

H TLINE

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

HOT Resources

The following publications and Web site offer useful information on career transitions.

The Pathfinder : How to Choose or Change Your Career for a Lifetime of Satisfaction and Success

by Nicholas Lore
Fireside, 1998

Dare to Change Your Job and Your Life

by Carole Kanchier Ph.D.
Jist Works, 2000

Change Your Job, Change Your Life : High Impact Strategies for Finding Great Jobs in the Decade Ahead

by Ronald L. Krannich
Impact Publications, 1999

Career Change : Everything You Need to Know to Meet New Challenges and Take Control of Your Career

by David P. Helfand,
Career Horizons, 1999

New Web site:

<www.yourcareerchange.com>

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

A Baker's Dozen of Job-Change Hints

by RPCV Bret Hollander (St. Kitts, 1988-90)
President and CEO of Netrecruiter

1. *Do a thorough self-appraisal.* It is essential to find out everything about that itch that says, "I've got to look around." To determine what's bothering you, analyze your job, yourself, and your needs. Questions to consider include: What do I like about my current job and what don't I like about it? What is the culture of my current environment? In addition, ask yourself: What is my personality? How do others perceive me? Is my style autocratic or participative? What are the characteristics of a "perfect environment" for me? And finally, you must say: What kind of community do I want to live in? What is my tolerance level for travel? Do I want to commute to my job? If so, how long and by what mode?

2. *Analyze the effects of a job change on you and your family.* It is essential to share your thoughts with your family. Handled improperly, you can become an unpopular person in the household at a time when you need complete family support. If your spouse or significant other is working and you change cities, will he or she be able to find a new job? Or, if your spouse stops working, can you stand the loss of one income while one of you conducts a job search? And finally, are you psychologically prepared to pull up old and trusted roots, move to a new company, and start all over again as a new person on the block?

3. *Prepare a résumé.* There are hundreds of formats to choose from. The key is to give the reader a brief outline of your business life and education without telling your life story. Save the details for the personal interview. Don't include your job objective. A good executive recruiter

can assist you in the final details of your résumé tailored to a particular job or company. Remember, everything you send out gives a signal about you.

4. *Prepare a target list of companies that best suit your needs.* Researching companies takes time and you will find it difficult to fit this into your everyday schedule. Nevertheless, you must have this list in front of you before talking to anyone.

5. *Determine your target acceptance date.* It takes a minimum of three months to conduct a job campaign. Select a date for accepting an offer that is at least 12 weeks from the time you begin looking. You need enough time to develop options. The timing of your search strategy is critical. Corporations tend to hire during two periods: February through June and September through November. If you are pressured to accept an offer before your targeted date, tell the company that you need a certain amount of time to explore opportunities and that you will make your decision by a specific date. Emphasize that you are not out of a job, that this is one of the most important decisions in life, and that you want to make the right choice. Offers typically come 9 to 12 weeks into your search. However, you must discipline yourself not to accept an offer before you have reviewed enough opportunities. In this way, you can be sure to make the right decision.

6. *To minimize the risk of everyone finding out about your job search, put the word out only among a few trusted friends.* This is the least risky approach. It will be 8 to 12 weeks before word

begins to filter back to your organization. Remember, however, that this approach is the one least likely to yield that ideal opportunity as the probability of your friends being in a target company is low.

7. *Utilize an executive recruiter.* This keeps your risk of exposure to a minimum while expanding your outreach. Every firm is interested in knowing the availability of good people. The risk of exposure from an executive search firm is low. Once you begin to meet with prospective employers, expect word to get back to your company in four to six weeks. Prepare for the possibility of discovery and immediate dismissal. Remember, it takes longer to find a job without a job, especially if you are more than 50 years old.

8. *When your intentions are fully public, pull out the stops.* Use your college alumni records and your association membership lists and cross-reference these people with your original target list. Use annual reports, and every lead you can think of. The most effective and rewarding way of gaining entry is through a recommendation by someone. Try to find introductions into target companies where you don't have firsthand acquaintances. Call your contact and explain why you would like to be introduced to the firm.

9. *When you have an interview at the ideal target company, approach it as a learning experience.* It's a chance to learn about yourself, the job opportunity, and the person interviewing you. Relax, be positive, open, honest, and

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PUBLIC SECTOR

VARIOUS • Lompoc, CA

Positions available at the Federal Correctional Complex. Positions include: pharmacist, clinical nurse, correctional officer, teacher, psychologist, and others. Qualifications: applicants who have not reached their 37th birthday. Salary range varies with each profession, but all positions entitled to locality pay equivalent to 14.37% above the standard government rate. Contact: Federal Correctional Complex, Human Resources, 3901 Klein Blvd., Lompoc, CA 93436; phone (805) 736-2193; e-mail: <sfobert@bop.gov> or <vjackson@bop.gov>.

ACCOUNTANT • Washington, DC

Positions available with the EPA in the payroll section. Duties: process transactions; analyze and resolve payroll, tax, and benefits problems; interpret/prepare policy and procedures; perform reconciliation; coordinate and interact with other organizations; prepare reports and presentations to managers. Salary range: \$24,192 - \$47,648. Qualifications: bachelor's degree in accounting. Send résumé to: Richard L. Bennett, Chief, Payroll Section, 1200 Pennsylvania Ave. NW (Mail Code 2734R), Washington, DC 20460; phone: (202) 564-4856; fax: (202) 565-3084.

ANALYSTS • Washington, DC

Multiple positions available with U.S. Department of Agriculture, including oversight of social welfare (nutrition programs), rural development, economics, marketing/inspection, natural resources, and agricultural support. Duties: review and prepare policy papers, decision-support documents, budget, legislative, and rule-making actions; analyze facts yielding presentations, summaries, options, and recommendations. Qualifications: analytical skills/acumen key; also fact-finding and communication skills. Complete job descriptions (for jobs IU9266 and IU9271) available at <www.usajobs.opm.gov/wfjic/jobs>. Contact: Jackie Donnelly, phone: (202) 720-7981; e-mail: <jrd@obpa.usda.gov>.

RECRUITER • Chicago, IL

Position available in the Peace Corps Chicago 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.

CAMPUS RECRUITER • Lawrence, KS

Position available beginning 8/1/01 at the University of Kansas. Requires: 20-hour/week. Duties: maintains regular business hours; coordinates activities with the Denver RO; organizes campus campaigns and other events; assists in raising Peace Corps awareness on campus. Qualifications: RPCV; able to work without close supervision; good speaking, writing, and organizational skills; energetic and flexible. Submit letter of application, résumé, and references by 7/27 to: Peace Corps, Denver Regional Office, Attn. Kathleen Stolle, 1999 Broadway Suite 2205, Denver, CO 80202. For more information, call (785) 532-5990.

TEACHERS • Whiteriver, AZ

Teaching positions for the 2001-02 school year available at Alchesay High School. Positions include: English, social study, business, special education (self-contained, transition, and resource), as well as coaching vacancies. Qualifications: state teaching certificate or able to obtain. 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>.

PRIVATE SECTOR

ANALYST • Montpelier, VT

Position available with the Institute for Sustainable Communities (ISC), a nonprofit organization helping communities address environmental, economic, and social challenges. Duties: ensures financial accountability and strengthens capacity of international accounting staff of nonprofit sustainable development organization; analyzes monthly financial reports from overseas offices; prepares and enters accounting data; provides accounting training and advice to international staff; tests and reviews international office financial systems; prepares donor reports; assists with audit preparation and performs other accounting functions. International travel required. Qualifications: accounting experience; associates degree in accounting, knowledge of QuickBooks, and international experience preferred; Slavic language a plus. Submit cover letter, résumé, salary history, and salary requirements to: Accountant Search, ISC, 56 College St. Montpelier, VT 05602; fax: (802) 229-2919; e-mail: <isc@iscvt.org>; Web site: <www.iscvt.org>.

*VARIOUS • Salt Lake City, UT

Positions available with The Salt Lake Organizing Committee for the 2002 Winter Olympics in the areas of logistics, grounds services, security, parking, cleaning, food services, and more. Now accepting applications for positions starting in Dec. 2001 and Jan. 2002. For more information or to apply, visit the Web site at <www.saltlake2002.com> and click "Games-Time Employment" or contact: The Games-Time Employment Center, c/o SLOC, PO Box 45002, Salt Lake City, UT 84111; phone: (801) 212-5627.

VARIOUS • Magdalena, NM

Positions available with the Alamo Navajo Community School. Openings include kindergarten teacher, elementary teachers (two positions), middle school science teacher, and principal. Qualifications: BA/BS degree with appropriate endorsement in the area of teaching and state licensure; emergency or provisional certificates may be accepted under the conditions they are issued by the state certification authority. Position description is available upon request. Salary: \$30,000 to \$35,904 depending upon education and experience of up to five years. Submit a letter of interest, copy of college transcripts, license, and a detailed résumé to: Personnel Office, Alamo Navajo School Board, Inc., P.O. Box 907, Magdalena, NM 87825; phone: (505) 854-2543; fax: (505) 854-2545; e-mail: <lyndam@mail.alamo.bia.edu>.

ASSOCIATE • Washington, DC

Position available with the Academy for Educational Development (AED). Duties: provides writing, editorial, publishing (Web and print), and general information content support to projects; assists the senior information analyst with general research and information distribution. Qualifications: BA/BS; knowledge of international development and organization and operation of international development organizations, especially USAID. Salary: \$30-33K. Send résumé with reference to position #LB1096pc and written sample to: AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: (202) 884-8413; e-mail: <employ@aed.org>; Web site: <www.ead.org>.

CENTER MANAGER • New York, NY

Three full-time staff positions available with Project Enterprise, a nonprofit micro-lending organization serving low-income entrepreneurs in Harlem and Brooklyn. Duties: establish two to four new peer lending centers in low-income neighborhoods; recruit new borrowers and help them form peer-lending groups and training groups; provide loans and ongoing technical assistance to clients. Qualifications: teaching, entrepreneurial, and community organizing experience. Starting salary: \$25-30K. Send résumé and writing sample to: Tracy Anderson, Program Officer, 144 West 125th Street, 4th Floor, New York, NY 10027; fax: (212) 678-6737; e-mail: <tracya@projectenterprise.org>; Web site: <www.projectenterprise.org>.

FIELD INSTRUCTORS • New Jersey

Positions available with Project USE, Wildcat Mountain Wilderness Center, a nonprofit organization providing year-round outdoor experiential education programs for students and adults. Duties: prepare and facilitate one to 21-day programs, involving teambuilding, leadership skills, ropes courses, backpacking, canoeing, sea kayaking, and rock climbing. Qualifications: strong decision-making skills; flexibility; some teaching/outdoor experience. Benefits: salary, room and board, medical/dental after three months. Send résumé and cover letter to: Program Director, Wildcat Mountain Wilderness Center, Project USE, PO Box 837, Red Bank, NJ 07701; phone: (732) 219-7300; e-mail: <projectuse@monmouth.com>.

PROGRAM COORDINATOR • Stamford, CT

Position available at Building with Books, a nonprofit organization that builds schoolhouses in developing countries and works with American youth. Duties: supervises community service efforts of inner-city and suburban high school students in after school clubs; leads a team of students on an international trip to a schoolhouse construction site. Qualifications: experience living and working in primitive conditions of developing countries; positive cross-cultural experience; strong public speaking, motivational, and organizational skills; access to car for local travel; ability to travel abroad six wks/yr. Send cover letter/résumé to: Building with Books, fax: (203) 961-5087; e-mail: <aschoeffield@buildingwithbooks.org>; Web site: <www.buildingwithbooks.org>.

GRANTS ADMINISTRATOR • Washington, DC

Position available with National Democratic Institute, an international nonprofit. Duties: works with all aspects of sub grants administration, including processing financial reports; reviews sub grant budgets and proposals; travels overseas to provide training or to conduct financial audits of sub grantees; interacts with program staff and sub grantees. Qualifications: BS degree in accounting or business administration; two or more years of work experience; audit experience desired. Contact: NDI, Sub Grants Manager Search, 1717 Massachusetts Avenue NW, 5th Floor, Washington, DC 20036; fax: (202) 332-5481; Web site: <www.ndi.org>.

TEACHER • New Haven, CT

Position available with Cap and Compass. Duties: travels to colleges and entertains seniors with seminars on life-after-school issues, such as health insurance, work dinners, etc.; writes material; develops relationships with schools; helps start-up grow. Qualifications: comfortable in front of groups; enjoys travel (mostly east coast); out of school for two or more years. Salary: \$30K plus. Write to: Jesse Vickey, Cap and Compass, 6700 Sapphire Village, Dominica 175, St. Thomas, VI 00802; phone: (340) 775-9550; e-mail: <Jesse@CapandCompass.com>; Web site: <www.CapandCompass.com>.

OPERATIONS DIRECTOR • Washington, DC

Positions available at Farmworker Health Services, Inc. Duties: oversees operations; leads staff in providing technical assistance to health centers across the country in the area of farm worker outreach; assists executive director in planning and evaluation of programs. Qualifications: MPH, MSW or related field; minimum three years of supervisory or program management experience; background in health care; BS plus five years experience will be considered. Travel required. Salary: mid-\$40K. Send résumé and cover letter to: Farmworker Health Services, Inc., 1234 Massachusetts Ave., Suite C-1017, Washington, DC 20005; fax: (202) 347-6385; e-mail: <mail@farmworkerhealth.org>.

***BIOLOGISTS • Anchorage, AK**

Positions available with Saltwater, Inc. Duties: observe and sample catches onboard commercial fishing boats off Alaska and Hawaii; identify crab and fish; collect, sort, record, and measure representative samples of the catch; record sightings of marine mammals, turtles, and bird life. Qualifications: BS in biology or natural sciences; course in statistics; flexible attitude; strenuous working conditions. Training classes offered monthly. Mail or fax résumé/transcripts to: Saltwater Inc., 540 L Street, Suite 202, Anchorage, AK 99501; phone: (907) 276-3241; fax: (907) 258-5999; Web site: <www.saltwaterinc.com>.

LAW OFFICE CLERK • Washington, DC

Position available with class action and criminal defense attorney. Duties: manages office; types briefs, memos, etc. Qualifications: knowledge of computers essential; great attitude. Close to metro, salary negotiable. Please send résumé to: Eli Gottesdiener, phone: (202) 243-1000; fax: (202) 537-1989; e-mail: <egottesdiener@gottesdienerlaw.com>; Web site: <www.gottesdienerlaw.com>.

NUTRITIONISTS • Kayenta and Chinle, AR

Two positions available with the Navajo Nation WIC Nutrition Program. Duties: supervises overall clinic operation at assigned clinic; coordinates WIC nutrition education activities; provides high-risk counseling and develops care plans; provides ongoing training to community nutrition workers; attends monthly nutritionist meetings; works with other tribal and community programs. Qualifications: RD and WIC experience preferred but not required; bachelors degree in foods and nutrition, nutrition education, or a nutrition-related field required. Full benefits and starting salary range of \$28-34K, depending on level of education, R.D. status and experience. Navajo preference given. For more information and an application, contact: Doris McGuire; phone: (800) 307-4231; fax: (520) 871-6251.

VARIOUS • Arlington, VA

Two part time (20 hours per week) positions available at the Arlington Free Clinic. Administrative assistant qualifications: experience using Word, Excel, and Access preferred. Pharmacy technician qualifications: experience using Excel preferred. Both positions require proficiency in Spanish. Salary for both positions range from \$9-\$12K, depending on experience. Please e-mail your résumé and direct all questions to: <louise@arlingtonfreeclinic.org>.

PROGRAM ASSOCIATE • Boston, MA

Position available with the Department of International Health, Boston University School of Public Health. Duties: provides administrative support to the program manager in planning and running all aspects of student-oriented certificate programs, including support for international students, obtaining copyright permissions, planning retreats and extracurricular events, and maintaining a student database. Qualifications: strong organizational skills; an ability to work well with a wide array of people a must; computer ability or aptitude a plus; BA and one year of experience. Salary: mid \$20Ks. Send résumé to: Joseph Anzalone, BUSPH-International Health, 715 Albany Street, Boston, MA 02118; fax: (617) 638-4476; e-mail: <josanz@bu.edu>; Web site: <www.bu.edu/jobs>.

VARIOUS • Boston, MA and Washington, DC

Multiple positions available at Management Sciences for Health (MSH), an international nonprofit organization, for entry- and mid-level staff. MSH is looking for motivated, committed people who are interested in working in a dynamic, culturally diverse environment. Positions open in the areas of finance, accounting, proposal development, program administration, and general office/clerical assistance. Some positions require Spanish or French language skills, all require computer skills (Microsoft Office) and strong office and organizational skills. View full job descriptions 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>.

DEPUTY DIRECTOR • New York, NY

Position available with a nonprofit organization. Duties: troubleshoots technical issues related to development and implementation of the organization's programs; designs and implements reports used by senior management to evaluate program activity; develops and reviews funding requests; oversees recruitment of financial sector specialists; ensures the quality and timeliness of reporting to USAID. Qualifications: knowledge of capital markets, commercial and/or central banking law or related fields; strong interest in the region; experience working or living in region desirable. Send résumé and cover letter to: HR, fax: (212) 421-2161; e-mail: <hr@fsvc.org>.

***VARIOUS • Worldwide**

Positions available with The Gallup Organization, a world leader in the measurement and analysis of people's attitudes, opinions, and behavior. Focus is on helping companies grow by creating new customers and building powerful workplaces for talented employees. Learn more about current career opportunities at: <www.gallup.com/employment>. Send résumé to: Jami Pogue, The Gallup Organization, 301 S. 68th Street Pl., Lincoln, NE 68510; e-mail: <jami_pogue@gallup.com>.

VARIOUS • Toccoa, GA

Positions (staff and assistant director) 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>.

PROGRAM MANAGER • Washington, DC

Position available with Corporation for Enterprise Development (CFED), a national economic development organization that promotes assets building strategies in low-income communities. Duties: co-leads the development and delivery of a national individual development account training and a financial literacy training of trainers; develops tools/resources that build the capacity of the IDA field. Qualifications: five years of practitioner experience with two years in an IDA program; experience developing/delivering training for adults; relevant BS/BA. Send résumé, cover letter, list of trainings, and salary history/requirements to: Debby Manley, CFED, 777 North Capitol Street NE, Suite 800, Washington, DC 20002; fax: (202) 408-9793; e-mail: <debby@cfed.org>.

VARIOUS • Alexandria, VA

Multiple positions available at the Campagna Center, a nonprofit organization serving children and families. Duties: work with children. For information or to set up an appointment, call (703) 549-011; fax: (703) 549-1082.

***ENVIRONMENTAL ED. • Nauvoo, AL**

Position available with Camp McDowell Environmental Center. Duties: teaches experiential curriculum classes, such as forest ecology; assists with curriculum and program development. Salary: \$190/week plus room and board. Qualifications: respect and affinity for children and a desire to help them learn and grow; college degree; maturity; sense of humor. Position runs from late August to late November. Please send résumé and references to: Jennifer Arnold, Camp McDowell Environmental Center, 105 DeLong Road, Nauvoo, AL 35578; e-mail: <cmec@campmcdowell.com>.

PROGRAM ASSOCIATES • Washington, DC

Positions available with the Public Education Network (PEN), a nonprofit organization whose mission is to create public education systems. Duties: provide overall support for one of three national school improvement areas; provide technical assistance to community-based organizations; assist in grants management; serve as the primary information source to constituents. Qualifications: work experience in an educational capacity; three years of program management experience; advanced degree in a related field. Salary: \$45-60K. Send cover letter, résumé, and salary requirements to: William Miles, Public Education Network, 601 Thirteenth St. NW, Suite 900 N, Washington, DC 20005-3808; fax: (202) 628-1893.

DIRECTOR • Los Angeles, CA

Position available with Occidental College. Duties: provides overall leadership; coordinates, develops, and implements related programs and activities on and off campus; infuses community based learning into the College curriculum; manages the College's community service projects and for interfacing with Occidental's many community partners. Qualifications: bachelors degree (master's preferred), or equivalent combination of education and experience; program management background working with non-profit entities, preferably in an academic setting; demonstrated success managing collaborative partnerships and grant writing experience. Send résumé with cover letter to: Marceline Powell, Assistant Director of Human Resources, Occidental College, 1600 Campus Rd., LA 90041; phone:(323) 259-2613; fax (323) 341-4957; Web site: <www.oxy.edu>.

PROGRAM ANALYST • Washington, DC

Position available with the American International Health Alliance. Duties: assists in the planning and implementation of partnership activities, special initiatives, and other projects; monitors partnership activities; serves as liaison to US partnership representatives; drafts and monitors program budgets; serves as a liaison between AIHA administrative and finance staff and partnership representatives; drafts and revises quarterly reports. Qualifications: bachelors' in appropriate field; work experience with international or health related organization; proficiency with computers; ability to travel 20% of time. Please contact: AIHA, Attn: HR, 1212 New York Ave. NW, Suite 750, Washington, DC 20005; e-mail: <aiha@aiha.com>.

PROGRAM MANAGER • Douglassville, PA

Position available with FSL Scholarship Foundation. Duties: supports FSL's Academic Year Program for international students coming to the United States; works with international sending partners to coordinate all aspects of student programs; supervises and assists field staff in placement of students; assists in developing training and operations strategies and in producing training materials. Some travel and overtime in peak season required. Qualifications: bachelor's degree; experience with/as exchange students; foreign language skills a plus; computer and good writing skills necessary. Contact: e-mail résumé and cover letter to Laura Rose, Director of Operations, WHS, Study Group International, <lrose@ccispain.com>.

ACTION COORDINATOR • Washington DC

Position available with Zero Population Growth, a national organization concerned about the impacts of population growth. Duties: recruits and maintains network of volunteer activists; provides activists with updates of policy activities in Washington and State legislatures; researches and drafts policy statements, action alerts, newsletter articles, and other materials. Qualifications: experience in grassroots and/or political organizing a plus. Salary: upper \$20K to low \$30K, plus benefits. Send cover letter, résumé, and short writing sample to: Legislative Action Coordinator, ZPG, 1400 16th Street NW, Suite 320, Washington, D.C. 20036; fax (202) 332-2302; e-mail <lobbydays@zpg.org>.

OFFICER • Research Triangle Park, NC

Position available with Family Health International (FHI). Duties: provides backup support for the Africa program officer. Qualifications: BS/BA in public health or other health-related field and minimum of two years work experience or MS/MA in public health or other health-related field; minimum of one year of work experience; experience or training involving report writing and working in a team environment; international living or work experience highly desired. Send résumé to: Joann Rivera, Human Resources, Family Health International, P.O. Box 13950, RTP, NC 27709; fax: (919) 405-1421; e-mail: <jobs@fhi.org>.

***CASEWORKERS • Baltimore, MD**

Positions available with The Choice Programs, nonprofit community-based programs working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-orientated service and educational plans; develop activity plans; does informal counseling, advocacy, and monitoring of these youth. Qualifications: some evening and weekend work; bachelor's degree; automobile and valid driver's license required. Salary: \$21K and AmeriCorps Education Award (\$4,725). Send résumé and cover letter to: Sherry Smith, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: (410) 354-4938.

JUNIOR ASSOCIATE • Burlington, VT

Position available with Associates in Rural Development. Duties: overseas fieldwork; manages projects and proposals; markets organization. Qualifications: masters in political science, public administration, or related field; fluency in French or Spanish; previous USAID work in local government, rule of law, or conflict management; substantial field experience required; must live in state. Contact: D. Read, fax: (802) 658-4247; e-mail: <dread@ardinc.com>; Web site: <www.ardinc.com>.

EXECUTIVE DIRECTOR, • Olympia, WA

Part-time position available with the Fair Trade Resource Network, a nonprofit organization. Duties: conceptualizes, energizes, secures support, and carries out Fair Trade education campaigns in the United States and abroad. Currently funded at 10 hours a week, the job is expected to grow dependent on successful fund-raising. Salary, benefits, and office location are negotiable. Contact: Dick Meyer, Traditions Fair Trade, 300 5th Ave. SW, Olympia, WA 98501A; e-mail: <info@fairtraderesource.org>; Web site: <www.fairtraderesource.org>.

INTERNATIONAL**TEACHERS • St. Croix, U.S. Virgin Islands**

Positions available at the Good Hope School. Openings include: Spanish, band, computer technology, and educational resource. Starting salary: \$25K. Some relocation expenses provided. Roundtrip airfare included. Contact: Mary Jane Provost, Director of Upper School, e-mail: <mprovos@uvi.edu>; Web site: <www.goodhope.k12.vi>.

HOT! OPPORTUNITIES**FELLOWS • Worldwide and Washington, DC**

The Congressional Hunger Center seeks applicants for its two-year Mickey Leland-Bill Emerson International Fellows Program. Fellows work one year for an NGO, government, or multi-lateral agency in a developing country, and then work a second year on international hunger policies in Washington, DC. Fellows receive a monthly stipend, health insurance, travel funds, and a housing allowance. At the end of the two-year program, fellows are given a stipend. For more information and to apply online, please visit the Web site <www.hungercenter.org> or contact: (202) 547-7022, ext. 11.

AGRO. SPECIALIST • Washington, DC

Position available with Conservation International. Duties: designs technical support to programs in tropical ecosystems; manages technical staff; raises funds; supports development of marketing strategies. Qualifications: relevant project management experience; program and human resource management skills; direct experience in supporting partnerships; Portuguese or French and a commitment to biodiversity conservation are major advantages. Applicants should send résumé and covering letter by July 15th to: Ms. Marili Ulloa, Conservation International, 1919 M Street NW, Suite 600, Washington, DC 20036; e-mail: <m.ulloa@conservation.org>.

OUTREACH COORD. • Baku, Azerbaijan

Position available with The Eurasia Foundation, a privately managed, USAID-funded grant making organization working in the NIS. Duties: assists the regional director in fundraising and outreach planning; prepares concept papers, proposals, and reports to donors; facilitates visits by delegations and Foundation staff; edits all English-language documents; manages the Web site; produces a newsletter; writes success stories; coordinates with the press; represents the Foundation at events. Qualifications: undergraduate degree; NIS field experience; excellent written and spoken English language skills (native English speaker preferred); and strong computer skills. Contact: Martin Varghese, The Eurasia Foundation, 1350 Connecticut Ave. NW, Suite 1000, Washington, DC 20036; fax: (202) 234-7377; e-mail: <résumés@eurasia.org>.

PROGRAM MANAGER • Westport, CT

Position available with Save the Children. Duties: coordinates and supports the Continuous Program Improvement (CPI) and curriculum development initiatives; manages partner and staff training. Qualifications: bachelors', master's degree preferred; experience implementing youth education programs and coordinating or leading training projects; ability to work effectively with diverse communities; strong communication and analytical skills; experience with rural poor communities, grant/proposal writing and evaluation skills; ability to travel up to 30% within U.S. to four field offices. Contact: Save the Children, job number 1388, fax: (203) 221-4077; e-mail: <jderwallis@savechildren.org>.

PROGRAM MANAGER • Kibungo, Rwanda

Position available with International Rescue Committee. Duties: designs and manages a pilot project which enables Rwandese youth to appropriately and effectively mediate conflict in their daily lives. Qualifications: two years of direct experience in conflict resolution programs; a minimum of three years of providing technical assistance and/or management in relief and development, preferably in Africa; practical experience using participatory methods (participatory rural appraisal) as a trainer; MA/MS in related field; proficiency in English and French. Contact: Susan Riehl, IRC, 122 East 42nd Street, New York, NY 10168; phone: (212) 551-3082; fax: (212) 551-3170; e-mail: <susanr@their.org>.

PRINCIPAL • Majuro, Marshall Islands

Position available with Majuro Cooperative School. Duties: manages school budget; develops and implements school policy; recruits staff and human resource management; develops school plans to maintain the school accreditation (accredited in the United States). Qualifications: enthusiastic, self-motivated professional with good organizational and people skills. Housing and roundtrip ticket provided. Starting date: 1/1/02. Contact: Principal, P.O. Box 81, Majuro, Marshall Island, MH 96960; phone: (692) 625-3144; fax: (692) 625-3719, e-mail: <coopschl@ntamar.com>.

COUNTRY REP. • Southeastern Europe

Position available with international financial service organization. Duties: manages all aspects of the organization's program in the host country, including business development, strategic planning, office management, reporting, and financial management. Qualifications: experience in capital markets, commercial or central banking, or other related fields; strong interest in Southeastern Europe, preferably having worked, lived, or studied in the region; motivation, initiative, intuition, attention to detail and strong interpersonal, telephone, and writing skills. Send résumé and cover letter to: <hr_newyorkhr@hotmail.com>.

TECHNICAL ADVISORS • Namibia

Position available with international development firm. Duties: works on a USAID-funded contract to provide support to small and medium-sized enterprises in Namibia; work to strengthen business service organizations to enable them to deliver relevant training and technical assistance. Qualifications: field experience in providing advisory services in Southern Africa. Forward résumé and salary requirements to: Holly M. Dant, Human Resources, Pal-Tech, Inc., fax: (703) 243-0496; e-mail: <hr@pal-tech.com>.

COUNTRY REP. • Southeastern Europe

Position available with international service organization. Duties: manages all aspects of the organization's program in the host country, including business development, strategic planning, office management, reporting, and financial management. Qualifications: experience in capital markets, commercial, or central banking, or other related fields; strong interest in Southeastern Europe; motivation, initiative, intuition, attention to detail, and strong interpersonal, telephone, and writing skills; master's preferred. Forward résumé and cover letter to: <hr_newyorkhr@hotmail.com>.

PROGRAM DIRECTOR • New York, NY

Position available with Doctors of the World USA. Duties: designs and manages international and U.S. health and human rights programming for NY-based NGO. Qualifications: medical or public health training; field management, funder liaison, and grants management experience; clinical credentials; financial and budget experience; regional expertise; human rights expertise strong pluses. Salary: \$55K-65K plus. Contact: PD Search, Doctors of the World, 375 West Broadway, New York, NY 10012; fax: (212) 226-7026.

Continued from front page

candid. Listen carefully to interviewers.

10. Be open to their sequence of questions and don't try to control the interview. Your résumé answers basic historical questions, but you should expect to answer certain inevitable questions, such as: What are your strengths and weaknesses and what is your management style? Never attempt to sell an idealized concept of who you should be; sell yourself being yourself. Always be candid about your salary, bonus and perks, titles, responsibilities, and college degrees. Be truthful, as someone will check this information.

Feel free to go on the offensive and ask the questions you want answered. Why is this position open? What happened in the past in this area? Is the boss' temperament a problem? It is important to ask about company politics. Is the job in the corporate mainstream? Where is it likely to lead? What is the future strategy of the corporation? How will it affect your particular area? Be prepared for your interview by reviewing the most common mistakes made in an interview as well as some other hints for a successful interview in our interview preparation section.

11. After several interviews, rank your options and choose the finalist. Go back for as many repeat visits as you need to really get to know those companies. Don't hesitate to investigate them thoroughly; they are going to investigate you!

12. Negotiate your terms. Timing is very important in negotiations. If they conclude too quickly, you probably neglected some issues. On the other hand, if negotiations go on and on, the potential employer may start to cool, and you risk having the offer withdrawn. Therefore, ask important questions early in the negotiation process to avoid nitpicking in the latter stages. Look into state and local taxes, living costs, and moving costs. Find out about incentive compensation, performance share programs, stock options, profit sharing, pension plans, and of course, your starting salary. Where in the salary range for the position? Investigate bonuses. What is the range? How many years in the past 10 have they been paid out? Don't overlook vacations. Regardless of stated "policy," if a company wants you badly enough, they often can compromise—but it's tough to go backward.

13. When you have negotiated several offers, and your target date has arrived, you have to make a decision. Your new employer is going to require references. You should be thinking of several past superiors, peers, and subordinates who can be contacted. It is in your best interest to delay this until the last possible moment. When someone in your office is called for a reference, your intention to leave the company is completely exposed. During the negotiation stage, have several "safe" references of people who will reply in confidence. Save the last reference for the time when you have a firm offer. Along with this, be prepared to deal with a counter offer attempt. Finally, enjoy the rewards that come from the challenges of change.

Editor's note: You may contact Bret Hollander at <nationwidejobopportunities2001@netsourcer.com> (in the subject line include "RPCV" and your name).

WATER/SANITATION ENGINEER • Rwanda
Position available with the American Refugee Committee (ARC). Duties: manages water supply, sanitation and construction projects; prepares project proposals; plans and supervises water supply schemes. Qualifications: water, civil, sanitation, or related university degree; project management and proposal experience; strong computer skills; working knowledge of French; and at least two years experience working in a developing country preferred. Submit résumé and cover letter to: ARC, fax: (612) 607-6499; e-mail: <archq@archq.org>; Web site: <www.archq.org>.

EDUCATION

*TEFL PROGRAM • Madison, WI

Earn a TEFL certificate in a five-week intensive teacher-training program that prepares trainees to teach English in classrooms overseas. The program is part of an ESL school giving you many opportunities to interact with professional teachers and international students. For a brochure, contact: Midwest Teacher Training Program, 19 N. Pinckney St., Madison, WI 53703; phone: (800) 765-8577; e-mail: <info@mttp.com>; Web site: <www.mttp.com>.

U. OF MARYLAND • Baltimore, MD

The Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection, and graduate studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships that address the areas of education, juvenile justice, health, or community development. RPCVs must apply and be admitted separately to a graduate program. Call: for information and an application. The Peaceworker assistantship covers tuition, stipend, and health insurance. Completed applications are due by 1/15/02. Contact: Dr. Peter Antoci, Shriver Peaceworker Program, UMBC, 1000 Hilltop Circle, Baltimore, MD 21250; phone: (410) 455-1802; Web site: <shrivercen.org>.

*BARD COLLEGE • Annandale, NY

Bard College offers an innovative graduate program, leading to a Master of Science in environmental policy that prepares students for environmental careers in nonprofit organizations, government, and the private sector. Unique curriculum features integrated application of natural and social sciences to environmental problems and responses as well as practical knowledge necessary to understand the legal, political, socioeconomic, cultural, and ethical forces influencing decision-making. Features include: modular structure of courses; communication strategies, and leadership training. Small classes ensure close mentoring of student career preparations. Peace Corps experience may qualify for internship. Early application enables early start on master's project while in the field. Contact: Bard Center For Environmental Policy, Bard College, Annandale-on-Hudson, NY 12504-5000; phone: (845) 758-7071; e-mail: <cep@bard.edu>; Web site: <www.bard.edu/cep>.

*ASS'T. LECTURESHIPS • Los Angeles, CA

Positions available at University of Southern California. The Rossier School of Education Master's in Teaching English to Speakers of Other Languages is a rewarding program open to prospective or experienced American and international language educators wanting to start or advance their ESL/EFL career in the US or abroad. American Language Institute (ALI) Assistant Lectureships are available, offering a part-time salary and up to 12 units of tuition remission per semester for native or near-native English speakers (visit the ALI Web site at: <www.usc.edu/dept/LAS/ALI>); For complete information on USC's MSTESOL program, visit the following Web site <www.usc.edu/dept/education/mstesol.html> or contact Professor Julietta Shakhbagova at <shakhbag@usc.edu>.

*FLORIDA STATE U. • Tallahassee, FL

Florida State University offers Master's, Specialist, and Doctoral (Ph.D.) degrees in Adult Education and Human Resource Development (HRD) that may be of special interest to RPCVs. The program, which is staffed in part by former PCVs, comprises three tracks at each degree level: Adult Basic and Community Education, HRD and Continuing Professional Education, and International Adult Education. Students have an opportunity to participate in field research and service projects both overseas and domestically as part of their study and to benefit from research assistantships and fellowships. Details may be found on the Web site: <www.fsu.edu/~adult-ed> or by contacting Dr. Peter Easton at (850) 644-8165.

U. OF WASHINGTON. • Seattle, WA

The Evans School of Public Affairs at the University of Washington offers a Master's in Public Administration designed for present and future public and nonprofit sector leaders. The program emphasizes broad-based public policy analysis and management knowledge while students pursue one or more specialized policy fields. Emphasis areas include: international affairs, environmental policy, education, and social policy. There is also a certificate program in international development policy and management. For more information, contact: Evans School of Public Affairs, 109 Parrington Hall, Box 353055, University of Washington, Seattle, WA 98195-3055; phone: (206) 543-4900; Web site: <evans.washington.edu>; e-mail: <mpaadmit@u.washington.edu>.

UNIVERSITY OF HAWAII • Honolulu, HI

The Community and Culture Concentration (CCC) is a graduate specialization leading to the Ph.D. in psychology. The curriculum includes options for certification in urban and regional planning, disaster management and humanitarian assistance, and disability studies. CCC is united by three commitments: 1) a scientist-practitioner approach to the creation and application of knowledge, 2) a multi-disciplinary curriculum, and 3) a scholar-apprentice model of education. The CCC offers education relevant to employment in academic, research, consultation, social services, advocacy, program planning, evaluation, and community development settings. For more information, please e-mail Dr. Clifford O'Donnell at: <cliffo@hawaii.edu>.

INTERN/VOLUNTEER

HOST FAMILIES • Nationwide

Pacific Intercultural Exchange (PIE) is looking for American families to host a foreign exchange teen for the 10-month academic year. All students are between the ages of 15 and 18 and come from a variety of countries, including Vietnam, Argentina, Former Soviet Union States, Thailand, Germany, and Venezuela. PIE is also looking for local area representatives to work with the students and families throughout the year. Call Donna at 800-637-0217 or e-mail <dawna@azmail.net>.

VOLUNTEER • Pomona, NJ

Positions available with SOSAFRIK, Inc., a nonprofit humanitarian organization seeking compassionate volunteers who can fill the growing need for mentors. Mentorship is needed more than ever as our society becomes more confusing and complex. No special skills are required to become a mentor, just the desire to make a difference. All it takes is an hour or two per week. For more information on becoming a mentor, contact: Yvette Soklove, MSW SOSAFRIK International, Inc., PO Box 570, Pomona, NJ 08240; e-mail: SOSAFRIK@aol.com; Web site: <www.sosafrikinternational.org>.

*CONSERVATION ASSOC. • 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>.

ORGANIZER • Jacksonville, FL

Position available doing community organizing for social justice in racially and economically diverse communities. Duties: identifies, trains, and challenges local leaders to surface community issues and build strategic winnable campaigns on issues of injustice; builds the organization by reaching out to prospective community institutions. Qualifications: anger over social injustice; experience working in diverse setting; willingness to learn and experience organizing for social change. Salary range: \$18-24K (DOE). Send cover letter and résumé to: Ben MacConnell, 1612 Valentine Road, Suite 2W, Kansas City, MO 64111; e-mail: <DART@kc.rr.com>.

PEACE CORPS' FELLOWS

*ILLINOIS STATE U. • Normal, IL

The Peace Corps Fellows Program in applied community and economic development at Illinois State University is considering 8/01 and 1/02 admissions. RPCVs earn master's degrees in economics, political science, and sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies in Illinois and nationally. Fellows' eligible for and awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn a modest income during the second-year internship. For more information, contact: Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: (309) 438-7090; e-mail: <ucedinfo@ilstu.edu>; Web site: <lilt.ilstu.edu/uced>.

*JOHNS HOPKINS • Baltimore, MD

The School of Nursing offers a program of study for students who possess an undergraduate or graduate degree in a discipline other than nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined BS to MSN Program are available. For more information, contact: Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe St., Baltimore, MD 21205; phone: (410) 955-7548; e-mail: <jhuson@son.jhmi.edu>; Web site: <www.son.jhmi.edu>.

UNIVERSITY OF OREGON • Eugene, OR

Resource Assistance for Rural Environments (RARE), a Peace Corp's Fellows/AmeriCorp Program, is accepting applications for 2001-2002 placements. Deadline for applications is 7/16/01. RARE participants assist in the development and implementation of projects relating to community and economic development, watershed and natural resource planning, policy coordination, and delivery of social services in Oregon's rural communities. Living stipend and medical insurance are provided. Participants are eligible to receive an educational award of \$4,725 upon completion of service. Write to: RARE Opportunities, 1209 University of Oregon, Eugene OR, 97403; phone (541) 346-2879; email: <rare@darkwing.uoregon.edu>; Web site: <darkwing.uoregon.edu/~rare>.

AMERICORPS

CASE WORKERS • Hartford, CT

Positions available with The Choice Program. Duties: conduct intake and interviews; establish goal-oriented service and educational plans; informal counseling, advocacy, and monitoring. Qualifications: bachelor's degree; automobile and valid driver's required. Contact: Julie Fischer, The Hartford Choice Program, 15 Ely St., Hartford, CT 06103; fax (860) 728-0117.

Crisis Corps in Need of Volunteers

Bosnia Assignments

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

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 coordinator (experience in water and sanitation—potable water, latrines, and wells; logistics; community development; and construction); 2. post-traumatic stress management volunteer (degree in psychology or clinical social work, minimum two years of related professional experience); 3. housing construction volunteers (considerable experience with cement block house construction and training experience); 4. stress management volunteer (degree in psychology, clinical sociology or public health, ability to work with children, knowledge of PTS techniques).

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) 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); 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); 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. agricultural and behavior change education volunteer (agricultural work experience); 3. monitoring and evaluation volunteer (MPH and biostatistics and research experience, in addition to community experience); 4. community-based hospice volunteer for NGO (social work or nursing degree and previous hospice experience).

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>.

AMERICORPS LEADER • St. Paul, MN

Position available with the Minnesota Literacy Council. Duties: coordinates VISTA projects; provides development opportunities for the VISTAs; supports the Summer Reads Program that places 40 VISTAs in the Twin Cities' public schools. Qualifications: RPCV; strong communication, organizational, and event planning skills. Allowance: \$894/month plus \$4,725 education award or \$2,400 stipend. Contact: Ryan Johnson, 756 Transfer Road, St. Paul, MN 55114; fax: (651) 645-2272; e-mail: <rjohnson@theMLC.org>.

AMERICORPS POSITIONS • Washington

Positions available with Intermountain AmeriCorps in north central Washington beginning 9/1/01. Duties: serve needy students in rural schools where poverty and language barriers impact students' success. Qualifications: interest in personal and professional growth; positive interpersonal skills; organizational and time management skills; dependability; confidence; determination; flexibility; adaptability. Contact: Lesley Van Over, Project Director; e-mail: <lesleyv@ncsd.org>; Web site: <www.IntermountainAC.com>.

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.

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The U.S. Department of State is announcing a special pilot program, the Alternative Examination Program (AEP), through which entry-level Foreign Service Officers will be hired. This program is open to current federal government employees and applicants with non-competitive eligibility. See the Web site <www.state.gov> for more information. **Deadline: July 23, 2001.**

July Career Event

Representatives from the U.S.D.A. Forest Service, Content Analysis Team (CAT), present the topic: "Career Opportunities with the USFS."

The presentation will focus on the immediate need to hire qualified personnel in a variety of career fields and positions. Requirements for most positions will be discussed followed by a question and answer period.

When and Where:

July 18, 2001, 12 noon–1:30 p.m.
Peace Corps, 1111 20th St., NW
Shriver Conference Room B
Washington, D.C. 20526

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

AMERICORPS MEMBER • Sitka, AK
Position available with the University of Alaska. Duties: tutors basic reading, math, English and GED preparation, develops community service workshops; promotes programs; tests and assists adults in job seeking activities (résumé writing, developing job search skills and interviewing skills). Benefits: \$1,360-1,400/mo, \$4,725 educational award, health insurance, and loan deferment. Send résumé and cover letter to: Lynne Davis, University of Alaska Southeast, 1332 Seward Avenue, Sitka, AK 99835.

VISTA COORDINATOR- • Seattle, WA
Position available with the Fremont Public Association. Duties: develops, implements, recruits and monitors 30 full time VISTA volunteer project assignments; monitors \$100 K annual budget. Qualifications: BA with 2 years human service experience and prior management experience. This is a full time position paying \$15.39 per hour plus great benefits. Deadline: 7/13/01. Contact: Fremont Public Association, phone: (206) 694-6840; e-mail: <www.fremontpublic.org>.

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 June 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.