

H TLINE

A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

HOT Resources

The following publications offer useful information on successful interviewing.

Best Answers to the 201 Most Frequently Asked Interview Questions by Matthew J. Deluca, McGraw-Hill, 1996

The Interview Rehearsal Book: 7 Steps to Job-Winning Interviews Using Acting Skills You Never Knew You Had by Deb Gottesman and Buzz Mauro, Berkley Publications Group, 1999

101 Dynamite Questions to Ask at Your Job Interview by Richard Fein, Impact Publications, 1996

101 Toughest Interview Questions: And Answers That Win the Job! by Daniel Porot, Daniel Porto, and Frances Bolles Haynes, Ten Speed Press, 1999

Job Interviews For Dummies by Joyce Lain Kennedy, Hungry Minds, Inc., 2000

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Sam Axelrod
RPCV Ukraine
Hotline Assistant

For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or (800) 424-8580, ext. 1430
E-mail: <hotline@peacecorps.gov>
Fax: (202) 692-1431 or 1421

The 10 Worst Job-Interview Mistakes

by Calvin Lovick (reprinted with permission from www.minoritycareer.com)

For fun, emotional security, and the thrill of anticipation, the job interview ranks right up there with IRS audits, going on your first roller-coaster ride, or going for your first bungee jump! And if being judged makes you nervous, you're in for a great ride!

In the current job market with hundreds of qualified job applicants all vying for that one great opening, it's like going for an open casting call in the next Steven Spielberg movie. Getting an audition just means surviving until the last round. A major part of the job interview is avoiding doing the unmistakable wrongs. Avoid making the following mistakes and you'll increase your chances of landing your dream job.

1. Arriving late: Nothing makes a worse impression. If you can't even show up on time for the interview, how on earth would you do as an employee? If there's even a remote chance that weather, traffic, unfamiliar locations, poor directions, or car trouble might be a problem, leave early just to be sure. If you aren't certain about the location or parking, drive to the location the day before to avoid any problem.

2. Arriving early: Arriving at the interview location at 9:30 for a 10:00 a.m. appointment is good—checking in with the receptionist is not. You don't want to put pressure on your interviewer, nor do you want to pace in the lobby and wear a path into the marble floor! Instead, go to a nearby restaurant for a coffee. Then return to your interview 10 minutes prior to your appointment.

3. Dressing incorrectly: First impressions are important. Cleanliness and neatness in grooming and attire project a confident attitude. Frequently, the decision is made in the first few minutes of the interview, whether it's going to be a turn down, a second interview, or hire. The first impression will dictate the length of your interview and your opportunity to present yourself.

First impressions are important. Cleanliness and neatness in grooming and attire project a confident attitude.

As a general rule, corporate business attire is a suit and tie for men and tailored suit or dress for women in a conservative color such as black, navy, gray, or tan, with appropriate foot wear (business shoes with socks), no tennis shoes for men, and closed-toed shoes for women, with a low heel and hose. Avoid any extremes in hairstyle (including color), make-up, perfumes, colognes, and jewelry. Keep it simple.

4. Admitting a flaw: Inevitably, the interviewer will ask you "what is your greatest weakness" or "if you need improvement, in what area would it be?" Giving a straightforward, totally honest answer is a mistake the interviewer doesn't expect you to make. It's all part of the interviewer's technique to have you eliminate yourself from the competition.

Answer the question with a positive weakness, such as, "I'm a very



organized person, but you'd never know it from looking at my desk."

5. Not knowing your own strengths: You must know your background and your résumé thoroughly so that you are prepared to answer any question without hesitation. If you are asked a question about your background, such as dates, you shouldn't have to refer to your résumé. Hesitating, being vague, or groping for the right words destroys the impression you are trying to create. Make a list of 10 work-related items you do well or know about. Then, during your interview, come up with graceful ways to bring them up.

6. Not asking any questions: When the interviewer asks, "Do you have any questions?" and you respond by saying you don't have any, it makes you look uninterested, unimaginative, and suggests that you didn't pay attention during the interview, or all three. If you can't think of any questions, rely on the homework you have done. Let's say you are interviewing for a position in the real estate market. Having done your

Continued on Page 5

PUBLIC SECTOR

CAMPUS RECRUITER • Tempe, AZ

Position available with Arizona State University for one or more years beginning 8/15/01. Duties: designs and implements recruitment campaigns to increase awareness of Peace Corps programs in university and local communities; counsels and interviews applicants; conducts information meetings, class talks and walk-in office hours; coordinates activities with Los Angeles Peace Corps office. Qualifications: RPCV enrolled at least part-time in ASU classes; strong organizational and communication skills; ability to work without close supervision; and ability to work with people of diverse backgrounds. Position is 19-20 hours per week. Send letter and résumé to Dr. Julie Stanton, Morrison School of Agribusiness and Resource Management, 7001 E. Williams Field Rd., Mesa, AZ 85212; phone: (480) 727-1126; fax: (480) 727-1011.

LABOR INVESTIGATOR • Seattle, WA

Position available at the GS 7/9/11 level with the U.S. Department of Labor, Office of Labor-Management Standards. Duties: conducts criminal and civil investigations; analyzes financial records; works on a team in a close-knit federal agency to protect the rights of union members. Qualifications: ability to analyze written and numerical data and report findings in a clear and comprehensive manner, and work with a variety of people. Training provided. Starting salary ranges from \$30,026 to \$44,441. Promotion potential to the GS-12 level starting at \$53,262. Send résumé to: Patricia A. Anderson, U.S. Department of Labor, OASAM, 1111 Third Avenue, Suite 915, Seattle, WA 98101-3212, 206 553-4172; e-mail: <anderson-patricia@dol.gov>.

*VARIOUS • Washington, DC

Positions available as economists, computer specialists, and statisticians with the Bureau of Labor Statistics. Duties: monitor consumer/producer/international prices, locality pay, salaries, and benefits, employment for the nation, industries, and occupations, productivity for the nation and industries, occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: non-competitive eligibility; U.S. citizen; BA/BS in appropriate field; math and statistics courses required. Send cover letter, résumé, and D.O.S. to: Angela Mason, Bureau of Labor Statistics, 2 Massachusetts Ave. NE, Room 4280, Washington, DC 20212-0001; phone: (202) 691-6615; fax: (202) 691-6610.

CAMPUS RECRUITER • Syracuse, NY

Position available with the SUNY College of Environmental Science and Forestry. Programs of study include: environmental sciences, forestry, environmental and forest biology, chemistry, landscape architecture, paper science engineering, environmental and forest engineering, wood products engineering. Successful applicants must be accepted into the graduate program at ESF for the fall 2001 semester. Salary: tuition and stipend. Academic-year appointment. Please contact: Thomas Slocum, ESF Office of Career and Counseling Services, 110 Bray Hall, 1 Forestry Drive, Syracuse, NY 13210; phone: (315) 470-6660; e-mail: <toslocum@esf.edu>; Web site <www.esf.edu>.

TEACHERS • Whiteriver, AZ

Teaching positions for the 2001-02 school year available at Alchey High School. Positions include: English, science, social studies, business, special education (self-contained, transition, and resource), as well as coaching vacancies. Qualifications: state teaching certificate or ability to obtain certification. Salary commensurate with qualifications and experience (district salary schedule). Teacher housing available. Contact: Madeline Palmer, Principal at (520) 338-4848 or <mpalmer@wusd.k12.az.us>.

PASSPORT SPECIALISTS • Boston

Positions available with the Boston Passport Agency, U.S. State Department. Duties: determine entitlement to U.S. passports; accept passport applications; interpret U.S. citizenship laws and regulations; administer oaths and make determinations of U.S. citizenship and identity. Qualifications: BS or BA degree; team player; service-oriented; committed to public service excellence; highly motivated, dependable, adaptable, flexible, and willing to perform multi-tasks and functions. Salary: GS-5/7/11, \$25-40K. Send résumé to: Robert Sheeran, Regional Director, Boston Passport Agency, Tip O'Neill Federal Building, Room 247, Boston, MA 02222; e-mail: <bostonpassport@aol.com>. Candidates with non-competitive eligibility for federal employment encouraged to apply.

TEACHERS • Maryland

Positions available with Montgomery County Public Schools. Positions include: math, Spanish, French, science, computer technology, and special education. Qualifications: bilingual applicants with teaching experience; Maryland teaching certification. Résumé should include area of certification, e-mail address, or phone numbers where you may be reached. Fax résumé to: (301) 517-5061. Please visit the MCPS Web site at <www.mcps.k12.md.us> to discover more information about Montgomery County Public Schools. For information on getting certified to teach in Maryland, contact: Jeanne Embich, Director of Peace Corps Programs, (202) 973-1061.

WRITER-EDITOR • Washington, DC

Position available with U.S. Department of Labor. Duties: develops and coordinates publication of materials to inform labor unions about legal requirements concerning officer elections and financial reporting and develops internal training. Qualifications: one year of specialized experience at the next lower grade level (education may be substituted for experience). Promotion potential to GS-12. Salary: \$30K-69K. Apply by July 16. Send résumé, OF-612, or SF-171; most recent supervisory performance appraisal if available; and a transcript if qualifying on education to: U.S. Department of Labor, attn: Ather L. McKelvy, 200 Constitution Avenue, NW, Room S-3316, Washington, DC 20210.

RECRUITER • Los Angeles, CA

Position available in the Peace Corps Los Angeles Regional Office. See the regional recruiter vacancy announcement at the Peace Corps Web site: <www.peacecorps.gov>. Please submit application to: Peace Corps Human Resources, 1111 20th Street NW, Washington, DC 20526.

POLICY ANALYST • Annapolis, MD

Position available with the Maryland Higher Education Commission, the higher education coordinating board. Duties: coordinates operating and capital budget analyses; develops policy briefings on higher education issues. Qualifications: BA/BS in business administration, political science, public policy, or other related area; one year of experience in public administration or related fields (master's degree will substitute for one year of required experience). Salary range: \$38-\$47K. Deadline 7/15/01. Send cover letter, résumé, state application, and three references to: Maryland Higher Education Commission, Recruitment, 16 Francis Street Annapolis, MD 21401; phone (410) 260-4515; Web site: <www.mhec.state.md.us>.

TECHNICAL ADVISOR • Washington, DC

Position available with U.S. Census Bureau, International Programs Center, an organization dedicated to transferring technology to developing countries. Duties: develops census and data processing systems on PCs for developing countries; trains counterparts; participates in software development of CPro (Census and Survey Processing System); travel overseas required. Qualifications: bachelor's degree in computer science or related; motivated self-starter; C++ (MFC) in Windows desirable; languages (French/Spanish/Russian/Arabic) desirable. Send résumé to: Glenn Ferri, International Programs Center, Population Division, Washington DC 20233; phone: (301) 457-1451; fax: (301) 457-1451; e-mail: <gferri@census.gov>.

HEALTH NUTRITIONIST • Phoenix, AZ

Position available with Department of Health Services. Duties: serves as a member of the nutrition program for women, infants, and children (WIC) team; promotes program planning, implementation, monitoring and evaluation of the Arizona WIC Program. Qualifications: experience in planning, developing, and implementing nutrition programs, services and educational activities; experience in coordinating nutrition services with operating public health programs; prefer registered dietitian and previous WIC experience. Salary: \$27,901-\$49,021. Submit a comprehensive and detailed résumé to: Rosalee Montoya, Office of Human Resources 1740 W. Adams, Room 100, Phoenix, AZ 85007; phone: (602) 542-2754; fax: (602) 542-1090.

TECHNICAL ADVISOR, • Washington, DC

Position available with U.S. Census Bureau, International Programs Center, an organization dedicated to transfer of technology to developing countries. Duties: develops census and data processing systems on PCs for developing countries; trains counterparts; participates in software development of CPro (Census and Survey Processing System); travel overseas required. Qualifications: bachelor's degree in Computer Science or related; motivated self-starter; C++ (MFC) in Windows desirable; languages (French/Spanish/Russian/Arabic) desirable. Send résumé to: Glenn Ferri, International Programs Center, Population Division, US Census Bureau, Washington, DC 20233; phone: (301) 457-1451; fax: (301) 457-1451; e-mail: <gferri@census.gov>.

FOREIGN SERVICE OFFICERS • Worldwide

Positions available with the U.S. Department of State, Foreign Service. Duties: work with administrative, consular, political, or economic functions; carry out foreign policy missions and serve Americans abroad. Qualifications: U.S. citizen; at least 20 years old; able to pass the Foreign Service exam. Exam registration booklets available at: U.S. Department of State, Recruitment Division, HR/REE/REC SA-1, 2401 E St NW, Washington, DC 20522-0151; Web site: <www.state.gov>. Deadline for registration: 8/29/01.

PRIVATE SECTOR**FARM HELP • Potomac and Buckeystown, MD**

Positions available with Nick's Organic Farm. Farm operates on a large farm-scale using modern equipment to raise crops and livestock, including food grade soybeans, sweet corn, rye grain, barley, hairy vetch, and hay. Research is conducted on the farm with USDA cooperators and agricultural grant programs. Products are sold to wholesalers, retailers, and livestock operations. Interest in organic farming and experience operating and repairing farm machinery are helpful. Full or part-time. Salary: \$8/hr. Contact: Nick Maravell, phone: (301) 983-2167; e-mail: <nmarave@erols.com>.

***CORRESPONDENTS • Various**

Positions available with Weissmann Travel Reports, a provider of worldwide destination information. Duties: work on detailed research about what to see and do in a destination; write up descriptions in a lively, original way. Fact checking is also required. Pay is generally U.S. \$100-\$650, depending on the assignment. To see samples of travel reports, visit <www.weissmann.com>. If interested, please send an e-mail to <weissmanncorrespondents@cahners.com>. Please put the destination you're inquiring about in the subject line, and include a brief description of your background.

***BACKPACKING STAFF • Toccoa, GA**

Positions available now through Aug. with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes, Cherokee culture adventure programs, high ropes, and rappelling with youth and adult groups. Qualifications: ability and desire to lead school groups in educational classes, biology or ecology background preferred; sense of humor a must. First Aid, CPR, high ropes, and rappelling training provided. Salary: \$190/wk plus room and board. Send cover letter and résumé to: John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: (706) 886-7621; e-mail: <blueridge@alltel.net>.

TEACHERS • Tohatchi, NM

Positions available with Tohatchi High School, a 9-12 school of 500 Native American students located on the Navajo Reservation north of Gallup, NM. Openings include: band/chorus, English, home economics, math, social studies, special education, vocational agriculture. Subsidized housing, certification waivers, higher education available. Contact: Don Wetmore or TJ Bentley, Tohatchi High School, PO Box 248, Cougar Trail, Tohatchi, NM 87325; phone: (505) 733-2206; fax: (505) 733-2216; e-mail: <dwetmore@toh.gmcs.k12.nm.us>.

OUTREACH WORKER • Chicago, IL

Position available with Saint Anthony Hospital, a nonprofit Catholic hospital dedicated to providing health and medical services, with special emphasis on the poor and underserved. Duties: plans, develops, coordinates, implements and evaluates cardiovascular disease education and prevention programs. Qualifications: high school diploma or GED; excellent communication, organizational, written and verbal skills; previous health and/or community programs experience helpful; Spanish skills required; car necessary. Salary: \$21K plus benefits. Send résumé to: Veronica Venturini, Saint Anthony Hospital, Chicago, IL 60623; fax: (773) 522-2964; e-mail: <vventuri@cath-health.org>.

PROJECT LEADER • Florida

Position available with Project Achieve, Inc., a San Francisco-based company that offers curriculum management systems delivered over the Internet to public schools around the country. Duties: leads and manages implementation of Project Achieve in 20-30 schools; develops an implementation vision with school principals; leads training sessions for staff; communicates product feedback from schools to product development. Qualifications: minimum two years of teaching experience; bachelor's, master's preferred; change-management and leadership experience; dedication to and passion for public education reform. Send résumé to: Viviana Szymanski, Director of Human Resources, Project Achieve, Inc., 250 Fourth St., San Francisco, CA 94103; Web site: <www.projectachieve.com>.

RESETTLEMENT MANAGER • New York, NY

Position available with large community-based nonprofit organization. Duties: interviews and counsels individuals who have relatives who may be eligible for U.S. resettlement; files applications and affidavits; orients refugees to their new homes and communities; provides a wide variety of support referral and advocacy services. The case manager may also work on other refugee resettlement projects such as early employment, medical case management or material aid. Qualifications: BA or other qualifying experience; bilingual; skills or experience related to serving refugees, political asylum seekers, or the foreign born. Send résumé and cover letter to: Eileen Reilly, Program Manager, CAMBA, Inc., 884 Flatbush Avenue, 2nd fl., Brooklyn, NY 11226.

RESIDENT COORDINATOR • Linn County, OR

Position available with Linn County Affordable Housing, a private nonprofit development corporation providing quality affordable housing to low-income residents. Duties: works directly with residents of LCAH-owned housing to enrich social, economic, and environmental conditions impacting their lives; works with residents, executive director, property managers, and social service providers to plan and implement programs; evaluates and reports. Qualifications: knowledge/experience with community organization, program development, social service networking, advocacy, and case management services; ability to work on newsletter. Salary range: \$30-34K, depending upon experience. Send cover letter and résumé by 7/15 to: Diana Cvitanovich, 745 Main St., Lebanon, OR 97355; fax: (541) 258-3791.

EXECUTIVE ASSISTANT • Chapel Hill, NC

Position available with the American Cleft Palate-Craniofacial Association, an international nonprofit dedicated to optimizing care for persons with facial birth defects. Duties: provides general administrative support to the executive director including correspondence and filing; answers phones and foundation hotline; organizes board and committee meetings; assists with conference planning and execution. Qualifications: bachelor's degree preferred; excellent administrative/organizational skills; superior verbal/written communication skills; strong computer skills with Microsoft Office Suite. Salary: up to \$30K. Send or fax résumé to: ACPA, 104 South Estes Drive, Suite 204, Chapel Hill, NC 27514; fax: (919) 933-9604; e-mail: <cleftline@aol.com>; Web site: <www.cleftline.org>.

PROJECT ASSISTANT • Washington, DC

Two entry-level positions available supporting international development programs in Africa and Latin America based out of Fintrac, Inc., office, a private agribusiness consulting firm. Duties: works on project backstopping, market research and analysis, library services, Web site design, and other admin. responsibilities. Qualifications: undergraduate degree (preferably in business, economics, international affairs, or development studies); knowledge of spreadsheet and word processing software programs; strong writing and analytic skills, in addition to fluency in French or Spanish. Send résumé and cover letter to: Fintrac, Inc., 1746 Kalorama Rd. NW, Washington, DC 20009; fax: (202) 462-8478; e-mail: <jobs@fintrac.com>.

COORDINATOR • Minneapolis, MN

Position available with Children's HeartLink, a nonprofit organization. Duties: works in collaboration with international programs director; coordinates missions to international sites; arranges visits and trainings for international medical professionals; maintains patient information system; coordinates the receipt, inventory, and distribution of donated medical supplies. Qualifications: BA/BS; strong skills in organization, problem solving, and verbal and written communication; multi-tasking abilities; and experience in international development. Salary: mid \$20s. Send cover letter and résumé to: Children's HeartLink, Attn: Mr. John Cushing, 5075 Arcadia Avenue, Minneapolis, MN 55408; phone 952-928-4860; fax (952) 928-4859; e-mail: <info@childrensheartlink.org>.

VARIOUS • United States

Positions available with Girl Scout Councils in various parts of the United States. Qualifications: minimum of five to eight years as agency CEO with a minimum of 25 staff and \$1 million budgets; experience in multicultural environments and facility in a foreign language such as Spanish encouraged. Competitive salary and benefits depending on size of Council. Current positions are Allentown and Johnstown, Pennsylvania, Bakersfield, California, and southwest Connecticut. Send résumé to: Bob Perodeau, PO Box 509, Convent Station, NJ 07961-0509; e-mail: <executive.source@jtwworks.com>; fax: (973) 539-3721 or (800) 451-1451.

LITERACY INSTRUCTOR • Reading, PA

Position available with an innovative vocational ESL program at Reading Area Community College for instructor of beginning reading and writing (in Spanish) for displaced non-literate farm workers in order for them to be mainstreamed into ESL and vocational classes. Qualifications: familiarity with basic language/literacy skills a must; master's preferred. Compensation includes 25 hours of instruction plus 5 hours program development a week. Send résumé to: Laurie Ketzenberg, Coordinator, 2311 Seipstown Road, Fogelsville, PA 18051; fax: (610) 285-4945; phone: (610) 285-4699; e-mail: <L.Ketzenberg@mindspring.com>.

PROGRAM MANAGER • Washington, DC

Position available with Checchi and Company, an international development consulting firm. Incumbent will assist with the management of current contracts in Colombia, Guatemala, and Nicaragua, as well as new business development activities. Duties: backstops overseas field offices; recruits international consultants; writes and edits proposals; drafts employment agreements; monitors monthly reports from field offices. Qualifications: fluent in Spanish; bachelor's/master's; two to three years relevant work experience; knowledge of USAID and other donor organizations. Send cover letter with current résumé to: Coney Patterson, fax: (202) 466-9070; e-mail: <cpatterson@checchiconsulting.com>.

***INSTRUCTORS • Tallahassee, FL**

Positions available with the Hurricane Island Outward Bound School/Southern Programs, a nonprofit organization dedicated to working year-round with at-risk and adjudicated youth in a wilderness, residential, and home setting. Duties: work in the field; work in team situations; teach; oversee safety of course and help enhance our community. Qualifications: CPR, WFR, and prior experience with teens. All are encouraged to attend an initial training program (occurs four times per year). Programs range from 18 to 30 days in wilderness courses and 180 days in residential settings. Send résumé to: Alyse Ostreicher, Staff Developer, HIOBS, 177 Salem Court, Tallahassee, FL 32301; phone: (850) 414-8816; fax: (850) 922-6721; e-mail: <alyseo@aol.com>; Web site: <members.tripod.com/outward.bound>.

IT COORDINATOR • Washington, DC

Position available with Academy for Educational Development/Latin America and Caribbean Region. Seeking senior level IT policy and implementation professional in the International arena. Qualifications: U.S. citizenship required; master's in a field related to IT in development; minimum three years of experience; experience with international development organizations and knowledge of the organization/operation of USAID; Spanish fluency is required. Send résumé w/cover letter and reference position #KV1135pc to: AED/HR, 1875 Conn. Ave. NW, Suite 900, Washington, DC 20009; fax: (202) 884-8413; Web site: <www.aed.org>.

EXECUTIVE DIRECTOR • Voluntown, CT

Position available with small nonprofit with innovative programs in land reform and community development finance. Organization works on both sustainable development and land conservation with innovative programs in land reform and community development finance in the United States and occasionally abroad. Duties: manages organization; supervises staff; raises funds; prepares informational and technical materials; travels for the purposes of consultation and public speaking. Compensation modest, based on need: room and board, transportation, medical care, payments for debts and dependents, and a stipend. Contact: Chuck Matthei, Equity Trust, 539 Beach Pond Road, Voluntown, CT 06384; phone/fax (860) 376-6174; e-mail: <equitytrust@aol.com>.

VARIOUS • Greenbelt, MD

Two positions available with Aid Through Trade, a fair-trade jewelry design and import business started by a Nepal RPCV. Business manager duties: responsible for overall operations, including staff supervision, efficient order processing, timely production, and delivery, and highest level of customer service. Marketing coordinator duties: customer service, new market development, liaison for national sales reps; travel to fashion-focus trade shows. Opportunity to work in socially conscious business that is having positive impact on women artisans in Nepal. Send résumés to: Aid Through Trade, P.O. Box 818, Greenbelt, MD 20768; fax: (301) 345-4149.

COORDINATOR • Washington, DC

Position available with International Communications Department of Conservation International. Duties: supports offices around the world in educating students and teachers about biodiversity conservation; develops strategic programs; creates educational materials; organizes awareness campaigns; assists in fundraising and coordinates networking and training opportunities. Qualifications: three years of experience in environmental education; six months in developing country; professional fluency in Spanish; knowledge of environmental education and conservation strategies; bachelor's in environment or education; teaching skills and commitment. Send résumé, cover letter, and references to: Shannon Quesada, Conservation International, International Communications, Attn: EE Coordinator Search 1919 M Street NW, Suite 600, Washington, DC 20036; e-mail: <s.quesada@conservation.org>.

DEVELOPMENT EDUCATOR • Millbrook, NY

Position available with Cornell Cooperative Extension Dutchess County, a nonprofit agency dedicated to grass roots youth development. Duties: outreaches to new audiences; coordinates a variety of countywide events/programs and general 4-H clubs. Qualifications: BA/BS in science, education or a related field; two years of program management experience. Salary: \$27K. Send résumé to: Nina Malerba, 4-H Program Leader, 2715 Route 44, Millbrook, NY 12545; fax: (845) 677-6563.

OUTREACH WORKER • Hendersonville, NC

Position available with Blue Ridge Community Health Services, Inc. Duties: works with farm workers, adolescents, and their families; promotes/enables use of clinical services; conducts health education and case management. Qualifications: strong organizational and communication skills; fluency in English and Spanish; experience working with Latinos; valid NC driver's license; ability to work alone in the evenings at migrant camps. Send résumé to: Human Resources Director, Blue Ridge Community Health Services, Inc., P.O. Box 5151, Hendersonville, NC 28793. Contact: Mary Anne Tierney, Outreach Coordinator; phone: (828) 696-8264, ext. 2436; e-mail: <mat@brinet.com>.

FIELD INSTRUCTOR • Loa, UT

Position available at Aspen Achievement Academy. Duties: works with two other instructors at year-round wilderness therapy program; works with a therapist on a team of three instructors and six to nine students; teaches outdoor living, primitive skills, high school curriculum and assists with the therapeutic process. Qualifications: BA/BS or equivalent life experience; experience with outdoor living and/or adolescents; WFR/WEMT and one-year commitment preferred. Salary: \$90/day to start, \$125/day for senior instructors. Contact: Hansel Halverson, P.O. Box 400, Loa, UT 84747; e-mail: <FieldDept@theaspenacademy.com>.

TEACHERS • US South

Teaching positions available through Southern Teachers Agency for public and private schools. Duties: involve typical classroom assignments in all K-12 academic areas. Qualifications: bachelor's degree; teacher certification preferred, but not required. Salary: \$20-40K. Send résumé to: Southern Teachers Agency, 7 Elliewood Ave., Suite 2A, Charlottesville, VA 22903-2603; phone: (804) 295-9122 fax: (804) 295-6448; Web site: <www.southernteachers.com>.

HOT! OPPORTUNITIES

***RPCV BUSINESS SYMPOSIUM • Washington, DC**

The National Peace Corps Association, as part of the 40th anniversary Celebrations, is presenting a one-day symposium to highlight future trends and opportunities for RPCVs in business including entrepreneurial ventures, economic development NGOs, corporations, and university MBA programs. In addition, the symposium will recognize RPCVs that have continued their careers in the private sector and those businesses that value the Peace Corps experience. For detailed information, including schedule, location, cost, places to stay, and an area to nominate a company and/or an RPCV for recognition as making an outstanding contribution to the private sector community, please go to <www.isgroup.com/bizsymp/info.asp>. Early registration deadline is June 7, but please note that participant numbers are limited and will be allocated on a first-come, first-served basis. Questions/inquiries may be sent directly to the conference coordinator, Dan Jenkin (Czech Republic 1995-97), e-mail: <bizsymp@rpcv.org>; voicemail: 202-238-0709, option three.

VARIOUS • Colora, MD

Positions available at West Nottingham Academy. Openings include: French teacher, history teacher, counselor, and associate head of school. Benefits include competitive salary and housing. Send résumés and references to: Kenneth Brown, Head of School, West Nottingham Academy, Colora, MD 21917; phone: (410) 658-5556; fax: (410) 658-6790; e-mail: <kbrown@wna.org>; Web site: <www.wna.org>.

ASSISTANT • Washington, DC

Position available with the International Crisis Group in the Washington office that handles lobbying, policy, and public relations. Duties: answers phones; directs all inquiries; handles all office support functions such as mailings, filing, travel arrangements, and computer maintenance; provides administrative support for office staff, including developing itineraries for visiting analysts. Salary: \$25-30K. Send résumé, references, and writing sample to: Kristina Medic, International Crisis Group, 1522 K Street, NW, Suite 200, Washington, DC 20005; e-mail: <icgwashingt@crisisweb.org>.

VARIOUS • Worldwide

Positions available at Concern Worldwide for individuals with strong relief and development backgrounds. Positions include: development officers, nutritionists, logistics officers, health program coordinators, and assistant country director and country director positions. Countries seeking new staff include: Angola, Afghanistan, Bangladesh, Burundi, East Timor, Ethiopia, India, Laos, Mozambique, and Rwanda. Qualifications: minimum of two years of overseas experience plus a relevant master's degree. For a current listing of available jobs, please visit the Web site at <www.concernusa.org>. Send résumé and cover letter to <benjamin.sand@concern-ny.org>.

PROFESSOR • Fort Lauderdale, FL

Position available with the Graduate School of Humanities and Social Sciences at Nova Southeastern University (NSU). Qualifications: a Ph.D. in social sciences, humanities, or a related field. Applicants should also have competence in areas such as quantitative research, humanities, public policy issues, community building, urban studies, business dispute resolution, or organizational development. Submit a letter of application, curriculum vitae, writing samples, course syllabi, teaching evaluations, and the names of three references to: Conflict Analysis and Resolution Faculty Search Committee (Position # 996087), Nova Southeastern University, Office of Human Resources, 3301 College Avenue, Fort Lauderdale, FL 33314; e-mail: <onsujobs@nova.edu>.

SHEEP HERDER • Townsend, MT

Position available to herd sheep. Duties: works with trained dogs and horses in isolated areas for up to four months, from sunrise to sunset, seven days a week; protects sheep against predators; lives full-time in a tent or a sheep wagon. Qualifications: physically fit for vigorous mountain hiking; will train a willing novice Salary: \$650 per month plus groceries. Contact Kay: fax (406) 266-4962; e-mail: <kingalls2@juno.com>.

VARIOUS • Falls Church, VA

Positions available with the Capital Chapter of the National Parkinson Foundation, a small non-profit dedicated to serving people with Parkinson's disease in the Washington, DC area by providing patient services, organizing educational and outreach events, and supporting research into the cause and cure for Parkinson's disease. Patient services coordinator duties: implements the chapter's various patient services programs for the local Parkinson's community. Part-time (16 hours/week) staff assistant duties: provides overall administrative and clerical support for the office. For complete job descriptions and information visit <www.ccnpf.com>.

EXECUTIVE DIRECTOR • Amherst, MA

Position available with the Hitchcock Center, a small community-based environmental education and nature center. Duties: responsible for budgeting, fund-raising, grant-writing, supervising of education staff, and maintaining relationships with community and funding organizations. Qualifications: commitment to community-oriented environmental and science education; experience in fundraising, administration, environmental education, and public programming desirable. Send cover letter, résumé, writing samples, and three references by 7/31/01 to: Director Search, Hitchcock Center for the Environment, 525 S. Pleasant St., Amherst, MA 01002.

DEVELOPMENT DIR. • Chevy Chase, MD

Position available with the Audubon Naturalist Society, a regional environmental organization. Duties: implements the development plan; works on budget development, supervision of grants, and membership staff; works with volunteer committee. Qualifications: highly motivated; able to perform under tight deadlines; excellent interpersonal skills; environmental background preferred. Send résumé, cover letter, and salary requirements to: Development Director Search, Audubon Naturalist Society, 8940 Jones Mill Road, Chevy Chase, MD 20815; fax: (301) 951-7179; e-mail: <mmelson@audubonnaturalist.org>; Web site: <www.audubonnaturalist.org>.

SHOP COORDINATOR • Milwaukee, WI

Position available with the Badger Association of the Blind, a nonprofit organization serving the needs of the blind and visually impaired. Duties: works with clients in a one-on-one basis to assess needs and suggest solutions; manages the retail operation of the Badger Association. Qualifications: retail experience. An enthusiastic and proactive person will have many opportunities in this growing organization. Salary includes full benefits and partial tuition reimbursement. Send résumé to: Badger Association, Attn. Human Resources, 912 N. Hawley Rd., Milwaukee, WI 53213.

Continued from front page

research on the strength of the market, you may ask, "Do you expect the market in this area to remain as strong as it has been in the past six months?"

7. Inquiring about benefits too soon: Ask not what the company can do for you, but what you can do for the company! Sound familiar? If you seem more interested in the profit-sharing plan and vacation policy than the job duties and requirements, the prospective employer will develop serious concerns about your priorities. Of course, you have the right to know about the benefits a company offers, but chances are the company information will be offered. After all, their benefits are a selling point. If the subject isn't brought up, you can broach the subject when salary negotiations begin. Explain that the offer you'll accept depends on the value of the whole compensation package.

8. Bad-mouthing your previous employer: Don't ever, ever say anything derogatory or negative about an employer, coworker or company you have worked for in the past. It marks you as a complainer and it's a small world. You don't know whom the person who's interviewing you knows.

9. Lack of energy: It doesn't matter if you only slept four hours last night and are coming down with a cold. When you get to the interviewer, you have to appear bright-eyed and eager. You must be cordial and polite. Job candidates with a lackluster demeanor or an attitude rarely get the job offer. Mental energy is what it takes, so psych yourself up before making your entrance. Some lecturers and TV talk show hosts do it by playing lively music right before going on. If that's impossible, just play an upbeat tune in your head. Think of yourself as an entertainer and know that the show must go on!

10. Glancing at your watch: Clock-watching gives the impression that you are late for a more important date, are bored, or uninterested. Avoid that problem by asking how much time you should allow for the entire interview when you set up the appointment. Your interviewer may be running behind, you may have to complete an application or take some tests, or you may be asked to meet with another decision-maker.

Bonus number 11! Following instructions: You may be given an application to complete or test to take. Make sure that you complete the entire application even if you have a résumé. There may be questions on the application that are not addressed in your résumé. Never give an answer on an application "see résumé." Leaving questions blank unanswered or referring to your résumé shows your inability to take direction, your impatience, and your unwillingness to follow instructions.

Finally, there is an art to interviewing, so it may take a few interviews to get the hang of it. Use your interviews and your mistakes as learning tools to improve on future interviews. Now that you know the dos and don'ts of interviewing, go out and get that job!

ACCOUNTANT • Washington, DC

Position available at the National Peace Corps Association (NPCA). Duties: maintains association accounts; manages accounts payable and receivable; manages cash flow; prepares for the annual audit; advises NPCA leadership on financial matters. Qualifications: three years of accounting experience, including work in a nonprofit association. Salary: mid \$30s. Contact: NPCA, 1900 L Street, NW, Suite 205, Washington, DC 20036; fax: (202) 293-7554; e-mail: <admin@rnpvc.org>.

ADMIN. COORDINATOR • Boston, MA

Position available with Management Sciences for Health. Duties: responsible for administrative management and logistical support for specific country activities. Qualifications: bachelor's degree and/or relevant experience; strong office and organizational skills; ability to take initiative and participate on teams in a fast-paced work setting; proficiency in Spanish required, Portuguese strongly preferred; excellent interpersonal skills; ability to provide computer skills for word processing, databases, spreadsheets, and presentations. Full-job description at <www.msh.org>. Send cover letter and résumé to: Marcia Herrera, Senior Recruitment Officer, Management Sciences for Health, 165 Allandale Road, Boston, MA 02130; fax: (617) 524-2825; e-mail: <jobs@msh.org>.

INTERNATIONAL***DIRECTORS • Worldwide**

Positions available with United Seamen's Service, an international nonprofit agency. Duties: work in port community and merchant marine centers. Qualifications: strong managerial skills relating to food and beverages in a club-type atmosphere, strong social service, administrative, and counseling skills; ability to organize programs for both the community and seafarers while maintaining a liaison between government agencies and the maritime industry. Initial assignment is for two years. Tax free salary plus benefits. Send cover letter and SF-171 or résumé to: Assistant Director of Operations, United Seamen's Service, One World Trade Center, Suite 2161, New York, NY 10048-0234; fax: (212) 432-5492.

COUNTRY DIRECTOR • Bolivia

Position available with Food for the Hungry International (FHI), a Christian relief and development organization working in over 20 countries worldwide. Duties: responsible for the overall management and oversight of all DRC programs, staff and budget, including provision of seeds, tools, and training to assist local farmers. Qualifications: minimum of two to three years of previous program management experience, preferably in Africa; educational background related to international relief and development; bilingual; understanding of basic accounting and management practices; proven ability in funding, proposal writing, and contacts with major donors. Résumés/CVs must be sent by e-mail (please use MS Word for attachments) to <ballen@fhi.net>.

SUPPORT SPECIALIST • Westport, CT

Position available with Save the Children. Duties: improves sponsorship management by leading and conducting field office reviews; lends technical assistance and policy guidance to offices; implements Total Quality Management improvement practices; provides training to staff. Qualifications: bachelors' degree required plus two years of experience in an office setting; effective technical writing skills and strong analytical background; strong leadership and communication skills; language skills in Spanish, French and/or Portuguese preferred; ability to travel up to 20% of time. Contact Save the Children, Dept. 1373/PC/JM, 54 Wilton Road, Westport, CT. 06880; fax: (203) 221-4077; e-mail: <rstanford@savechildren.org>.

TEACHERS • Majuro, Marshall Islands

Positions available with Majuro Cooperative School. Duties: teach kindergarten, 1st grade, 4th grade, and middle-school math and language arts. Qualifications: certified teachers; ability to work autonomously and in a team environment; ESL training and experience preferable. Housing and roundtrip ticket provided. School starts in Aug. 2001 thru June 2002. Contact: Principal, P.O. Box 81, Majuro, Marshall Island, MH 96960; phone: (692) 625-3144; fax: (692) 625-3719, e-mail: <coopschl@ntamar.com> or <majurocoop@yahoo.com>.

VARIOUS • Tashkent, Uzbekistan

Positions available at the International Business School "Kelajak Ilmi" at the Tashkent State Economic University on a new project under a grant from the Eurasia Foundation. Positions include: lecturer, librarian, and several senior-level posts. To apply for a position, send a résumé, stating desired position, proposed program on organization of academic departments, and two letters of reference by 7/1/01 to: International Business School, 49 Uzbekistanskaya Street, Tashkent 700063, Uzbekistan; phone: (998-712) 45-46-63; or via e-mail: <kelajak@ishonch.uz>.

TEACHER • Fuzhou, China

Fuzhou International School (FIS) is now hiring qualified instructors to teach foreign students in grades preK through fourth for the 2001 - 2002 school year. Candidates must have valid teaching credentials. FIS offers a competitive salary with base salary paid in U.S. dollars. Benefits include furnished housing, medical insurance, a travel allowance and professional growth opportunities. As soon as possible, interested parties should contact via e-mail: Jeffrey Fischmann, Director, <jdfisch47@yahoo.com>.

ESL TEACHERS • NE China

Positions available with Aston, an American-registered company with English schools in China. Duties: teach conversational English to all ages. Positions for teachers in private school or local middle schools. Qualifications: BA in any field; native English speaker; teaching experience or training period at the school. Salary: \$490/month, insurance, housing, Chinese lessons, end of contract travel bonus. Send cover letter, passport scan, and résumé to: Mike Threatt in China at <future@mail.dlptt.ln.cn>.

EDUCATION**HUMAN GOODNESS • Winston-Salem, NC**

The University for Human Goodness seeks mature individuals who desire to make a difference in the world. Its soul-centered education for a lifetime offers a service learning opportunity that builds common sense, clear thinking, interpersonal and leadership skills, and a clear sense of life purpose. The full-time program requires a year's commitment with a minimum of 45 hours per week of applied service learning. Scholarships, including free room and board for full-time students, are available to qualified students. For further information, call (336) 761-8745 or e-mail <inquiry@ufhg.org>.

***HELLER GRAD. SCHOOL • Waltham, MA**

Brandeis University offers a Master's Program in Health and Human Services Management, combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and MBA (human services) are offered on a full- and part-time basis. Students can concentrate in a number of policy areas, including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee. For more information, please call Heller Admissions at (800) 279-4105, e-mail: <HellerAdmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

UNIVERSITY OF MASS. • Boston, MA

University of Massachusetts offers a 36-credit hour Master of Arts and an 18-credit hour Graduate Certificate in Dispute Resolution. Course work includes: negotiation, theory, and a six-credit internship mediating cases in Boston-area district court. Advanced internships are also available in a nonprofit mediation and training firm, a state mediation office, and a court-based youth mediation program. Students can specialize in organizational, environmental, and ethno-political conflict. Graduate assistantships are also available. Applications for spring 2002 accepted until 1/2/02. Contact: Amy Gay, e-mail: <amy.gay@umb.edu>; Web site: <www.disres.umb.edu>.

***UNIVERSITY OF VT. • Burlington, VT**

The Field Naturalist and Ecological Planning Master's Degree Programs at the University of Vermont provide collaborative, integrative, multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. RPCVs are encouraged to apply. For more information, contact: Field Naturalist/Ecological Planning Program, Dept. of Botany, University of Vermont, Burlington, VT 05405; phone: (802) 656-2930; Web site: <www.uvm.edu/~wpolesman/fnwebpage.html>.

INTERN/VOLUNTEER

***CONSERVATION ASSOCIATES • Naples, FL**
Positions available through The Conservancy of Southwest Florida. Naples Nature Center: environmental policy, land acquisition, Museum of Natural History, summer day camp, school programs, and wildlife rehabilitation clinic. Briggs Nature Center: environmental interpreters. Positions are available on a rotating basis. Applicants must be at least a junior in college or graduates with a background in biology, conservation, wildlife, research, teaching, elementary education, environmental education/science, marine, or related fields. For information, request an application from: Sharon Truluck, Human Resources Director, The Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; phone: (941) 403-4213; e-mail: <humanresources@conservancy.org>.

VOLUNTEER • Washington, DC

Volunteers wanted to help a new organization launch a youth program in Honduras. Put your ideas and research and writing skills to use in planning projects dealing with environmental activities for youth as well as HIV/AIDS prevention education and youth promoter training. Call RPCV Eileen Blumenthal at (202) 544-8460 for more information.

PEACE CORPS' FELLOWS

***U. OF SOUTH CAROLINA • Columbia, SC**

The University of South Carolina has fellowships for RPCVs fluent in Spanish to pursue a graduate degree and work with an innovative community development project empowering the growing Latino population in South Carolina. Duties: works on development of cultural competency training; statewide workshops; Spanish interpretation, and translation. Fellowship includes monthly stipend and tuition reduction. Qualifications: bachelor's degree; RPCV; fluent in Spanish; experience working in Latino communities. Contact: Wendy Sellers Campbell, HABLA Project, Center for Child and Family Studies, College of Social Work, University of South Carolina, Columbia, SC 29208; phone: (803) 777-8127; e-mail: <habla@gwm.sc.edu>.

AMERICORPS/VISTA

AMERICORPS/VISTA • Oakland, CA

Positions available with the East Bay Conservation Corps' Project Youth Engaged in Service (Project YES) to promote service-learning programs in middle schools in Oakland. Duties: serve as club leader, partner teacher, and liaison at one school. Qualifications: BA/BS; experience working with youth in an urban setting and background in community service is preferred. Benefits: \$1,360-1,440/month plus \$4,725 educational award, health insurance, childcare payments, and deferred student loans. Send cover letter and résumé to: Moira Chapman, Project YES, 1021 Third St., Oakland, CA 94607; fax: (510) 992-7962; e-mail: <mchapman@ebcc-school.org>.

Crisis Corps in Need of Volunteers



El Salvador Post-Earthquake Assistance

Crisis Corps is recruiting Volunteers to aid El Salvador in earthquake recovery and reconstruction efforts. RPCVs must have experience in Latin America (preferably Central America). Assignments are for six months, with a minimum three- or four-month commitment. Excellent Spanish skills are required.

Assignments include: 1. Project Concern International project coordinators (experience in water and sanitation—potable water, latrines, and wells; logistics; community development; and construction); 2. Ayuda en Accion disease control/epidemiology volunteer (epidemiology or public health degree, experience with tropical diseases); 3. Ayuda en Accion post-traumatic stress management volunteer (degree in psychology or clinical social work, minimum two years of related professional experience); 4. Police Welfare Foundation housing construction volunteers (considerable experience with cement block house construction and training experience); 5. Stress management volunteer for World Vision (Degree in psychology, clinical sociology or public health, ability to work with children, knowledge of PTSD techniques); 6. Municipal planning/disaster mitigation volunteer for Cooperative Housing Foundation (local/municipal development experience, experience in disaster planning and mitigation preferred).

HIV/AIDS Africa Assignments

The following assignments require previous African work experience, a six-month commitment, and **HIV/AIDS work/volunteer experience**. Additional qualifications listed.

Kenya: 1. Community HIV/AIDS Peer Education Training volunteer (youth peer education and training experience, knowledge of life skills); 2. HIV/AIDS Trainer volunteer (HIV/AIDS training and ICE development experience); and 3. Project Management volunteer for NGO (two years of community and NGO development experience).

Malawi: 1. Home-based care advisor/trainer volunteer (health degree and experience caring for AIDS patients); 2. Organizational Development volunteer for volunteer-staffed NGO (experience with a community based organization and HIV/AIDS programs in Africa); and 3. Youth and AIDS Technical Training volunteer for volunteer youth organization (experience working with youth on behavior change and life skills).

Namibia: HIV/AIDS youth coordinator volunteer for HIV/AIDS Multipurpose Center (youth development and training experience).

Tanzania: 1. Counselor trainer for street children program (paraprofessional counselor training, especially for adolescent population; MSW or equivalent); and 2. Life skills training volunteer for youth center (BSW life skills knowledge and training experience).

Togo: NGO technical assistance and training volunteers (health education and NGO capacity building experience and French fluency).

Zambia: 1. workplace HIV/AIDS educator (health education degree and experience in workplace health education); 2. monitoring and evaluation volunteer (MPH and biostatistics and research experience, in addition to community experience); and 3. Community-based hospice volunteer for NGO (social work or nursing degree and previous hospice experience).

Bosnia Assignments

Crisis Corps is recruiting Volunteers to serve in Bosnia for 6 months commencing late August. RPCVs with Slavic language skills and extensive experience in any of the following are encouraged to apply: accounting, micro enterprise/NGO development, business marketing, solid waste handling, and design (clothing and household goods).

RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application and additional position information can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.

VISTA LEADER • SE United States

Positions available with organization focused on eliminating poverty housing. VISTAs work with Habitat coordinating volunteer projects in construction, family services, and resource development. Duties: help manage these projects by encouraging success and reporting results. Leaders receive a living allowance, health benefits, and travel reimbursement. For more information please contact: Maureen O'Leary, VISTA supervisor, at (407) 389-2462; fax (407) 389-6127; e-mail: <moleary@hfhi.org>.

VISTA LEADERS • Seattle, WA

Positions available with the Fremont Public Association. Duties: assist in the overall operations of our national service programs that focus on developing resources for low-income individuals, resolving conflicts, and tutoring children. Qualifications: two years of Peace Corps. Stipend of \$1,000/month plus a \$4725 education award. Begins August 2001. Send a résumé to: C. Kneblsberger at the Fremont Public Association, P.O. Box 31151, Seattle, WA 98103; phone: (206) 694-6824; e-mail: <carolinek@fremontpublic.org>.

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. Peace Corps has no control over, nor responsibility for HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

Name _____

Address _____

City _____ State _____ Zip Code _____

Country of Service _____ Dates of Service _____

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., Peace Corps, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.



Celebrate the 40th

For more information and to register for the National Peace Corps Association's activities in conjunction with the Peace Corps' 40th Anniversary in Washington, D.C., September 20-23, go to: <www.rpcv.org/pages/celebrate.cfm>.

June Career Event

CEO Duane Kissick, Project Coordinator Ted Bratrud, and other representatives from Planning and Development Collaborative, International (PADCO, INC.), a consulting firm, present the topic: "How to find a Job in International Consulting."

The discussion will highlight the dos and don'ts on how to land a job in international consulting and conclude with a power point presentation on disaster relief.

When and Where:

June 21, 2001, 12 noon-1:30 p.m.
Peace Corps, 1111 20th St., NW
Shriver Conference Room A
Washington, D.C. 20526

For more information, please contact Elvira May, RVS, at (202) 692-1445.

PROGRAM COORDINATOR • Eureka, CA
Position available with College of the Redwoods. Duties: establishes a program to train parents in reading and other literacy efforts with their child; works in unison with Access Careers in Teaching AmeriCorps (ACT) located at College of the Redwoods. This VISTA member will work with, and be supervised by, the ACT Coordinator at College of the Redwoods. Contact: Dawn Jackman, College of the Redwoods, 7351 Tompkins Hill Road, Eureka, CA 95501-9300; phone: (707) 476-4539; e-mail: <dawn-jackman@eureka.redwoods.cc.ca.us>; Web site: <www.americorps.org/joining/index.html>.

PROGRAM COORDINATOR • Maine
Mentoring positions available in communities across Maine with Big Brothers-Big Sisters. Duties: develop and expand site-based mentoring programs, which involves recruiting volunteers, matching mentors to at-risk youth and coordinating programs with schools. Benefits: living stipend, relocation allowance, health coverage, and an education award of \$4,725 at the end of 12-month term of service; many training opportunities. Contact: Carrie Evans, VISTA Leader, BBBS 195 Lancaster St., Portland, ME 04101; phone: (207) 749-0415; e-mail: <bbbsvistaleader@yahoo.com>.

HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in May 1999, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to the Web site <www.peacecorps.gov/rpcv/hotline/index.html> to download issues in Portable Document Format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.