

# H TLINE

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

## HOT RESOURCES

The following publications offer useful job-search insights for RPCVs:

*How to Say It in Your Job Search*  
by Robbie Kaplan  
Prentice Hall Press, 2001

*Knock 'Em Dead 2002*  
by Martin Yate  
Adams Media Corporation, 2001

*10 Insider Secrets to Job Hunting Success! Everything You Need to Get the Job You Want in 24 Hours—or Less!*  
by Todd Belmont  
10 Step Corporation, 2001

## Websites of Interest

www.bestjobsusa.com  
www.careerfairs.com  
www.cfg-inc.com  
www.idealists.org  
www.jobweb.com  
www.nationalcareerfairs.com  
www.nytimes.com/jobfair  
www.womenforhire.com

Shanta Swezy  
RPCV Kazakhstan  
Hotline Editor

Richard Montpelier  
RPCV Papua New Guinea  
Hotline Assistant

For information on how to place job announcements, contact:  
Peace Corps  
Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430  
E-mail: hotline@peacecorps.gov  
Fax: 202.692.1431 or 1421  
Website:  
www.peacecorps.gov/rpcv/hotline

## Ten Tips for Attending a Career Fair

by Elvira May  
Program Specialist, Returned Volunteer Services

Going to a career fair is one of the best ways to search for a new job. Career events are designed to bring employers and candidates together in a cost-effective and time-efficient manner. But do RPCVs know the best way to present themselves? The article below offers some suggestions for helping you make the most of any career fair around the country.

**1. Select the type of fair best suited to your qualifications.** For example, recruiting events can be targeted toward health care, high tech, nonprofit, professional, sales, or general jobs, and range from salary to hourly as well as entry- to senior-level positions. To find an appropriate career fair in your area, ask a career counselor, review the business bulletin board at a library, check the employment section of the newspaper, or search online via an Internet job locator.

**2. Recruiters may have difficulty sorting out and remembering individual candidates after meeting many prospective applicants.** Therefore, prepare an outstanding résumé. A professional looking résumé must be typo-free, since errors can eliminate you from consideration. Colored yet conservative résumé paper, such as ivory or watermarked buff, can help set you apart from other job seekers. Bring at least two copies of your résumé for each company you plan to seek out. Also consider preparing more than one version of your résumé if you have multiple job objectives or wish to

address the needs of multiple organizations or various positions. There is no need to bring a cover letter—consider yourself the cover letter to your résumé.

**3. Make enough copies of your recommendation letters to pass out to recruiters.** You might consider bringing a leather- or vinyl-bound portfolio to store your résumé, letters of recommendation, and paper for note taking. Take a briefcase if you plan to pick up written material and want to avoid walking around with a plastic bag.

**4. Find out in advance which companies or organizations will be present at the career fair.** Organizations that sponsor career events usually publish a list of attendees on their websites, in newspapers, or in professional publications. You will save valuable time by identifying organizations that interest you ahead of time. While others are still familiarizing themselves with the layout of the career fair, you can immediately visit with employers.

If you are unable to find out the names of companies beforehand, stroll around the room, pick up company literature, or view the exhibits. After you have familiarized yourself with the floor plan, identify potential employers and approach specific booths according to your professional needs. Keep in mind that it is not a good idea to contact companies before the fair—recruiters expect to hear from you after

and not before a career fair.

**5. Practice a simple introduction, such as, “Hello, my name is \_\_\_\_\_ and I am interested in learning more about the career opportunities with \_\_\_\_\_ (name of organization).”** Rehearsing allows you to walk up to recruiters with confidence and enables you to answer inquiries intelligently.

**6. Dress in business or business casual, even if you believe that the employer follows a casual-dress policy.** First impressions count and your appearance—both physical and verbal—will be noted. Speak clearly, maintain eye contact, and ask relevant questions. Employer representatives appreciate and will make a mental note if you take the time to learn about their companies. This is not the time to ask basic questions, such as, “What does your company do?”

If you want to convey a professional image, attend alone. Discourage family members and friends from coming along. You can always meet them after the event. Do not start taking “giveaway” items before speaking to a recruiter. Talking with company representatives should be your main objective, so take promotional material only when you exit the booth.

**7. Take a few minutes to check out the room and where everything is situated.** Instead of getting into a line at a particular booth, you might approach a company’s table, pick up

## PUBLIC SECTOR

### CAMPUS REPRESENTATIVE • Seattle, WA

Position available 10/1/03 with the Peace Corps at University of Washington. Duties: designs and implements plans to increase awareness of Peace Corps programs among students at UW; organizes and facilitates general information sessions, class talks, career fairs, and intensive recruitment campaigns for the Peace Corps throughout the academic year; conducts presentations to classes, student groups, and information meetings; develops working relationships with target departments; conducts interviews and writes applicant evaluations. Qualifications: RPCV accepted and already enrolled in graduate-level studies at UW; excellent oral and written communication skills; ability to work with minimal supervision; 20 hours per week commitment in fall, winter, and spring quarters. Compensation: \$13-15/hour. Deadline for applications: 7/1/03. Send only letter/résumé to Seattle Peace Corps Office, fax: 206.553.2343; phone: 206.553.5490.

### CAMPUS REPRESENTATIVE • Ames, IA

Position available with the Peace Corps at Iowa State University. Duties: serves as an information source for students and others interested in the Peace Corps through classroom talks, information tables, regular office hours, maintenance of a website, and other publicity. Qualifications: student at Iowa State University and an RPCV. Deadline for applications: 6/15/03. Send cover letter and résumé to Jane Edwards, Study Abroad Center, 256 Memorial Union, ISU, Ames, IA 50011-1130; phone: 515.294.3215; e-mail: jedwards@iastate.edu.

### NAT. RES./ECO. DEV. • Polk County, WI

Position available with University of Wisconsin Extension. Duties: strengthens communities and local governments through educational programming that builds understanding and leads to improved decision-making and leadership skills; helps communities meet their educational needs in community development, land use planning, and economic/tourism development. Qualifications: master's degree with content expertise and at least one degree in a field that relates to the responsibilities of this position, such as community

development, business, economics, and land-use planning; ability to plan, implement, teach, and evaluate community-based, non-formal educational programs. UWEX faculty position based in Balsom Lake, WI. Deadline for applications: 6/25/03. Submit cover letter (include position title and county), résumé, contact information for three professional references, and undergraduate/graduate transcripts. Send to Cooperative Extension Personnel, 249 Extension, 432 N. Lake St., Madison, WI 53706; phone: 608.263.1945; e-mail: ces.jobs@ces.uwex.edu; website: www1.uwex.edu/ces/personnel. Materials submitted other than those requested will not be considered.

### FORESTRY TECH • Marshburg, PA

Position available with the U.S. Forest Service at the GS-7/8/9 level. Duties: administers and prepares reforestation service contracts; administers timber sales; primary inspector on the district's herbicide application and ground fertilization programs. Qualifications: knowledge of practical forestry techniques, including tree species identification, timber volume estimating, and reforestation practices; knowledge of silvicultural prescriptions; ability to communicate effectively with contractor's representatives; public herbicide applicators license; qualified to administer service contracts; certified as a timber sale administer. Contact Stanley Kobielski at phone: 814.362.4613, ext.127; e-mail: skobielski@fs.fed.us.

### CAMPUS REP. • Corvallis, OR

Position available with the Peace Corps at Oregon State University. Duties: designs and implements plans to increase awareness of Peace Corps programs among students at OSU; organizes and facilitates general information sessions, career fairs, and intensive recruitment campaigns on the Peace Corps throughout the academic year; conducts presentations to classes, student clubs, and organizations on campus; evaluates applications and conducts interviews of potential volunteers; serves as liaison with local RPCV group. Qualifications: RPCV accepted and already enrolled in graduate level studies at OSU; excellent communication skills and ability to work with minimal supervision; 20 hours per week in fall, winter, and spring quarters. Send cover letter and résumé to Tom Munnerlyn, Peace Corps Campus Representative, Career Services, 8 Kerr

Administration, OSU, Corvallis, OR 97331; phone: 541.737.0521; e-mail tom.munnerlyn@orst.edu.

### PROJECT ADMINISTRATOR • Washington, DC

Position available with the National Fish and Wildlife Foundation. Duties: generates grant agreements, contracts, and amendments; reviews programmatic and financial reports to determine compliance; recommends disbursement of funds based on reports; responds to inquiries from applicants and recipients; monitors projects for activity and requests information from applicants and recipients. Qualifications: bachelor's degree in conservation science or biology preferred; two years of experience in project/contract administration; excellent analytical, communication, attention to detail, and follow-through skills; computer proficiency; fluency in both English and Spanish required. Send résumé and cover letter to Human Resources, National Fish and Wildlife Foundation, 1120 Connecticut Avenue, NW, #900, Washington, DC 20036; e-mail: Beth.Christ@nfwf.org; e-mail responses preferred.

### CAMPUS REP. • Urbana/Champaign, IL

Position available with the Peace Corps for a part-time graduate assistantship at the University of Illinois-Urbana/Champaign. Duties: provides recruitment and support of applicants; event planning; maintenance of website and contacts; presentation to student group; weekly office hours and creation of monthly and yearly recruitment plan; serves as liaison with the Chicago Regional Peace Corps Office. Qualifications: current graduate student and RPCV; outstanding organizational, communications, and presentation skills; available for Chicago training session scheduled for the last week in August. Benefits include hourly wage, medical insurance, and tuition. Submit résumé and cover letter to Dr. Faranak Miraftab, Assistant Professor, Department of Urban and Regional Planning, at e-mail: faranak@uiuc.edu.

### CAMPUS REP. • New Brunswick, NJ

Position available with the Peace Corps at Rutgers University. Duties: promotes and disseminates information related to Peace Corps opportunities; assists candidates through the application process; develops, organizes, and implements recruitment activities, including information sessions and special events; participates in career fairs in assigned region; conducts preliminary interviews; forwards applicants to regional recruitment office; prepares periodic activity and evaluative reports. Qualifications: RPCV who has successfully completed service; must be accepted into a full-time graduate program at Rutgers University (New Brunswick campus). Benefits include tuition and fees, health insurance, activity fee, and stipend. Send résumé, DOS, and cover letter to Joseph Scott, Associate Director, Career Services, Rutgers, The State University of New Jersey, 61 Nichol Ave., New Brunswick, NJ 08901-2890; phone: 732.932.9742; fax: 732.932.1541; e-mail: joscott@rci.rutgers.edu.

### PROGRAM SPECIALIST • Los Angeles, CA

GS-7/9/11 position available with the USDA Food and Nutrition Service. Duties: reviews/evaluates applications from retailers to participate in the food stamp program; assists with local agency reviews of programs; responds to requests for information about programs and participates in other field office work. Overnight travel is required. Merit System applications procedures must be followed. For more information, see website: jsearch.usajobs.opm.gov/

# HOT! OPPORTUNITIES

### SAFETY AND SECURITY COORDINATOR • Guatemala

Position available with the Peace Corps. Duties: coordinates extensive volunteer safety and security plans; works with senior staff and volunteer leaders on the design and implementation of modules for pre-service and in-service training sessions for volunteers and counterpart agencies; development of protocols for volunteer site selection, site visits, and housing requirements; assists with monitoring and follow-up of security incidents; helps coordinate regional safety and security meetings; responsible for gathering and disseminating information on security issues and crime trends in Guatemala; updating and testing Emergency Action Plan; assists with collection of site locator forms and contact information from volunteers; designs and maintains computerized site history files. Qualifications: ability to successfully relate to volunteers to create a shared responsibility for maintaining a high level of awareness of and compliance with safety and security measures in all aspects of volunteer life; college graduate; computer literate in database management; proficient in both Spanish/English; ability and willingness to operate four-wheel drive vehicles on back roads; experience working in Central America; Peace Corps experience strongly preferred. Position is full-time with minimum of one-year local service contract, possible extensions. Apply with cover letter and résumé by e-mail to: lmonterroso@gt.peacecorps.gov; fax: 011.502.334.4121.

ftva.asp?OPMControl=IN4870 to view vacancy announcement. Deadline for application: 6/18/03. Phone: 415.705.1314; fax: 415.705.1353; e-mail: mavis\_buchholz@fns.usda.gov; website: www.fns.usda.gov.

#### **CAMPUS REP. • Tallahassee, FL**

Positions available with the Peace Corps at Florida State University for the 2003-04 school year. Part-time assistantship for a graduate student in the Department of Urban and Regional Planning who has served in the Peace Corps. Duties: provides service as an information source for students and others interested in the Peace Corps through classroom talks, information tables, regular office hours, maintenance of a website, and other recruitment efforts. Send cover letter and résumé to Petra Doan, Associate Professor, Department of Urban and Regional Planning, Florida State University, Tallahassee, FL 32306-2280; e-mail: pdoan@garnet.acns.fsu.edu.

#### **CAMPUS REP. • Lawrence, KS**

Position available with the Peace Corps at The University of Kansas. Duties: develops and implements a volunteer recruitment plan; identifies and interviews prospective Peace Corps volunteers; promotes and markets Peace Corps opportunities; serves as a liaison and works cooperatively with the Denver Regional Recruitment Office; maintains personal contact with faculty, student groups, and organizations on campus and in the surrounding community to furnish current information on Peace Corps programs. Qualifications: bachelor's degree; effective verbal and written communication; organizational skills; knowledge of Peace Corps organization and experiences; effectiveness in working with diverse people in a variety of situations. A full job description may be found at [www.ku.edu/~stlife/](http://www.ku.edu/~stlife/). Submit a letter of interest, résumé, and names of three references to Gail Rooney, Ph.D., Director, University Career and Employment Services, 110 Burge Union, 1601 Irving Hill Road, University of Kansas, Lawrence, KS 66045.

#### **SPECIAL AGENTS/LINGUISTS • Nationwide**

Positions available with the Federal Bureau of Investigation. Special Agent candidates with fluency in Arabic, Farsi/Persian, Pashto, Punjabi, Hindi, Spanish, Urdu, Russian, Chinese (all dialects), Vietnamese, Korean, Japanese, and Hebrew. Other critical skills needed are computer science/information technology, accounting/finance, engineering, physical science, foreign intelligence experience, and law enforcement and military experience. Contract linguists with a professional-level language fluency in Albanian, Amharic, Arabic, Chinese (all dialects), Greek, Hebrew, Hindi, Indonesian, Kazakh, Korean, Malay, Malayalam, Pashto, Somali, Swahili, Tigrinyan, Turkish, Turkmen, Urdu, Uzbek, and Vietnamese. All candidates must be U.S. citizens and consent to a complete background investigation, polygraph, and urinalysis. For additional needed qualifications and information on both positions visit the website: [www.fbi.gov](http://www.fbi.gov).

## **PRIVATE SECTOR**

#### **DEVELOPMENT DIR. • San Juan Island, WA**

Position available with Spring Street School, a small private school with a strong commitment to experiential education and international travel to assist the school in formulating and implementing a fundraising program. Deadline for applications: 8/1/03. Send a CV and cover

letter to 505 Spring Street, Friday Harbor, WA 98250; e-mail: [business@springstreet.org](mailto:business@springstreet.org); website: [www.springstreet.org](http://www.springstreet.org).

#### **PROGRAM ASSISTANT • Washington, DC**

Position available with Citizens Development Corps, a nonprofit, volunteer organization whose mission is to support and develop small- and medium-sized businesses in developing nations. Duties: receives and responds to communications from potential volunteers and consultants; enters volunteer résumés into database; maintains, updates, and assists in preparing various documents, reports, budgets, and databases; obtains visas and tickets to insure proper delivery of volunteers to assignments; maintains relationships with field office, consultants, and volunteers; participates in the development of proposals; evaluates scopes of work; performs searches, checks references, and maintains records of consultants and volunteers. Qualifications: bachelor's degree with one to three years of related work experience and/or training or equivalent combination of education and experience; overseas work experience in a developing country; related foreign language capability preferred; work in a cross-cultural environment; interest in small business development; strong oral and written communication skills, organizational skills, and attention to detail; computer literacy; ability to adjust priorities in an ever changing work environment; knowledge of working in a business environment with accountabilities and adaptation to organizational policies and procedures; basic understanding of the economic climates in the regions of the world in which CDC operates. Deadline for applications: 6/30/03. Submit a letter of interest along with a current résumé and salary requirement to Citizens Development Corps, Attn: Human Resources, 1400 I Street, NW, Suite 1125, Washington, DC 20005; fax: 202.872.0923; e-mail: [scassidy@cdc.org](mailto:scassidy@cdc.org).

#### **GRANT COORDINATOR • Chicago, IL**

Two positions available with Lions Clubs International Foundation covering South Asia and the Middle East. Duties: works on grant review; summary writing and project evaluation. Qualifications: bachelor's degree; minimum of one year of international experience; French proficiency needed for the Africa position. Send résumé and cover letter to Human Resources Department, Lions Clubs International, 300 W. 22nd St., Oak Brook, IL 60523-8842; fax: 630.571.8890; e-mail: [pmalench@lionsclubs.org](mailto:pmalench@lionsclubs.org).

#### **PROGRAM MANAGER • Pittsburgh, PA**

Position available with Northside Leadership Conference, a Pittsburgh nonprofit community development organization. Qualifications: five years of experience with fiscal oversight, budget development (from corporate, community, and government partnerships), and management; experience with residential real estate development, project management, diverse financing and deal packaging, community development principles, and construction principles and processes. Deadline for applications: 6/10/03. Fax résumé, cover letter, and salary requirements to 412.231.5306; e-mail: [dmclain@pittsburghnorthside.com](mailto:dmclain@pittsburghnorthside.com); website: [www.dkiinc.com/execsearch.html](http://www.dkiinc.com/execsearch.html).

#### **FIELD SUPERVISOR • Rifle, CO**

Position available with Rocky Mountain Native Plants Co. Duties: oversees planting/restoration crews on various projects throughout Colorado; serves as a liaison for the company and clients; ensures quality of restoration projects. Qualifications: Spanish speaking

and experience with plants, landscaping, or restoration preferred; able to drive manual transmission trucks with trailer and work long hours for extended periods in the field; some physical work required. Send résumé and cover letter to RMNP, 3780 Silt-Mesa Rd, Rifle, CO 81650; phone: 970.625.4769; website: [www.rmnativeplants.com](http://www.rmnativeplants.com).

#### **COMMUNITY ORGANIZERS • Nationwide**

Positions available with PICO, a national network of congregation/community-based organizations. Issues include housing, health care access, education, and safety. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their communities; tap values and strengths of faith-driven people. Qualifications: desire to make a difference; organizing experience; bachelor's degree; Spanish desirable. Send résumés to Jim Keddy, PICO California Project, 930 Alhambra Blvd., Ste. 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: [PICOcalifornia@aol.com](mailto:PICOcalifornia@aol.com).

#### **ESL TEACHERS • Arlington, VA**

Positions available with The Arlington Education and Employment Program (REEP), providing ESL classes to adult immigrants and refugees. Teaching vacancies are anticipated for the 7/15-9/25/03 cycle. Classes meet Tuesday and Thursday nights from 7 to 9 p.m. Qualifications: B.A./B.S. in related field; ESL teaching experience. Send résumé to Cheryl Fuentes, e-mail: [cfuentes@arlington.k12.va.us](mailto:cfuentes@arlington.k12.va.us); fax: 703.527.6966.

#### **INTERNATIONAL RECRUITER • Bethesda, MD**

Position available with Development Alternatives, Inc., a leading international development consulting firm specializing in agriculture and agribusiness, environment and natural resources, finance and banking, enterprise development, economics and policy analysis, and public sector management and reform. Duties: conducts recruitment for long-term projects and proposals; checks candidate references and tailors candidate CVs; develops strategic recruitment campaigns to identify and track senior industry specialists; expands networks of universities, associations, and individuals active in international development. Qualifications: B.A./B.S.; strong organizational, writing, and interpersonal skills; ability to prioritize and handle multiple tasks under tight deadlines; fluency in a foreign language; willingness to travel, both domestically and internationally. Send cover letter, salary history, and CV to Development Alternatives, Inc., 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814; Attn: OHR; fax: 732.358.5072; e-mail: [ohr@dai.com](mailto:ohr@dai.com).

#### **VARIOUS • Washington, DC/Haiti**

Positions available with Save the Children. HIV/AIDS advisor duties: provides technical support for community-based HIV/AIDS programs for orphans and vulnerable children in Africa/Asia. Qualifications: master's degree and five years of experience in HIV/AIDS programs for orphans and vulnerable children in international settings. Senior project manager, Haiti, duties: manages food security program, including finance/admin., staff supervision, and program development. Qualifications: bachelor's degree and five years of experience in management of USAID-funded development programs; knowledge of USAID Title II PL 480 regulations; fluency in French and English. Education specialist, Washington, DC, duties: provides technical assistance in ECD programs to field

offices in Latin America and Asia. Qualifications: master's degree in education and five years of experience in early childhood education in developing world. Send résumé to e-mail: [crobson@savechildren.org](mailto:crobson@savechildren.org). Indicate the job title in the subject line of e-mail; website: [www.savethechildren.org](http://www.savethechildren.org).

#### **HIV COUNSELOR • Philadelphia, PA**

Position available with COMHAR, Inc., a community-based nonprofit organization. Duties: works in a psycho-social rehabilitation program to run group therapies and individual therapies. Qualifications: B.A. plus three years of related experience with HIV/AIDS and substance abuse; open to working with diverse populations. Starting at \$27K. Deadline for applications: 7/30/03. Send résumé and cover letter to fax: 215.634.1713; e-mail: [recruit@comhar.org](mailto:recruit@comhar.org).

#### **RESEARCH ASSISTANT • Washington, DC**

Position available with Meridian Institute. Duties: filters agricultural biotechnology media; posts relevant information to intranet site and mailing list; attends/summarizes relevant briefings/meetings; conducts other research as needed. Qualifications: B.S./B.A.; developing country experience a plus. Salary in mid, upper 20s. Deadline for applications: 6/6/03. Send cover letter, résumé, and writing sample to e-mail: [RAjob@merid.org](mailto:RAjob@merid.org); fax: 202.354.6441; website: [www.merid.org/jobs](http://www.merid.org/jobs).

#### **DORM PARENT • Rindge, NH**

Position available with the Hampshire Country School. Full-time faculty residential position starting in September 2003. Duties: live with six to seven boys; teach activities; preside at mealtimes; tutor during the evening study periods; generally serve as a parent, mentor, and role model. Qualifications: classroom teaching and summer camp experience preferred. Salary starts at \$14K for the school year plus room and board. Send résumé to Dot Baytosh, Hampshire Country School, 122 Hampshire Road, Rindge, NH 03461; phone: 603.899.6521; e-mail: [hampshirecountry@monad.net](mailto:hampshirecountry@monad.net); website: [www.hampshirecountryschool.com](http://www.hampshirecountryschool.com).

#### **SCHOOL TEACHERS • Cincinnati, OH**

Position available with East End Community Heritage School. Grades 9-12 math and science teachers and middle school teachers of science, social studies, and English language arts to join interdisciplinary team to create hands-on, project-based, academic program that infuses the arts and technology. Launched in September 2000, EECHS is a small community school designed to use the East End heritage and culture as the learning base for the acquisition of knowledge and skills. Teaching experience preferred. Salary comparable to Cincinnati Public Schools. Must be available for summer planning. Send résumé to Anna Haire, e-mail: [warm53@aol.com](mailto:warm53@aol.com). Please "cc" Alice O'Dell, e-mail: [aodell@mac.com](mailto:aodell@mac.com).

#### **SENIOR IT MANAGER • Washington, DC**

Position available with Center for Community Change. Duties: oversees IT operations, infrastructure, and architecture; ensures the smooth running of internal systems and ongoing investments; provides leadership for short- and long-term planning; oversees staff. Send résumé, cover letter, and salary requirements to Human Resources, Attn: Senior IT Director, Center for Community Change, 1000 Wisconsin Ave., NW, Washington, DC 20007; website: [www.communitychange.org](http://www.communitychange.org).

#### **SUSTAINABLE AGRICULTURE • Asheville, NC**

Position available with Earhaven Ecovillage. Help create an intensive, integrated, mountain terraced agriculture system including natural building, planting, animal husbandry. Twenty-hour/week work exchange includes place to stay (tent or barn), food, fees, chance to work in other disciplines, and experience eco-village life. One-month minimum commitment. Construction and agriculture skills desirable but desire to learn more important. Deadline for applications: 8/1/03. Send letter or e-mail stating reason for wanting to live and work in Earhaven to Rod Rylander, 1025 Camp Elliot Road, Black Mountain, NC 28711; e-mail: [rodkimry@earthlink.net](mailto:rodkimry@earthlink.net); website: [www.earhaven.org](http://www.earhaven.org).

#### **EXECUTIVE DIRECTOR/CEO • Waite Park, MN**

Position available with Girl Scout Councils. Duties: leads the council to meet the needs of girls ages five to 18, delivers high-quality programs and support systems; promotes Girl Scouting in the communities served by the Council; responsible for financial planning and management; employee relations, volunteer management and diversity enhancement; communications and community relations. Qualifications: five to eight years of comparable executive level experience; competency across a broad range of managerial functions appropriate to an organization with a minimum budget of \$1 million, several thousand girl and adult members; undergraduate degree, with an advanced degree and specialized training preferred; prior exposure to Girl Scouts as a girl member, volunteer, and/or staff member is strongly encouraged. Contact Robert Perodeau, Principal, The Executive Source, J. Walter Thompson Specialized Communications, P.O. Box 412, Haddonfield, NJ 08033-0412; phone: 800.221.6663; fax: 800.451.1451; e-mail: [executive.source@jtwrworks.com](mailto:executive.source@jtwrworks.com).

#### **INT.CASE SPECIALIST • Alexandria, VA**

Position available with the National Center for Missing and Exploited Children. Duties: responsible for handling specific incoming and outgoing cases of international child abduction; analyzes, collates, and disseminates information to the appropriate investigative and action agencies; maintains and provides technical assistance to parents, law enforcement, and other authorized agencies involved in providing services for missing and exploited children. Qualifications: bachelor's degree; fluency in Spanish, French, and/or Arabic preferred. Send a cover letter and résumé with salary requirements to the National Center for Missing and Exploited Children, 699 Prince St., Alexandria, VA 22314-3175; e-mail: [hr@ncmec.org](mailto:hr@ncmec.org); fax: 703.274.2200.

#### **INT. HOSTEL MANAGER(S) • Portland, OR**

Position available with Hostelling International. Manager or couple as co-managers for International Hostel. Duties: oversees all aspects of this travelers hostel; staff hiring, training, and supervision; building

## **PEACE CORPS FELLOWS/USA**



#### **GEORGE MASON UNIVERSITY • Fairfax, VA**

GMU's School of Education, offers both an elementary licensure program and an ESOL program. Both have optional master's in education. Start fall, spring semester or summer (ESOL only); after taking some of the courses, fellows are placed in schools in the Washington, D.C. metro area. Includes a \$500 stipend. Fellows also have the option of teaching internationally. Fellows may be completing coursework while working in schools. Tuition is charged at the in-state rate (currently \$673.50 per course). Students who are out-of-state must pay an additional \$25 per credit hour. Contact: Jack Levy or Lynn Walker Levy, phone: 703.993.3689 or 703.993.3602; e-mail: [jlevy@gmu.edu](mailto:jlevy@gmu.edu) or [lwalker3@gmu.edu](mailto:lwalker3@gmu.edu).

#### **MARQUETTE UNIVERSITY • Milwaukee, WI**

RPCVs are invited to apply for graduate study in the Marquette University Trinity Fellows Program, a 21-month study/work program offering master's degrees in business administration, communication, economics, English, history, applied philosophy, political science, or public service. While engaged in full-time graduate study, fellows work on substantive projects designed by selected nonprofit organizations in the Milwaukee area. Each fellowship includes a monthly stipend and a full-tuition scholarship. Each student is charged a participation fee of \$1,250 per semester. The application deadline is 3/1 for fellowships beginning the following August. Contact Carole Ferrara at phone: 414.288.5861; e-mail: [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu); website: [www.marquette.edu/trinityfellows](http://www.marquette.edu/trinityfellows).

#### **JOHNS HOPKINS UNIVERSITY • Baltimore, MD**

The School of Nursing offers a program of study for those students who possess an undergraduate or graduate degree in a discipline besides nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a B.S. degree, with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined B.S. to M.S.N. Program are available. Majors include, but are not limited to: nurse practitioner, clinical specialist, community health nursing, joint M.S.N./M.P.H. Contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe St., Baltimore, MD 21205; phone: 410.955.7548; e-mail: [huson@son.jhmi.edu](mailto:huson@son.jhmi.edu); website: [www.son.jhmi.edu](http://www.son.jhmi.edu).

*Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in underserved U.S. communities. Find out more at [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows), call 800.424.8580, ext. 1440, or write to [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).*

operations and upkeep; front desk operations; customer service; record keeping. Housing and health insurance included as part of wages. Training to begin in July. Send cover letter and résumé to Jim Kennett HI-Portland, NW, 2185 NW Flanders, Portland, OR 97210; e-mail: Jkennett@JUNO.com; website: www.2oregonhostels.com.

#### **SENIOR PROGRAM ASSOCIATE • Atlanta, GA**

Position available with The Carter Center. Duties: designs, implements, and coordinates tasks associated with the Global Development Initiative's projects, conferences, field missions, and day-to-day work; project development and implementation; grant development; budget planning; office management; program promotion; report production; conference logistics and networking; staff support or leadership on short-term field missions; supervise staff, interns, and/or volunteers. Deadline for applications: 7/31/03. Website: cartercenter.org/aboutus/careers.asp?submenu=aboutus. Follow the links to the Emory University Career website that is specific to the Carter Center.

## **INTERNATIONAL**

#### **COUNTRY DIRECTOR • Niger**

Position available with Enterprise Works Worldwide. Duties: plans, develops, and manages all aspects of program, including fundraising; represents EWW with host government representatives, donors, partner agencies, and local institutions. Qualifications: 10 years of experience in irrigation techniques and technologies, agribusiness and/or agricultural extension in Niger or neighboring area in a project management role; strong management, financial management, fundraising, strategic development skills; English/French speaker; M.A. in agriculture or similar preferred; Hausa language skills preferred. Salary: \$40K range; excellent benefits. Deadline for applications: 6/30/03. Send cover letter and résumé to Brooke Hopper, Enterprise Works Worldwide, 1828 L St., NW, Suite 1000, Washington, DC 20036, e-mail: hopperb@enterpriseworks.org.

#### **CHIEF OF PARTY/DEPUTY • Albania**

Positions available with MSI for a \$4.5 million, three-year anti-trafficking program funded by USAID. Duties: coordinates with the Albanian government, other donors, and local NGO partners involved in various aspects of anti-trafficking work to ensure greater synergy and programmatic impact; awards and administers a small grants program. Qualifications: experience in anti-trafficking as well as related areas of gender and poverty, prevention of violence against women, micro-enterprise development, civil society strengthening, rule of law/legal rights, media, public education, and transnational crime; proven management capabilities; previous experience with USAID programs; ability to help forge coalitions are essential; previous country or regional experience desirable. Send résumé and cover letter to e-mail: gcritchley@msi-inc.com.

#### **DEM. SUPPORT • Europe, Balkans, Central Asia**

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development,

democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required. Apply online at www.pae-react.com. Contact Leslie Smith in the Recruiting Office at 703.248.1674 or 800.405.7593.

#### **MID/SENIOR TECH EXPERTS • Iraq**

Positions available with International Foundation for Election Systems. Duties: provides assistance for various democracy and governance initiatives. Mid-level staff must meet the following qualifications: four years of experience in international development preferably in post conflict situation; professional experience working at the local governmental level; two or more years of professional experience in the Middle East preferred; proficiency in Arabic; fluency preferred; senior level qualifications: 10 years of experience in international development preferably in post conflict situation; five or more years of professional experience working at the local governmental level; five or more years of professional experience in the Middle East preferred; proficiency in Arabic preferred. Deadline for applications: 6/14/03. Send résumés and cover letters to e-mail: iraqconsulting@ifes.org; website: www.ifes.org.

#### **PROGRAM MANAGER • Kilimanjaro, Africa**

Position available with Himalayan Explorers Connection, a nonprofit organization. Duties: manages Kilimanjaro Porters Assistance project in Moshi, Tanzania and field offices in other areas; manages clothing stock, provides clothing forecasts; evaluates program status; manages budgets; develops new projects in new locations; hires and manages local staff. Qualifications: fluent in Swahili, highly motivated and energetic; creative, reliable individual able to work on his/her own in remote areas. Applicant must have previous experience in Kilimanjaro, be committed to living in Tanzania for at least one year, and have experience in the development or ecotourism industries. Computer knowledge a plus. Deadline for applications: 7/15/03. Submit cover letter and résumé to e-mail: ken@hec.org; website: www.hec.org.

#### **STUDY COORDINATOR • South Africa**

Position available with the Center for International Health, Boston University School of Public Health. Duties: coordinates longitudinal, household-based study; builds relationships with community leaders; develops sampling frame; coordinates/trains local research team; pilots survey instrument; implements first round of household survey. Qualifications: master's or doctoral degree in public health, economics, education, or related field; expertise in epidemiology, demography, bio-statistics, or related field; long-term experience living, working in rural sub-Saharan African community; experience managing organizations/research projects; willingness to learn isiZulu. One-year (renewable) project appointment beginning mid-2003. Purpose: to quantify consequences of a parental death from AIDS for welfare of orphans and other children. Send letter and résumé to the Center for International Health, Boston University School of Public Health, 715 Albany St., 710, Boston, MA, 02118; fax: 617.414.1261; e-mail: archcih@bu.edu.

*"Ten Tips for Attending a Career Fair," continued from front page*

the printed material, and then quickly take a few steps back. This technique allows you to preview the company's literature while at the same time providing you with the opportunity to listen to questions recruiters may ask. Listen to the responses and be prepared to answer the same questions yourself.

**8. Ask yourself, "Am I interested in this company?" and "Am I qualified for the position(s)?"** If your answer is no to one or both of these questions, then you will save valuable time by not standing in line. If the answer is yes to both questions, then it is time to join the line. You will seem focused and able to articulate your potential role in furthering the company's goals.

**9. While waiting in lines to meet recruiters, strike up brief conversations with those in front and back of you.** Waiting in a long line does not necessarily mean that you are wasting your time. These encounters can lead to networking opportunities. Ask job seekers about recruiters they have met at other career fairs and what they liked or disliked about individual companies. These questions can provide you with leads to other organizations, thus expanding your network prospects. Conduct yourself professionally at all times and don't let your guard down. Your behavior is being evaluated whether you speak to a representative or wait in line.

**10. Do not forget to take business cards from company representatives you meet.** This helps when you are ready to send "thank you" notes to recruiters by mail or e-mail indicating your ongoing interest. Keep the message short and focused. You should thank them for taking time to meet with you, mention that you would appreciate the opportunity to discuss possible employment opportunities, and say that you look forward to hearing from them.

## **Did You Know?**

Recruiters at a job fair are seldom the actual hiring managers. They are usually human resources recruiters selecting potential candidates for follow-up interviews with the hiring managers. The goal of recruiters often is to determine if you are an appropriate candidate for their work environment and not to evaluate you for an actual position.

Although job offers may not be extended at career fairs, these events can bring you closer to meeting potential employers. If you are well prepared, visiting a career event should enhance your employment chances and help you achieve your career goals. Good Luck!

*Editor's note: Careers fairs are held domestically, overseas, and in cyberspace. The Peace Corps in Washington, D.C., sponsors bi-annual career fairs—and the next one is scheduled for September 17, 2003, at headquarters. To find out more about this event and others, or to order publications designed for the job search, visit the Peace Corps website at [www.peacecorps.gov](http://www.peacecorps.gov) (click on "Returned Volunteers") or call Returned Volunteer Services at 202.692.1445.*

**TEFL TEACHER • Republic of Korea**

Position available with ISUL Teach Korea. Duties: teach in top private language institutes in the southern coastal areas of the Republic of Korea to children of varying ages. Qualifications: TEFL experience preferred. Compensation for a one-year contract: \$1,600 to \$1,900 U.S. dollars; paid housing; paid round trip airfare; paid national holidays; two weeks paid vacation. Send a letter of interest and résumé to ISUL Teach Korea 148-9, 2F Samik Land B/D Namchun-dong, Suyoung-Gu, Busan, South Korea 613000; e-mail: isulteachkorea@yahoo.com.

**ENGLISH TEACHERS • China**

Positions available with American Educational Services. Duties: teach in Dalian, Jinzhou, Jinan, Chang Chun, Shenyang, DanDong, or Xi'an from mid-July to 8/31/03; or one-year teachers to begin in July or September. One-year applicants will be given preference. Please note that the terms below relate to the summer session only. Write for information on one-year contracts or visit the website: [www.aesincorp.com](http://www.aesincorp.com). Stipend available for up to 30 hours per week for the summer session; free Internet access; apartment with private bedroom (at no cost to teacher); utility allowance; television, microwave, water dispenser; two days off each week. Qualifications: native speakers of English at least 21 years old; bachelor's degree or higher; teaching experience or training period at the school. Send your résumé, as text, not an attachment, and a scan of the information page of your passport to Linda at e-mail: [aesdalian@online.ln.cn](mailto:aesdalian@online.ln.cn). On the subject line state whether you are applying for a summer intensive or are interested in receiving information on a one-year contract.

**POPULATION FELLOWS • Worldwide**

The Population Fellows Programs offer two-year professional fellowships to individuals with a recent graduate degree and experience in population/reproductive health or population-environment. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a professional-level stipend and benefits. Contact The Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: [michiganfellows@umich.edu](mailto:michiganfellows@umich.edu); website: [www.sph.umich.edu/pfps](http://www.sph.umich.edu/pfps).

**PROGRAM OFFICER • Kabul, Afghanistan**

Position available with International Medical Corps. Duties: designs and writes proposals for donors; liaises with government institutions, NGOs, and donors to assess funding opportunities; oversees capacity building and development of local staff; prepares reports. Frequent travel to IMC Afghanistan field sites. Qualifications: grant writing experience; background in a post conflict setting; strong interpersonal, supervisory, and organizational skills; advanced degree in M.P.H. or related medical degree preferred; three to five years of international experience working in primary health care and public health in insecure settings; ability to coordinate training activities; strong written and verbal communication skills. Apply online at website: [www.imcworldwide.org](http://www.imcworldwide.org).

**HEALTH/BUSINESS TRAINERS • Peru**

Positions available with CHP International for the next training group at its Peace Corps training center in Peru. Dates are 8/11-11/28/03. Qualifications: Spanish fluency; professional experience as a development worker in health or business through the Peace Corps or comparable service; training experience strongly preferred. Employment package includes monthly salary, housing, transportation, and short-term medical insurance. Send résumé, references, and recent salary history to [Peru-recruiting@chpinternational.com](mailto:Peru-recruiting@chpinternational.com).

**PROJECT COORDINATOR • Angola**

Position available with Africare, an international nonprofit development organization. Duties: implements Africare component of two-year development relief consortium project promoting improvements in food availability, access, and utilization; collaborates with USAID/Angola mission, Food for Peace, UN organizations, local and national government representatives, other consortium members. Qualifications: master's degree; five years of managing multi-faceted international development projects, Food for Work activities, infrastructure rehabilitation; Portuguese or Spanish and English communicator; supervision, leadership, writing skills; working at community level, forging partnerships; familiarity with USAID and Food for Work progress, financial reporting, monitoring, commodity management. Send résumé and cover letter to [resumes@africare.org](mailto:resumes@africare.org).

**EDUCATION****ROTARY PEACE SCHOLARSHIP • International**

Two-year scholarships leading to a master's degree in peace and conflict resolution at one of seven major universities in the world with outstanding programs in this area. Seventy scholarships are offered each year, 10 at each university. Successful candidates have been mid-career professionals representing a broad range of interests and backgrounds, with the common thread among them being a commitment to peace and conflict resolution as demonstrated through academic, volunteer, and/or professional experience. A number of the successful candidates have been Peace Corps alumni. Applications are made through Rotary Clubs in your area. Additional information about the scholarship, including an application form, can be obtained from the Rotary International website: [www.rotary.org](http://www.rotary.org).

**UNIVERSITY OF THE PACIFIC • Stockton, CA**

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a master of arts in intercultural relations. This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-a-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Phone: 209.946.2836; e-mail: [kjaggears@uop.edu](mailto:kjaggears@uop.edu); website: [www3.uop.edu/sis/mair/ma.htm](http://www3.uop.edu/sis/mair/ma.htm).

**UNIVERSITY OF OREGON • OR**

Twenty Fellows/USA positions available throughout rural Oregon. The University of Oregon's Resource

Assistance for Rural Environments (RARE) Program, a Peace Corps Fellows/USA Program, is accepting applications for 2003-04. Gain experience in leadership, project management, group facilitation, grant writing, time management, volunteer management, citizen involvement, community/economic development, land-use planning, education, outreach, and technical writing. Benefits: \$1,250/monthly, health insurance and upon completion of service an educational award of \$4,725. Application deadline is 6/16/03 with positions beginning 10/03. Contact RARE, 1209 University of Oregon, Eugene, OR 97403-1209; e-mail: [rare@darkwing.uoregon.edu](mailto:rare@darkwing.uoregon.edu); website: [darkwing.uoregon.edu/~rare](http://darkwing.uoregon.edu/~rare). phone: 541.346.3889.

**CONSERV./COMM. DEV. • Various**

Future Generations offers a two-year master's degree in applied conservation and community development. This innovative program is geared for community development practitioners from diverse backgrounds with a commitment to achieve equitable and sustainable development. The program incorporates distance learning, site-based instruction and on-the-job applications. Two months of each year will be spent at field instruction sites with the remainder of the year spent on the job in home communities. Field instruction sites include: India, USA, Peru, Tibet, and China. Contact Jerry Hembd, Director of Academic Programs at e-mail: [jerry@future.org](mailto:jerry@future.org). Catalogue, information, and application form available at website: [www.future.org](http://www.future.org).

**UNIVERSITY OF VERMONT • Burlington, VT**

The Field Naturalist and Ecological Planning master's degree programs at the University of Vermont provide collaborative, integrative, multi-disciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field naturalist students focus mainly on integrating the social dimensions of environmental understanding with the field naturalist approach. RPCVs are encouraged to apply (50 percent of past graduates have been RPCVs). Contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930; website: [www.uvm.edu/~wpoleman/fnwebpage.html](http://www.uvm.edu/~wpoleman/fnwebpage.html).

**BOSTON UNIVERSITY • Boston, MA**

The Department of International Health at Boston University is offering two competitive half-tuition scholarships for recent RPCVs toward the management and finance for international health program, which runs 9/15-12/12/03. This intensive course teaches practical methods for improving health program management, evaluating health policy, and identifying the critical interactive links between management, finance, and policy. An ideal program for volunteers who want further management and finance training and wish to pursue graduate study in public health. The program offers 16 credits, 33 percent of the requirement, towards a master of public health degree. For more information, visit website: [www.bumc.bu.edu/IH/Certificates](http://www.bumc.bu.edu/IH/Certificates).

**TULANE UNIVERSITY • New Orleans, LA**

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is accepting applications from RPCVs interested in pursuing

# Crisis Corps Recruiting Short-Term Volunteers



## Africa Assignments

The following assignments require previous African work experience and a six-month commitment. Additional qualifications listed. Start date is as soon as possible.

### Tanzania

Training specialist for Africare and ZANGOC, to help develop a curriculum and teacher's guide in participatory teaching methods for peer education and counseling skills and to identify and train trainers; Africa RPCV with a bachelor's degree in public health, public administration, education, psychology, or sociology; Kiswahili language skills; work experience in HIV/AIDS field; computer competency required. RPCV Tanzania or Kenya desired.

### Federated States of Micronesia Typhoon Relief and Recovery

Forestry and water sanitation volunteers to work with the Council of Mayors and the Office of the Governor of Chuuk to provide training to community members and to implement projects in areas including reforestation, soil stabilization methods, and the design, construction, and maintenance of potable water and latrine sanitation systems appropriate for sandy soil conditions (strong technical skills in these areas and experience living and working on a small island, good swimmer, independent and mature RPCV required). Four-month assignment beginning 7/29/03.

### Upcoming Assignments

We anticipate a small business volunteer assignment opening soon as well as additional HIV/AIDS assignments in Eastern and Southern Africa. Africa RPCVs with small business or HIV/AIDS experience are encouraged to submit applications.

### Current Crisis Corps Countries

Volunteers are presently serving in Guinea, Kenya, Malawi, Namibia, and Tanzania.

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

master's or doctoral degrees in public health specializing in biostatistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development for the fall 2003 semester. Contact Dr. Elaine Boston, Associate Dean of Admissions; phone: 800.676.5389; e-mail: [eboston@tulane.edu](mailto:eboston@tulane.edu); website: [www.sph.tulane.edu](http://www.sph.tulane.edu).

#### BRANDEIS UNIVERSITY • Waltham, MA

The Heller School for Social Policy and Management at Brandeis University offers an M.B.A. program in human services that combines cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The M.B.A. program is offered on a full-time basis each June, and part-time each June, September, or January. Students can concentrate in a number of policy areas, including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee and will receive a minimum guaranteed scholarship of \$5,000 upon entering the M.B.A. program. Upon submission of the appropriate financial aid forms, alumni may also be eligible for other need- or merit-based aid. For additional information, contact the Heller Admissions office at 800.279.4105; e-mail: [HellerAdmissions@brandeis.edu](mailto:HellerAdmissions@brandeis.edu); website: [heller.brandeis.edu](http://heller.brandeis.edu).

#### UNIVERSITY OF FLORIDA • Gainesville, FL

The University of Florida offers a new graduate doctoral program in Plant Medicine (DPM). This program trains students in saving crop losses and reducing pesticides by diagnosing all types of plant pathogens, pests, weeds, and harmful environmental factors and providing control recommendations with minimum pesticides. Excellent job

opportunities in crop consulting, extension and regulatory agencies, international, agribusinesses, agrochemical industries, large municipalities, college faculty. Contact Robert J. McGovern, Program Director, phone: 352.392.3631, ext. 213; e-mail [rjm@ifas.ufl.edu](mailto:rjm@ifas.ufl.edu); website: [www.dpm.ifas.ufl.edu](http://www.dpm.ifas.ufl.edu).

## INTERN/VOLUNTEER

#### YOUTH DEV./REP. HEALTH • Washington, DC

Position available with CEDPA. Duties: participates in workshop design; drafts participant profiles; drafts final workshop report; provides assistance to facilitators; assists in preparing and hosting of receptions and other special events; coordinates distribution, collection, and analysis of session evaluations; accompanies participants on Saturday tours, field trips, and offsite training. Deadline for applications: 6/10/03. Send cover letter and résumé to e-mail: [jobs@cedpa.org](mailto:jobs@cedpa.org); fax: 202.667.1900.

#### TUTOR/MENTOR • Boston, MA

Position available with One WITH One, Inc. Duties: meet with our young adult and adult immigrant and refugee trainees from our office skills training program; work with tutees to improve English fluency while engaging in a cultural exchange; meet with tutees for three hours each week for a nine-month period. Deadline for applications: 6/18/03. Call Caitlin Nusser at phone: 617.254.1691; e-mail: [onewithone@aol.com](mailto:onewithone@aol.com).

#### SUMMER CAMP STAFF • Carmel, NY

Positions available with Camp AmeriKids, a recreational camp for youth living with HIV/AIDS and other life-threatening illnesses. Volunteers needed for summer sessions: 7/26-8/3, and 8/5 - 8/13/03. Positions are available for counselors, social workers, and medical staff (must be licensed to work in New York). Qualifications: 18 years of age or older, and must

commit to working at least one of the two nine-day sessions. Room and board provided. Deadline for applications: 6/15/03. Contact the camp office to request an application: 800.486.4357; website: [www.CampAmeriKids.org](http://www.CampAmeriKids.org).

## AMERICORPS/VISTA

#### PROGRAM MANAGER • Little Rock, AR

Positions available with The Association of Farmworker Opportunity Program in cooperation with the Environmental Protection Agency. The program works to improve the quality of life of farmworkers through education on pesticide safety and other health concerns, referrals, and supportive services. Duties: responsible for the direct supervision and management of staff and subcontractors who complete the operational tasks of the program; responsible for creating and monitoring budgets and work plans; responsible for proposal writing and reporting. Qualifications: three years of experience administering a state or national program required, including one year of supervisory experience; superior oral and written communication skills in English; experience in developing and delivering trainings; grant writing and budget management experience; willingness to work long hours and travel at certain times of the year; mastery of PC software; ability to build relationships with people from different cultural and economic backgrounds; fluency in Spanish and a background in farmworker or agricultural issues are a plus. Send a letter of interest and résumé to David Strauss, 4350 N. Fairfax Drive, #410, Arlington, VA 22209; e-mail: [strauss@afop.org](mailto:strauss@afop.org).

#### AMERICORPS\*VISTA MEMBER • Various

Positions available with the International Rescue Committee, resettlement department to strengthen and build the capacity of refugees resettling in the United States. Duties: implement new activities or supplement

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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 and let us know.

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

## HOTLINE NOTICE

Please note: Current *Hotline* copies are available online free of charge. Go to [www.peacecorps.gov/rpcv/hotline/index.html](http://www.peacecorps.gov/rpcv/hotline/index.html) to download issues in portable document format (PDF).

existing activities for refugee women and youth, such as assisting micro-enterprise programs, implementing solutions to needs identified through a community needs assessment; collect and disseminate information on community resources; teach financial literacy workshops; assist with fundraising and development; develop a public relations campaign; manage a database. Deadline for applications: 6/15/03. Apply through the AmeriCorps\*VISTA website: [AmeriCorps.gov/resources](http://AmeriCorps.gov/resources). Select the site project listing in the site location you would like to serve.



### Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail address: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov). Thanks!

## Career Centers Reminder

The Peace Corps would like to remind returned Peace Corps Volunteers (RPCVs) that career centers at all 11 Peace Corps Regional Offices are fully operational.

The career centers offer access to a computer with Internet capabilities, printer, phone, fax, and copier to assist you in your job search. In addition, copies of Returned Volunteer Services publications are available for review, such as the *Hotline* newsletter and various other career books. Each career center also offers a subscription to the *International Career Employment Weekly*.

By visiting Regional Offices, you may also learn about opportunities to speak to prospective Peace Corps applicants at local recruiting events and network with other RPCVs.

Hours of operation for most Regional Offices are from 8:30 to 4 p.m. Contact each Regional Office directly for more specific information. Contact information can be found at [www.peacecorps.gov/volunteer/recruit/index.cfm](http://www.peacecorps.gov/volunteer/recruit/index.cfm).

## June Career Event Networking at a Higher Level

RPCV Mel Schnapper, Ph.D. (Nigeria 1965-67), will describe specific techniques to promote your visibility in the job market. You will recognize: 1) the essence of networking; 2) which positions to target and/or create to promote your immediate visibility; and 3) how to maximize your immediate network to expand it exponentially. Bring copies of your résumé and personal business cards.

### When and Where:

June 25, 2003  
Noon to 1:30 p.m.  
Paul D. Coverdell Peace Corps  
Headquarters  
1111 20<sup>th</sup> Street, NW  
Shriver Conference Room A  
Washington, DC 20526

*For more information, please contact  
Elvira May, Returned Volunteer Services,  
at 202.692.1445.*