

El Salvador

Intervida requests one Crisis Corps Volunteer to serve as an **Emergency Planning Specialist** for a six month project to start ASAP. Duties: visits TERRAS to know the organization of Intervida in El Salvador; reviews information and evaluations from previous emergency actions; assists staff in developing an Emergency Action Plan (EAP) and train personnel on the application of the EAP; implements monitoring and evaluation systems; develops a system of official reports for emergency actions; trains TERRA personnel on writing disaster reports for Intervida and the government; writes and submits monthly reports of all activities. Qualifications: experience in developing institutional Emergency Action Plans; experience working with nongovernmental organizations on similar projects; experience training personnel and strengthening emergency management capabilities; completed Peace Corps service in Central America; work independently with little support or supervision; fluent oral and written Spanish; experience writing reports.

The **Fundación Salvadoreña para la Reconstrucción y el Desarrollo (REDES)** requests Crisis Corps Volunteers to serve as **Geology and Topography Specialists** to help reestablish communities displaced by volcanic activity. This is a six month project that will start ASAP. Duties: support the personnel of the Center for Risk Management (CGR) in defining natural threats through compiling topographical and geographical information gathered by and with the team and putting it in a usable format; help analyze the aforementioned information; collaborate with the technical personnel of REDES in the redesign and implementation of the Geographic Information System of CGR. Qualifications: university degree in geology, topography, or volcanology; experience with gathering and analysis of geographical and topographical information; knowledge of or work experience in emergency work in El Salvador or Latin America; must be physically able to walk for long distances and over uneven terrain; moderate to advanced level of spoken Spanish.

Fundación Coatepeque requests one Crisis Corps Volunteer to serve as a **Torrent Control and Mitigation Project Design Specialist** to provide technical support to the organization. This six month project will start ASAP. Duties: designs the mitigation works and retaining walls needed for ravine El Chaparrón with staff engineer; researches funding opportunities. Qualifications: fluent in oral Spanish; experience in designing torrent control works, landscape architecture or engineering degree; knowledge of alternative technologies in landslide management. Desired Qualifications: knowledge of topography.

Jamaica

The **Jamaica Association for Mental Retardation (JAMR)** requests a Crisis Corps Volunteer to serve as a **Curriculum Development Specialist** to aide in strengthening the capacity of the Association in the delivery of special education, specifically in the area of curriculum development and monitoring. This is a six month project that will start the end of April. Duties: under the supervision of the executive director, the CCV will coordinate the implementation, review, and tailoring of the curriculum and provide specialized professional guidance to educators in the utilization of the curriculum. Qualifications: MA in education with specialization in special education curriculum development; strong interpersonal and communication skills and the ability to work effectively with educators; ability to gather data, compile information and prepare reports; possess knowledge of teaching methods, techniques and standards; experience developing and delivering presentations.

Working to address food security and poverty alleviation in Jamaica, the **Food and Agricultural Organization of the United Nations (FAO)** requests one Crisis Corps Volunteer to serve as a **Small Production Poultry Specialist** to help to establish poultry coops that will be used as demonstrations for the establishment of other coops in rural Jamaica. This is a six month assignment and is scheduled to depart in May. Duties: monitors at least three complete production cycles for each farmer; works along with the RADA technicians in the area to implement good practices developed by the FAO consultants on backyard poultry production for the market; assists farmers in maintaining good accounting records and understanding how the records are to be used; assists with training and monitoring farmers in good animal husbandry practices; develops with RADA extension officer, a production and slaughtering plan.; monitors the sales of chicken. Qualifications: experience in small scale poultry production; successful completion of animal husbandry Peace Corps Volunteer service in rural areas; ability to work independently with minimal support; excellent cross cultural communication skills. Desired Qualifications: degree in animal husbandry, agricultural science, or related field.

Upcoming Jamaica assignments include agricultural and greenhouse projects. Contact Crisis Corps for more information.

Kenya

Child Welfare Society of Kenya requests two Crisis Corps Volunteers to work on the Society's projects dealing with improving income levels of needy families and working with caretakers of AIDS orphans. The six month assignments are scheduled to depart in early June. The project goals include the

improvement of income levels of very needy families to overcome acute problems of poverty and create access to basic needs for their children and to combat child labor, children working in the streets, and HIV/AIDS with a view to reducing, then eliminating these problems. Duty: conduct a series of training sessions with interested community groups focused on micro-enterprise development. Qualifications: Africa RPCV with experience and knowledge of IGA development or micro-enterprise program development; strong training experience; ability to work independently with minimal support. Desired Qualifications: experience working with people infected or affected by HIV/AIDS; experience in East Africa; knowledge of Kiswahili and/or other indigenous Kenyan language.

Sri Lanka

The **American Red Cross** requests four Crisis Corps Volunteers to work as **HIV/AIDS Awareness Coordinators**. CCVs will serve as a liaison between American Red Cross' (ARC) water and sanitation projects, the Sri Lankan Red Cross (SLRCS), community beneficiaries, and other organizations. This is a three month assignment that will start the beginning of June. Duties: gather background information, materials, and documentation about HIV/AIDS in tsunami-affected communities; establish relationships with organizations conducting HIV/AIDS activities and support the introduction and implementation of the SLRCS HIV/AIDS strategy; conduct brief awareness workshops; support project field supervisors in development workshops; attend district-level coordination meetings; provide recommendations for further integration of HIV/AIDS awareness. Qualifications: BA/BS in a development or international-related field, preferably health-related; specific experience working with HIV/AIDS awareness programs; experience in a representational role; minimum two to four years' experience working with NGOs on health-related development projects; successful completion of Peace Corps Volunteer service in a health-related sector; mature and professional interpersonal skills. Desired Qualifications: MPH or MA in development field; experience working with the Red Cross Red Crescent Movement; prior experience working in South Asia; experience in project planning and management; experience designing a community-based HIV/AIDS awareness program.

Sarvodaya, a local NGO in Sri Lanka, requests two Crisis Corps Volunteers to assist as **Playground Construction Management Advisors** in the construction of 85 children's parks in Tsunami-affected regions of Sri Lanka.

This is a three month assignment and will start the beginning of June. Duties: participate in site identification and inspections to ensure compliance with program criteria; participate in community consultation meetings to create awareness regarding safety standards; assist in providing district managers with further knowledge in conducting assessments, site selection project monitoring and evaluation, and construction-based technical assistance; attend consultation meetings on park installation and maintenance; provide oversight of installation; document (using photography and video) project implementation; provide blueprint and visual design support. Qualifications: experience in construction planning, management, and monitoring and evaluation; university degree in engineering, architecture, or related field strongly preferred; experience with staff training and capacity building; well versed in MS Word, Excel, and the Internet; creativity, flexibility, and a willingness to travel extensively in country. Desired Qualifications: experience with NGO development projects; experience with Autocad design software; knowledge of Sinhala and/or Tamil languages.

Zambia

The **Family Health Trust (FHT)** requests one Crisis Corps Volunteer to serve as a **NGO Development Advisor** to assist the Children in Distress project by building the capacity of the existing staff to oversee the project activities in the southern province including imparting skills in program coordination and the monitoring and evaluation of Children in Distress activities. This assignment is six months and is scheduled to depart ASAP. Duties: assists in training volunteers and staff in counseling skills; trains and assists staff in accessing funding

How to Apply

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

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

opportunities and in proposal writing; develops and trains staff in use of monitoring and evaluation tools; assists with preparation of donor reports. Qualifications: BA in social work, human services, or equivalent; successful completion of two years Peace Corps Service in Africa; experience in community health and HIV/AIDS issues, preferably one years' experience with HIV/AIDS awareness, education, and communication; strong analytical skills and solid training experience; experience with monitoring and evaluation tools; knowledge of resource development and proposal writing.

The **Expanded Church Response (ECR)**, a local faith-based NGO which collaborates with the churches in Zambia in accelerating HIV/AIDS mitigation efforts, requests a Crisis Corps Volunteer to serve as an **Orphans and Vulnerable Children (OVC) Program Assistant** to assist the Program Officer in the implementation of OVC programs. This assignment is six months and is scheduled to depart ASAP. Duties: create a database to track OVC support and train staff in its use; support the Program Manager in the training of both community volunteers and the children; train FBO staff in program monitoring and evaluation, assist in facilitating community meetings for stakeholders; help appraise small grants proposals; assist in the provision of ongoing program assessment and document lessons learned. Qualifications: Africa RPCV with a degree in relevant social sciences field, such as development studies, sociology, and education; ability to work independently with

minimal support; experience with HIV/AIDS program with a focus on OVC; training and capacity building experience; knowledge and willingness to work with faith based organizations; prior experience with program development and monitoring and evaluation. Desired qualifications: experience developing HIV/AIDS/OVC programs in a faith based environment and experience with NGO development and networking.

Luapula Foundation, a host-country NGO focused on promoting self-reliance and independence in the HIV infected and affected children, requests one Crisis Corps Volunteer to serve as a **Voluntary Counseling and Testing (VCT) Advisor** to help develop and initiate all aspects of a VCT program for the youth. This is a six month assignment and is scheduled to depart ASAP. Duties: initiates and sets up a VCT Center for the Youth; facilitates and coordinates counseling and testing logistics; trains and supervises counselors in VCT counseling, record-keeping skills, and networking skills; explores and facilitates networking with referral after VCT; assists in developing tools and materials for counseling and life skills training manuals focusing on abstinence and being faithful. Qualifications: Africa RPCV with a degree in health or related social sciences; strong counseling skills; ability to work independently with minimal support is essential; one year of experience with HIV/AIDS programming, especially with VCT programs; prior training and capacity building experience; experience developing training materials and tools. Desired qualifications: experience in counseling and VCT in Africa.

VICE PRESIDENT • New York City

Position available with Girl Scouts USA. Duties: serves as the primary international voice within the Movement, ensuring that programs and activities have a vital global component enabling girls to develop the understanding and skills they need to live in an interconnected world; directs the creation of programs, activities, and opportunities that help girls take action as responsible global citizens; seeks opportunities to create and build relations, alliances, and/or partnerships with like-minded international youth-based organizations. Qualification: experience with Latin cultures preferred. Salary: \$150K with generous relocation. For more information and to apply, e-mail evergreen.source@att.net; fax: 856.428.4164.

APPLICATIONS ENGINEER • Pennington, NJ

Position available with WorldWater and Power Corporation. Duties: supports sales proposal for photovoltaic power generation projects; responsible for site surveys, technical proposals, drawings and

specs, cost estimates for equipment, subcontracts, and labor; requires on-site survey of electrical equipment and accessing areas such as rooftops. Qualifications: NJ PE license; BSME/BSEE; minimum five years' relevant construction experience; proven understanding of other discipline including NFPA 70 (NEC), building and electrical construction estimates, solar power generation equipment installation, multidisciplinary engineering, and AutoCAD 2004. E-mail résumé to HR@worldwater.com; website: www.worldwater.com/careers.

PROJECT MANAGER • Pennington, NJ

Position available with WorldWater and Power Corporation. Duties: project set-up and design coordination; plans, schedules, budgets, and reports; designs integration and interpreting contract documents; responsible for business and customer relationship development; supplier orders; coordinates project engineering, procurement, and installation team; select

and interact with subcontractors and consultants to make project and financial decisions based on technical reports. Qualifications: BSME/BSEE in construction, engineering, architecture, or related field; minimum six years' construction industry experience. E-mail résumé to HR@worldwater.com; website: www.worldwater.com/careers.

CONTRACTS AND GRANTS ADMINISTRATOR • DC

Position available with Academy for Educational Development (AED). Duties: responsible for daily contract administration for all sub-agreement activities for subcontracting, consultant services, and purchasing requiring a purchase order. Qualifications: BA/BS required; minimum three years' combined experience in contracts administration, business management, or project management; knowledge of Federal Acquisition Regulations (FAR) required; knowledge of Agency for national Development Acquisition Regulations preferred; background check

required. For more information, visit www.aed.org. Send cover letter and résumé referencing position "KN5447pc" to AED/HR, 1825 Connecticut Avenue NW, Washington, D.C. 20009; fax: 202.884.8413; email: employ@aed.org.

WEBSITE AND E-MAIL COMMUNICATIONS COORDINATOR • New York City

Position available with Action Against Hunger (ACF-USA). Duties: coordinates Action Against Hunger's web presence and e-mail communications. Qualifications: innovative with sufficient workplace experience to thrive in a fast-paced working environment. Lots of opportunity for growth and the development of new projects. For more information and to apply, visit www.actionagainsthunger.org/jobs/positions.html.

INSTRUCTIONAL DEVELOPMENT OFFICER • New York City

Position available with Victory Schools, Inc. Duties: assists in creating and implementing Victory-wide educational, leadership development, and professional development programs; coordinates Victory's efforts to continuously improve its educational model for urban schools and for the integration of professional development into all areas of Victory's schools. Qualifications: MA in education or closely related field and five years' experience as a classroom teacher; supervisory or district office experience preferred. E-mail résumé to jobs@victoryschools.com.

REGIONAL DIRECTOR • New York City

Position available with Victory Schools, Inc. Duties: helps to oversee the implementation of Victory's educational model at partner schools; responsible for daily management of schools and supervision of principals and administrative team. Qualifications: MA in education or closely related field and five years' experience as a classroom teacher; supervisory or district office experience preferred; certified in supervision and administration. E-mail résumé to jobs@victoryschools.com.

INSTRUCTIONAL AND CURRICULUM SPECIALIST • New York City

Position available with Victory Schools, Inc. Duties: acts as a key component to the overall improvement of instruction and increased student performance; works in the implementation of literacy across the curriculum. Qualifications: MA in education or closely related field and five years' experience as a classroom teacher; supervisory or district office experience preferred; certified elementary, middle, or high school teacher. E-mail résumé to jobs@victoryschools.com.

***WILDERNESS THERAPY INSTRUCTOR • Loa, UT**

Positions available with the Aspen Achievement Academy, an outdoor treatment program with an emphasis on therapy,

experiential learning and personal growth. Qualifications: desire, willingness, and ability to provide compassionate, creative, and dedicated care to students; previous experience working with teens; outdoor leadership experience; WFR/EMT desired. E-mail cover letter, résumé, and two letters of reference to Jim Martucci at jmartucci@theaspennacademy.com; address: P.O. Box 400 Loa, UT 84747; phone: 435.836.1212.

THERAPIST • Portland, OR

Position available with Morrison Child and Family Services. Duties: provides individual, family, and group counseling and case management; works with youth in the milieu setting and close intensive supervision of male adolescent clients in a secure treatment setting. Qualifications: MA with two years' experience working with youth required. Send cover letter and résumé to Program Director, c/o Morrison Child and Family Services, 1718 NE 82nd, Portland OR 97220; e-mail: jobs@morrisonkids.org.

LANDSCAPE SUPERVISOR • Denver

Position available with Rocky Mountain Native Plants Co. Qualifications: must possess a CO driver's license with a good driving record; knowledge of plants and landscaping preferred. Salary: \$12-\$16/hour. For more information and to apply, phone Bill LaBarre at 970.309.4300; e-mail: wjlabarre@yahoo.com.

PROJECT MANAGER • DC

Position available with Creative Associates International, Inc. Duty: provides assistance to Basic Education/LINK. For more information and to apply, visit www.caii.com.

INTERNATIONAL

INTERNATIONAL POSITIONS • Afghanistan; South Asia; Sudan

Positions available with Creative Associates International, Inc. Positions include external affairs manager in Afghanistan, chief of party in South Asia, project management and long-term technical advisor in Sudan, and field coordinator and finance and administration specialist in Sudan. For more information and to apply, visit www.caii.com.

DEPUTY DIRECTOR OF FINANCE • Prague, Czech Republic

Position available with Radio Free Europe/Radio Liberty. Qualifications: international experience; language skills preferred; knowledge of GAAP; experience with computer accounting systems, including PeopleSoft preferred; interested in living in Prague. For more information and to apply, visit www.rferl.org/about/jobs/.

CHILDREN AND YOUTH PROTECTION MANAGER • Chad

Position available with the International Rescue Committee (IRC). Duties: strengthens and expands child and youth protection programming; links education to other IRC sectors in the camp; manages all related grants and budgets; monitoring and evaluation; responsible for professional development, training, and capacity building of national and refugee staff; supervises and supports the education assistant manager and the education staff; represents IRC at coordination meetings; liaises with education and child protection ministry officials, NGOs, and UN agencies. For more information and to apply, visit www.IRCjobs.org.

PUBLIC HEALTH ADVISOR • Indonesia

Position available with the International Rescue Committee. Duties: supports the effort of providing vulnerable populations in target communities with opportunities to develop sustainable, appropriate, and family and community based health care services; works through local government health offices and local NGOs. For more information and to apply, visit www.IRCjobs.org.

LEAD RESIDENT ADVISOR • Cote D'Ivoire

Position available with Management Sciences for Health (MSH). Duty: coordinates all activities and personnel for the project in Cote D'Ivoire. Qualifications: significant experience in international public health; experience related to HIV/AIDS, pharmaceutical management, health commodity logistics, family planning, or supply chain strengthening required, preferably in work funded by USAID. For more information and to apply, visit www.msh.org.

INFORMATION TECHNOLOGY MANAGER • Tegucigalpa, Honduras

Position available with the Riecken Foundation. Duties: manages the IT department and integrate technology into all endeavors, specifically expanding educational programming, supporting training efforts for the library and youth programs, and generating efficiencies in project and organizational management; reports directly to senior management and is based in Honduras with travel to Guatemala, Washington, D.C., and other locations as needed. Qualifications: tech-savvy, energetic, and highly creative. For more information and to apply, e-mail tech@riecken.org; phone: 202.496.1742.

ENGLISH LANGUAGE TEACHERS • China, Indonesia, and Russia

Positions available with EF English First. Undergo 4-week TESL training in Spain, Italy, or the Czech Republic before taking salaried positions teaching English in China, Indonesia, and Russia. All positions offer competitive local salaries, free flights, and assistance with or paid accommodation. For more information and to apply, e-mail

Mel Barton at recruitment@englishfirst.com; website: www.englishfirst.com.

HEALTH PROGRAM MANAGER •

Azerbaijan

Position available with International Medical Corps. Duties: serves as program manager for health and education development programs in Azerbaijan funded by several donors; ensures key donors, stakeholders, partners, and customers are identified and take steps to gain their support; prepares progress and technical reports to donors and stakeholders. Qualifications: MA in public health, international health, or related field; minimum three years' work experience in public health or related field; international development experience. For more information and to apply, visit Wflores@imcworldwide.org; phone: 310.826.7800.

FINANCE MANAGERS •

Gabon or Cameroon

Positions available with Wildlife Conservation Society. Duty: produce and reconcile monthly financial statements. Qualifications: strong financial and analytical skills required; people management experience preferred; experience with accounting and reporting required; oral and written French required; international work experience preferred. E-mail cover letter, résumé, and salary requirements to Peggy O'Shaughnessy at poshaughnessy@wcs.org.

PROGRAM COORDINATOR •

Aceh, Indonesia

Position available with the International Rescue Committee. Duties: represents and manages the CARDI Aceh program operations; oversees implementation of CARDI projects and programs in the province; facilitates project development; provides overall coordination for programs and personnel; provides regular monitoring and evaluation; acts as liaison with donors and other local and international partners. For more information and to apply, visit www.IRCjobs.org.

ACCOUNTANT • Kabul, Afghanistan

Position available with CURE International. Qualifications: BA and minimum three years' experience required. Receive a modest salary, housing, and health and leave benefits. For more information and to apply, e-mail lcheney@cureinternational.org; phone: 717.730.6706.

ASSISTANT DIRECTOR • London, UK

Position available with Pump Aid. Duties: develops fundraising proposals and reports to donors; provides financial supervision for Pump Aid; represents Pump Aid. Qualifications: postgraduate degree; experience handling large grants required; accounting, NGO, and Africa experience required. Deadline: 4/21/2006. For

more information, visit www.pumpaid.org. E-mail cover letter and CV with photo to director@pumpaid.org.

MATH AND SCIENCE TEACHERS •

Guatemala, City Guatemala

Positions available with Colegio Decroly Americano, a private, bilingual educational institution. Duty: teach students in middle and high school. For more information and to apply, e-mail ana.deescobedo@decrolyamericano.com.

SCHOOL LIBRARIAN •

Guatemala City, Guatemala

Position available in Colegio Decroly Americano. Qualifications: must be a certified Librarian or have a BA in related field; proven experience in coordinating a library; Spanish is not required. For more information and to apply, e-mail ana.deescobedo@decrolyamericano.com.

INTERN/VOLUNTEER

EFFICIENT STOVE PROJECT INTERN • Chad

Internship available with Winrock International. Duties: monitors and evaluates the use of a highly efficient charcoal stove in Chadian households and restaurants; researches the obstacles to the adoption of new household energy technologies in Chad. Qualifications: intimate knowledge of the developing country urban context; strong oral and written French; spoken Arabic preferred; experience in project monitoring and evaluation; ability to thrive in a challenging operating environment. Compensation includes housing and a small stipend. Must provide own airfare. For more information and to apply, e-mail Luke Filose at lfilose@winrock.org.

NURSING INTERNSHIPS • Wendover, KY

Internships available with Frontier Nursing Service. Interns choose their own projects and assist in daily activities of the organization. Benefits include room and board and local transportation provided. For more information and to apply, visit "Courier Program" at www.frontiernursing.org; address: 132 FNS Drive, Wendover, KY 41775; phone 606.672.2317; fax: 606.672.3022; email: fnstours@yahoo.com.

BUSINESS INCUBATOR PLANNING INTERNSHIP • Serbia and Montenegro

Internship available with Mercy Corps and the USAID-funded Community Revitalization through Democratic Action (CRDA) program. Duties: develops and applies models and procedures for institutionalizing Municipal Economic Councils (MECs) already established

under CRDA; develops a business model and plan for a business incubator initiative in Prokuplje municipality. Qualifications: relevant overseas experience, preferably in the region; strong writing skills; strong computer skills; working on graduate degree in international development or related field. E-mail cover letter and résumé to expatinternship@mercycorps.org. No phone calls.

ANIMAL HUSBANDRY INTERN •

Mendocino, CA

Internship available with Old Mill Farm, an organic farm, near the Pacific Rim. Family farm focuses on small scale meat production of hogs and sheep. Duties: assists in field trips and fall festival tours; helps with general farm duties. Room and utilities provided with some food and small stipend. For more information and to apply, e-mail inquiry@oldmillfarm.org; phone: 707.937.3047; website: www.oldmillfarm.org.

EDUCATION

MA AND CERTIFICATE PROGRAMS IN EDUCATION • Spring Valley, NY

Sunbridge College offers MA and certificate programs in Waldorf education and related fields inspired by the work of Rudolf Steiner. Courses include the arts, self-development, and cultural and spiritual history. For information and to apply, phone the enrollment coordinator at 845.425.0055, ext. 24; email: info@sunbridge.edu; website: www.sunbridge.edu.

*DOCTOR OF

NATUROPATHIC MEDICINE • Tempe, AZ

Southwest College of Naturopathic Medicine (SCNM) offers a four-year professional degree program resulting in a doctor of naturopathic medicine (ND). Graduates are educated in the same basic sciences as an M.D., including holistic, nontoxic approaches to therapy with an emphasis on disease prevention and optimizing wellness. SCNM offers one \$1K new student scholarship to a Peace Corps Volunteer each fall quarter and will waive the application fee for all Peace Corps Volunteers. Fall quarter begins 8/14/2006 and spring quarter begins 2/12/2007. Contact the admissions office by phone: 888.882.7266, ext. 210; e-mail: admissions@scnm.edu; website: www.scnm.edu.

PUBLIC HEALTH • Boston

Boston University School of Public Health is offering summer courses in key public health practices. Courses including foundations in international health and community-based development, international health management, principles of economics and health financing for improving health system performance in developing countries, leading organizations to achieve the millennium development goals for health, and ARV program management issues in low resource settings. A limited number of partial

tuition scholarships are available for RPCVs. Credits earned can be converted to graduate school credits toward an MPH. For more information and to apply, visit www.bu.edu/sph/siih; e-mail: spetty@bu.edu.

AMERICORPS/VISTA

VISTA TEAM LEADER •

Douglas County, OR

Position available with Umpqua Community Action Network. Duties: provides strong leadership and support for VISTA team members; recruits and interviews potential VISTA members; promotes community awareness of team projects; coordinates trainings and workshops. Qualifications: self-directed; motivated; interested in community-based solutions to poverty; excellent oral and written communications skills; strong organizational skills; desire to learn program development and management; must have successfully completed one year of VISTA or Peace Corps service. Deadline: 6/2006. For more information and to apply, visit <http://users.rio.com/vista/index.htm>; e-mail: emily.rhyner@ucancap.org.

PROGRAM SPECIALIST • Dallas, TX

AmeriCorps VISTA position available with the Western Regional Office of the March of Dimes, a national nonprofit dedicated to improving the health of babies. Duties: develops culturally-appropriate prematurity awareness programs; builds and manages the region-wide program evaluation database; coordinates the regional cultural competency training; assists with grant writing and fundraising. Qualifications: BA preferred; interest in maternal child health. Benefits include monthly stipend, health insurance, relocation allowance, and \$4725 education award. Send cover letter and résumé to Cynthia Scott, regional program director, at cscott@marchofdimes.com.

Join the RPCVNetwork Listserv

Go to www.yahoo.com, select "Groups," search for "RPCVNetwork" and "Join."

Include your PCV name and country/dates of service.

To receive additional job listings, sign up for the Yahoo! group called **RPCVNetwork**.

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Many job banks claim to get the best results for jobseekers, but they can't all be right. One way to determine if a particular site is worth your time is to do a search of several sites for the position you are seeking, then compare the results to see which job banks return the most relevant listings.

Once you've decided which sites provide the best return, job search experts recommend creating multiple job scouts, based on different search criteria. For example, if you are looking for a position as a controller, your various job scouts could be titled "controller," "accounting," "financial management," and "internal auditing."

Keep in mind an important truth about job banks: not all types of jobs are well represented in them. If you find that there are few online listings for the type position you are seeking, then online searches should play only a small role in your search for advertised jobs. Nevertheless, you may decide to define job scouts at a few online banks; the return may be small in the number of job leads found, but using the scouts keeps the time and effort expended to a minimum, too.

In any event, given that unadvertised jobs are more prevalent than advertised jobs, it is important to limit the amount of time you spend pursuing advertised openings on the Internet.

With this in mind, you may decide just to post your résumé to several résumé banks and let the employers come to you. But have you ever wondered what résumé banks do with the information you submit? Will a site sell their contact information to telemarketers, for example? It is important to read the privacy policy of job-related websites prior to submitting any identifying information. Many job banks, however, do screen employers and enforce strict controls over personal information submitted by individuals.

It is not a good idea to post a résumé to a site unless you can request employer contacts via e-mail and be assured that the release of your phone number and street address remains under the site's control. You can go a step further by setting up a free e-mail account for exclusive use in your job seeking endeavors. This will shield your main e-mail address from unnecessary exposure.

Another caveat: if you find a job listing that asks for a Social Security number, warning sirens should sound. At this stage of the process, an employer should have no need

for this information. Dishonest "companies" sometimes post fake job listings in a scam to obtain personal information for illegal purposes, such as identity theft.

Keywords are Key

Experimenting with different keyword combinations can help you identify the most effective search terms when probing the listings of a particular job bank. Therefore, before doing your preliminary searches to compare job banks, be sure to read the search tips for each. Although similar, the search engines for job banks are not all the same.

Most search engines allow the use of logical operators, such as AND, OR, or NOT, as well as quotation marks, which specify an exact phrase as a search term. The search engine at one bank offers an asterisk as a wildcard character to target different words that have the same root. For example, the term "teach*" in one bank can return listings that include the words "teacher," "teaches," and "teaching." The search engines on some sites use a thesaurus to locate listings containing words similar in meaning to the user-entered keywords.

Some types of jobs are harder than others to target with search terms. According to America's Job Bank, "Useful keywords can include a job title, specific skills needed in that job, or the name of an industry or company." True enough. However, a phlebotomist will have an easier time searching online job listings than will an office manager. If your job title contains common words, your search results may contain a lot of irrelevant listings.

But sometimes you need to broaden your search criteria. The O*NET code connector at www.onetcodeconnector.org can help you identify various titles or keywords for the job you seek—some you may not think of on your own. For example, a search on the phrase "office manager" turns up the title "administrative services manager." When you find vacancies that interest you, make note of the job descriptions for words or phrases that might serve as additional terms.

Finding Unadvertised Jobs

Finding jobs in hiding, or unadvertised jobs, often involves three things: employment-related research, cold calling for job leads, and networking. The Internet is an excellent tool for identifying and researching

continued next page

employers and for locating other useful job-market information.

For example, if you want to find a job as a medical assistant, you could visit the Industry-Occupation Employment Matrix page on the Bureau of Labor Statistics website: <http://data.bls.gov/oep/nioem/empiohm.jsp>. This site provides employment data for medical assistants by industry and includes such information as what percentage of medical assistants work in physicians' offices versus hospitals. You will then know where to concentrate your efforts.

Another site, the employer locator at America's CareerInfoNet (www.acinet.org/acinet/emp_start.asp) identifies listings for hospitals and for doctors' offices. These listings provide the name, address, and telephone number of each establishment; you could cold-call these employers to unearth unadvertised jobs.

Eventually, most people find suitable employment if they plan well, persevere, and use multiple job search techniques, including both online and offline resources.

EDITOR'S NOTE: This article was adapted from excerpts of "Job Search in the Age of Internet: Six Jobseekers in Search of Employers," by Matthew Mariani. It is reprinted with permission from the U.S. Department of Labor Statistics' Occupational Outlook Quarterly, Summer 2003. For the complete article, visit www.bls.gov/opub/2003/summer/art01.pdf.

Confused about your noncompetitive eligibility for federal employment?

Career Publications

- *Business Careers*
- *Careers in Agriculture*
- *Careers in Teaching*
- *Environmental Careers*
- *International Careers*

You can download these publications at www.peacecorps.gov/rvs/publications

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 rvs@peacecorps.gov with "InterAction" in the subject line of the e-mail.

Visit www.peacecorps.gov/rpcv/nce

Still have questions?

Contact
Returned Volunteer Services
800.424.8580, ext. 1430
or 202.692.1430

To submit a mailing address change, visit www.peacecorps.gov/rpcv/records and click on "Update Your Records." You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer

When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.