

HOTLINE



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

HOT RESOURCES

Career Events

June 16—Washington, D.C.
 July 8—Washington, D.C.
 August 6—Chicago

(See back page for details.)

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/index.cfm?shell=resources.former.formervolfaq

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

SCIENTISTS • VA/Washington, DC
 Position available with EPA’s Office of Pesticide Programs in Arlington, Virginia, and Washington, D.C. Duties: evaluates scientific data; develops assessments of risk to human health posed by the use of pesticides; produces risk assessments, which are used to make regulatory decisions affecting the use of pesticides. Qualifications: undergraduate or graduate degrees in one or more of the following areas: toxicology/pharmacology or related areas; industrial hygiene or occupational health; chemistry or biology/physiology; veterinary medicine; public health (strong undergraduate biology/chemistry background); appropriate certifications (DABT, DABVT, CIH) in field of interest; experience in exposure and risk assessment a plus. Send résumé to Felicia Fort at e-mail: fort.felicia@epa.gov.

TEACHERS • Kayenta, AZ
 Reading specialist (K-12) and itinerant Headstart teacher positions available with Kayenta Unified School District. Qualifications for reading specialist: valid Arizona teaching certificate for K-12 level; bachelor’s degree in elementary education with reading endorsement; successful student teaching experience at elementary/secondary school level; computer literate. Qualifications for Headstart teacher: valid Arizona

teaching certificate; Arizona special education credentials; evidence of successful teaching experience; preschool or Headstart experience preferred. For an application, contact Human Resources Department, Kayenta Unified School District No. 27, P.O. Box 337, Kayenta, AZ 86033; e-mail: stsosie@kayenta.k12.az.us.

RESOURCE SPEC. • Washington, DC
 Position available with USDA Foreign Agricultural Service. The position is located in Washington, D.C., at the south building of the Department of Agriculture (FAS/ICD/DRD). Duties: provides assistance in programmatic and financial management, including budget formulation, status of funds, financial tracking, reconciling financial data and administrative documents, and responding to other programmatic reporting requests. For application information, and to view the full vacancy announcement, go to website: www.fas.usda.gov/icd/drd/icdjobs.html.

PRIVATE SECTOR

VARIOUS POSITIONS • Ahoskie, NC
 Two positions available with Hertford-Gates Health Agency. Youth tobacco prevention coordinator duties: develops and maintains comprehensive youth tobacco prevention, cessation, and education program throughout two counties. Deadline for applications: 6/15/

2004. RN case manager duties: provides case management services for home health program: assesses patients; identifies needs and develops initial plan of care; coordinates services within and outside agency; makes home visits and renders skilled services; makes CHT assignments; supervises CHTs with part-time care. \$3,000 sign-on bonus. Deadline for applications: 6/30/2004. Contact Hertford-Gates Health Agency, Human Resources Department, P.O. Box 246, Winton, NC 27986; phone: 252.358.7833; fax: 252.358.7869; e-mail: Laura.Kline@ncmail.net.

ACTIVIST • United States

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

COORDINATORS • DC and TX

Part-time positions available with Logistical Solutions International, an organization providing logistical and cross-cultural support for international visitors in the greater D.C. area and Dallas, Texas. Duties: helps visitors adjust to their new location: reserves accommodations; obtains transportation for numerous trips/outings; provides shopping assistance; sets up bank accounts; arranges for driver’s training courses and cultural excursions. Qualifications: mature, responsible, and flexible; strong communication and organizational skills; ability to maintain a flexible schedule, allowing for work during weekdays, evenings, and weekends as needed; leadership

Discover Career Assessment Software

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

To receive a password to access the online software, send an e-mail request to rvs@peacecorps.gov.

abilities and superior knowledge of the area for which you are applying. Send cover letter and résumé to e-mail: monica.barnett@logisticsolutions.com (Attn: Ms. Monica Barnett in subject line).

REGIONAL URBAN FORESTER • South Texas

Position available with the Texas Forest Service. Duties: provides technical assistance to local governments and nonprofits on program development, tree planting, protection and care; promotes volunteerism and assists local cooperators with volunteer recruitment and training; monitors performance of grant projects; promotes urban forestry on local level through various presentations, demonstrations, exhibits and written publications. Qualifications: B.S. degree in forestry with emphasis on urban forestry; minimum one-year experience with field urban forestry; fluency in Spanish preferred. Salary: \$31K. Contact John P. Giedraitis, Forest Resource Development, J. B. Connally Building, 301 Tarrow, Suite 364 College Station, Texas 77840-7896. Apply online at website: texasforestservicetamu.edu/employment/nov.asp?id=239.

WILDERNESS INSTRUCTOR • Hewitt, NJ

Position available with Project USE (Urban Suburban Environments) offering year-round, one- to 21-day adventure/experiential education programs for children and adults. Activities include, but are not limited to, teambuilding and leadership-skills training, high and low ropes courses, backpacking, canoeing, kayaking, environmental education, and rock climbing. Duties: plans and prepares events; facilitates group program activities. Qualifications: must

be 21 years old with some teaching and basic outdoor experience; good physical health. Contact Jen Reich, Project USE, P.O. Box 837, Red Bank NJ 07701; phone: 732.219.7300; fax: 732.219.7305; e-mail: projectuse@monmouth.com. Download application at website: www.projectuse.com.

COMMUNITY ORGANIZER • MI

Position available with the Michigan Organizing Project (MOP), a statewide coalition of congregations and community groups working toward social justice in Muskegon or Kalamazoo, Michigan. Duties: identifies, trains, and challenges local immigrant leaders to surface community problems; runs grass-roots campaigns on issues of local concern; cultivates leadership and staff development; builds and maintains organizational structure, raises funds. Qualifications: six months' grass-roots organizing experience; demonstrated ability to mobilize community leaders; fluency in Spanish and English; ability to work in low-income communities and religious congregations. Salary: \$27K plus health benefits after 90 days. Deadline: 7/15/2004. Send cover letter and résumé to e-mail: musick@michiganorganizing.org.

TEACHERS • New York, NY

Math, science, English, and social studies teacher positions available at New Visions High School. Join staff of 10 teachers (including one RPCV and Fellows/USA math teacher) for fall 2004. Teachers needed in every subject area. Qualifications: creative, passionate, and innovative people with vision; certification in subject area, or ability to get certification by fall 2004. Looking for people who can

teach outside subject areas (teach social studies but also teach an elective in Dance, Urdu, knitting, coach soccer team, or start school band). Contact at e-mail for complete job details. Send résumé and letter about yourself to e-mail: polesny@nyc.rr.com.

PROPOSAL MANAGER • Washington, DC

Position available with Hureco, Inc. Duties: coordinates development of organization's government funding efforts; works with senior staff to achieve overall funding goals; writes proposals and budgets; analyzes funding opportunities and trends and makes recommendations to senior staff; maintains a high level of quality across all proposal preparation. Qualifications: B.A./M.B.A.; existing relationships with private funding sources and foundations a plus; experience in proposal development and international experience in one or more of the following regions: Middle East, North Africa, Europe, and Eurasia. Organization offers salary \$50K-75K. Contact at e-mail: mrp@hureco.com.

SPANISH TEACHER • San Juan Island, WA

Position available with Spring Street School. A private school (grades six-12) with a strong focus on experiential education and international travel. Qualifications: teaching experience; in-depth knowledge of Latin America required; sense of humor; desire to live in a small community; patience; commitment to students above all else; willingness to plan and conduct international trips mandatory. Low pay, great people, wonderful students. Deadline for applications: 7/15/2004. Send letter of interest and curriculum vitae to e-mail: director@springstreet.org; website: www.springstreet.org.

SHEPHERDER • Townsend, MT

Position available with Round Grove Ranch. Duties: herds sheep in the mountains east of Townsend, Montana. Qualifications: physically fit and capable of working alone in isolated areas for up to four months at a time. Live in tent or sheep wagon and herd on National Forest Service lands. Will train a novice. Work starts at sunrise and ends at sunset, seven days a week in all kinds of weather and in some of the most spectacular scenery that Montana has to offer. Salary: \$650 a month plus room and board. Contact Kelly Ingalls at e-mail: kingalls2@juno.com.

PROGRAM DIRECTOR • Toledo, OH

Position available with the Central American Ministries, an international nonprofit organization serving garbage-dump dwellers in Guatemala and El Salvador. Duties: organizes and supervises five annual trips for students and adults to Guatemala and El Salvador, ranging from five to 14 days. Qualifications: B.A./B.S.; fluency in Spanish; relocation to Toledo, Ohio, and two-year minimum commitment required. Salary range: \$20K-29K. Deadline for applications: 6/30/2004. Send cover letter and résumé to Central American Ministries, Attn. Mr. Brian G. Pelcin, 5901 Airport Highway, Toledo, OH 43615; fax: 419.865.5049; e-mail: bpelcin@sjtitans.org.

PROGRAM MANAGERS • Washington, DC

Positions available with Population Services International. Seeking entrepreneurial and dynamic candidates with an interest in private sector approaches to development. Based in D.C., program managers support programs in Latin America, Africa, and Asia in preparation for an overseas post. Duties: monitor

HOT! OPPORTUNITIES

PEACE CORPS COORDINATOR • Arcata, CA

Part-time position (15-20 hours per week) available with the Peace Corps at Humboldt State University. Duties: coordinates program activities to inform students and local community about overseas Volunteer positions with the Peace Corps; conducts interviews, nominates candidates, and submits reports to regional office; maintains Web page and contact database; maintains contact with local RPCV community. Qualifications: H.S.U. student (at least 6 units); prior Peace Corps or similar experience; excellent communication, speaking, and computer skills. \$10 per hour. Training begins on 7/1/2004. Position begins in mid-August 2004. Contact Devin Kelish, Peace Corps Coordinator (NHW 143C); phone: 707.826.3342; e-mail: pcorps@humboldt.edu. Submit cover letter, résumé, and three references to Barbara Peters, Career Counselor, Career Center (NHW 130), Humboldt State University Arcata, CA 95521-8299.

INTERNATIONAL DEVELOPMENT • Washington, DC

Chemonics International's entry-level program is looking for dedicated, detail-oriented, proactive individuals seeking a career in international development. Qualifications: advanced degree in an international studies-related field strongly preferred; one to two years' administrative work experience is required; knowledge of and/or participation in Peace Corps or USAID activities; foreign language skills preferred; Microsoft computer skills such as Excel, Word, and PowerPoint, and strong verbal and written communication skills required. Chemonics offers excellent benefits and training with great opportunities for advancement. Apply online at website: www.chemonics.com.

VARIOUS POSITIONS • Washington, DC

Economist, information technology specialist, and mathematical statistician entry-level positions available with the Bureau of Labor Statistics. Duties: monitor consumer/producer/international prices, locality pay, salaries/benefits, national employment, industries and occupations, productivity for the nation and industries, occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: noncompetitive eligibility; U.S. citizen; B.A./B.S. in related majors but must meet basic GPA and course requirements. Send cover letter, résumé, transcripts, and D.O.S. to: Rhonda Sykes, Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4230, Washington, DC 20212; phone: 202.691.6606; fax: 202.691.5507.

contract compliance; write project proposals; prepare annual work plans and budgets; monitor donor relations. 15-25 percent overseas travel. Qualifications: Peace Corps or similar experience; private-sector management in marketing or communications; knowledge of USAID and other international donors; graduate-level degree; fluency in foreign language. Apply online at website: www.psi.org.

TUTOR • Durham, NC

Part-time position available with Integrated Learning Solutions (ILS), a private tutoring company known for inspiring challenged students to reach their full potential with confidence. In 2002, ILS was a "No Child Left Behind"-approved provider and is currently seeking approval for the 2004-2005 school year. Duties: tutors elementary and middle school students; provides educational counseling for parents; prepares narrative status reports. Sessions occur at local libraries. Qualifications: B.A./B.S.; bilingual a plus; training provided. Salary range: \$12-18 per session. Deadline for applications: 7/1/2004. Send cover letter and résumé to Tutor Application, P.O. Box 20991, Raleigh, NC 27619-0991.

PROGRAM MANAGER • Washington, DC

Position available with the Bank Information Center, Washington-based NGO supporting civil society organizations in developing countries to influence the projects and policies of the World Bank and other MDBs. Qualifications: experience with IFI issues; seven years in development or environment fields; three years with organizations in Latin America; willingness to travel; Spanish fluency required. Timeframe: six-month contract period from 8/2004 to 1/2005 with possible extension. Salary: \$45K-55K per year. Deadline: 6/15/2004. Send cover letter and résumé to Abigail Parish at fax: 202-737-1155; e-mail: aparish@bicusa.org; website: www.bicusa.org.

ENVIRON. HEALTH SPECIAL. • Fairbanks, AK

Position available with a nonprofit Tribal Health Corporation. Duties: provides comprehensive environmental health services to 15 Native Athabascan communities in the interior region of Alaska. Qualifications: B.S. in environmental health; strong communication and project management skills; personal computer skills including word processing. Must be able to travel extensively in light aircraft. Contact Pete Wallis at phone: 907.452.8251, ext. 3433; e-mail: pwallis@tananachiefs.org.

CASE MANAGER • Denver, CO

Position available with Volunteers of America. Duties: provides for physical and psychological needs of residents; gains awareness for local agencies to be utilized as youth resources; supervises recruits and trains volunteers. Qualifications: bachelor's degree in human service-related area; experience with homeless and youth populations, group facilitation, and teaching; individuals with experience in the following areas given preference: case management, awareness of Denver metropolitan area, human service resources, and good organizational skills. Salary: \$12.57 per hour. Contact Human Resources Office for full job description. Send application to Volunteers of America, 2660 Larimer Street, Denver, CO 80205; phone: 303.297.0408.

VARIOUS POSITIONS • Washington, DC

Positions available with IREX, an international nonprofit organization specializing in education, independent media, Internet development, and civil society programs. Seeking senior program officers, program officers, and program associates for its Education Programs Division for programs with Asia, Europe, Eurasia, and the Middle East and North Africa. Qualifications: experience with and interest in basic/higher education development, international exchanges, and continuing education programs; experience with project design, grant management, proposal development, and budgeting; excellent interpersonal, systems, and communication skills; strong computer skills, including Excel; fluency in English. Send cover letter and résumé to: EPD/RB/10-04 at fax: 202.628.8189; e-mail: resumes@irex.org; website: www.irex.org.

NAT.RESOURCE/ECON.AGENT • Eagle River, WI

Position available with the University of Wisconsin-Extension (Vilas County). Duties: helps citizens, businesses, and local governments address critical community and economic development issues through educational programming. Qualifications: master's or graduate degree with content expertise; at least one degree in a field such as business and economic development, organizational/community development, public administration, planning, or natural resource management required. Review of applications begins 6/9/2004 and continues until interviews are held. Submit a cover letter (include position title and county), résumé, contact information for three professional references and undergraduate/graduate transcripts to Cooperative Extension Personnel, 249 Extension, 432 North Lake Street, Madison, WI 53706; e-mail: ces.jobs@uwex.edu; website: www.uwex.edu/ces/personnel/.

FINANCIAL MANAGER • Washington, DC

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

VARIOUS POSITIONS • Silver Spring, MD

Part-time positions available with YMCA Silver Spring Youth Services. Outreach counselor duties: supports youth in the areas of academic achievement, sports, volunteerism, and outreach. Qualifications: B.S./B.A.; experience working with teens required; flexible schedule and ability to work as part of a multicultural team; ability to develop and maintain relationships with youth, families, school staff, and community; computer skills; fluency in Spanish preferred. Educational coordinator duties: delivers

services to youth who participate in community center's programs; implements and manages educational, service learning, and training activities for after-school program; coordinates volunteers and provides administrative support. Qualifications: B.S./B.A. in education/elementary education with at least two years' experience providing instructional support. Deadline for applications: 6/15/2004. Send résumé to fax: 301.587.3132 (Attn: Belen Bryant YMCA Silver Spring Youth Services).

TEACHERS • Santo, Haiti

Positions available at Louverture Cleary School, a tuition-free Catholic boarding school operated by the Haitian Project. Duties: teach classes in and assist with the development of the computer, languages, or laboratory sciences programs; manage school community service program; raise funds to support program; provide four hours of tutoring per week. Benefits: \$200 per month, housing, health insurance, roundtrip airfare, and food and transportation allowance. Contact Reese Jarret at phone: 401.521.2255, ext. 54; e-mail: operations@haitianproject.org.

PROGRAM ASSOCIATE • Washington, DC

Position available with the International Human Rights Internship Program. Duties: responds to requests for application forms; processes applications for professional development projects; maintains program's database and resource room; produces annual mailing; assists with annual advisory board meeting. Qualifications: bachelor's degree; familiarity with international affairs/human rights issues; excellent writing ability and interpersonal and communication skills; strong typing skills as well as knowledge of word processing and databases; strong writing and oral communication skills in Spanish. Salary: \$29,000. Closing date: 6/15/2004. Send cover letter and résumé to Human Resources-IHRIP, Institute of International Education, 1400 K Street, NW, Washington, DC 20005-2403; fax: 202.326.7669; e-mail: HR-DC@iie.org.

EVALUATION MANAGER • Baltimore, MD

Position available with Women Entrepreneurs of Baltimore, Inc. (WEB), a nonprofit that provides training, technical assistance, and support services for business start-up, stabilization, and expansion. Duties: creates a sustainable, comprehensive evaluation system to document all quantitative and qualitative outcomes and the program's impact on personal, community, and economic development. Qualifications: evaluation experience/education required; master's degree preferred; experience in micro-enterprise. Send résumé and salary expectations to e-mail: msnoeren@webinc.org.

PROGRAM ASSISTANT • Washington, DC

Position available with the Institute for Reproductive Health, Georgetown University. Duties: contributes to activities to improve access and use of simple family planning methods by providing administrative and program support to technical staff; communicates with partner organizations, programs, and personnel overseas; manages program plans and budgets for activities, including financial advances and reports, contracts administration, technical and financial reports; makes travel arrangements for technical staff; and manages routine correspondence

PEACE CORPS FELLOWS/USA



Peace Corps Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. 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@u.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: 410.706.4455; e-mail: dcook@ssw.umaryland.edu.

University of Maryland-Baltimore County

Shriver Peacemaker Program
Baltimore, MD
All programs of University of Maryland at 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.

with field staff. Qualifications: bachelor's degree required; excellent PowerPoint skills; fluency in French. Deadline for applications: 6/15/2004. Submit résumé, salary history, and expectations to fax: 703.997.8181; e-mail: dgimain@devgroup.com.

ASSISTANT CAMP DIRECTOR • Edison, NJ

Position available with Kiddie Keep Well Camp. Duties: works with low-income, high-risk children in residential camp setting. For application information, contact at phone: 732.548.5942; fax: 732.548.9535; website: www.kiddiekeepwellcamp.org/.

COUNSELOR/CASE MGR. • Washington, DC

Position available with the Latin American Youth Center. Duties: provides counseling, advocacy, and guidance to participants to help them deal with personal, legal, and social service needs; provides referral services for medical, child care, and housing questions; maintains case management files; leads case management meetings. Qualifications: bachelor's degree with at least three years' experience in counseling and/or case management for at-

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. Martin Jaeckel, phone: 940.565.4630; e-mail: mjaeck@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). Wendy Sellers Campbell, phone: 803.777.8879; e-mail: wendy.campbell@sc.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, soil and water science. Dr. Michael Dombeck phone: 715.346.3946; e-mail:

risk population; fluency in Spanish preferred; ability to work with a multicultural group of young people. Salary: low- to mid-30s. Deadline for applications: 7/2004. Send résumé to Andrea Morton, Latin American Youth Center, 1419 Columbia Road, NW, Washington, DC 20009.

PHONE FUNDRAISING REPS • Washington, DC

Positions available with the Smith Company. Duties: call current and lapsed members and donors of organizations, human rights groups, and public radio and television to renew memberships and ask for contributions. Contact Jonathan Richstein at phone: 202.895.0900, ext.1107.

VICE PRESIDENT • Little Rock, AR

Positions available with Heifer International. Duties: provides direction and leadership to programs in designated areas (Africa, Asia, and the Middle East) and/or Europe and the Americas as well as directs a pilot regionalization initiative. Qualifications: M.S. degree required, Ph.D. preferred, in international studies, business administration, international/rural/social development, agriculture, or

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

Western Illinois University

Macomb, IL
Business administration; community health; economics; geography; health services management; political science; recreation, park, and tourism administration. Thom Anderson, e-mail: tk-anderson@wiu.edu or Carolyn Lawrence, e-mail: calawrence@wiu.edu; phone (for both): 309.298.2268.

Western New Mexico University

Gallup, NM
Elementary, secondary, or special education, counseling, educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: maguirep@cia-g.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. Robert Lane, phone: 316.978.6580; e-mail: robert.lane@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 Pijoux Hale, phone: 504.520.7498; e-mail: rhale@xula.edu.

related field plus seven to 10 years' experience; proven ability to lead and manage cross-cultural and cross-functional teams. Deadline for applications: 6/15/2004. Detailed job descriptions for these and other positions, and downloadable application online at website: www.heifer.org. Send résumé, cover letter, and application to HR at fax: 501.907.2820; e-mail: jobs@heifer.org.

INTERNATIONAL

SPECIAL ED. TEACHER • Bamako, Mali

Position available for the upcoming 2004-2005 school year. Duties: works with 12-year-old dyslexic girl within the context of the classroom(s) at the American International School middle school (seventh grade); attends all academic classes with student; works with academic teachers to develop/implement appropriate adaptations; works with student to strengthen her organizational skills and study strategies including integration of technology. Includes salary, travel to Mali, health insurance, and some housing support. Deadline for applications: 6/6/

2004. Send cover letter and résumé to Lynne and
Ciro Franco at e-mail: lynnefranco@yahoo.com or
contact Miriam Miler at phone: 925.447.4875.

***TRIP LEADERS • China, Laos, Thailand**

Positions available with Where There Be Dragons,
an education travel organization that brings high
school students to the developing world to live,
study, and travel. Duties: work with team to guide
small groups; set up home stays and service projects;
teach language, history, culture, and development
assessment techniques; facilitate in-country logis-
tics and safety. Leader orientation in the Sierras from
6/22/2004 to 6/30/2004. Program from 6/30/2004 to
8/10/2004. Qualifications: in-country experience and
understanding of the region; experience working
with young people; WFR/WEMT a plus. Send résumé
and cover letter to Chris Yager, director, at phone:
8 0 0 . 9 8 2 . 9 2 0 3 ; e - m a i l :
chris@wheretherebedragons.com; website:
www.wheretherebedragons.com.

DIR. OF FINANCE/ADMIN. • Afghanistan

Position available with MSI. Duties: provides lead-
ership and management oversight of resource issues
in support of project's programmatic goals; oversees
host-country national support team in coordinating
project activities/logistics; maintains Kabul field
office and guesthouse (including travel/visa logis-
tics for staff and consultants); serves as liaison with
MSI headquarters and international staff; oversees
bank accounts, funds transfers and payments to
vendors, contractors, subcontractors, and project
staff; produces monthly financial reports to MSI/
Washington. Qualifications: minimum seven years'
international experience in an administrative/finan-
cial management capacity; experience working with
USAID a plus; Farsi or Pashto a plus. Send cover
letter and résumé to e-mail: gritchley@msi-inc.com.

SCIENCE/MATH TEACHER • Thailand

Position available with International Secondary
School, a small, progressive secondary school within
Burapha University in Bang Saen, Chonburi, Thai-
land. Need creative science and math teachers for
grades 7, 8, 9, and 10. Class sizes 15 to 20 students.
Qualifications: B.A./B.S. degree; ability to work
with highly motivated students and staff in challeng-
ing and pleasant work environment. Teacher
workload is 20 periods a week. Deadline for applica-
tions: 6/2004. Send letter and brief curriculum vitae
attn: senior teacher at e-mail:
mullaneyrichard@hotmail.com.

STUDENT AFFAIRS MGR. • Various Locations

Three positions available with The School for Field
Studies, an international nonprofit environmental
education/research organization in Australia, Kenya,
and Mexico. Duties: provide non-academic program
support for students/faculty; facilitate student group,
community networking, and program safety. Quali-
fications: B.A./B.S. with one year relevant experi-
ence in student life or outdoor education field; cur-
rent Wilderness First Responder and CPR certifica-
tions; experience living/working in relevant country
preferred; computer skills. Salary: \$15K plus room
and board. Full details including start dates and
complete job description online at website:
www.fieldstudies.org. Send cover letter and résumé
to e-mail: jobs@fieldstudies.org.

***ESL TEACHERS • CHINA**

Positions available with American Educational
Services in Shenyang, Jinan, Xi'an, and Dalian.
Duties: teach child and adult English classes. Quali-
fications: native English speaker; at least 21 years
old; B.A./B.S.; teaching experience or training
period at the school. Preference given to one-year
applicants; some six-month and winter positions
available. For an information pack, contact Linda,
China office, at e-mail: aesdaian@online.ln.cn;
website: www.aesincorp.com. Send résumé (stat-
ing your country of birth and native language) as
text (not an attachment) to e-mail:
aesdaian@online.ln.cn.

MIDWIFE OFFICER • Afghanistan

Position available with Merlin in Takhar, North-
east Afghanistan. Duties: builds community sup-
port for educating community midwives; estab-
lishes a community midwife education system;
links the program to related initiatives and sectorial
actors. Qualifications: ability to analyze and inter-
pret education data; previous supervisory experi-
ence; excellent management and communications
skills; ability to write clear and concise reports.
Salary range \$1,433-2,330 monthly. Full job de-
scription online at website:www.merlin.org.uk.
Deadline for applications: 6/7/2004. Send cover
letter and résumé to Georgina Houle, HR Depart-
ment Merlin, 4th Floor, 56-64 Leonard Street,
London EC2A 4LT, UK; fax: +44
(0)207.065.0801; e-mail:
georgina.houle@merlin.org.uk.

MGT. ASSISTANTSHIP • Mangilao, Guam

Position available with the host agency for the
2004-2006 Coral Management Assistantship in
Guam with the Division of Aquatic and Wildlife
Resources (DAWR), located within the Depart-
ment of Land and Natural Resources. Duties: net-
works with partner organizations and agencies to
complete multifaceted projects. Some tasks will be
accomplished concurrently. Deadline for applica-
tions: 6/30/2004. For complete job details visit at
website: www.eco.org. Send résumé and cover
letter to Ian Lindsay at 30 Winter Street, 6th Floor,
Boston, MA 02108; e-mail: ilindsay@eco.org.

ENGLISH TEACHER • Lanzhou, China

Position available with Lanzhou Children's Pal-
ace, an after-school English learning program for
children in Lanzhou, Gansu Province, China. Dut-
ies: teaches English to six- to 13-year-old children
on weekends. Qualifications: B.A. with TESOL
certificate; experience teaching English. Salary:
\$362.44 a month. Deadline for applications: 8/
2004. Send cover letter and résumé to Ms. Jiang
Nongxin, #388 Wu Du Road, Lanzhou Children's
Palace, Lanzhou Gansu Province, 730000 PR
China; phone: 86.0931.8768335; fax:
86.0931.8619797 (Attn: Ms. Jiang Nongxin); e-
mail: jiangnongxin@hotmail.com or
miaowenbin@sohu.com.

EDUCATION

***BRANDEIS UNIVERSITY • Waltham, MA**
Heller School for Social Policy and Management
offers an M.B.A. in mission-driven management

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

***SUNBRIDGE COLLEGE • Spring Valley, NY**

Sunbridge College is a registered and accredited col-
lege offering master's and certificate programs in
Waldorf education and related fields inspired by the
work of Rudolf Steiner (1861-1925). Full-time pro-
grams include foundation studies, Waldorf teacher
education, and early childhood education (M.S. op-
tions). Part-time certificate programs with M.S. op-
tions include teacher education (elementary, music,
and gardening teachers), early childhood education,
remedial education, and Waldorf School administra-
tion and community development. Other part-time
certificate programs include biodynamic gardening
and agriculture, biography/social art, and applied arts.
RPCVs receive special consideration for tuition assis-
tance. Contact at phone: 845.425.0055; e-mail:
info@sunbridge.edu; website:www.sunbridge.edu.

***BEN-GURION UNIVERSITY • Beersheva, Israel**

In collaboration with Columbia University's Health
Sciences Division, 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
seeking a medical degree with special skills in cross-
cultural, community, and preventive medicine. Stu-
dents take U.S. Medical Licensing Exam and are
expected to complete residencies in the United States.
The program is U.S. Department of Education-ap-
proved for participation in federally funded student
loan programs. Contact at 630 West 168th Street,
PH15E-1512, New York, NY 10032; phone:
212.305.9587; e-mail: bgcumd@columbia.edu;
website: cpmcnet.columbia.edu/dept/bgcu-md.

UNIV. VIRGIN ISLANDS • Virgin Islands

Two-year fellow appointment available at the Uni-
versity of the Virgin Islands. Duties: manages horticul-
ture program; conducts field experiments and super-
vises program staff; assists in development of research
technologies suitable for small-scale fruit/vegetable
farm; performs statistical analysis of data, summarizes
results, and publishes in peer-reviewed journals. Quali-
fications: Ph.D. in horticulture with concentration in
tropical fruits, vegetables, and sustainable small-farm
systems; research experience in tropical agriculture
with emphasis on vegetables/fruit crop production
(experience includes cropping systems, micro-irriga-
tion, cultivar evaluation, and integrated pest manage-
ment). Salary: \$35,490 to \$40,579. Deadline: 7/30/
2004. Send application package to Director, UVI
AES, RR2 Box 10,000, Kingshill, VI 00850; e-mail:
yhorton@uvi.edu; website: www.uvi.edu.

UNIV. OF PENNSYLVANIA • Philadelphia, PA

The University of Pennsylvania's post-baccalaureate premedical program offers students the opportunity to develop required strengths, skills, and experiences to gain admission to leading medical, dental, and veterinary schools. Practical and theoretical approach combines classroom work in science and clinical opportunities at area medical centers. Early admissions arrangements with several medical schools are available. Students can study full or part time, take day or evening classes, and have affordable tuition. Contact Premedical Programs, University of Pennsylvania, College of General Studies, Suite 100, 3440 Market Street, Philadelphia, PA, 19104; phone: 215.898.3110; fax: 215.573.2053; e-mail: prehealth@sas.upenn.edu; website: www.sas.upenn.edu/CGS/postbac.

***TULANE UNIVERSITY • New Orleans, LA**

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is accepting applications for the summer and fall 2004 semesters. RPCVs interested in pursuing master's or doctoral degrees in public health may specialize in biostatistics, epidemiology, tropical medicine/parasitology, community health, health systems management, environmental health, or international health and development. Contact Amanda Morrison or Adam Palmer, Tulane Peace Corps Coordinators, at phone: 800.676.5389; e-mail: tulanemi@yahoo.com; website: www.sph.tulane.edu.

***SCHOOL INT'L TRAINING • Brattleboro, VT**

Develop your international field experience into a master's degree at SIT. Choose a master of arts in conflict transformation, social justice in international relations, sustainable development, international education, service leadership and management, or a master of science in organizational management. Get back into your field after one-year of intensive coursework. The GRE is not required; few spaces still available for fall 2004. Peace Corps experience valued. Contact SIT, Kipling Road, Brattleboro, VT 05301-0676; phone: 802.258.3510 or 800.336.1616. For materials, contact at e-mail: admissions@sit.edu; website: www.sit.edu/degree.html.

***UNIV. 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 (MAIR). 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-one-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; website: www3.uop.edu/sis/mair/ma.htm.

PUB. HEALTH PROG. • Various Locations

Public Health in complex emergencies training program is a two-week residential course focusing on critical public health issues faced by NGOs working in complex emergencies. Topics covered include epidemiology, communicable disease, environmental

health, nutrition, reproductive health, weapons, violence, trauma, protection and security, psychosocial issues, and coordination. For application and brochure, contact Lorna Stevens at e-mail: shortcourse@theirc.org; website: www.theirc.org/pfhe.

INTERN/VOLUNTEER**HIV CAMP COUNSELORS • Carmel, NY**

Volunteer positions available with Camp AmeriKids, a nonprofit camp for children from the inner cities of New York, New Jersey, and Connecticut infected with or affected by HIV/AIDS. Duties: provide traditional camping experience for children ages seven to 15; develop independence, friendship, and self-confidence through the building of new skills and increased abilities. Qualifications: mature, committed, caring, and energetic. Volunteer positions also include social workers, nurses, nurse practitioners, and physicians. For an application, contact Jeff Dean, associate, at phone: 800.486.4357; e-mail: jdean@americares.org; website: www.campamerikids.org/application.html.

ORGANIC FARM INTERNS • Mendocino, CA

Positions available immediately to 11/2004 with Old Mill Farm. Duties: work on all aspects of gardening and farming, including soil preparation, harvesting, marketing, canning, and animal husbandry, and participate in workshops. Farm grows a variety of vegetables and fruit, raises production hogs and sheep, and sponsors a variety of workshops in sustainable living. Qualifications: comfortable working outdoors; interest in sustainability and ability to work with a congenial group of staff ages 25-31. Housing, some food, and a \$250 monthly stipend provided. Share in chores and cooking duties. Contact Barbara Sochacki, P.O. Box 553, Mendocino, CA 95460; phone: 707.937.0244; website: www.oldmillfarm.org.

BUSINESS DEV. INTERN • Washington, DC

Unpaid part-time internship available with IFES Strategic Business Development. Duties: conducts market research; drafts correspondence; assists with event planning; edits and compiles reports and proposals; provides administrative assistance; attends briefings, meetings, and events; conducts daily press reviews; assists staff members. Qualifications: has or earning B.A./B.S. in market, business, research and communications, international development, or related field; experience researching and editing; ability to learn new software applications quickly; ability to prioritize multiple tasks; experience with Microsoft Office and desktop publishing preferred; knowledge of democratic or international development and a foreign language preferred. Send cover letter and résumé to e-mail: intern@ifes.org (indicating "Strategic Business Development Intern" in subject).

AMERICORPS/VISTA**AMERICORPS/VISTA LEADER • MT**

Position available with Montana Campus Compact. Duties: coordinates volunteer efforts and expands financial resources available to campuses and com-

munities for volunteerism; channels campus resources to enact positive community change in the areas of hunger, housing, and mentoring. VISTAs serve full-time, one-year positions in one of eight Montana communities. Upon completion of service, receive an education award of \$4,725 or cash stipend of \$1,200. Receive monthly living allowance of \$762, health insurance, and relocation allowance. Deadline for applications: 6/10/2004. Contact Jamie at e-mail: bussiere@mtcompact.org. Apply online at website: www.americorps.org (click "how to join" and apply to MTCC VISTA project program ID # MT010530-0).

VISTA LEADER • Baltimore, MD

VISTA Leader position available with Greater Homewood Community Corporation. Duties: coaches and coordinates an interdisciplinary team of ten to 12 VISTAs. Qualifications: well-organized and friendly individual seeking a future in nonprofit organizational management; excellent verbal and written communication skills required; fundraising, training, and peer mentoring experience preferred for this challenging position. Deadline for applications: 6/7/2004. Contact at phone: 410.261.3501; website: www.greaterhomewood.org.

PROGRAM ASSOCIATE • Washington, DC

Position available with National HIV/AIDS Fund. Major focus on AmeriCorps program management and member support with key involvement in grant-making administration, information management, meeting planning. Duties: provides program and administrative coordination for multisite AmeriCorps program; supports grant-making programs and technical assistance activities serving community-level partner organizations. Qualifications: two to five years' related professional experience required; master's degree can substitute for up to two years' experience; prior work experience with an AmeriCorps or other service-learning program preferred; computer proficiency required (database and website maintenance experience highly preferred). Send cover letter, résumé, and salary requirements to fax: 202.408.1818; e-mail info@aidfund.org.

DEVELOPMENT COORDIN. • Anchorage, AK

VISTA position available with Rural Alaska Community Action Program, Inc. Duties: recruits, trains, and supports up to ten VISTA members in rural Alaska from the Anchorage office. Members serve to build capacity in city and tribal councils in the areas of grant writing, computer training, and community planning. Opportunities for professional growth and travel in rural Alaska. Deadline for applications: 6/28/2004. Submit AmeriCorps/VISTA application online at website: www.americorps.com. Contact Brian Connors at phone: 907.279.2511; e-mail: bconnors@ruralcap.com.

AMERICORPS/VISTA LEADER • Denver, CO

Positions available with AmeriCorps/VISTA beginning the third week of July. Duties: develop programs that help affiliates build capacity in Colorado. Serve one year with living stipend of \$780 a month plus an end-of-year education award of \$4,725 or \$1,200 cash. Qualifications: bachelor's

degree; excellent communication and organizational skills; computer and volunteer experience as well as commitment to Habitat for Humanity. No otherschool or work commitments permitted. Deadline for applications: 6/4/2004. Full job details online at website. Complete an application online at website: recruit.cns.gov/quicksearchform.asp (search for: homelessness, Colorado, full-time, Americorps/VISTA and keyword "habitat"). Contact Heidi at phone: 888.834.5830.

CONSERVATION CORPS MEMBER • UT
Positions available with the Utah Conservation Corps for summer and fall 2004. Duties: construct trails; remove invasive weeds; restore habitat in Utah National Parks and Forests. For complete job details, contact Kate at phone: 435.797.0964, ext. 2. Download an application at website: www.usu.edu/ucc.

PROGRAM DIRECTOR • Eugene, OR
Position available with Northwest Youth Corps. Duties: responsible for the smooth operation and long-term viability of programs; trains and supervises staff; creates and implements goals and objectives; manages all reporting and data for the department and field support, ensuring safe programs; and maintains and expands supportive partnerships. The majority of the duties are office-based, but travel is frequently required to attend meetings, provide presentations, and visit field crews. YouthCorps programs cover a five-state area, serve more than 700 youth annually, employ more than 75 seasonal field staff and five permanent staff. Deadline for applications: 6/15/2004. Apply online at website: www.nwyouthcorps.org.

Join an RPCV Listserv

To receive additional job listings and passwords to online publications automatically, sign up for the Yahoo! Group called RPCVNetwork.

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

Online Employment Bulletins

➤ *International Career Employment Weekly*

➤ *Public Health Jobs Worldwide*

➤ *Environmental Career Opportunities*

➤ *Opportunities in Public Affairs*

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

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) in Asian, African, and Pacific countries.

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

Career Information Consultants

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

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

Peace Corps Career Centers

A Career Center with job postings, resource books, computers, fax machines, and phones is available at our Washington, D.C., recruitment office. Smaller career areas are also available in each of our other regional recruitment offices.

Contact them for more information.

Crisis Corps Recruiting Short-Term Volunteers

Mali

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

Apply Now

We anticipate Crisis Corps assignments in French-speaking Africa will become available soon. If you are a West Africa RPCV and have been considering Crisis Corps, now is the time to apply.

Current Crisis Corps Countries

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

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

Peace Corps

Washington, DC 20526

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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:

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E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to:
Database Mgr., 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.

NPCA Conference Career Fair: August 6, 2004

Confirmed exhibitors for the career fair include ACDI/VOCA, Chemonics International, Development Alternatives, Inc., and Service Employees International Union.

Participating schools include Brandeis University-The Heller School for Social Policy and Management; Indiana University-Kelley School of Business; Tulane University-MBA Program School for International Training; and University of Wisconsin-Milwaukee.

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

Emotional Intelligence: How to Use It in a Job Search

Presented by Thomas Morris, Career Management Expert

**Thursday, July 8, 2004
12 – 1:30 p.m.
Peace Corps Headquarters**

For more information, contact Patricia Licata at 202.692.1443

June Career Event

“Dos and Don'ts of Applying for Federal Jobs”

Madalyn Robinson, human resources specialist at the Peace Corps, will discuss the federal application process, OF-612 forms, responding to KSAs, application time frames, and noncompetitive eligibility.

**Wednesday, June 16, 2004
12 – 1:30 p.m.**

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

*For more information,
contact Clare Jensen
Returned Volunteer Services
202.692.1437*