

HOTLINE



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

HOT RESOURCES

Career Events

May 18—Washington, D.C.

See page 8

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions, such as

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

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

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

visit

www.peacecorps.gov/rpcv/faqs

Peace Corps HOTLINE

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

Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

PUBLIC SECTOR

REGIONAL EXTENSION EDUCATOR • Brainerd, MN

Position available with the University of Minnesota Extension Service. Duties: responsible for statewide programming; works on agroforestry, biomass, and other renewable energy opportunities; designs, teaches, and evaluates educational programs in agroforestry and renewable energy systems. Qualifications: M.A./M.S. with a degree in forestry, agroforestry, natural resources, or related field. Deadline: 5/20/2005. For information and to apply, e-mail Naaz Babvani at babva001@umn.edu; website: www.extension.umn.edu/units/director/hr/positions.html.

PROTECTION AND SAFETY TRAINEE WORKER • Grand Island, NE

Position available with the State of Nebraska Health and Human Services. Duties: investigates allegations of abuse and neglect; conducts family assessments; establishes safety plans; initiates court intervention; prepares cases with county attorney; testifies in court; performs crisis intervention; may physically apprehend and take into custody youth who have violated the conditions of a behavioral contract. Qualifications: B.A./B.S. required; bilingual in English and Spanish preferred. For information and to apply, phone: 402.471.2075; website: www.wrk4neb.org.

PUBLIC SCHOOL PRINCIPALS • New York City

Positions available with six new public schools. These secondary schools, grades six to twelve, are being developed as part of a partnership between the New York City Department of Education, the Bill and Melinda Gates Foundation, and the Michael and Susan Dell Foundation. These schools will become part of an existing five-school network of College Board Schools in New York City. Qualifications: meet all New York City and state requirements for principal position by 7/1/2006. Deadline: 6/1/2005 for the 2006–07 school year. For information and to apply, visit www.collegeboard.org/cbschools/careers.

EXECUTIVE DIRECTOR • Mt. Morris, NY

Position available with the Cornell Cooperative Extension Association of Livingston County. Duties: represents and is accountable to the association board of directors and the director of the Cornell Cooperative Extension system. Qualifications: M.S. required; six years' experience required. For information and to apply, visit www.cce.cornell.edu/careerops/pa372.htm; address: PA#372, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853.

PRIVATE SECTOR

ACCOUNTING ASSISTANT • DC

Position available with International Foundation for Election Systems. Duties: pro-

Confused about your noncompetitive eligibility?

Visit
www.peacecorps.gov/rpcv/nce

Still have questions?

Contact
Returned Volunteer Services
at 1.800.424.8580, ext. 1430
or 202.692.1430

vides support to the finance department, assisting with accounts payable transactions, payroll processing, and maintenance of all filing systems; processes invoices on a timely basis, including ensuring correct coding, appropriate sign-off, and data entry; assists with processing travel advances, employee and consultant expense reports, and consultant payments; assists with entering payment wires into banking software; enters data for cash receipt vouchers, as required; maintains daily the outgoing wire log; maintains and monitors daily the A/P transaction log. For information

Got a Match?

Peace Match Makes It Easy!

Help Americans develop a better understanding of other peoples. Register with Peace Match to find a classroom speaking opportunity.

Register at
www.peacematch.org

Free to RPCVs Online Employment Bulletins

Environmental Career Opportunities

International Career Employment Weekly

Public Health Jobs Worldwide

E-mail rvs@peacecorps.gov to receive the passwords. Please specify which publication(s) you want. Passwords are for RPCV use only.

and to apply, visit www.ifes.org; phone: 202.350.6700; e-mail: jobs@ifes.org.

X-RAY FLUORESCENCE RESEARCH ASSISTANT •

New York City

Position available with the Mount Sinai Medical Center in an active X-ray fluorescence research laboratory. Duties: conducts multiple studies of the human health effects of chronic lead exposure; performs standardized and advanced X-ray fluorescence human measurements; works with data entry; performs preliminary reduction and analysis. Qualifications: must have B.S. in physics or medical physics; M.S. or Ph.D. preferred; familiarity with X-ray spectroscopy techniques and equipment; willingness to perform routine lab duties; strong computer skills. For information and to apply, visit www.mssm.edu/cpm/xrf/jobopportunities.html; fax: 212.423.9313; e-mail: Laurie.Dionne@mssm.edu.

DIRECTOR, INTERNAL AUDIT •

Millwood, VA

Position available with Project HOPE. Duties: reports directly to president and CEO; provides leadership in annual business risk assessment; develops and implements annual audit plan; conducts financial and operational audits of U.S. and overseas operations; coordinates with senior management to review audit process, findings, and recommendations; develops action plans; supports management in evaluating and enhancing internal controls. Qualifications: extensive auditing experience required; international work experience, preferably in a developing country; demonstrated experience in collaboration at both staff and management levels; knowledge of government contracting and international nonprofit operations desired; project management, analytical, and writing skills required; C.I.A., C.P.A., or M.B.A. highly desirable. For information and to apply, visit www.projecthope.org; fax: 540.837.9052.

MEDIA COMMUNICATIONS ASSISTANT • DC

Position available with International Foundation for Election Systems (IFES). Duties: assists media communications specialist with press and media outreach efforts; assists with drafting and issuing press releases and handling media queries (training provided); assists with maintenance of all online content of IFES and democracy at large press rooms; updates program-related content of the website; composes abstracts of items uploaded to www.democracy-direct.info. For information and to apply, visit www.ifes.org; phone: 202.350.6700; e-mail: jobs@ifes.org.

GRASS-ROOTS FUNDRAISER • Montrose, CO

Position available with the Western Colorado Congress. Duties: works with 3,000 members, 11 staff, and 9 community groups to promote sustainable economies and a healthy environment through local and regional issues; recruits and maintains members and major donors; organizes special events. Deadline: 5/18/2005. Send résumé, two writing samples, and references to Amy McBride, Box 472, Montrose, CO 81402; phone: 970.249.1978; e-mail: loper@wccongress.org.

EXECUTIVE DIRECTOR •

Grand Junction or Montrose, CO

Position available with the Western Colorado Congress. Duties: works with 3,000 members, 11 staff, and 9 community groups to promote sustainable economies and a healthy environment through local and regional issues; supervises staff; coordinates fiscal management and fundraising; works with the board to develop and implement strategic plans. Deadline: 5/20/2005. Send résumé, two writing samples, references, and cover letter stating salary requirement to Search Committee, Box 472, Montrose, CO 81402 or phone Amy McBride at 970.249.1978; e-mail: loper@wccongress.org.

FINANCIAL ANALYST • DC

Position available with International Foundation for Election Systems. Duties: provides accounting, reporting, and internal controls training to both field office and programmatic staff; records and audits monthly field office financial activity; reconciles field office and staff travel advance accounts; processes and performs detailed reviews of expense reports, consultant payments, and travel advance requests; analyzes cash-burn rates and advance account utilization; analyzes financial information assessing present and projecting future performance; conducts routine project reviews with programmatic staff and assists with projections and pipeline analysis; monitors government and accounting regulations and provides recommendations for compliance. For information and to apply, visit www.ifes.org; phone: 202.350.6700; e-mail: jobs@ifes.org.

ADMIN. CONTRACTS ANALYST • Arcata, CA

Position available with Internews Network. Duties: works on contracts and grants management. Qualifications: experience with accounting and financial analysis, including grant budgeting; experience with writing and editing contracts; proven ability to meet tight deadlines; university degree; experience with U.S. government grant regulations preferred. E-mail cover letter and résumé to INjobs@internews.org with "AA Arcata" in the subject line; website: www.internews.org.

ENVIRONMENTAL EDUCATOR •

Outer Banks, NC

Position available with the Sound to Sea Environmental Education Program. Duties: studies island ecology and cultures; uses hands-on activities to teach multidisciplinary curriculum; creates programs for diverse populations (raptor and aquarium programs in progress); overnight duty once every two weeks. Qualifications: ability and desire to work with elementary students through senior adults in small and large groups; creativity; flexibility; sense of humor; teaching experience helpful. Will receive training in first aid/CPR. Salary: \$220/week, with room, board, and medical insurance. Send description of service, résumé, and cover letter to RPCV Maggie Riley, Program Director, P.O. Drawer 380, Salter Path, NC 28575; phone: 888.874.6287; fax: 252.247.3290; e-mail: soundtosea@trinityctr.com; website: www.trinityctr.com.

PROGRAM STAFF • Carmel, NY

Position available with Camp AmeriKids, a camp for children living with HIV/AIDS. Duties: instructs one of a variety of workshops, including arts and crafts, sports, nature, dance, and drama and music. First session: 7/23/2005 to 7/31/2005. Second session: 8/3/2005 to 8/11/2005. Qualifications: must commit to both sessions; prior teaching experience preferred. Deadline: 5/25/2005. For information and to apply, phone Stephanie Kermoal at 800.486.4357; e-mail: camp@americares.org; website: www.campamerikids.org.

WRITER/EDITOR • Berkeley, CA

Position available with the Hesperian Foundation. Duties: helps draft new material; revises existing material for the book *HIV, Health and Your Community*; provides support in the areas of research, editorial work, production-related functions, relations with outside advisors, and interfaces with community groups to coordinate reviews of draft materials. For information and to apply, visit www.hesperian.org.

HOT! OPPORTUNITIES

PEACE CORPS COORDINATOR • MI

Position available with the University of Michigan (U-M) International Center. Duty: runs U-M Peace Corps office. Qualifications: must be an RPCV; U-M student or graduate preferred. Coordinator will have own office and will be assisted by a work-study student. Position is 20 hours/week and runs from 8/2005 to 5/2006. Deadline: 5/16/2005. For more information, visit www.umich.edu/~icenter/peacecorps or e-mail Bill Nolting at bnolting@umich.edu. Include "PC Coordinator" in the subject line.

BEHAVIORAL SCIENTISTS • Chennai, India

GS-13/14 positions available with the Centers for Disease Control and Prevention, Global AIDS Program (GAP). Duties: implements GAP activities in HIV prevention, care, treatment, surveillance, and infrastructure development; provides scientific leadership for developing project and program evaluations and evaluation methodology; provides leadership for the development and implementation of methodologies that can be used to monitor national or regional level HIV/AIDS prevention and care programs, including abstinence for youth and unmarried persons and mutual faithfulness; provides medical and behavioral science advice and consultation as a national and internationally recognized expert in HIV infection. For information and to apply, visit www2.cdc.gov/hrmo/vsearch.asp or vaps.hrmo.cdc.gov.

PROGRAM COORDINATOR • DC

Position available with the National Association of Home Builders. Duties: prepares agendas; corresponds with others; drafts meeting minutes; interfaces with international members; tracks department reporting and expenses; makes travel arrangements; maintains records and filing systems. Qualifications: must have strong oral and written communication skills; highly organized; able to work independently and effectively in a fast-paced environment; recent college graduate with strong interest in international business or comparable work or multicultural experience preferred; bilingual in English and Spanish preferred. Salary: \$30K–\$37K. E-mail salary requirements with résumé to JobOpportunities@nahb.com; website: www.nahb.org.

PROGRAM COORDINATOR • Baltimore

Position available with JHPIEGO Corporation, an affiliate of Johns Hopkins University. Duties: coordinates and supports program, financial, contractual, monitoring, and administrative functions for the Family Planning/Reproductive Health Center of Excellence; coordinates ongoing projects in a fast-paced, international environment. Qualifications: B.A./B.S. and/or two to three years' work experience, preferably in an international setting; fluent in French; excellent administrative, organizational, and computer skills; pre-employment background investigation. For information and to apply, visit jobs.jhu.edu and reference job number 19555.

BILINGUAL SOCIAL WORKER • DC

Position available with Women Empowered Against Violence. Qualifications: licensed or license-eligible social worker (M.S.W.); bilingual in Spanish and English. For information and to apply, e-mail stephanye@weaveincorp.org; website: www.weaveincorp.org.

FINANCIAL COACH • DC

Position available with Women Empowered Against Violence. Duties: teaches money management skills to survivors of domestic violence. Qualification: bilingual preferred. For information and to apply, e-mail stephanye@weaveincorp.org; website www.weaveincorp.org.

SITE COORDINATOR • Herndon, VA

Position available with Reston Interfaith. Duties: works outdoors at a day-labor hiring site; organizes laborers and links workers and employers; works with laborers to craft and implement hiring-site procedures and guidelines. Qualifications: bilingual in English and Spanish; excellent interpersonal communication skills; experience in customer service and employment service; must remain effective and respectful of all stakeholders, even under pressure. E-mail cover letter and résumé to sarah.ince@restoninterfaith.org; fax: 571.323.9554.

PROGRAM COORDINATOR • DC

Position available with the World Resources Institute for its Digital Dividends project. Digital Dividends works to further sustainable economic development by identifying business solutions that address underserved populations in developing regions. Duty: works with companies and multilaterals to develop business-based approaches to poverty. Qualifications: B.A./B.S. with minimum of one year's work experience in administrative capacity; experience or demonstrated interest in the field of economics, business, and/or international

development preferred. For information and to apply, visit joblist.wri.org.

FACULTY ADVISOR • Various cities

Position available for the summer with the National Youth Leadership Forum on Medicine, a nonprofit educational organization founded to help high-achieving high school students gain hands-on exposure to a career in medicine. Qualifications: experience in a healthcare field, education, or conference logistics; interest in working with high school students. For information and to apply, visit www.nylf.org.

PROGRAM DIRECTORS**AND CAMP COUNSELORS • Rindge, NH**

Positions available in June with Camp Wildwood in conjunction with the Massachusetts Audubon Society. Wildwood offers the opportunity to help children develop strong connections with nature and their community. Positions include leaders in training, director, waterfront director, trip program director, unit leader and naturalists, wilderness trip leaders, garden coordinator, and crafts and photography coordinator. Qualifications: first aid and CPR; education and/or environmental science background. Salary: \$275/week with room and board and excellent training opportunities. Send résumé to Wildwood, 208 South Great Road, Lincoln, MA 01773; e-mail: jadams@massaudubon.org; website: www.massaudubon.org.

SPECIAL INITIATIVES MANAGER •**Arlington, VA**

Position available with the Student Conservation Association (SCA). Duties: responsible for planning, managing, and evaluating special initiatives within the SCA's Conservation Intern (CI) program; manages key partner and donor relationships; supervises CI staff members; develops and manages program budgets. Qualifications: B.A./B.S.; three years' experience building and maintaining client and partner relationships; two years' supervisory experience; strong communication skills; proven experience with program development and implementation. E-mail cover letter, résumé, and two references to Marsha Towns, director for Conservation Interns, at mtowns@thesca.org; fax: 603.543.1828.

PROJECT DIRECTOR • Herndon, VA

Position available with Reston Interfaith. Duties: directs all aspects of start-up and operation of day-labor hiring site; works closely with multiple community partners; leads applications for conditional-use permit to secure site; leads communication plan to maintain community awareness and comfort level with project. Qualifications: B.A. required; M.A. in social work, political science, or related field preferred; experience with community development; bilingual in English and Spanish required. E-mail cover letter and résumé to sarah.ince@restoninterfaith.org; fax: 571.323.9554.

RESEARCH ANALYST • DC

Position available with the Academy for Educational Development. Qualifications: M.A. in international relations, political science, or related field, with a specialization in democracy and governance; minimum four years' experience in research, technical assistance, and/or writing, including work related to fragile states; extensive experience writing and editing for a professional audience; desktop publishing skills; U.S. citizenship required. Send cover letter and résumé, referencing position #KN5022pc to AED/HR, 1825

Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

TRAVELING SCIENCE SHOW EDUCATOR • Philadelphia

Position available with the Franklin Institute. Duties: performs science education shows for schools, museum visitors, and summer camp; develops curriculum for new shows; provides administrative and logistical support; maintains vehicle; assists other museum departments. Qualifications: B.A./B.S., preferably in physics, chemistry, or science education; experience teaching, public speaking or theater helpful; program development skills; excellent communication skills; valid driver's license. Send cover letter and résumé to Human Resources, The Franklin Institute, 222 N 20th Street, Philadelphia, PA 19103; fax: 215.448.1121; e-mail: vwright@fi.edu.

SPANISH/PHYS. ED. TEACHER •**San Juan Island, WA**

Position available with Spring Street International School. Duties: teaches Spanish and two physical education classes. Qualification: experienced Spanish teacher for middle school and high school. Position starts the beginning of the 2005 school year. For more information and to apply, visit www.springstreet.org/employ or e-mail roger_frost@springstreet.org.

JR. PROGRAM ANALYST, EAST AFRICA • DC

Position available with Population Services International (PSI). Duties: covers a specific region and issues related to data organization and analysis, procurement, contracts, policies, legal issues, process management, and administrative functions; organizes, updates, and analyzes data; assists in analyzing PSI financial reports; identifies procurement needs for field programs; monitors contractual updates; maintains binders and documentation; ensures correct use of and provides training on databases and software for administrative purposes to program staff; coordinates receipt and delivery of packages and documentation between Washington, D.C., and field offices. Qualifications: B.A. or M.A. in a relevant subject or equivalent experience; minimum two years' work experience in administration or management; proficiency in computer applications and data analysis; excellent communication skills. For information and to apply, visit www.psi.org.

DIRECTOR, GRANTS COMPLIANCE •**Millwood, VA**

Position available with Project Hope. Duties: leads and advises compliance with donor regulations and program and financial reporting; coordinates with senior management to review processes and implement action plans; provides support to international operations team in the development of proposals; develops systems to ensure compliance of all programmatic activity and coordinate training of staff. Qualifications: advanced degree in related field or equivalent experience; minimum 10 years' progressive experience; knowledge of federal rules and regulations pertaining to grants and other awards; experience in compliance with USAID contracts, grants, and cooperative agreements; experience living and working in a nonprofit international development field; strong project management and leadership skills required; bilingual preferred; some international travel required. For information and an application, visit www.projecthope.org.

PEACE CORPS FELLOWS/USA



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

University of Arizona

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

University of Cincinnati

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

University of Denver

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

University of Maryland-Baltimore

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

University of Maryland-Baltimore County

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

University of New Orleans

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

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

University of North Texas

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

University of Oregon

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

University of South Carolina

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

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

University of Vermont

Burlington, VT
Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; 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.

University of Wisconsin-Milwaukee

Milwaukee, WI
Business administration, economics, geography, history, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: heuler@uwm.edu.

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science. Dr. Michael Dombeck, phone: 715.346.3946; e-mail: mike.dombeck@uwsp.edu or Dr. Tim Ginnett, phone: 715.346.4191; e-mail: tim.ginnett@uwsp.edu.

University of Wyoming

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

Western Illinois University

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

Western New Mexico University

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

Wichita State University

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

Xavier University of Louisiana

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

STAFF ATTORNEY • Las Vegas

Position available with Nevada Legal Services, a nonprofit law center devoted to assisting low-income individuals. Send résumé and letter of interest to Nevada Legal Services, attn. Eva, 530 S. 6th Street, Las Vegas, NV 89101; fax: 702.388.1641.

REGISTERED NURSE • Crestline, CA

Temporary position available with Ability First, a summer camp for individuals with special needs. Position runs from 6/4/2005 to 8/21/2005. Qualifications: must have valid California RN license. Salary: \$200/day and room and board. For information and to apply, phone Kelly at 909.338.1102; e-mail: kkunsek@abilityfirst.org.

GOVERNMENT FUNDRAISER • DC

Agricultural University located in Honduras for Latin American Students. Duties: identifies funding opportunities from government sources; writes proposals for grants; designs and oversees monitoring plans; main-

tains proposal pipeline. Qualifications: preferred. Salary range: \$47K-\$52K. Send cover letter, résumé to Zamorano, Attn: M.E. Flather, 510 Vermont Avenue, NW, suite 510, Washington, DC 20005; meflather@zamorano.com

*CAMP COUNSELORS • Hunterdon County, NJ

Temporary positions available with Cross Roads Outdoor Ministries, an ecumenical spiritual center and camp dedicated to community and spiritual growth. Various positions include leading community service projects with local nonprofits, leading high adventure activities (rafting, horseback riding, hiking, canoeing, climbing, etc.), and/or facilitating group-building activities. Duty: lead a residential summer camp program for youth ages 8-18. Qualifications: excellent interpersonal skills and an eagerness to inspire youth. Position runs from mid-June to mid-August. Salary: \$1,700-\$2,500. For information, phone

Jonathan at 908.832.7264. E-mail cover letter and résumé to cxroads@gmail.com.

CAMPUS RECRUITER • Syracuse, NY

Position available with State University of New York, College of Environmental Science and Forestry (ESF). Duties: works 20/week and serves as an information source for students and others interested in Peace Corps through classroom talks, information tables, regular office hours, maintenance of a website, and other publicity. Qualifications: must be an RPCV and admitted graduate student at ESF. Benefits include tuition and \$430/biweekly stipend, private office, phone, and computer. For additional information, call 315.470.6660. Send cover letter and résumé to Mr. Thomas Slocum, Director of Counseling, 110 Bray Hall SUNY ESF, 1 Forestry Drive, Syracuse, NY 13210; e-mail: toslocum@esf.edu; fax: 315.470.4728.

BILINGUAL SHELTER FAMILY ADVOCATE • Boulder, CO

Position available with Safehouse Progressive Alliance for Nonviolence. Duties: provides crisis line support and advocacy to callers and shelter residents; develops and sustains community contacts and resources available to clients; provides on-call assistance one night/month to respond to police requests for victim advocacy. Qualifications: B.A. degree or equivalent life or work experience required; counseling experience with women; strong oral and written communication skills in English and Spanish. Salary: \$29K with benefits. Send cover letter and résumé to yolanda@safehousealliance.org; address: 835 North Street, Boulder, CO 80304.

INTERNATIONAL PROGRAMS MANAGER • Minneapolis

Position available with the Center for Victims of Torture. Duties: provides leadership over current West Africa programs and develops new international programs serving survivors of torture; responsible for program management and development, grant and proposal development, financial management, and supervision. Qualifications: B.A. required, M.A. preferred with five years' program management experience in an international NGO; demonstrated success managing government contracts, field experience, ability to travel 30 percent of the time; demonstrated experience working in Africa. For information and to apply, contact hr@cvt.org.

BILINGUAL TRANSITIONAL SERVICE CHILDREN'S ADVOCATE • Boulder, CO

Position available with Safehouse Progressive Alliance for Nonviolence. Duties: provides intake, assessment, and development of case plans for children involved in transitional services, shelter, and outreach; provides individual and group counseling and case management; provides on-call assistance one night/month to respond to police requests for victim advocacy. Qualifications: B.A. or equivalent life or work experience required; strong oral and written communication skills in English and Spanish; counseling experience with abused/traumatized children. Salary: \$29K with benefits. Send cover letter and résumé to tsunemi@safehousealliance.org; address: 835 North Street, Boulder, CO 80304.

BILINGUAL SHELTER CHILDREN'S ADVOCATE • Boulder, CO

Position available with Safehouse Progressive Alliance for Nonviolence. Duties: provides support and advocacy to children, teens, and mothers; promotes a shelter environment based on respect and nonviolence; responsible for intake and assessments, individual and group counseling, advocacy, and case management for children and parents; provides on-call assistance one night/month to respond to police requests for victim advocacy. Qualifications: B.A. or equivalent life or work experience required; counseling experience with abused/traumatized children; strong oral and written communication skills in English and Spanish. Salary: \$29K with benefits. Send cover letter and résumé to yolanda@safehousealliance.org; address: 835 North Street, Boulder, CO 80304.

CONSERVATION PROGRAM MANAGER • Raleigh, NC

Position available with the Sierra Club's North Carolina Chapter. Qualifications: strong background in environmental policy, grass-roots organizing, and experience in program management;

knowledge of North Carolina conservation issues preferred. Send cover letter and résumé to courtney.washburn@sierraclub-nc.org. No phone calls.

INTERNATIONAL

TREK AND PROGRAM COORDINATOR • Various locations

Position available with Building With Books. Duties: facilitates four after-school programs, working toward youth empowerment through community service and raising global awareness; finds community service projects; implements a global education program; helps students organize fundraisers; plans and leads the Trek for Knowledge; takes groups of high school students to developing countries for 15-day cultural immersion programs, assisting in the construction of a Building With Books schoolhouse. Trek for Knowledge preparation includes multiple cultural education workshops focusing on health, safety, culture shock, and the culture of the host country. For more information and to apply, visit www.buildingwithbooks.org.

MENTAL HEALTH PROFESSIONAL/ TRAINER • Liberia

Position available with the Center for Victims of Torture. Duties: provides mental health interventions for refugees and internationally displaced persons in Liberia who have experienced torture; conducts training programs for community counselors; carries out needs assessment. Qualifications: Ph.D. in psychology or social work preferred; M.A. required; experience training counselors and implementing mental health interventions for survivors of torture and trauma; experience working in developing countries; skilled at supervision and program evaluations. Send cover letter, résumé, and contact information for three professional references to hr@cvt.org.

BUSINESS AND TRADE ADVISOR • Accra, Ghana

Position available with International Fertilizer Development Center. Duties: builds business capacity in regional project partners, including trader and producer organizations; assists project leader to manage 10 project staff. Qualifications: business background; experience in West Africa; fluency in French; strong leadership and organizational abilities. Salary: \$20K-\$25K with housing and overseas allowances. Send cover letter and résumé to kdebrah@ifdc.org and dwaterman@ifdc.org or phone Dan Waterman at 256.381.6600; fax: 256.381.7408; website: www.ifdc.org.

PROJECT MANAGER • Monrovia, Liberia

Position available with the International Foundation for Election Systems. Duties: provides technical assistance to the election process in Liberia; provides pre-election institutional support and advice to the National Elections Commission (NEC) of Liberia and other key institutions on preparations for the 2005 elections; purchases election commodities; trains election administration staff; advises on the development of laws and procedures pertaining to elections and education of voters and election stakeholders on the electoral process. For information and to apply, phone 202.350.6700; e-mail: jobs@ifes.org.

CHIEF OF PARTY • West Bank/Gaza

Position available with Management Systems International. Duties: runs an upcoming legislative and civil society program in the West Bank and Gaza. Qualifications: minimum five years' experience as a USAID chief of party; extensive legislative experience; familiarity with civil society preferred, particularly with respect to legislative advocacy efforts; experience in the West Bank preferred; fluency in English required; spoken Arabic preferred. Send cover letter and résumé to gcritchley@msi-inc.com; website: www.msiworldwide.com.

AGRICULTURE BUSINESS DEVELOPMENT PROGRAM • South Africa

Position available with Florida A&M University. Qualifications: experience working with farmers, especially women; experience working with focus groups, women, and young people; experience as a conflict resolution practitioner; experience in sociology, social welfare, social work, or a related field; experience with community-based programs and activities designed to promote harmonious human relations; experience in soft skills, including mentoring, conflict resolution, group animation, facilitating learning, running meetings and discussions, and managing projects; demonstrated experience expressing ideas in writing and taking part in written exchanges; U.S. citizen. Benefits: all assignment-related expenses (including airline tickets, lodging, meals, and transportation) are paid; translator provided; all logistical arrangements in preparation for trip provided. For information and to apply, phone Lance Jepson at 850.599.8867; e-mail: ljepson@aol.com; or phone Patricia Golay at 850.412.7227; e-mail: patricia.golay@fam.edu.

TRAINING SPECIALIST IN LOCAL GOVERNANCE • Azerbaijan

Position available with the International Foundation for Election Systems. Qualifications: minimum 10 years' training experience in local governance preferred; experience training municipal councilors and their communities on aspects of local governance; experience with design of local governance training materials; demonstrated overseas experience; demonstrated working experience in transition countries, preferably in the former Soviet Union or Eastern Europe; experience working in transitional legal systems and challenging political environments. For information and to apply, visit www.ifes.org; phone: 202.350.6700.

Career Publications

Returned Volunteer Services (RVS) publishes the following career manuals, which provide an overview of occupations popular among RPCVs.

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

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

Crisis Corps Recruiting Short-Term Volunteers

Ecuador

The **Red Cross of Ecuador** requests one Crisis Corps Volunteer to serve a six-month assignment as an **HIV/AIDS Advisor**. Duties: revises and improves HIV pre- and post-test counseling programs in several provinces; develops communication instruments to educate clientele on pre- and post-test counseling; collaborates with the HIV/AIDS management team in programming; and assists in the monitoring, feedback, and evaluation of the project proposal. Qualifications: public health professional with relevant advanced degree (M.P.H. preferred); experience working with HIV/AIDS pre- and post-test counseling; strong organizational skills; professional experience in proposal writing and recommending future actions; experience in organizational development; Latin or Central America RPCV; fluent written and oral Spanish; desire to work under Red Cross principles; PLWHA or candidate who has a relative or friend living with HIV/AIDS is preferred. The start date for this assignment is June 2005.

How to Apply

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

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

Jamaica

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

Thailand and Sri Lanka

Please refer to our website, peacecorps.gov/rpcv/crisiscorps, for a current list of Thailand and Sri Lanka assignments. Sri Lanka assignments will be three months long, focusing on NGO/organizational capacity building.

Zambia

Mpatamatu Home-Based Care (MHBC) program requests one Crisis Corps Volunteer (CCV) to help strengthen and grow a home-based care project. The CCV will work as an **HIV Home-Based Care Trainer**. Duties: develops curriculum and trains MHBC staff and community volunteers in home-based care techniques; assists in the development of a support team to provide medical and social services to clients. Qualifications: Africa RPCV; public health professional (nurse/M.P.H./M.S.W.) with experience in training of trainers, community health programs and/or community development, and HIV/AIDS; experience in curriculum development and training community volunteers in basic nursing for HIV/AIDS home-based care preferred. This six-month assignment is scheduled to start in June 2005.

DEVELOPMENT WORKER • Nicaragua

Position available with Boulder-Jalapa Friendship City Project (BJFCP). Qualifications: must be 21 years old; commit to living for two years in rural Nicaragua; some experience with development and community organizing; Peace Corps experience or equivalent is preferred; knowledge of Spanish language, Latin American culture, and community water systems preferred. Position pays a living stipend of \$375/month with medical insurance. Send cover letter and résumé to Friendship City Projects, PO BOX 7452, Boulder, CO 80306; e-mail: boulderjalapa@yahoo.com.

EDUCATION

FULL TUITION SCHOLARSHIPS • Baltimore

Goucher College's Mid-Atlantic Creative Nonfiction Summer Writers' Conference offers two RPCVs a full tuition scholarship, worth \$725, to the conference. Dates of the conference are 8/9/2005 to 8/14/2005. Deadline: 6/1/2005. For more information, visit www.goucher.edu/cnf. Send a five-page nonfiction manuscript (double spaced) with your name, address, phone number, and e-mail address to Welch Center, Goucher College, 1021 Dulany Valley Road, Baltimore, MD 21204; fax: 410.337.6085; e-mail: center@goucher.edu.

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

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

INTERN/VOLUNTEER

AMERIKIDS POSITIONS • Carmel, NY

Volunteer positions available with Camp AmeriKids, a nonprofit camp for inner-city children infected with or affected by HIV/AIDS from New York, New Jersey, and Connecticut. Volunteer positions include camp counselors, social workers, nurses, nurse practitioners,

and physicians. Qualifications: must commit to at least one session. Session 1: 7/23/2005 to 7/31/2005. Session 2: 8/3/2005 to 8/11/2005. Deadline: 5/25/2005. To apply, phone Stephanie Kermoal at 800.486.4357; e-mail: camp@americares.org; website: www.campamerikids.org.

ENVIRONMENTAL INTERNSHIPS • Canada; New York

Temporary internships available with Student Conservation Association. Summer internships include seabird conservation, baykeeping, GIS mapping and environmental education, and management plans in communities along Quebec's lower north shore and New Brunswick. Fall internships in the New York Harbor include urban wetlands and beach conservation, endangered species, historical and cultural research, and interpretation and environmental education. Qualifications: college or university student or recent graduate with environmental, wildlife, and conservation-related programs preferred; community or environmental service preferred. Salary: \$160/week for 24 weeks with paid travel, housing, and insurance. Send résumé and cover letter to Rick Zamore at RZamore@theSCA.org or Verna DeLauer at VDeLauer@theSCA.org; phone: 603.543.1700; e-mail: realinternships@thesca.org; websites: www.theSCA.org or www.QLF.org; www.nps.gov/gate/index.htm.

VISTA LEADER • New York City

Position with New York City Coalition Against Hunger and AmeriCorps*. Duties: helps with recruitment, development, and training; provides performance measurement and outcome reporting; grant writing. Qualifications: former VISTA, AmeriCorps*, or Peace Corps Volunteer who has demonstrated exemplary skills and leadership in community service; B.A., graduate degree, or significant work experience required; U.S. citizen or permanent resident; self-starter with strong skills in organization, communication, and problem solving; interpersonal skills; positive attitude; ability to work independently; bilingual preferred. For more information and to apply, e-mail amorgan@nyccah.org, phone: 212.825.0028, ext. 320.

LITERACY CONNECTION COORDINATOR • Paterson, NJ

Position available with the Literacy Connection. Duties: trains literacy tutors before matching them with K to third graders; recruits and trains volunteers; collects and distributes books. Benefits include living allowance, life insurance, relocation expenses, child-care assistance, deferment on student loans, and education award or an end-of-service stipend. For more information and to apply, call 973.279.8900, ext. 22; e-mail: jessicaw@unitedwaypassaic.org.

AMERICORPS-VARIOUS POSITIONS • Trumbauersville, PA

Positions available with Habitat Bucks. Duties: build homes as part of a team of staff and volunteers; lead volunteers in construction; recruit volunteers to meet organizational needs. Qualifications: desire to serve; excellent communication skills; ability to work in a dynamic, fast-paced environment as a member of a diverse team. Deadline: 5/31/2005. Send cover letter and résumé to Kelly Hile, Outreach Director, 215 Matthews Avenue, New Britain, PA 18901; phone: 215.348.2204, ext. 305; fax: 215.348.7988; e-mail: k.hile@habitatbucks.org.

Join an RPCV Listserv

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

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

Include your PCV name and country/dates of service.

Peace Corps Career Centers



A career center with job postings, resource books, computers, fax machines, and phones is available at our Washington, D.C.-area recruiting office. Additional career resources are available in our other regional recruiting offices.

For contact information, visit www.peacecorps.gov.

Peace Corps Medical Officers Needed

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

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

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

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

Development Jobs Via Weekly E-mails

Get on the list!

Returned Volunteer Services (RVS) 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.

Discover Career Assessment Software

To help you assess your career-related interests, abilities, and job values, RVS offers *Discover*, an online software program administered through ACT, Inc.

This questionnaire-based program will help you determine career options that are a good match for you. *Discover* will also help you develop effective résumés, cover letters, job applications, and interviewing skills.

E-mail RVS at rvs@peacecorps.gov for a free password.

Graduate School Guide

Returned Volunteer Services (RVS) offers the *Graduate School Guide* online. The *Graduate School Guide* highlights programs (arranged by academic subject) from more than a hundred 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/rvs/publications.

Peace Corps

Washington, DC 20526

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

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

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

Career Information Consultants Guide

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

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

U.S. Department of State Information Session

Wednesday, May 18, 2005, from 1 to 2 p.m.

Paul D. Coverdell Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526

Recruiters will discuss the Foreign Service Exam, student internships, fellowships, and career opportunities that do not require taking the written exam.

For more information, contact Heather Groome at 202.692.1437.

May Career Fair

sponsored by

Returned Volunteer Services

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

Wednesday, May 18, 2005

Paul D. Coverdell Peace Corps
Headquarters
1111 20th Street, NW
Washington, DC 20526

4 to 8 p.m.

A partial list of recruiters includes

- U.S. Department of Justice, Antitrust Division
- Global Corps
- Service Employees International Union
- Chemonics International, Inc.
- U.S. Agency for International Development
- U.S. Department of Labor
- Management Systems International
- American Federation of Labor, Congress of Industrial Unions
- U.S. Department of Commerce—International Trade Administration
- U.S. Department of State, Bureau of International Organization Affairs UN Employment Information and Assistance Unit
- Internal Revenue Service
- U.S. Environmental Protection

For more information, contact Heather Groome at 202.692.1437.