



# Hotline

For Returned Volunteers/  
From the Office of Domestic Programs

## Hot Resources

### Highlights

Free online passwords to job bulletins.  
For more information, see page 14.

Free SIGI3 career assessment software and NPCA membership.  
For more information, see page 15.

## Peace Corps Hotline

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Returned Volunteer Services

To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://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](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

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## Ten Career Myths Held by PCVs and RPCVs



*Below is an article extracted from the Career Resource Manual originally printed in the June 1, 2007 issue of Hotline. It has been revised to reflect recent updates.*

Henry Ford said, “The School of Experience is the best school— but by the time you graduate you are too old to use it.” Too many people, not just Peace Corps Volunteers (PCVs) and returned Peace Corps Volunteers (RPCVs), make mistakes in their career planning, and by the time they correct them they have lost valuable time— maybe years. While it’s almost unavoidable to make some mistakes in your job-search efforts, careful planning will help you achieve your goal—a lifelong, rewarding career. By being aware of the following myths, you will be sure not to waste time because of them.

**MYTH 1: To succeed in a career, you should have a good picture now of what you want to do.** Few people can predict where they want to be, or what they want to do, ten or even five years from now. Often the

best we can do is to develop a reasonable job objective each time we are in the job market and launch the best possible campaign to get that job. Most people change jobs or occupations many times in their lifetime. In fact, it is almost assured that your very next job will not be your last job. Nor the one after that. As the old Chinese proverb says, “A journey of a thousand miles begins with a single step.” You need to determine today the best direction to move, and take that first step. Later, your career goals may be more refined, or radically changed. Therefore, continue defining and refining your career trajectory by building on each job, and make sure that you continue giving opportunity many chances to find you. This way many RPCVs end up in exciting jobs they never knew existed.

**MYTH 2: By studying your interests, abilities, and values, you should be able to pinpoint the type of job that is just right for you.** Like ready-made shoes, most jobs are only going

to roughly fit your interests, abilities, and values. Even those “dream jobs” can have negatives, such as employers who decide on Friday at 4:30 p.m. that you must work on Saturday. Everything you have done in life has probably included an element of compromise. Your goal is to find the career field, the employer, and the job that offers the most pluses and the fewest minuses — for you. Notwithstanding the “rough” fit, assessing your interests, values, and skills and mapping those to possible careers is generally a worthy exercise. To that end, the Office of Domestic Programs, Department of Returned Volunteer Services (RVS) licenses SIGI3—a highly interactive career and self-assessment tool. It will help you examine key motivators and match values, interests, and skills to educational and career pathways. Email RVS at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to learn how to access SIGI3.

**MYTH 3: My career field will probably be related to my past experiences and contacts.**

## Public Sector

### NAVAJO AREA INDIAN HEALTH SERVICE, DHHS • AZ and NM

Positions available with the Navajo Area Indian Health Service, DHHS. Duties: manage water and sanitation projects on the Navajo Reservation; responsible for engineering design and construction supervision. Qualifications: BS or higher in civil, environmental, chemical, or mechanical engineering. For more information and to apply, contact Sam Russell (RPCV-Cote D'Ivoire), Office of Environmental Health, PO Box 368, Kayenta, AZ 86033; e-mail: samuel.russell@ihs.gov; phone: 928.697.4064; fax: 928.697.4058.

### PEACE CORPS CAMPUS RECRUITER • Portland, OR

Position available with Portland State University. Duties: promotes Peace Corps volunteer service; interviews prospective candidates in the area. Qualifications: current student and an RPCV. Deadline: 7/31/2008. For more information and to apply, e-mail wblackwelder@peacecorps.gov; phone: 206.239.6601.

### PEACE CORPS CAMPUS RECRUITER • Seattle

Position available with University of Washington. Duties: promotes Peace Corps volunteer service on the campuses of The University of Washington; interviews prospective candidates in the Seattle area. Qualifications: current student and an RPCV. Deadline: 7/31/2008. For more information and to apply, e-mail wblackwelder@peacecorps.gov; phone: 206.239.6601.

### PEACE CORPS CAMPUS RECRUITER • Pullman, WA

Position available with Washington State University. Duties: promotes Peace Corps volunteer service on the campuses of Washington State University and the University of Idaho as well as the surrounding area; interviews prospective candidates in the area. Qualifications: current student and an RPCV. Deadline: 7/31/2008. For more information and to apply, e-mail wblackwelder@peacecorps.gov; phone: 206.239.6601.

### PEACE CORPS CAMPUS RECRUITER • Missoula, MT

Part-time position available with University of Montana. Duties: promotes Peace Corps service on the University of Montana campus; interviews prospective Peace Corps volunteers in the Missoula area. Qualifications: applicant must be an RPCV; student who will be matriculated during the 08/09 academic year preferred. Deadline: 7/31/2008. For more information and to apply, e-mail wblackwelder@peacecorps.gov; phone: 206.239.6601.

### PEACE CORPS CAMPUS REPRESENTATIVE • Boulder, CO

Part-time position available with University of Colorado. Duties: promotes and recruits for Peace Corps on campus and in communities; designs and implements recruitment strategy, including promotion to faculty, staff, and students; participates in job fairs; organizes information tables, informational meetings, etc. Qualifications: strong communicator; ability to network; creative, organized, and flexible; RPCV and CU grad student preferred; work 15–20 hours/week. Deadline: 6/13/2008. For more information and to apply, send résumé, cover letter, and three references to Peter Simons, 31 UCB, University of Colorado, Boulder, CO 80309; e-mail: peter.simons@colorado.edu.

### PEACE CORPS CAMPUS RECRUITER • VA

Position available with University of Virginia. Duties: works with the Mid-Atlantic Regional Recruiting Office to coordinate, design, and implement recruiting activities to increase awareness about Peace Corps programs; evaluates applications and conducts personal interviews; works closely with local RPCV groups. Qualifications: RPCV enrolled in a graduate program at University of Virginia; excellent oral and written communication skills; initiative and ability to work independently; ability to maintain regular office hours; ability to work 10–20 hours/week. Deadline: 6/01/2008. For more information and to apply, e-mail cover letter and résumé to Robyn Mofsowitz, rmofsowitz@peacecorps.gov.

### WATERSHED FINANCE ASSISTANT • DC

Position available with U.S. Environmental Protection Agency. Duties: develops watershed finance outreach materials, strategies, and partnerships to build the capacity of state and local government and nonprofit watershed organi-

## HOT! OPPORTUNITIES

### PEACE CORPS CAMPUS RECRUITER POSITIONS • Various locations

Part-time positions available with Peace Corps on campuses all over the U.S. Duties: coordinate, design, and implement recruiting activities to increase awareness about Peace Corps programs; evaluate applications and conduct personal interviews; work closely with local RPCV groups. Qualifications: successful completion of two-year assignment in the Peace Corps. For more specific information about these positions, see announcements titled "PEACE CORPS CAMPUS RECRUITER" under Public Sector listings on this page.

### ENVIRONMENTAL PROTECTION SPECIALIST, SPECIAL ASSISTANT • DC

Position available with Environmental Protection Agency (EPA), Climate Protection Partnership Division. Duties: evaluates impacts of Division programs; produces ENERGY STAR Annual Report; coordinates with other EPA offices/USG agencies on issues relating to energy efficiency and clean energy supply. Qualifications: BA in related field (MA preferred); background in quantitative analysis; strong oral/written communication skills. GS range: 7-13. **RPCVs with remaining noncompetitive eligibility (NCE) especially encouraged to apply.** Salary: \$39,330–\$107,854. Deadline: 6/13/2008. For more information and to apply, e-mail résumé to Kayla Roach at roach.kayla@epa.gov.



zations to obtain funds; assists in organizing and participating in workgroups; prepares and presents materials. Qualifications: BA/MA in a related field; knowledge of basic fund-raising strategies; experience with web page development; ability to perform independently and on teams. Salary: \$48K–\$58K. Deadline: 6/30/2008. For more information and to apply, e-mail [jones.tim@epa.gov](mailto:jones.tim@epa.gov); phone: 202.566.1245.

### **WISCONSIN NUTRITION EDUCATION PROGRAM (WNEP) COORDINATOR • Madison, WI**

Position available with the Nutrition Education Program in Sawyer County and Lac Courte Oreilles. Duties: provides leadership and direction; plans, implements, teaches, and evaluates culturally relevant educational programs directed at community needs on issues relating to the purpose of the program. For more information and to apply, visit [www.uwex.edu/ces/hr/](http://www.uwex.edu/ces/hr/).

### **PROJECT MANAGER - WATER AND SEWER IMPROVEMENTS •**

#### **Anchorage, AK**

Position available with the State of Alaska Village Safe Water (VSW) Program. Duties: works with small, remote communities throughout Alaska to develop sustainable water and sewer systems; works with communities on planning, designing, and constructing projects. Qualifications: BS in engineering with progressive project experience for higher flex positions. For more information and to apply, e-mail [jim.patterson@alaska.gov](mailto:jim.patterson@alaska.gov); phone: 907.269.7611.

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## **Private Sector**

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### **RESOURCE AND ACTIVITY SPECIALIST • Portland, OR**

Position available with Outside In. Duties: works with culturally diverse homeless youth in the Day Program; responsible for individual and group skill building activities; plans and prepares meals; manages and budgets time; pre-employment skill building. Salary: \$10/hour, bonus of \$1K to be paid out upon completion of 500 hours. For more information and to apply, visit [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

### **DIRECTOR • DC**

Position available with The Guatemala Human Rights Commission. Duties: manages

the organization; takes lead in programmatic, development, and some administrative areas. Qualifications: strong commitment to human rights and social justice issues; Spanish fluency; an understanding of grassroots organizing and event planning. For more information and to apply, send cover letter, résumé, writing samples in both English and Spanish, and contact information for three references to: Marty Jordan at 3321 12th St. NE, Washington, DC 20017; e-mail: [mjordan@ghrc-usa.org](mailto:mjordan@ghrc-usa.org) (include Director in the subject line of your e-mail); website: [www.ghrc-usa.org](http://www.ghrc-usa.org).

### **BILINGUAL (CHINESE) RESEARCH ASSISTANT • NY**

Position available with NYU School of Medicine Center for Immigrant Health. Duties: acts as research assistant for study on medical interpreting at the Bellevue Hospital Center; recruits and interviews patients. Qualifications: Mandarin and Cantonese fluency; energetic and committed; BA/BS; research experience a plus. Salary: \$30K–\$36K; NYU tuition remission. For more information and to apply, e-mail résumé with cover letter to [ephraim.shapiro@med.nyu.edu](mailto:ephraim.shapiro@med.nyu.edu).

### **OUTDOOR SCIENCE CAMP COOK • Portland**

Position available with Oregon Museum of Science and Industry (OMSI) Science Camp. Position runs until November. Duties: prepares meals for campers for summer science camps and adventures; runs kitchen, plans meals, orders food, and cooks for up to 100 people in camp setting. Qualifications: experience with group cooking; must have food handlers license; love of outdoors and living and working with large groups of people; must enjoy children; must be able to cook vegetarian and non-vegetarian meals. Salary: \$60–\$75/day, room and board. For more information and to apply, send résumé and cover letter to OMSI HR, 1945 SE Water Ave. Portland OR; website: [www.omsi.edu/info/employment](http://www.omsi.edu/info/employment).

### **CHAIN OF CUSTODY ASSISTANT • Northfield, MN and Richmond, VT**

Position available with the Rainforest Alliance. Duties: provides general administrative support for the new and existing clients; responsible for various administrative aspects of CoC certification assessments and audits; assists in

the preparation of cost proposals and client communications; provides preliminary review of reports. Qualifications: BA preferred; minimum one year administrative experience; background or interest in forestry and/or forest products preferred. Deadline: 7/12/2008. For more information and to apply, e-mail [personnel@ra.org](mailto:personnel@ra.org); phone: 212.677.1900.

### **ENTRY-LEVEL PARALEGAL (SPANISH/ ENGLISH) • Seattle**

Position available with Bishop Law Offices, P.S. Duties: manages case load from initial client intake through settlement or litigation; reviews and organizes correspondence; keeps attorneys apprised of case status; presents settlement proposals to insurers; gathers documentation; prepares pleadings; communicates with clients and insurers. Qualifications: Spanish fluency; proficiency with Word, Excel, Outlook; keyboard 50 wpm; excellent written and oral communication skills; excellent problem-solving skills; ability to multi-task and prioritize tasks; motivation to achieve compensation for injured victims of negligence; valid driver's license. Salary: \$25K–\$30K. Deadline: 6/20/2008. For more information and to apply, e-mail [jbishop@accidentsandinjuries.com](mailto:jbishop@accidentsandinjuries.com); phone: 206.592.9000.

### **BI-LINGUAL THERAPIST/ADVOCATE • Kansas City, MO**

Position available with Metropolitan Organization to Counter Sexual Assault (MOCSA). Duties: provides advocacy, assessment, treatment, case management, and related clinical services to victims and families of sexual assault and abuse, as well as adolescent and adult offenders; educates and collaborates with others about sexual assault and sexual abuse issues to improve systemic and societal response; participates in specialized projects requiring professional skills and knowledge. Qualifications: MA in social work, counseling, or related field; Missouri license eligible (if not licensed upon hire, must pass licensure test within six months of employment); previous training in sexual abuse treatment preferred; Spanish fluency required. Salary: \$30K–\$35K. For more information and to apply, e-mail [hmeyer@mocsa.org](mailto:hmeyer@mocsa.org); phone: 816.285.1321.

### **PAYROLL MANAGER • DC**

Position available with ACDI/VOCA. Duties: backstops payroll and manages timecard issues;

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# PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## ARIZONA

### University of Arizona

Tucson, AZ  
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers  
Phone: 520.621.9103  
E-mail: [rpcf@grad.arizona.edu](mailto:rpcf@grad.arizona.edu)

### Northern Arizona University

Flagstaff, AZ  
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.

Contact: Jane Thompson  
Phone: 928.523.7387  
E-mail: [mba@nau.edu](mailto:mba@nau.edu)

## CALIFORNIA

### Humboldt State University

Arcata, CA  
Secondary education program with placement at Academy of the Redwoods—an early college high school.

Contact: Keri Gelenian  
Phone: 707.476.4577  
E-mail: [keri-gelenian@redwoods.edu](mailto:keri-gelenian@redwoods.edu)

### Loma Linda University

Loma Linda, CA  
Public health, including global health, humanitarian assistance, and reproductive health.

Contact: Nikki Gray  
Phone: 909.558.4902  
E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## COLORADO

### University of Colorado Denver

Denver, CO  
School of Public Affairs  
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.

Contact: Dr. Christine Martell  
Phone: 303.315.2716  
E-mail: [christine.martell@cudenver.edu](mailto:christine.martell@cudenver.edu)

### University of Denver

Denver, CO  
Graduate School of International Studies  
International administration, international development, international human rights, international studies, international security, global finance, trade, and economic integration.

Contact: Nicole Vilegi  
Phone: 303.871.3838  
E-mail: [Nicole.vilegi@du.edu](mailto:Nicole.vilegi@du.edu)

Graduate School of Social Work  
Master of Social Work (MSW) degree with concentration in either clinical or community practice; specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial

assistance. The MSW application fee is waived. All applicants to the program are considered for merit scholarships, ranging from \$6,000 to \$12,000 per year for full-time students. Need-based awards also available. Those selected for the Fellows/USA program will receive an additional \$5,000 scholarship.

Contact: Dr. Julie Laser  
Phone: 303.871.2841  
E-mail: [julie.laser@du.edu](mailto:julie.laser@du.edu)

School of Communication  
International and intercultural communication.  
Contact: Dr. Margaret Thompson  
Phone: 303.871.3947  
E-mail: [mthomps@du.edu](mailto:mthomps@du.edu)

## CONNECTICUT

### Yale University

New Haven, CT  
International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.

Contact: Alice Kustenbauder  
Phone: 203.432.3418  
E-mail: [International.relations@yale.edu](mailto:International.relations@yale.edu)

## DISTRICT OF COLUMBIA

### George Washington University

Washington, DC  
Transition special education, secondary education.

Contact: Dr. Jeanne Embich  
Phone: 202.973.1061  
E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## FLORIDA

### Florida Institute of Technology

Melbourne, FL  
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski  
Phone: 321.674.8946  
E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## GEORGIA

### Georgia College & State University

Milledgeville, GA  
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Roy Moore  
Phone: 478.445.6848  
E-mail: [roy.moore@gcsu.edu](mailto:roy.moore@gcsu.edu)

### Kennesaw State University

Kennesaw, GA (Metro-Atlanta)  
Master of Business Administration (MBA) and Master of Accounting (MACC) degrees. Graduate assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.

Contact: Dan Paracka  
Phone: 770.423.6732  
E-mail: [dparacka@kennesaw.edu](mailto:dparacka@kennesaw.edu)

## ILLINOIS

### DePaul University

Chicago, IL  
Teaching certificate leading to MA in Education in Special Education, Spanish, Math, or Science.

Contact: Katie Dorsch  
Phone: 773.325.7170  
E-mail: [kdorsch@depaul.edu](mailto:kdorsch@depaul.edu)

### Illinois State University

Normal, IL  
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.

Contact: Beverly Beyer  
Phone: 309.438.7090  
E-mail: [stevensoncenter@ilstu.edu](mailto:stevensoncenter@ilstu.edu)

### Western Illinois University

Macomb, IL  
Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.

Contact: Karen Peitzmeier  
Phone: 800.526.9943  
E-mail: [pcf@wiu.edu](mailto:pcf@wiu.edu)

## INDIANA

### Indiana University

Bloomington, IN  
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy and natural resource management, policy analysis; and nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master degree with other programs also available.

Contact: Jennifer Forney  
Phone: 812.855.2840  
E-mail: [spea@indiana.edu](mailto:spea@indiana.edu)

## KANSAS

### 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).

Contact: Dr. Judith Hayes  
Phone: 316.978.6580  
E-mail: [judith.hayes@wichita.edu](mailto:judith.hayes@wichita.edu)

## LOUISIANA

### 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.

# PEACE CORPS Fellows/USA



Contact: Dr. Marla Nelson  
Phone: 504.280.3110  
E-mail: cupa@uno.edu

## **Xavier University of Louisiana** New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education.  
Contact: Dr. Renee Akbar  
Phone: 504.520.5389  
E-mail: rvakbar@xula.edu

## MARYLAND

### **Johns Hopkins University** Baltimore, MD

Nursing, public health.  
Contact: Mary O'Rourke  
Phone: 410.955.7548  
E-mail: orourke@son.jhmi.edu

### **University of Maryland—Baltimore** Baltimore, MD

Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.  
Contact: Lane Victorson  
Phone: 410.706.5316  
E-mail: lvictorson@ssw.umaryland.edu

### **University of Maryland—Baltimore County** Baltimore, MD

Shriver Peaceworker Program  
All programs of University of Maryland—Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.  
Contact: Dr. Joby Taylor  
Phone: 410.455.6398  
E-mail: joby.taylor@umbc.edu

### **University of Maryland—College Park** College Park, MD

Degrees in public policy and management, joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.  
Contact: Ms. Taryn Faulkner  
Phone: 301.314.2486  
E-mail: faulkner@umd.edu

## MICHIGAN

### **University of Michigan** Ann Arbor, MI

Ford School of Public Policy  
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.  
Contact: Beth Soboleski  
Phone: 734.765.0453  
E-mail: bsobo@umich.edu

School of Natural Resources and Environment  
Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program

for those with other undergraduate degrees. Benefits (financial): tuition stipend.  
Contact: Sondra Auerbach  
Phone: 734.764.6453  
E-mail: sondramr@umich.edu

## MISSOURI

### **University of Missouri-Columbia** Columbia, MO

Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.  
Contact: Donald Spiers  
Phone: 573.882.6131  
E-mail: spiersd@missouri.edu

### **University of Missouri-Kansas City** Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.  
Contact: Robyn Turner  
Phone: 816.235.5243  
E-mail: turnerrob@umkc.edu

## NEW HAMPSHIRE

### **Southern New Hampshire University** Manchester, NH

Community economic development, international community economic development, business, National Weekend Program.  
Contact: Kathleen Kennedy  
Phone: 603.644.3103 ext. 2307  
E-mail: k.kennedy@snhu.edu

## NEW JERSEY

### **Rutgers University** Camden, NJ

Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy.  
Contact: Sandra Cheesman-Cattefesta  
Phone: 856.225.6860  
E-mail: scheesma@camden.rutgers.edu

## NEW MEXICO

### **New Mexico State University** Las Cruces, NM

Degrees in public health, social work, and nursing, plus joint public health and social work degree.  
Contact: Dr. Sue Forster-Cox  
Phone: 505.646.2183  
E-mail: sforster@nmsu.edu

### **Western New Mexico University** Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership, interdisciplinary.  
Contact: Dr. Patricia Maguire  
Phone: 505.722.3389  
E-mail: wnmupcf@hotmail.com

## NEW YORK

### **Columbia University, Teachers College** New York, NY

Urban education, including bilingual education,

teaching math or science, ESOL, special education, reading specialist.

Contact: Shelly Chin  
Phone: 212.678.4080  
E-mail: pcfellows@tc.edu

### **Cornell University** Ithaca, NY

City and regional planning (MS)  
Contact: Tina M. Nelson  
Phone: 607.255.6848  
E-mail: tmn2@cornell.edu

### **Fordham University** Bronx, NY

MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg  
Phone: 718.817.4064  
E-mail: iped@fordham.edu

### **The New School** New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management.  
Contact: Admissions Office  
Phone: 212.229.5400, ext. 1130  
E-mail: milanoadmissions@newschool.edu

## NORTH CAROLINA

### **Duke University** Durham, NC

Fuqua School of Business  
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. Certificates of Excellence also offered in finance and marketing as well as a certificate program in health sector management. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.  
Contact: Matthew T.A. Nash  
Phone: 919.660.7791  
Fax: 919.660.1096  
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.  
Contact: Stephanie Alt Lamm  
Phone: 919.613.9218  
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy  
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.  
Contact: Duke MPP Admissions Office  
Phone: 919.613.9205  
E-mail: mppadmit@duke.edu

## OHIO

### **University of Cincinnati** Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design.  
Contact: Johanna W. Looye  
Phone: 513-556-0216  
E-mail: johanna.looye@uc.edu

# PEACE CORPS Fellows/USA



## **Bowling Green State University**

Bowling Green, OH

*In Development: Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.*

Contact: Dr. Margaret Zoller Booth

Phone: 419.372.9950

E-mail: boothmz@bgsu.edu

## OREGON

### **University of Oregon**

Eugene, OR

Community and regional planning, public administration.

Contact: Field Coordinator

Phone: 541.346.2879

E-mail: rare@darkwing.uoregon.edu

## PENNSYLVANIA

### **Carnegie Mellon University**

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: Renee Hairston

Phone: 412.268.1909

E-mail: hairston@andrew.cmu.edu

### **Duquesne University**

Pittsburgh, PA

Center for Environmental Research and Education  
Environmental science, environmental management, environmental policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.

Contact: Dr. Stanley J. Kabala

Phone: 412.396.4233

E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy

MA: policy analysis and administration, conflict resolution and peace studies.

Contact: Dr. Evan Stoddard

Phone: 412.396.5179

E-mail: stoddard@duq.edu

Graduate School of Business Administration

MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.

Contact: Patricia Moore

Phone: 412.396.5529

Email: moorep@duq.edu

### **Seton Hill University**

Greensburg, PA

Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.

Contact: Dane Zimmer

Phone: 724.838.4209

E-mail: zimmer@setonhill.edu

### **University of Pennsylvania**

Philadelphia, PA

Fels Institute of Government

Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Michelle Garcia-Navarro

Phone: 215.746.6684

E-mail: garciana@sas.upenn.edu

## SOUTH CAROLINA

### **University of South Carolina**

Columbia, SC

Center for Child and Family Studies

Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Laura Boudon

Phone: 803.777.5190

E-mail: boudon@gwm.sc.edu

Moore School of Business

International business administration, joint degrees.

Contact: Reena Lichtenfeld

Phone: 803.777.6749

E-mail: rlichten@moore.sc.edu

## VERMONT

### **University of Vermont**

Burlington, VT

Community and economic development, entrepreneurship; environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Ken Bauer

Phone: 802.656.1965

E-mail: Ken.bauer@uvm.edu

## VIRGINIA

### **George Mason University**

Fairfax, VA

Elementary education and English as a second language master's programs.

Contact: Lynn Walker Levy

Phone: 703.993.3602

E-mail: lwalker3@gmu.edu

## WISCONSIN

### **Marquette University**

Milwaukee, WI

Business, engineering, communication, educational policy and leadership, English, economics, history, international affairs, philosophy, political science, public service, theology. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara

Phone: 414.288.5861

E-mail: carole.ferrara@marquette.edu

### **University of Wisconsin-Milwaukee**

Milwaukee, WI

Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.

Contact: Lisa Heuler-Williams

Phone: 414.229.6155

E-mail: heuler@uwm.edu

### **University of Wisconsin-Stevens Point**

Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett

Phone: 715.346.4191

E-mail: tim.ginnett@uwsp.edu

## WYOMING

### **University of Wyoming**

Laramie, WY

American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen

Phone: 307.766.3898

E-mail: esandeen@uwyo.edu

*Continued from page 3*

advises on payroll taxation and regulations; prepares monthly reconciliations of the payroll related bank accounts; reviews payroll postings and reconciliation to G/L; manages overseas payroll tax deposits; works with human resources to resolve conflicts. Qualifications: BA in accounting, finance, or related degree; minimum five years' experience in advanced payroll functions and management required; knowledge of domestic and international taxation of employees, related benefits, and allowances. Deadline:

6/30/2008. For more information and to apply, visit <http://www.acdivoca.org>.

### **FIELD INSTRUCTOR • Hunt, TX**

Position available with Mo-Ranch. Duties: teaches environmental education and leadership skills to middle school students in camp setting; leads classes; develops new activities; participates in canoeing, climbing, hiking, discovering, and playing with camp attendees. Qualifications: any combination of educa-

tion and experience equivalent to a four year degree from an accredited institute of higher education; prefer experience in outdoor education, camps, or other experience in human relations; courses leading to teacher certification are preferred. Salary: \$6.80/hour with possibility of overtime; housing provided. Deadline: 7/18/2008. For more information and to apply, e-mail [elp@moranch.com](mailto:elp@moranch.com); phone: 800.460.4401 x 249.

## **U.S. FINANCE MANAGER CONSULTANCY • DC**

Position available with Visions in Action. Duties: tracks U.S. and overseas budgets and expenditures; controls cash, U.S. office revenue, and expenses; responsible for cost control and reduction; integrates and adjusts internal financial systems; pays bills and taxes; submits regular monthly finance reports; submits major financial reports to U.S. and U.N. donors; conducts audits. Qualifications: fluency in QuickBooks; proficiency with double-entry; accrual method of accounting essential; experience producing financial statements and working with external auditors required; experience managing finances of U.S. government contracts, especially USAID, desirable; BA required, preferably an MBA or CPA. For more information and to apply, e-mail [jobs@vision-sinaction.org](mailto:jobs@vision-sinaction.org); phone: 202.625.7402.

## **SENIOR DIRECTOR OF GLOBAL CONTRACTS • Raleigh, NC**

Position available with Greene Resources. Duties: provides overall corporate management, guidance, and coordination of contract and grant activities, including oversight, management, and control of contract administrators and contract negotiators; assumes the lead role in planning and problem solving related to contract management; works with management to develop and implement strategies; assists contract staff on large, high-risk proposals, and other regulatory audits. Qualifications: must have an MBA or JD. Salary: \$120K. For more information and to apply, e-mail [brigitte@greeneresources.com](mailto:brigitte@greeneresources.com); phone: 919.862.8602; website: [www.RTI.com](http://www.RTI.com) or [www.GreeneResources.com](http://www.GreeneResources.com).

## **SENIOR PROPOSAL COORDINATOR • DC**

Position available with ACDI/VOCA. Duties: contributes to the development of technical and cost proposals; researches both competition and potential partners; undertakes technical writing and management for proposals; ensures open communication across the proposal teams. Qualifications: BA in international development, business, economics, or a related degree; MA strongly preferred with at least four years' professional experience and at least one year in an international development environment required. Deadline: 6/30/2008. For more information and to apply, visit [www.acdivoca.org](http://www.acdivoca.org).

## **INTERNATIONAL RECRUITER • DC**

Position available with ACDI/VOCA. Duties: responsible for sourcing and screening potential candidates for specific projects and proposals; tailors candidates' CVs to match donor specifications. Qualifications: BA with five years' recruitment experience required, including one year of international development industry preferred; experience must include strong outreach, networking, organizational, and writing skills. Deadline: 6/30/2008. For more information and to apply, visit <http://www.acdivoca.org>.

## **CAMPAIGN DIRECTORS •**

### **Various locations**

Positions available with CCS. Duties: work with major nonprofits in designing and implementing significant fund-raising programs. Qualifications: campaign or major gifts experience; transferable consulting, communications, marketing, and strategic planning experience; ability to travel and relocate are required. For more information and to apply, submit résumé, cover letter, and salary history to [careers@ccsfundraising.com](mailto:careers@ccsfundraising.com); subject line: Peace Corps; phone: 800.223.6733; website: [www.ccsfundraising.com](http://www.ccsfundraising.com).

## **CAMPUS REPRESENTATIVE •**

### **Champaign, IL**

Part-time position available with University of Illinois at Urbana-Champaign. Position runs 8/2008–5/2009. Duties: promotes Peace Corps at the university; works with Chicago regional office in screening applicants; maintains contact with faculty, students, and organizations; answers questions from applicants; participates in career fairs. Qualifications: successful completion of two-year assignment in the Peace Corps; registered, or eligible to register, as a graduate student at the University of Illinois at Urbana-Champaign; outstanding organization, communication, and presentation skills. For more information and to apply, e-mail [grooney@uiuc.edu](mailto:grooney@uiuc.edu); phone: 217.244.1497; website: [www.careercenter.uiuc.edu/about/grads.asp](http://www.careercenter.uiuc.edu/about/grads.asp).

## **OUTDOOR SCIENCE CAMP PROGRAM COORDINATOR • Portland, OR**

Position available with Oregon Museum of Science and Industry (OMSI) Science Camp. Duties: provides program support, administration, scheduling, and instruction; develops curriculum; supervises camp counselors; teaches ecology, geology, astronomy, natural resource management,

and wilderness skills to students. Qualifications: BA/MA in natural science; teacher certification or experience in field naturalist programs; one year leadership, supervisory, or management experience; ability to develop and implement lesson plans; current First Aid/CPR. Salary: \$23K–\$25K/year. For more information and to apply, send résumé and cover letter to OMSI HR, 1945 SE Water Avenue, Portland, OR, 97214; website: [www.oms.edu/info/employment](http://www.oms.edu/info/employment).

## **INTERNATIONAL RECRUITER •**

### **Arlington, VA**

Position available with CARANA Corporation. Duties: responsible for recruitment for proposals; builds/maintains network of candidates; contacts consultants; writes and edits CVs; maintaining résumé management system; collaborates with technical staff to develop strategic recruitment campaigns and identify resources to track industry specialists; attends career fairs. Qualifications: BA; proficiency in a second language a plus; ability to communicate effectively with senior level candidates; flexible work style; proactive and innovative approach towards recruitment; strong organizational skills; ability to multi-task; detail/deadline-oriented; knowledge of MS Office and Internet. Deadline: 6/30/2008. For more information and to apply, e-mail [jobs-recruiter3@carana.com](mailto:jobs-recruiter3@carana.com); website: [www.carana.com](http://www.carana.com).

## **DEVELOPMENT (FUNDRAISING)**

### **ASSOCIATE • DC**

Position available with Carnegie Endowment for International Peace. Duties: writes grant reports; assists in preparing and submitting proposals; conducts research on and prepare profiles of funding prospects; conducts funder mailings; tracks and schedules donor outreach; maintains funder database and produce reports; aids in program administration. Qualifications: detail-oriented, extremely organized person with excellent written and oral communications skills; initiative and ability to exercise good judgment; prefer two years' development experience; knowledge of Raiser's Edge; and interest in international affairs. For more information and to apply, e-mail [HR@ceip.org](mailto:HR@ceip.org); phone: 202.483.7600.

## **HOUSING CASE MANAGER •**

### **Portland, OR**

Position available with Outside In. Duties: provides case management services for youth, with

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# Peace Corps Response



## Eastern Caribbean

The Health, Hope and HIV Network (HHH Network) of Antigua & Barbuda has requested a Peace Corps Response Volunteer (PCRv) to work as a Capacity Building Volunteer for a six month assignment. HHH Network is a nonprofit and non-governmental organization that was formed to address the plight of people living with HIV and AIDS (PLWHA) and supports those who are infected and affected. The PCRv will assist in building the capacity of the HHH Network office to more effectively support PLWHA in Antigua and Barbuda. Duties: assist staff in identifying and writing project proposals which would ensure continuous funding for the HHH Network; train members of the HHH Network in proposal writing; train members of the HHH Network in basic computer literacy; advise the HHH Network staff on efficient office administration practices; teach basic Spanish to the staff. Qualifications: BA in social sciences, community development, or related field; experience in NGO development, capacity building, proposal writing, resource development, and training; strong program management skills; minimum two years HIV/AIDS experience, preferably in working with PLWHA; proficient in MS Office applications; high level Spanish skills and ability to teach basic Spanish.

Diabetes is the number one cause of death in St. Lucia. The results of a recent analysis carried out by Universal Health Care showed that St. Lucia has the per capita highest number of cases in the world, eight times higher than the next country. The St Lucia Diabetic & Hypertensive Association (SLDHA) seeks a Program Development Volunteer for a 6-month assignment beginning in August to strengthen the institutional capacity of the SLDHA and improve outreach to targeted community groups to reduce the prevalence of diabetes and hypertension in St. Lucia. The duties include: Work with key staff members in the development of a strategic plan including: 1) Reviewing current programs and activities, 2) Developing short- and long-term program objectives, 3) Proposing recommendations for appropriate activities to meet the needs of members and clients, 4) Drafting a program budget and 5) Preparing an implementation and evaluation plan; Assist in formulating project proposals for local

and international support; Advise on improving the collection and use of data regarding the target population; Assist with training and public outreach for relevant staff and community members; Update and expand the resource database.

Qualifications: Bachelor's degree in Social Sciences/courses in public health or business plus; 2 years plus experience in organizational development and/or program management for a non-profit, including: Strategic planning, Proposal/grant writing, Outreach and communications, Training and workshop design and Partnership development; Understanding of basic scientific methods of data collection to assist with accurate data collection; Research and networking skills; Excellent writing skills; Ability to work independently; Flexibility, patience and an optimistic attitude, knowledge of diabetes organizations within the region and internationally.

## El Salvador

Save the Children US is requesting two Peace Corps Response Volunteers to provide support for an emergency preparedness project in the municipality of Izalco in El Salvador for a Disaster Preparedness and Mitigation (DPM) program. The PCR Volunteers will support and strengthen existing emergency response teams in nine communities and train the remaining two communities in disaster preparedness activities to include formulating emergency plans, updating risk mapping procedures and risk maps, and conducting emergency preparedness drills. The Volunteers will also be responsible for coordinating all disaster preparedness activities with local government entities and other relevant organizations.

Qualifications: Degree in social sciences; experience with disaster preparedness activities; knowledge of emergency management procedures; strong Spanish language skills; experience with non-formal training and sustainable local development; ability to work independently with problem solving skills, professionalism, and leadership.

## Guyana

TECHNICAL OFFICER – GUYANA

Partner Organization: Health Sector Development Unit (HSDU) and Guyana Geology and

Mines Commission (GGMC)

Length of Assignment: six months

Projected start date: April 2008

The Health Sector Development Unit (HSDU) and Guyana Geology and Mines Commission (GGMC) is requesting a Peace Corps Response Volunteer to assist with the Guyana HIV/AIDS Prevention and Control Project. The Technical Officer will work to promote HIV/AIDS awareness within the mining sector through \*outreach activities, \* the training of Field Counselors and selected members of the community and through the \*promotion of alternative sustainable income programs to augment mining activities.

Mandatory qualifications include: degree in health education, counseling, or other social science related degrees, at least two years experience with HIV/AIDS education, solid communication skills, Training of Trainers and capacity building experience, substantial experience in curriculum/materials development, and experience with data collection using Excel.

Desired qualifications include: experience with mining communities, commercial sex workers and other vulnerable populations, some knowledge of Portuguese.

CRS/AIDS Relief is requesting a PCRv for a six-month assignment in Guyana. The Community Outreach Coordinator will work to strengthen client services at three local hospitals and a care center. Duties and responsibilities: provide technical support in the form of case management assistance, strengthen organizational structures of NGOs providing HBC services, develop methodologies for refresher training, develop strategies for referring clients for continued care, assist with implementing peer support networks and client education. Mandatory qualifications: MPH or related degree, experience in community mobilization, HBC referral networks or knowledge of referral system methodologies, experience in curriculum development, training, capacity building, at least one year experience with HIV programming.

## Liberia

Peace Corps Response is seeking qualified volunteers to work within Education sector positions in Liberia. With a Peace Corps absence in



# Peace Corps Response



Liberia of nearly two decades, this is a special opportunity for Peace Corps Response Volunteers (PCRVs) to be a part of the agency's historic re-entry. PCRVs will be in a post-conflict and reconstruction environment and will be working within the Education sector. Assignments are expected to be in some of the following fields: teacher training, curriculum development, classroom teaching, education administration, education policy assistance. We are seeking experienced teachers and education administrators for these assignments and encourage qualified PCRVs to submit an application. Early application submissions are encouraged due to the highly competitive nature of these assignments. Position descriptions are currently in development and we will update Hotline and the Peace Corps Response website with further details.

## Malawi \*

\* This program requires that volunteers serve out a full twelve-month term.

The Ministry of Local Government and Rural Development in Malawi requests 12 Peace Corps Response Volunteers to work as HIV/AIDS Technical Assistants at the district level. Duties: provide HIV/AIDS technical support to the director of planning and development, the district AIDS coordinator and the office of social welfare; assist with development of CBOs through capacity building, training, communication and resource identification; create and modify M&E tools and financial spreadsheets; strengthen relationships among stakeholders. Qualifications: BA in public health, social sciences, community development, or related fields; experience working with HIV/AIDS related programming, training, capacity building; strong management, strategic planning and program development skills, M&E, report writing; experience living and working in sub-Saharan Africa, preferably Malawi; MA in public health, organizational development, or related fields; experience conducting training workshops; knowledge of local languages, including Chichewa.

## Namibia

Youth 2 Youth is reopening assignment following the death of its founder. They are requesting

a PCRV for their HIV/AIDS Initiative - Sexual & Reproductive Health program. As a Youth Development Advisor, the PCRV will assist the staff in developing and implementing an M&E system, revise existing systems and tools, build organizational capacity, create educational materials and conduct staff training in all areas of program administration. Mandatory qualifications include degree or extensive experience in Youth Development or related field, at least one year experience in community development, program development, knowledge of M&E programs and strong oral and written communication skills.

## Philippines

Intervida Philippines Foundation has requested a Peace Corps Response Volunteer (PCRV) to work as an Environmental Resource & Disaster Management Technical Assistant for a 6 month assignment. Intervida Philippines Foundation - a branch of the Spanish NGO Intervida, based in Barcelona, Spain - was created in 2004 and has been involved in projects focusing on Education, Health, Infrastructure, and more. In 2006 the Bicol region of the Philippines suffered from several natural disasters resulting in the development of relief operations as well as a new disaster preparedness program. The Peace Corps Response Volunteer will assist the Program Coordinator in order to contribute to various components of the Disaster Management & Environment Program. Duties include: planning, preparing, and conducting trainings as well as monitoring actions in environmental disaster preparedness and response activities; linking with potential partner institutions for collaboration on preparedness and response activities; reporting and evaluating project activities; helping other Intervida Philippines Foundation Sectors in their activities, related to his/her field of expertise; preparing Information, Education and Communication materials for environmental and disaster awareness campaigns including posters, brochures, and other materials that are culturally appropriate and in the local language(s); leading facilitation of the diagnostic study on the environmental situation in the project areas. Qualifications: Mandatory: B.A. or B.S. in Environmental Science or related field; RPCV from the Philippines; fluency in Tagalog and/

or Bicol dialect; at least 2 years of community based work experience; must be flexible and able to work in difficult working conditions; ability to work independently and carry out duties effectively with minimum supervision; ability to maintain performance expectations in diverse cultural contexts. Desired: previous experience in Disaster Management; previous experience in community-based environmental training; working knowledge of Spanish.

Save the Children Federation (SC) seeks a Volunteer to work with staff and local government units to develop designs, strategies, implementation plans and budget projections for the establishment of a solid waste management program at five project sites serving children and families affected by Typhoon Reming. Duties and Responsibilities: Conduct an assessment of current solid waste management systems in the five project sites and propose recommendations; research successful systems for possible replication; establish relationships with government units and related line agencies at the sites; work with partners to plan, design, establish buy-in for, and implement actions based on assessment recommendations; assist in identification and mobilization of resources to finance the implementation of the solid waste management plan; assist SC staff to build sustainable management capacity of communities and local government units in the administration of the plan; document best practices. Mandatory Qualifications: Degree in environmental science or related field with strong background in solid waste management; RPCV with water & sanitation and/or solid waste management experience; excellent written and verbal communication skills; 2-3 years experience in community organizing and project management; basic computer skills; training experience related to solid waste management. Desired: Skilled at establishing rapport with various stakeholders and able to work effectively as a team member; flexibility and adaptability; cross-cultural sensitivity and ability to work within cultural boundaries; ability to work with limited resources; experience in resource mobilization; RPCV Philippines or other Southeast Asian country preferred, but technical expertise will be prioritized.

# Peace Corps Response



Save the Children Federation (SC) seeks to enhance support and protection for children and their families by strengthening services in natural disaster risk management for those affected by Typhoon Reming. Starting in July, SC requests a Volunteer for 6 months to serve as a Technical Officer for Development of Teaching/Learning Materials with its Project Technical Coordinators to compile and reformat existing training materials into a training tool kit for disaster preparedness at the community level. The Volunteer will also generate a programming guide that encompasses components of three project areas: 1) non-food commodity distribution; 2) food security and livelihood; 3) capacity building in disaster preparedness.

Qualifications: Degree in education, social sciences, or related field with strong background in developing teaching/training materials and in writing/documentation; Excellent written and verbal English communication skills; 2-3 years experience in community development project management; Basic computer skills in word processing, experience in graphic design and/or publication layout; Ability to establish rapport with staff, partners and communities and function as a team member; Flexibility and adaptability; Cross-cultural sensitivity and ability to work within cultural boundaries; Ability to work with limited resources; RPCV Philippines or other Southeast Asian country preferred, but technical expertise is the priority consideration; Experience in resource mobilization/fundraising.

## Uganda

Wildlife Clubs of Uganda has requested a Peace Corps Response Volunteer to work as an Institutional Development volunteer for a 6 month assignment. Duties include: assist in develop-

ing a financial/fundraising strategy; facilitate a stakeholders' discussion on developing and implementing the financial/fundraising strategy; facilitate training workshops in fundraising for Wildlife Club leaders; assist in developing information and fundraising packages for the Wildlife Clubs. Qualifications: MA or related degree; experience in organizational development, fundraising, and development of financial systems; experience in strategic plan design and implementation; experience in developing organizational policies and systems; experience in working with membership organizations or associations; training and capacity building experience.

## Zambia

A local NGO in Zambia called Luapula Foundation is requesting a Peace Corps Response Volunteer (PCRVR) for a six-month assignment to work as an IT Technical Advisor. The Foundation provides support to Orphans and Vulnerable Children (OVC) primarily in the areas of education, nutrition and psychosocial needs, provides training for youth and adults in HIV prevention and provides support for HIV/AIDS Counseling and Testing (CT) services (both mobile and fixed sites). The PCRVR will be responsible for the following duties: 1) develop an inventory of existing IT equipment, 2) provide recommendations to management for upgrades and additional equipment, 3) identify technical needs of staff members and provide training in IT functionality and maintenance, 4) assist with the development of a database system, and 5) design and develop a website. Mandatory qualifications: Degree in Management Information Systems (MIS), Computer Science or related field, proven website development experience, knowledge of hardware/

software troubleshooting techniques, knowledge of database systems and data management, skill in multi-tasking and setting priorities. Desired qualifications: Experience with staff development/skills transfer and technical training, web design skills, excellent communication skills and ability to pay attention to details, able to perform duties in a professional, mature manner and maintain confidentiality.

The National HIV/AIDS/STI/TB Council is requesting four (4) PC Response Volunteers to assist with building capacity of the Provincial AIDS Coordination Advisors and other Provincial support staff in an effort to improve data collection methodologies and reporting structures. The duties and responsibilities of the PCRVRs will be to implement effective data collection methodologies and analytical tools, provide training to ensure data integrity and continuity throughout all provinces and districts, and strengthen capacity of reporting capabilities.

Mandatory qualifications: MPH or relevant social science degree, minimum two years HIV/AIDS experience, preferably in Africa, specific skills in M&E, capacity building, resource development and training, proficiency in data collection, analysis and reporting using MS-Excel, SPSS/EPI-info, CRIS or other relevant data analysis software, presentation skills using PowerPoint and the ability to work independently with minimal supervision.

## How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Peace Corps Response website at [www.peacecorps.gov/response](http://www.peacecorps.gov/response); or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at [www.peacecorps.gov/response](http://www.peacecorps.gov/response).

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



*Continued from Page 7*

some specialization in working with people with HIV. Qualifications: MSW/MA in counseling; two years' relevant case management; MH; A/D; experience with adolescents; Spanish language skills highly valued. For more information and to apply, visit [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

### **ASSOCIATE ADMISSIONS DIRECTOR • Litchfield, CT**

Position available with The Forman School. Duties: travels, represents, and markets the school to current and prospective students and parents, educational consultants, at school fairs and conferences across the country and around the world. Qualifications: experience with or knowledge of students with learning differences a plus; strong organizational and communication skills; strong interpersonal skills; a sense of humor; enjoyment interacting with adults and teenagers. Deadline: 6/15/2008. For more information and to apply, e-mail [adam.man@formanschool.org](mailto:adam.man@formanschool.org); phone: 860.567.1807.

### **SENIOR GROUP WORKER • Goochland, VA**

Position available with Elk Hill. Duties: supervises and assists young men in making life-changing decisions through problem solving, crisis intervention, and physical fitness activities. Qualifications: BA in social work or psychology; two years' professional experience working with children. Salary: \$25K–\$38K. Deadline: 6/30/2008. For more information and to apply, e-mail [asullivan@elkhill.org](mailto:asullivan@elkhill.org); phone: 804.457.4866.

### **ADULT NURSE PRACTITIONER • Arlington, VA**

Position available with Arlington Free Clinic. Duties: provides primary and secondary health care services to adult clients with acute care and chronic illnesses according to clinic protocols; provides assessment, diagnosis, treatment, prescriptions, medications, and referrals as appropriate. Qualifications: BS in Nursing; current VA Nurse Practitioner certification; two years' experience as NP in adult care; Spanish fluency preferred. For more information and to apply, e-mail [cmiller@arlingtonfreeclinic.org](mailto:cmiller@arlingtonfreeclinic.org); phone: 703.979.1425 x 11.

### **BI-LINGUAL THERAPIST/ADVOCATE, EDUCATION AND OUTREACH SPECIALIST • Kansas City, MO**

Position available with Education and Outreach Specialist. Duties: provides bi-lingual Spanish/

English sexual violence education and prevention programs to the community; performs outreach activities to inform community of MOCSA services and to increase awareness and knowledge of issues pertaining to sexual assault and sexual abuse and its prevention; serves as staff coordinator/implementer for the sexual violence prevention education initiative in Wyandotte County; staffs the 24-Hour Crisis Line; promotes collaboration with and among the community, police, and prosecutors. Qualifications: BA in human service field or equivalent experience; ability to effectively communicate in both English and Spanish; experience working with youth extremely helpful; excellent communication, organizational, networking skills, and public speaking ability; strong interest in helping others. For more information and to apply, e-mail [hmeyer@mocsa.org](mailto:hmeyer@mocsa.org); phone: 816.285.1321.

### **LATIN AMERICA ANALYST • Annapolis, MD**

Position available with iJET International. Duties: writes time-sensitive situation reports and alerts relevant to our intelligence requirements for the Latin America Region; liaises with clients; responds to inquiries and provide guidance as required. Qualifications: Spanish fluency; Portuguese language abilities a plus; BA in related field or equivalent combination of education and relevant analysis experience; international travel and/or expatriate experience within Latin America; familiarity with transportation systems, security issues, and other operational risk concerns to international organizations. Deadline: 6/15/2008. For more information and to apply, e-mail [resumes@ijet.com](mailto:resumes@ijet.com); phone: 410.573.3860; website: [www.ijet.com](http://www.ijet.com).

### **AGRICULTURE AND NATURAL RESOURCES EXTENSION EDUCATOR • Tacoma, WA**

Position available with Washington State University Extension. Duties: improve the market access for farmers and the economic viability of Pierce County agriculture through direct marketing, value-added products, consumer education, and other educational methods. Qualifications: MA in horticulture, agriculture, agricultural sustainability, soils, agricultural economics, or an area directly related to fulfilling the subject matter areas of the position. Deadline: 6/20/2008. For more information and

to apply, e-mail [eeoord@wsu.edu](mailto:eeoord@wsu.edu); phone: 509.335.2822.

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## **International**

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### **CITY MANAGEMENT • Iraq**

Position available with Iraq Transition Office. Duties: advises local officials on planning, budgeting, management, essential services, and/or project management. Salary: \$70K–\$149K. Deadline: 6/30/2008. For more information and to apply, visit [www.usajobs.gov](http://www.usajobs.gov), keyword: Iraq.

### **WATER AND SANITATION TECHNICAL TRAINER •**

#### **Santo Domingo, Dominican Republic**

Position available with Peace Corps Training / Entrena, S.A. Position runs ten to twelve weeks. Duties: train extensionists / Peace Corps Volunteers in community needs assessment, latrine construction, construction of small rural water systems / aqueducts, and behavior change techniques in promoting proper hygiene and maintenance of water system. Qualifications: Spanish fluency required; two years' technical experience training/teaching adults; engineer or equivalent professional experience preferred; experience in Latin America valued. Availability for consultancy from August–mid October, 2008. Salary: \$3,500/monthly. Deadline: 6/25/2008. For more information and to apply, e-mail [mcgowanj1@gmail.com](mailto:mcgowanj1@gmail.com); phone: 809.561.3149.

### **BUSINESS DEVELOPMENT • Iraq**

Position available with Iraq Transition Office. Duties: works with private businesses and the local government in fostering business development in key industries and enterprises including banking, micro-finance, heavy and light industry, retail, and services. Salary: \$70K–\$149K. Deadline: 6/30/2008. For more information and to apply, visit [www.usajobs.gov](http://www.usajobs.gov), keyword: Iraq.

### **POLITICAL AND ECONOMIC REPORTING • Iraq**

Position available with Iraq Transition Office. Duties: advises on political and economic issues bearing on the planning and execution of reconstruction efforts; works with local officials to develop their capacity to govern effectively. Salary: \$70K–\$149K. Deadline: 6/30/2008. For more information and to apply, visit [www.usajobs.gov](http://www.usajobs.gov), keyword: Iraq.

## CONVERSATIONAL ENGLISH INSTRUCTOR •

### Various Locations, Ukraine

Positions available with American English Center. Conversational English teachers begin 6/22, 8/3, 9/7, and 9/28. Duties: work with UA nationals; lead English lessons and conversation groups. Qualifications: no teaching experience necessary; ability to show how grammar is used in conversational English; energetic, enthusiastic, and creative; ability to teach to young adults across culture. Salary: \$2K/seven week semester. For more information and to apply, e-mail [jonpernick@AmericanEnglish.ua](mailto:jonpernick@AmericanEnglish.ua); phone: 202.657.6158 or 38.093.393.02.65; website: [www.AmericanEnglish.ua](http://www.AmericanEnglish.ua).

## MASTER OF SOCIAL WORK CLINICAL THERAPIST •

### Majuro, Republic of the Marshall Islands

Position available with The College of the Marshall Islands. Duties: provides individual and group therapy sessions for a diverse student client base; develops and delivers health and wellness education sessions; supervises paraprofessional staff and work study students. Qualifications: MSW from an accredited institution of higher learning and two years' clinical therapist field experience; work experience within a diverse setting. Salary: \$25K–\$35K. For more information and to apply, e-mail [alaaw@cmi.edu](mailto:alaaw@cmi.edu); phone: 692.625.3031; website: [www.cmi.edu](http://www.cmi.edu).

## GOVERNANCE • Iraq

Position available with Iraq Transition Office. Duties: advises local officials in order to develop their capacity to govern effectively (e.g. governmental processes and policy reform, strategy development). Salary: \$70K–\$149K. Deadline: 6/30/2008. For more information and to apply, visit [www.usajobs.gov](http://www.usajobs.gov), keyword: Iraq.

## HEALTH PROGRAM/PUBLIC-PRIVATE PARTNERSHIP ADVISOR •

### Pretoria, South Africa

Position available with Public Health Institute/Global Health Fellows Program. Duties: plans program; responsible for oversight and reporting; tracks and analyzes budgets; monitors performance and tracks results; participates in senior management meetings. Qualifications: MA in public health, management, international development, social sciences, business, or related discipline; ten years' experience working

with international health programs; three years' professional experience in international development program design. Deadline: 6/20/2008. For more information and to apply, e-mail [ghfprecruitment@ghfp.net](mailto:ghfprecruitment@ghfp.net); phone: 202.661.8020; website: [www.ghfp.net/recruitment](http://www.ghfp.net/recruitment).

## SENIOR INFECTIOUS DISEASE

### TECHNICAL ADVISOR •

#### Kinshasa, Democratic Republic of Congo

Position available with Public Health Institute/Global Health Fellows Program. Duties: provide technical leadership, strategic direction, and coordination to the Health Office, USAID, the US Embassy, host government counterparts, donors, and USG implementing partners on HIV, TB, malaria, and other public health threats. Qualifications: MA in public health and/or a medical degree with experience implementing public health programs; demonstrated broad technical knowledge and experience in program management and implementation of public health services in developing countries. Deadline: 6/27/2008. For more information and to apply, e-mail [ghfprecruitment@ghfp.net](mailto:ghfprecruitment@ghfp.net); phone: 202.661.8020; website: [www.ghfp.net/recruitment](http://www.ghfp.net/recruitment).

## ENGLISH TEACHER • South Korea

Position available with Aclipse Recruiting and Consulting. Duties: teaches students vocabulary and grammar; adapts to and applies new ESL teaching methodologies; teaches classes of 15 students or less; grades assignments; attends one week training and any ongoing training sessions. Qualifications: native English speaker; one year contract; BA. Salary: \$42K, including airfare reimbursement, housing, and medical insurance assistance. Deadline: 6/15/2008. For more information and to apply, e-mail [esljobs@aclipse.net](mailto:esljobs@aclipse.net); phone: 212.907.6541.

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## Intern/Volunteer

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## CONSERVATION ASSOCIATE/ INTERNSHIP • Naples, FL

Internship available with Conservancy Of Southwest Florida. Duties: intern with Environmental Policy, Land Acquisition, Discovery Center Aquarist/Interpreter, Education Naturalists, and Wildlife Rehabilitation Clinic, Science Research, Summer Camp, Sea Turtle

Research. Qualifications: applicants must be minimum senior in college or recent graduate with background in biology, conservation, wildlife, research, teaching, environmental education/science, marine, or related fields. Salary: \$150/week including housing. For more information and to apply, e-mail [internships@conservancy.org](mailto:internships@conservancy.org); phone: 239.403.4213.

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## Education

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## MASTERS OF ENGLISH • TX

The Masters of English at Texas A & M University-Corpus Christi offers tracks in Composition and Rhetoric, Literature, and Borderland Studies. The degree is designed to develop accomplished teachers of English at the secondary and community college levels, to prepare skilled professional/technical writers, and to offer students pursuing terminal degrees in English or American Studies the background and skills needed. Financial support available through scholarships, assistantships, and university employment. For more information and to apply, e-mail Dr. Cristina Kirklighter at [cristina.kirklighter@tamucc.edu](mailto:cristina.kirklighter@tamucc.edu); phone: 361.825.2263; website: <http://falcon.tamucc.edu/~aandh/engweb/masters/mahome.htm>.

## MONTEREY INSTITUTE •

### Monterey, CA

The Monterey Institute offers scholarships up to \$14K for qualified RPCVs: MBA, International and Environmental Policy Studies, Public Admin, Translation and Interpretation, TESOL and Teaching Foreign Languages. Prepare for your international career in private, public, and nonprofit sectors with students from 50+ countries. Most Americans have lived abroad. For more information and to apply, e-mail [admit@miis.edu](mailto:admit@miis.edu); phone: 831.647.4123 or 800.824.7235; website: [at www.miis.edu](http://www.miis.edu).

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## Americorps/VISTA

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## OUTDOOR LEADERS • VT

Position available with The Vermont Youth Conservation Corps (VYCC). Duties: builds teams while completing high-priority work

projects; facilitates educational activities; responsible for state park management, trail construction, and watershed restoration in either day or residential settings. Sal-

ary: \$360–\$560/week plus potential for an AmeriCorps \$4,725 education award, room and board (depending on position and contract length), and compensated staff train-

ing. For more information and to apply, visit [www.vycc.org](http://www.vycc.org); phone: 800.639.8922 or 802.241.3699.

To submit a mailing address change, visit [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info). You can also send address changes to [rpcvupdate@peacecorps.gov](mailto:rpcvupdate@peacecorps.gov).

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

*Continued from Page 1*

Many of us will end up in fields that are unfamiliar to us today. Contacts, chance work assignments, new technology, and likes and dislikes on early jobs may move you far from your original goals. You might, for example, end up managing a state foundation for the arts, developing new markets overseas for American products, or becoming an oft-subscribed environmental blogger. As mentioned above, continue defining and refining in response to these new insights so that opportunity remains in front of you. Occasionally it will come from a direction enabled but not predicted.

**MYTH 4: Without a firm career goal in mind, it's impossible to launch a job campaign.** Ask a hundred Americans if they have a career goal, and 70 will probably fumble before they admit “no.” Although perhaps not “firm,” most of us have some ideas about what we like to do. Your preferences should guide your general career objectives, the networks you develop, and the types of job interviews you seek. Employers, however, do expect applicants to verbalize their plans in a clear and convincing manner. You should be able to cite logical career objectives—closely related to the job in question. If, for example, you were exploring jobs in bilingual teaching, international banking, or overseas marketing, you would need to explain for each position how your skills, experiences, and interests are closely related to - and can benefit - the target job. Also be prepared to explain how the target job continues your career trajectory.

**MYTH 5: Hard work is the key to finding the best job and advancing in your career.** We can hardly call this a myth, but hard work by itself is not the key. The real key to success is working smart, doing the important things well, and not wasting time on insignificant activities. How do you learn to work smart? By using common sense, by learning what your potential employer's needs are, and by educating yourself about successful job-hunting strategies. If you are looking for a federal job, for example, be sure to understand the special hiring status of returned Volunteers. For those of you interested in a federal career, or those of you with remaining noncompetitive eligibility (NCE), see RVS' special May 15, 2008 issue of Hotline. In terms of NCE, many federal agency representatives are not familiar with it, which can greatly increase your chances of being hired, so it is up to you to educate them. The special issue of Hotline discusses the details of NCE as well as provides insight and tips on seeking federal employment.

**MYTH 6: Unemployment is such a critical issue these days. Perhaps I'll never get that job.** Even if national unemployment figures were relatively high, most people do have jobs! And you can be one of them. Keep this in mind: Notwithstanding your 27 months of Peace Corps volunteerism, nobody owes you a job. If you want one, it's up to you to get one. And that “you” has already accomplished much as a Peace Corps Volunteer; those skills and experi-

ences will qualify you for a number of jobs in the private, public, and nonprofit sectors. In fact, BusinessWeek.com recently named Peace Corps the 38th-best place to launch a career—out of companies in all industries (see BusinessWeek.com, 9/18/06 “The Best Place to Launch a Career”). In addition, RVS subscribes to six different job listing services on your behalf to help you locate those jobs for which you qualify. Contact us at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to learn more about these fee-based job listservs that are free to you.

**MYTH 7: Employers react negatively to the Peace Corps experience.** Many employers are impressed by Peace Corps experience. On occasion what they do find difficult, however, is the bridge between your Peace Corps Volunteer experiences and their jobs. To overcome this perceived gap, you must break down your Peace Corps experiences into qualifications that are relevant to the employer. This means citing skills such as planning, managing, budgeting, training, reporting, motivating, negotiating, organizing, etc. It is your responsibility to translate your Peace Corps experiences into skills using a lexicon appropriate for the specific prospective employer. The Hotline issues of August 15 and September 1, 2006 address this process of translating your Peace Corps experience.

**MYTH 8: You'll never really gain a good understanding about a job unless you actually go work for the organization, so it doesn't make sense to be so selective**

about prospective employers. Through research, you can get a lot of information about an organization before you ever walk in the door. Look at reports and newspaper articles, talk with customers or those served, see if you know anyone who already has contacts with the organization, and certainly go on informational interviews. The information you glean not only will provide you with a greater awareness of the job and the organization, but it will also make you a much stronger job candidate. If you receive a job offer, you can always ask to revisit the organization and talk with prospective supervisors and colleagues before you make up your mind.

**MYTH 9: The best person gets hired for the job, so why interview in places where my qualifications are only average?** The best person does not always get the job. The person who best demonstrates knowledge of the organization and its needs, who verbalizes a clear career goal and qualification related to those needs, and who is

most liked by the interviewer gets hired. Remember, organizations do not make hiring decisions—people do. That is why it is so important to work at the process of career planning and why we encourage you to follow the exercises in the Career Resource Manual (that you received at your COS conference) to initiate that process. In addition, the Office of Domestic Program, Department of Returned Volunteer Services (RVS) hosts quarterly RPCV Career Planning Conferences that include a number of informative panels and interactive workshops to assist you in best preparing and representing yourself for prospective employers. Monitor the RVS events page for event announcements.

**MYTH 10: Because I have so little experience, I can't impress employers.** Employers know that at early stages in life and career all of us can lack sufficient job experience. Be certain, though, that no one who has served overseas with the Peace Corps falls into the "no experience" category.

However, if you had little prior experience before joining the Peace Corps, your best strategy may be to impress employers with your sincere interest in their organization, a good sense of where you are going, a clear expression of your qualifications (and be reminded that your PCV qualifications are far from insignificant), and an understanding of how these things fit together.

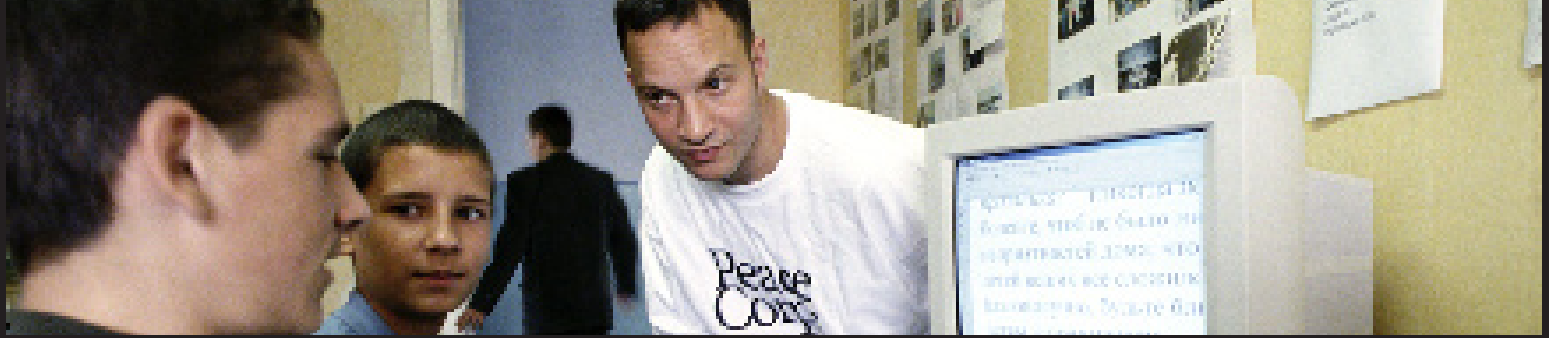
**Do you have a story to tell about a lesson learned? We welcome your articles related to education, career, or transition. Please submit your 500-1000 word article for consideration to [HotlineEmail@peacecorps.gov](mailto:HotlineEmail@peacecorps.gov).**

# online passwords

Returned Volunteer Services offers RPCVs free online passwords to six job bulletins:

- International Career Employment Weekly
- Environmental Career Opportunities
- Public Health Jobs Worldwide
- Alliance for Conflict Transformation
- Ethical Jobs
- InterAction

To receive free online passwords, e-mail [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov). Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.



## Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI<sup>3</sup>

### *What is SIGI<sup>3</sup>?*

SIGI<sup>3</sup> is a highly interactive career assessment tool that is designed to help you make informed and rational decisions about your field of study and career. SIGI<sup>3</sup> can help you assess your work-related values, interests, and skills. SIGI<sup>3</sup> will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways. First you will enter your work-related preferences, and then SIGI<sup>3</sup> will search its built-in library and find those careers that most closely match your preferences. SIGI<sup>3</sup>'s library is so large that it may well find career options that you never even considered or knew existed!

### *How do I register for access to SIGI<sup>3</sup>?*

To access SIGI<sup>3</sup>, e-mail RVS at [rvsinfo@peacecorps.gov](mailto:rvsinfo@peacecorps.gov) with your full name, country and dates of Peace Corps service.

***\*\*SIGI 3 is licensed to the United States Peace Corps. Use of this license by individuals not officially and directly authorized by Peace Corps' Office of Domestic Programs/Returned Volunteer Services is prohibited\*\****



***“The logic of the Peace Corps is that someday we are going to bring it home to America.”  
President John F. Kennedy, 1961***

Go to <http://www.peacecorpsconnect.org/free>  
to activate your FREE one-year membership in the National Peace Corps Association  
and any of its 130+ groups based on country of service, geographic region,  
or interest. Also, explore jobs and graduate programs  
through their online Career Center.

*All RPCV groups are nonprofit organizations of returned Peace Corps Volunteers, former staff, and friends, and are not part of Peace Corps. This posting is for informational purposes only and should not be considered either as an endorsement or promotion of any particular organization.*