



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Feel like a fish out of water?
Register for an RPCV mentor.
For more information, see page 14.

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

Franklin H. Williams Award Ceremony
Thursday, June 19, 2008
For more information, see page 16

Peace Corps Hotline

Robert Michon
Editor

Manager, Returned Volunteer Services

Jennifer Bream
Graphic Designer

Administrative Assistant,
Returned Volunteer Services

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

Peace Corps

Returned Volunteer Services

Phone: 202.692.1430 or

800.424.8580, ext. 1430

E-mail: hotline@peacecorps.gov

Fax: 202.692.1421

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Peace Corps Response

KSAs Are Not the Enemy: Tips for RPCVs

By Bonnie K. Robinson, Returned Volunteer Services Program Specialist
(RPCV Ukraine 2002-05)



If you are in the midst of your job-search, there is one website you won't want to forget about: www.usajobs.gov. "Dot-gov?!", you may think. "Why would I look there? I don't want a government job!"

You should definitely consider it. The federal government is hiring 200,000 employees in the next few years, and there are many exciting and engaging positions for RPCVs in the government. Federal employment is a great way to apply the transferable skills you gained as a Volunteer, and to learn new skills that will serve you no matter where you ultimately wish to work. You'll enjoy a good salary and benefits, benefit from career advancement, and have the opportunity to continue serving your country.

That said, applying for a federal vacancy is neither easy nor quick. The process can take many hours and requires you to submit all sorts of documentation - a résumé, work history, references, eligibility and qualifications verifica-

tion ... and KSAs. Knowledge, Skills, and Abilities narratives, or KSAs, are essay questions that ask you to describe your specific skills in relation to the vacancy for which you are applying. Many KSAs ask about things like written and oral communication abilities, demonstrated technical abilities, and knowledge in specific subject-matter areas. Think of these almost as oral interview questions: your answers should provide concrete and specific examples of how you demonstrate a particular competency, and should focus on the results you've achieved.

Hiring managers will review these KSAs to determine whether you are qualified for the job, so you must use each KSA prompt (many vacancies have five or six) as an opportunity to convey what makes you stand out as a candidate in the particular area the prompt asks about. Pay attention to the description of duties and responsibilities for that position announcement, because these sections will

tell you exactly what the job entails and what skills or experience the agency is seeking. Identify keywords in the vacancy announcement and incorporate them into your narratives whenever relevant and possible. The idea is not to parrot the job description back at the hiring manager, nor is it to write KSAs using language that is so alien to you that you don't recognize yourself in them. Rather, you should use the well-placed keyword in your KSAs to communicate clearly to the reader not just that you are qualified for the job, but how you are qualified for the job. Your aim is to link explicitly your past performance and current skills with the responsibilities of the new position, so the hiring manager will think, "This person is a natural for this job!"

Now, anyone who has ever written a set of KSAs will tell you that this is far from simple, and, in fact, quite tedious. KSAs can take several hours and many drafts to perfect. This is not the time to



Public Sector

CIVIL OR ENVIRONMENTAL ENGINEER • Anchorage, AK

Position available with Alaska Native Tribal Health Consortium. Duties: designs public health infrastructure for Alaskan Native communities with an emphasis on sustainable development; occasional trips to native communities throughout Alaska required. Qualifications: BS in civil/environmental engineering; one year of engineering experience preferred; commitment to the public health mission and sensitivity to cultural traditions. For more information and to apply, e-mail sbrum@anthc.org; phone: 907.729.3555; website: www.anthc.org/cs/dehe/ or www.usphs.gov/.

CEO • New Orleans

Position available with EcoPark. Duties: provides leadership in developing and sustaining a start-up social venture (a green building manufacturing/distribution/retail business park). Qualifications: seven years' commercial real estate development experience; successful

track record in comparable commercial real estate projects; desire to promote green and sustainable practices and products; public/private experience preferred; MBA preferred; national and regional real estate/green industry connections preferred. Deadline: 6/20/2008. For more information and to apply, e-mail kim@gmail.com; website: www.ideavillage.org.

Private Sector

MANAGER FOR INTERNATIONAL OPERATIONS • DC

Position available with U.S. Grains Council. Duties: recruits trade and technical consultants for short-term foreign assignments; arranges visits in the U.S. for foreign delegations. Qualifications: prior international work experience; experience/degree in agriculture; minimum two years' work experience. For more information and to apply, send cover letter and resume to U.S. Grains Council, Attn: MIO, 1400 K Street, N.W., Suite 1200, Washington, D.C. 20005; fax: 202.898.0522; e-mail: employment@grains.org; website: www.grains.org.

SENIOR PROGRAM OFFICER • DC

Position available with World Wildlife Fund. Duties: responsible for development, coordination, and supervision of program interests and projects relating to conservation of wildlife resources subject to trade and utilization. Qualifications: BA/BS required; MA in natural resource management/economics, ecology, wildlife/conservation biology, or related discipline preferred; at least five years' experience required; three years' experience relating directly to wildlife trade and/or resource management required. For more information and to apply, visit www.worldwildlife.org/about/jobs.cfm.

DEPUTY DIRECTOR • DC

Position available with Fair Chance. Duties: provides program leadership and strategic direction for the organization; responsible for quality control of program work and reporting; builds a strong team of committed professionals. Qualifications: strong program development and management experience is a must; experience supervising, motivating, and managing staff; five years' experience in nonprofit management; five years' experience supervising staff and managing a team; five years' experience in capacity building and/or organization development. For more information and to apply, e-mail mnagorski@fairchancedc.org; website: www.fairchancedc.org.

ESL INSTRUCTORS(S) • Harlem, NY

Positions available with New American Welcome Center. Duties: teach English to a mainly new immigrant population from West Africa, the Caribbean, and South America. Qualifications: some experience teaching adults; flexibility and an eagerness to educate students struggling for skills at a beginner and/or intermediate level; a strong desire to be a teacher and a love for education is necessary. Salary: \$25/ hour. For more information and to apply, e-mail natalie0c@yahoo.com; phone: 212.690.4024 or 917.696.3082.

EXECUTIVE DIRECTOR • Mullens, WV

Position available with Upper Guyandotte Watershed Association. Duties: responsible for project management, public relations, and administration. Qualifications: exhibit inspirational leadership and have a passion for the power of grassroots citizen groups to positively affect their local community. Salary: \$30K. Deadline: 7/01/2008. For more information and to apply,

HOT! OPPORTUNITIES

MANAGEMENT AND PROGRAM ANALYST • Atlanta

Position available with The Centers for Disease Control and Prevention (CDC). Duties: provides ongoing program analytical assistance and advice for the Global Disease Detection Program; assists in the development and implementation of program planning and evaluation activities; conducts special assignments and projects related to the effectiveness and efficiency of operations, both in field locations and at CDC; assists in the analysis and evaluation of cooperative agreements and contracts with other recipients/vendors; plays a lead role in logistical arrangements of meetings, workshops, conferences, including synthesizing discussions and recording decisions. Qualifications: must possess one year of specialized experience equivalent to the next lower grade level; the GS-9 level may be met by two full academic years of graduate level education or completion of all requirements for MA or equivalent, or completion of all requirements for an LLB or JD degree; the GS-11 level may be met by three full academic years of graduate level education or the successful completion of PhD or equivalent doctoral degree. Salary: \$46,680-\$73,422. For more information and to apply, send resume and documentation of **non-competitive eligibility (NCE)** to bpq7@cdc.gov; phone: 404.639.7464.

VA CAREERS • Various locations

Positions available with Department of Veterans Affairs. Duties: responsible for patient rounds; consult with one another to arrive at the best course of care for each patient. Qualifications: JD, license to practice in Montana, or able to take and pass the next Montana Bar exam; excellent oral and written communication skills; ability to travel extensively throughout Montana; ability to manage multiple tasks and work independently; experience working with Native American and/or low-income clients preferred. For more information and to apply, visit www.vacareers.va.gov; phone: 800.949.0002.



send cover letter, resume, references, and a short writing sample to e-mail kjdrey@ugwawv.org; phone: 304.250.7053; website: ugwawv.org.

LIVE-IN FOSTER COUPLE • Greensburg, Indiana

Positions available with Edelweiss House, an interdenominational 501(c)(3) corporation. Duties: follow the family structured Edelweiss House Program which helps abused boys. Qualifications: enjoy being around children; able to live on-site. Salary: \$24K/couple. Deadline: 6/30/2008. For more information and to apply, e-mail iwillhelpaboy@yahoo.com; phone: 888.678.9000; website: www.edelweisshouse.org.

FOOD SECURITY PROGRAMS COORDINATOR • DC

Position available with Food for the Hungry. Duties: provides technical support and administrative backstopping to ongoing food security programs and the U.S.-based food security capacity building initiative; develops new USAID and OFDA funded programs. Qualifications: BA/BS in agriculture, agricultural economics, agricultural extension, or related field; MA/MS preferred; two years' experience implementing and/or managing a relief or development program in a developing country (Title II food security programming preferred). Deadline: 7/31/2008. For more information and to apply, e-mail Matt Oropeza at matt.oropeza@fh.org; phone: 480.609.7852.

EDUCATION ENTREPRENEUR FELLOW • Various locations

Position available with The Mind Trust. Duties: targets underserved or disadvantaged populations with solutions that attack the root problems in the delivery of public education. Qualifications: must possess the relentless drive necessary to exploit opportunities to fulfill their visions; envisions entirely new approach to public education. Salary: \$90K/year. Deadline: 9/05/2008. For more information and to apply, e-mail fellowship@themindtrust.org; phone: 317.822.8102; website: www.themindtrust.org.

PROGRAM MANAGER • NY

Position available with American Jewish World Service. Duties: responsible for all aspects of the Alternative Breaks Program. Qualifications: five years' work experience in program management; BA or equivalent required; MA

preferred; ability to travel to Central America; Spanish fluency; demonstrated ability to successfully manage projects with multiple complex tasks. Deadline: 8/31/2008. For more information and to apply, e-mail opportunities@ajws.org; website: visit www.ajws.org.

PROGRAM MANAGER • Arlington, VA

Position available with AECOM. Duties: provides backstopping and project management oversight for a host of new and existing USAID contracts. Qualifications: three years' direct USAID project management experience preferably with large USAID contractors; extensive knowledge of USAID regulations and policies (including AIDAR and FAR regulations); proficiency with Word and Excel software; good interpersonal skills; ability to work independently. Deadline: 6/20/2008. For more information and to apply, e-mail Linda Aines at linda.aines@internationalink.net; phone: 802.273.2330; website: www.internationalink.net.

LAND USE PLANNER • Key West, FL

Position available with Trepanier & Associates, Inc. Duties: researches, prepares, and represents redevelopment proposal applications; handles comprehensive plan and zoning amendments. Qualifications: BA in planning or related field; two years' planning experience; thorough understanding of planning and community development theory; must possess excellent English grammar, business composition, and math skills; ability to work independently within scope of existing company expectations. For more information and to apply, e-mail richard@owentrepanier.com; phone: 305.293.8983; website: www.owentrepanier.com.

HOUSING SPECIALIST • Portland, OR

Position available with Outside In. Duties: works in team with lead responsibilities in the transitional Housing Program; Qualifications: two years' experience in the areas of at-risk youth, homeless youth, or shelter/housing programs; BA/BS in a related field; Spanish proficiency strongly preferred; experience with diversity highly valued. Salary: \$11/hour. For more information and to apply, e-mail apply@outsidein.org; website: www.outsidein.com/employment.htm.

CAMPUS REPRESENTATIVE • Champaign, IL

Part-time position available with University of Illinois at Urbana-Champaign. 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: RPCV; 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; phone: 217.244.1497; website: www.careercenter.uiuc.edu/about/grads.asp.

COMMUNITY PROGRAM COORDINATORS • Various locations

Positions available with International Cultural Exchange Services. Duties: responsible for identifying local host families and providing program support—with special focus on helping foreign high school teens adjust to their U.S. exchange experience. Qualifications: ability to collaborate with ICES regional office, local high schools and program participants; cultural sensitivity; awareness and a desire to assist in students' acclimation into American society are desirable. Deadline: 6/30/2008. For more information and to apply, e-mail ssorer@icesusa.org; phone: 1.800.681.1812; website: www.icesusa.org.

4-H YOUTH DEVELOPMENT PROGRAM ADVISOR • Phillips, WI

Position available with University of Wisconsin Extension. Duties: teaches and evaluates educational programs that support the positive development of youth, especially in the areas of leadership, interpersonal, and citizenship skills. Qualifications: BA; ability to structure and deliver educational experiences for youth and adults and to manage volunteers. Salary: \$12,577–\$15,634. Deadline: 7/01/2008. For more information and to apply, e-mail ces.jobs@uwex.edu; phone: 692.263.1945; website: www.uwex.edu/ces/hr/.

LABETTE COUNTY EXTENSION AGENT, FAMILY AND CONSUMER SCIENCES • Altamont, KS

Position available with K-State Research and Extension. Duties: provides primary leadership in the development, dissemination, and imple-

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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; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

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

Carnegie Mellon University

Pittsburgh, PA

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

Contact: David Eber

Phone: 412.268.2164

E-mail: honzadmit@andrew.cmu.edu

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

In Development: City and regional planning (MS)

Contact: Tina M. Nelson

Phone: 607.255.6848

E-mail: tmn2@cornell.edu

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

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. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Jointdegrees 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: pidinfo@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

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

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

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

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

George Washington University

Washington, DC

Transition special education, secondary education.

Contact: Dr. Jeanne Embich

Phone: 202.973.1061

E-mail: jembich@gwu.edu

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

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

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

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

Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke

Phone: 410.955.7548

E-mail: orourke@son.jhmi.edu

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)

Master of Business Administration (MBA) and

PEACE CORPS Fellows/USA



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

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

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

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

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

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

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

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

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

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

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

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

University of Denver

Denver, CO
Josef Korbel 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

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

Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.

Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthompso@du.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

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

PEACE CORPS Fellows/USA



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

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

University of Oregon

Eugene, OR
Community and regional planning, public administration.
Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@darkwing.uoregon.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

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

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

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

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

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

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

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

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

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

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mentation of research-based educational programs to support successful families and the systems that serve them in communities. Qualifications: BA with major course work, professional development, and experience appropriate to the needs of the position; MA preferred. Deadline: 7/01/2008. For more information and to apply, e-mail swarner@ksu.edu; phone: 785.532.3077; website: www.oznet.ksu.edu.

GPS MAPPING AND TRAILS ASSESSOR • Olympia, WA

Position available with Northwest Service Academy. Duties: enters field data into an agency-wide database that is used for spatial mapping applications. Qualifications: ability to frequently hike long distances and for long periods of time on primitive trails; attention to detail with an affinity for technology; ability to

read maps; strong interest in outdoor recreation; self directed and motivated; good communication skills; a valid driver's license; familiarity with GPS and GIS. Deadline: 6/17/2008. For more information and to apply, e-mail Stephanie Ludlow at stephanie.ludlow@esd112.org; phone: 509.395.3465; website: www.nwserviceacademy.org.

DIRECTOR OF FINANCE AND ADMINISTRATION • Cambridge, MA

Position available with Be The Change, Inc. Duties: leads the strategic development of effective financial processes and policies; communicates with internal and external stakeholders; oversees and develops appropriate systems for human resources function; manages a variety of external vendor relationships. Qualifications: three years' professional experience in similar role; success with financial management and systems building. For more information and to apply, send a cover letter and resume to BeTheChange@cgcareers.org; website: www.cgcareers.org/findajob/jobdetail/1185/.

WILDFIRE PREVENTION PLAN TECHNICIAN • Goldendale, WA

Position available with Central Klickitat Conservation District. Duties: works to promote the Firewise program and implementation of Community Wildfire Protection Plans in high fire-risk communities through public education and outreach efforts at countywide and community events and meetings. Salary: \$979/month. For more information and to apply, e-mail Stephanie Ludlow at stephanie.ludlow@esd112.org; phone: 509.395.3465; website: www.mtadamscenter.org.

VOLUNTEER SERVICES MANAGER • Phoenix

Position available with St. Mary's Food Bank Alliance. Duties: establishes, maintains, and manages a successful, expanding volunteer program that recruits and retains volunteers to support the food bank's programs, operations, and administrative needs; serves as a department leader assisting the other site managers. Qualifications: BA/BS degree or equivalent in public relations, marketing, or a related field; must have the ability to use discretion and independent judgment involving decisions to accomplish the goals and objectives of department; strong leadership and management skills. Deadline: 6/30/2008. For more information and to apply, e-mail ksgoebel@firstfoodbank.org; phone: 602.343.3138; website: www.firstfoodbank.org.

PROGRAM ASSOCIATE • Arlington, VA

Position available with Management Sciences for Health. Duties: provides technical assistance in support of central, regional, and country activities; provides support to other projects

and research activities, with an emphasis on activity monitoring, coordination, and reporting. Qualifications: BA in public health or related field required; international working experience in maternal and child health or malaria; very strong competencies in technical writing and good oral communication required; conduct technical presentations; French and/or Spanish fluency desirable; travel internationally/domestically. For more information and to apply, visit www.jobs-msh.icims.com.

International

FINANCE CONTROLLER • Khartoum, Sudan

Position available with International Rescue Committee (IRC). Duties: responsible for all aspects of financial management of the IRC West Sudan programs; in charge of West Sudan's senior level finance team. Qualifications: BA in accounting, business administration, commerce, or finance with a recognized professional certificate in accounting such as CPA/CA; MA in business or accounting; five years' experience working with nonprofit organizations; working knowledge of Arabic would be an advantage. For more information and to apply, visit www.theirc.org.

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; phone: 202.657.6158 or 38.093.393.02.65; website: www.AmericanEnglish.ua.

WATER, SANITATION, AND HYGIENE COORDINATOR • Various locations, DR Congo

Position available with Action Against Hunger – U.S. Duties: monitors the evolution of the country's humanitarian situation in water and sanitation; contributes to the definition of the

programming strategy and projects; supervises the programs along with their technical aspects; supervises the water and sanitation team; represents the organization to its partners. Qualifications: geological, hydrogeological, civil, or environmental engineer; extensive knowledge in water, sanitation, and hygiene; command of SIG software (ArcView or MapInfo) requested; French fluency. Deadline: 7/04/2008. For more information and to apply, visit www.actionagainsthunger.org/get-involved/jobs.

LOGISTICS COORDINATOR • Kinshasa, DR Congo

Position available with Action Against Hunger – U.S. Duties: supervises logistics team in Kinshasa; supervises the national logistics coordination; manages logistics personnel; follows-up and constantly re-evaluates security procedures and their application. Qualifications: training/education in logistics; strong organizational skills; experience in the management of staff and good sense; knowledge in security; French fluency. Deadline: 7/04/2008. For more information and to apply, e-mail inthr@actionagainsthunger.org; phone: 212.967.7800.

HEAD OF MISSION • The Kivus (based at Goma), DR Congo

Position available with Action Against Hunger – U.S. Duties: in charge of the mission as a whole; coordinates programs and activities; ensures the continuation of funding; organizes the allocation of available resources; carries out the human resources policy of the mission; supervises the team of employees; ensures the respect of the ethical and operational principles. Qualifications: MA in political science, management, or equivalent; humanitarian experience; good relational and communicative qualities; analytical skills; experience in the supervision of a team of employees; organizational skills; excellent French proficiency; knowledge of the context of the Great Lakes (Africa) appreciated. Deadline: 7/04/2008. For more information and to apply, e-mail inthr@actionagainsthunger.org; phone: 212.967.7800.

DEPUTY DIRECTOR OF FIELD OPERATIONS • Khartoum, Sudan

Position available with International Rescue Committee (IRC). Duties: plays a central role in contributing to the work of IRC Sudan; re-

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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 a 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

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.

Qualifications: 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.

CRS/AIDS Relief is requesting a Peace Corps Response Volunteer 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.

Jamaica

The Jamaica Red Cross, Manchester Chapter seeks a Peace Corps Response Volunteer for six months to serve as an Emergency Medical Technical Trainer. The Volunteer will provide basic-level Emergency Medical Technician (EMT-B) training to designated staff and volunteers (about 20-30 students); develop a path to EMT certifica-

Peace Corps Response



tion for students by researching, documenting and facilitating follow-up testing by recognized certification organizations; and research Continuing Education requirements necessary for students to maintain certification. Mandatory Qualifications: Emergency Medical Technician (EMT) certification at a minimum level of Basic (EMT-B); experience creating training programs and designing workshops (2+ years); experience delivering medical training programs; and technical writing skills specific to process documentation. Desired Qualifications: Advanced EMT certification (or comparable medical license); training and certification as an EMS instructor and/or; First Aid Instructor; experience collaborating with educational organizations in a cross-cultural setting; and Returned Peace Corps Volunteer/Jamaica.

Liberia

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

(15) Peace Corps Response Volunteers to work as HIV/AIDS Technical Assistants at the district level beginning in October 2008. The Technical Assistants will provide HIV/AIDS 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; Desired qualifications: MA in public health, organizational development, or related fields; experience conducting training workshops; knowledge of local languages, including Chichewa.

Philippines

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.

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 developing 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 (PCRV) 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

Peace Corps Response



fixed sites). The PCRV 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 develop-

ment/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 PCRVs will be to implement effective data collection methodologies and analytical tools, provide training to ensure data integrity and continuity through-

out 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; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at www.peacecorps.gov/response.

Send Peace Corps Response application, résumé, and Description of Service (if available) to 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.

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sponsible for supporting complex programs in Darfur, North, and East Sudan. Qualifications: MA in business management, operations, or a relevant field; three years' progressive management and leadership experience with several of those years working in an INGO. For more information and to apply, visit www.theIRC.org.

PROJECT MANAGER • Brazzaville, DR Congo

Position available with International Partnership for Human Development. Duties: manages food aid and all aspects of school lunch program; supervises staff of 50 or more; liaises with U.S. Embassy, local NGOs, and the Congolese Government; evaluates current projects. Qualifications: French fluency; strong organizational skills; good writing skills; overseas development experience. Salary: \$59K, housing, and hardship and health insurance allowances. For more information and to apply, e-mail iphdhq@iphd.org; phone: 540.751.1630; website: iphd.org.

GRANTS COORDINATOR • Khartoum, Sudan

Position available with International Rescue Committee (IRC). Duties: heads the grants unit for the IRC Sudan program managed out of its Khartoum office. Qualifications: MA preferred in international relations or another field relevant to programmatic work; three years' international NGO field experience in a similar position. For more information and to apply, visit www.theirc.org.

FINANCE MANAGER • Kalemie, DR Congo

Position available with International Rescue Committee (IRC). Duties: ensures that the day-to-day accounting operations and financial management functions are performed in accordance with donor, IRC, and country office policy and procedures; responsible for finance and program staff capacity building. Qualifications: French fluency; BA in accounting, business administration, commerce, or finance with a recognized professional certificate in

accounting (CPA or equivalent certification would be preferred); three years' accounting experience. For more information and to apply, visit www.IRCjobs.org.

FIELD DIRECTOR • Ketapang, West Kalimantan, Indonesia

Position available with Gunung Palung Orangutan Conservation Program (GPOCP). Duties: manages all aspects of our Borneo-based work; supervises staff of fifteen; liaises with local government and NGOs; responsible for project development, fundraising, and financial oversight. Qualifications: BA; overseas conservation or development experience, preferably in South East Asia; strong communication skills; grant-writing experience highly preferred; Microsoft Office proficiency required; Bahasa Indonesia fluency (or demonstrated proficiency at learning new languages). For more information and to apply, e-mail Sonya Kahlenburg at sonyakahlenberg@yahoo.com; website: www.saveGPorangutans.org.



MATH, SCIENCE, CHEMISTRY, SOCIAL STUDIES TEACHERS • Guatemala, Central America

Position available with Colegio Decroly Americano. Duties: teaches at a private, co-educational bilingual school (Spanish-English) and non-sectarian pre K-12 grade educational school at the high school level. Qualifications: BA/BS. Deadline: 7/01/2008. For more information and to apply, e-mail gds@decrolyamericano.com; phone: 502.2380.2380 ext. 118; website: www.decrolyamericano.com.

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@acclipse.net; phone: 212.907.6541.

PREVENTION THROUGH MOTHER TO CHILD TRANSMISSION INTERN • China

Position available with The Clinton Foundation. Duties: focuses on routine technical and management support for PMTCT Program. Qualifications: MA in public health or international policy; HIV, maternal, and child experience; committed to one year stay in China; Chinese fluency with written Chinese as an asset; proactive, self-starter, team player, and good at problem solving. Deadline: 7/01/2008. For more information and to apply, e-mail chajobs@clintonfoundation.org; website: www.clintonfoundation.org/job-openings-volunteers.htm.

Intern/Volunteer

VOLUNTEER PROGRAM MANAGER • Southern Region of Jamaica

Volunteer position available with The Clinton Foundation. Duties: establishes a microfinance program to support the nutritional and transportation needs of people living with HIV/AIDS; responsible for coordinating program design, drafting program guidelines, and supporting day to day task management

and implementation; enables the community. Qualifications: educational or work experience in microfinance experience preferred; ability to work independently; knowledge of Microsoft products. Salary: round trip airfare and a monthly stipend. Deadline: 6/09/2008. For more information and to apply, e-mail chajobs@clintonfoundation.org.

CLINTON CLIMATE CHANGE INITIATIVE VOLUNTEERS • Various international locations

Volunteer position available with The Clinton Foundation. Duties: plans, directs, and coordinates activities to enable an initiative to meet goals and objectives; researches cost-benefit analysis for projects/programs and potential areas of development as well as potential partners; plans and executes specific programmatic initiatives. Qualifications: demonstrated commitment to the issues surrounding climate change and to working towards more sustainable economic development; demonstrated ability to work in a high pressure, professional environment; strong interpersonal skills; good analytical ability in foreign environments. Deadline: 7/01/2008. For more information and to apply, e-mail ccijobs@clintonfoundation.org; website: www.clintonfoundation.org/job-openings-volunteers.htm.

ZDRAV PLUS II PROJECT INTERN • Almaty, Kazakhstan

Position available with the John Snow, Inc. (JSI). Duties: responsible for data collection, monitoring, and quality checking; tabulates and drafts reports and presentations as necessary. Qualifications: experience or interest in maternal health; former Eastern Europe/Former Soviet experience; analysis skills using Excel (SPSS desirable); working knowledge of written and spoken Russian. For more information and to apply, send cover letter and CV to zdravintern@jsi.com; website: www.jsi.com/JSIInternet/Jobs/jobdescription.cfm?JobID=24841.

Education

SOCIAL WORK SCHOLARSHIPS • St. Louis, MO

The Brown School of Social Work at Washington University offers two \$35K John F. Kennedy Scholarships annually to RPCVs. Earn your MA in social work (MSW) in two years' full-time study at this top-ranking social work

institution. Six concentrations and international practicum opportunities are available. Qualifications: applications are processed on a rolling basis and there is not a standardized test requirement. Deadline: 10/15/2008. For more information and to apply, e-mail msw@wustl.edu; phone: 314.935.6676; website: visitgwweb.wustl.edu.

GRADUATE OPPORTUNITIES • Various locations

PhD Traineeship Opportunities available. \$30K/year stipend plus waiver of tuition and fees. 140 National Science Foundation sponsored programs across the country seek students interested in pursuing graduate degrees in the areas of science, mathematics, engineering, and technology. Integrative Graduate Education Research and Traineeships (IGERT) programs equip PhD scientists and engineers with the technical, professional, and personal skills needed to meet the career demands of the future. For more information and to apply, e-mail questions@igert.org; phone: 866.593.9103; website: www.igert.org.

MS TESOL GRADUATE PROGRAM • Los Angeles

Positions available with University of Southern California. Duties: teach English in the U.S. or abroad. For more information and to apply, submit a current GRE score (target 1000 or above); target GPA of 3.0 or above; on-line application; essay responses; transcripts; three letters of recommendation to soeinfo@usc.edu; phone: 213.740.0224; website: www.usc.edu/education.

Americorps/VISTA

AMERICORPS LEGAL FELLOW-INDIAN WILLS PROJECT • MT

Position available with Montana Legal Services Association. Duties: develops resources for creating wills and other estate planning documents for residents of Montana's seven Indian reservations; trains law student volunteers; provides referrals, support, and training to volunteer attorneys; develops community education materials; provides advice and brief services to Native American clients. Qualifications: JD, license to practice in Montana, or able to take and pass the next Montana Bar exam; excellent oral and writ-



ten communication skills; ability to travel extensively throughout Montana; ability to manage multiple tasks and work independently; experience working with Native American and/or low-income clients preferred. Salary: \$22,200 stipend plus benefits (including education awards). Deadline: 7/31/2008. For more information and to apply, e-mail [hiring@mtlsa.org](mailto: hiring@mtlsa.org); phone: 406.248.7113; website: www.mtlsa.org.

MENTORING CHILDREN OF PROMISE • Everett, WA

Position available with Volunteers of America Western Washington. Duties: increases opportunities for children of prisoners to connect to their parents and to other children of prisoners, as well as improving literacy; expands the community volunteer capacity; trains, motivates, and supports volunteers to co-facilitate Words Travel workshops; mentors children of prisoners; researches and supports the grant writing and fundraising effort to secure funding streams. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); proficient computer skills; skilled at giving public presentations to community leaders. Salary: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

VOLUNTEERS OF AMERICA • Everett, WA

Position available with Volunteers of America Western Washington. Duties: works to build and strengthen relationships with high schools students to promote teen leadership and community service; works with teens to create volunteer projects, speaks on behalf of and promote the Youth Action Team, and works to develop sustainable community partnerships; works in partnership with the Major League

Baseball Players' Trust. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); excellent communication skills. Salary: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

AMERICORPS VISTA SERVING THE DISPUTE RESOLUTION CENTER • Everett, WA

Position available with Volunteers of America Western Washington. Duties: works to provide offenders at the Monroe Correctional Complex and Denny Youth Center with skills to increase successful re-entry into communities, by coordinating and expanding the DRC's prison mediation program and re-entry skills program. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); excellent communication skills. Salary: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

FAMILY AND CHILDREN SERVICES IN THE FIGHT AGAINST POVERTY • Everett, WA

Position available with Volunteers of America Western Washington. Duties: develops the infrastructure for supporting unlicensed caregivers (family, friends, and neighbors caring for children) throughout Snohomish County. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); excellent communication skills. Sala-

ry: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

SNOHOMISH COUNTY OFFICE OF CHILDREN'S AFFAIRS AND PREVENTION • Everett, WA

Position available with Volunteers of America Western Washington. Duties: increases the distribution of educational resources to parents and caregivers in order to increase their knowledge and skills of school readiness; works to engage the general public, particularly the business community and community leaders, in understanding the importance of supporting early learning. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); excellent communication skills. Salary: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

FAMILIAS UNIDAS • Everett, WA

Position available with Volunteers of America Western Washington. Duties: works to increase the Latino/Hispanic community's access to information, education, leadership and services by working with Latino/Hispanic youth, children, families and other community members. Qualifications: impassioned community contributor; related volunteer or professional experience desired but not necessary; car required (mileage reimbursed for work-related travel); excellent communication skills. Salary: \$950/month. Deadline: 6/25/2008. For more information and to apply, e-mail [epankow@voaww.org](mailto: epankow@voaww.org); phone: 425.259.2973x2342; website: www.voaww.org.

To submit a mailing address change, visit 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.*

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test how well you can work under pressure by writing them at the last minute; instead, be sure to give yourself at least a few days to write the best set you can. The first thing you'll want to do is re-read your Description of Service (DOS), your résumé, quarterly reports you wrote during your Peace Corps service, and any other documents that comprise your professional portfolio such as writing samples or copies of grant proposals you've drafted. Refresh your memory about all the amazing things you accomplished during Peace Corps, and make a list of the projects to which you contributed. Jot down any important numbers, or measureables, that come to mind, such as the dollar amount of any grant you were awarded, the number of pit latrines you dug in your community, or how many mothers regularly attended your maternal/child-health discussion group. Of course, be sure to include your professional experience before and since Peace Corps, if you have it. Pull out old performance evaluations or even emails from colleagues and supervisors - they will help jog your memory about specific things you accomplished at previous jobs.

As you structure your narrative, you should stick to the STAR method: for each prompt, outline the Situation (the circumstances and context in which you were working), Task (your actual job, assignment, or recommended course of action), Actions (the specific steps you took to achieve your goal), and Results (the effects of your work - your accomplishment). This helps the hiring manager see the accomplishment behind your projects, and tells them that you will produce results for them, as well.

When you write your narratives, don't be modest! Employers are willing to

read up to a page, or even a page and a half, for each KSA prompt, as long as what you write is directly relevant to the position you're applying for. Remember, things that might not appear to you as being obviously related to the position, such as volunteer and educational experience, actually might be germane. For example, if you completed a substantial research project as part of your university study in the field of the job you're applying for, make mention of it as part of the evidence for your ability to communicate orally and in writing. If the position you're applying for asks about experience working with at-risk youth and you have five years of experience volunteering with a mentoring nonprofit, include it as you would a paid position. There is no reason to exclude non-paid experience, as long as it is related to this job.

While you should, of course, use your organizational skills to present a cogent narrative, you should not use bulleted lists or sentence fragments to answer the prompts. You have space to write several paragraphs in first-person narrative format - use it! Be sure to avoid acronyms or professional jargon. Even if you are applying for a staff position at Peace Corps, avoid acronyms (APCD, SPA, COS) unless you spell them out first. Not spelling out acronyms - even when you're sure your audience will know what they are - is unprofessional. Also, avoid writing "see above" or "see résumé" as your answer to any KSA prompt. Before you laugh, know that we have seen it before. Treat each prompt as a separate question and answer it thoroughly and professionally. If you are asked a similar question three times, answer it three times, with slightly different phrasing or emphasis.

Remember, if you demonstrate laziness on your KSAs, your prospective employer will think you're lazy! Lastly, don't use the same KSA narratives for multiple applications. It's fine to have a master document from which you can pull phrases or paragraphs for common prompts (like, "Ability to communicate effectively in writing"), but - as I stressed earlier - you should tailor each set of KSAs to the position you are applying for.

Lastly, you don't have to build your answers in the online application system right away; instead, compose your KSAs in Word so you can edit your work and rearrange paragraphs if you realize they're better suited elsewhere. Be sure to read through your narratives a few times and, of course, spell-check them carefully; then have someone else look them over for you. After you've perfected your responses, you can copy and paste them into the text boxes in the application. Word also provides an opportunity to save all your responses in case of a connection problem that could cause data to get lost.

This may sound like a lot of work, and it is. But the trick is not to see writing KSAs as an insurmountable task that stands in between you and the job you want. Instead, think of this as a chance to evaluate your skills and past accomplishments, to highlight what you're most proud of, and to reflect on what you've learned so far in your career. If you tackle them this way, they can actually be fun.

For more information about writing KSAs, visit www.usajobs.opm.gov and www.makingthedifference.org.

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.

*Feel like a fish out of water
or just remember what it was like?*

RPCVmentoring.org **Mentor Program**



"They told me it would be hard but I never realized how hard it would be until I got home. My mentor made a world of difference."

- Mentee, Ecuador 2006



For returning Peace Corps Volunteers, sometimes the hardest thing about the Peace Corps is adjusting to life back home. That's why the National Peace Corps Association, in conjunction with the Peace Corps, has created a unique mentorship program to help us achieve our goals.

The NPCA/Peace Corps Mentoring program was started in 2007 with a fundamental goal in mind: to connect recently returned Peace Corps volunteers with RPCV mentors.

Via phone, email and face-to-face meetings, these mentors help ease the difficult transition, provide a connection to the RPCV community at large, and say some of the most comforting words in the English language, namely, "I know what you're going through. I've been there."

Mentees report that mentors:

- 🌐 Provide a sounding board for advice
- 🌐 Supply key networking contacts
- 🌐 Share experiences and adjustment issues
- 🌐 Offer guidance on further education
- 🌐 Review resumes and assist with career planning
- 🌐 Make them aware of the many resources available to RPCVs
- 🌐 Help them transition from serving abroad to serving at home

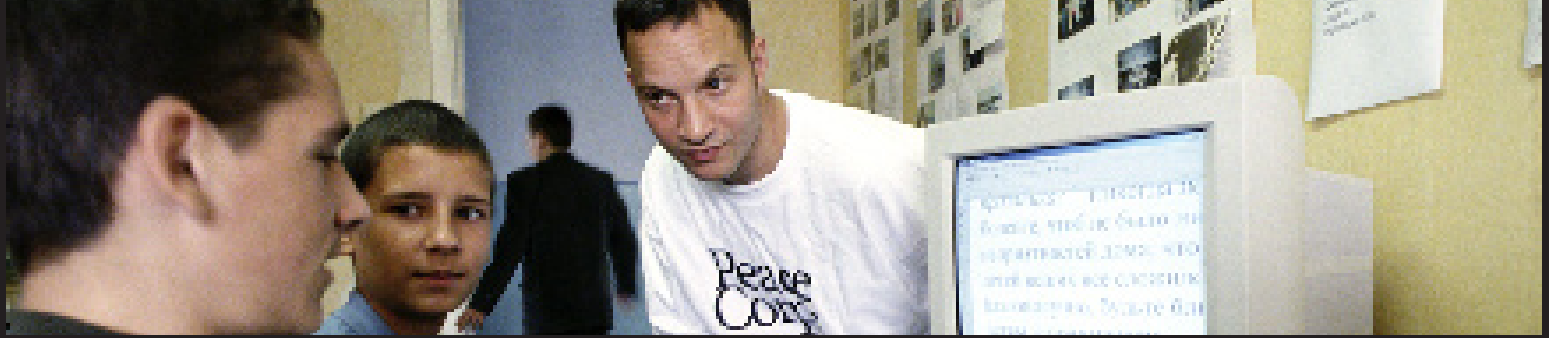
Mentors have the opportunity to:

- 🌐 Reconnect to the Peace Corps community
- 🌐 Participate in Third Goal activities
- 🌐 Help other Peace Corps volunteers benefit from their experience
- 🌐 Grow the RPCV network
- 🌐 Get first hand information (via a mentee) on current conditions in their country of service or other countries

"It was incredibly satisfying to reconnect with the Peace Corps community."

- Mentee, Nepal 1982

**Learn more at
www.rpcvmentoring.org**



Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI³

What is SIGI³?

SIGI³ 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. SIGI³ can help you assess your work-related values, interests, and skills. SIGI³ 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 SIGI³ will search its built-in library and find those careers that most closely match your preferences. SIGI³'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 SIGI³?

To access SIGI³, e-mail RVS at 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.



Ron Tschetter, Director of the Peace Corps

cordially invites you to the

**FRANKLIN H. WILLIAMS
AWARD CEREMONY**

Honoring Outstanding People of Color In Community Service

**KEYNOTE SPEAKER AND
DIRECTOR'S AWARD HONOREE**
Frank Fountain, India, 1966-1968
President, The Chrysler Foundation

Thursday, June 19, 2008
Seven o'clock in the evening

at the

Paul D. Coverdell Peace Corps Headquarters
Shriver Hall
1111 20th Street, NW
Washington, D.C.

(near Farragut West and North Metro Stations)

The favor of a reply is requested

Please reply to ODR_NO@peacecorps.gov
For more information please call Amy Chacon at 202.692.1818