

H TLINE

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

HOT Resources

Check out these resources to help you with your TESOL job search:

The *ESL/EFL Job Search*; *Teaching EFL Outside the U.S.*, and *Directory of Professional Preparation Programs in TESOL in the United States*. For further information, call 703.836.0774, or write to TESOL, Inc., 700 South Washington Street, Suite 200, Alexandria, VA 22314-4287; website: www.tesol.org.

The *Chronicle of Higher Education* is a good weekly source for ESL/EFL openings in colleges and universities. Contact the Chronicle of Higher Education, 1255 23rd Street, NW, Suite 700, Washington, DC 20037; phone: 202.466.1000; e-mail: help@chronicle.com; website: www.chronicle.com.

Contact the U.S. Information Agency about Fulbright scholarships, the English Language Programs Division, Foreign Service specialist/English teaching officer positions, and other opportunities: Office of Personnel, USIA, 301 Fourth Street, SW, Washington, D.C. 20547; phone: 202.619.5869.

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Rainer Olbrich
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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
Website:
www.peacecorps.gov/rpcv/hotline

A Career In TESOL

by RPCV Bruce Ballard (Korea, 1975-78), Ed.D.

“When I joined the Peace Corps as a TEFL Volunteer, I never expected that teaching English to speakers of other languages (TESOL) would become my lifelong career. I was fresh out of college . . . and I merely wanted to experience a different part of the world for a few years. Now, 20 years later, it turns out that my Peace Corps assignment was the first step to a stimulating career in second-language education.”

Following are some of the advantages and disadvantages of a TESOL career, along with some suggestions for getting started.

The Advantages

1. There are opportunities for travel to just about every continent in the world. You can choose to live overseas for long periods of time, or, once you’ve built up your résumé, you can seek short-term consultant projects, usually in teacher training.
2. You can live reasonably well overseas, especially if you’re single or both you and your spouse work. Conditions abroad may not be perfect, however, if you are raising a family.
3. There will always be a need for trained ESL teachers in the United States, and domestic ESL teachers frequently have high job satisfaction. Recent immigrants to the United States are grateful for anything you can teach them. They’ll shower you with respect and affection.
4. No matter where you are, you can teach English on the side as a means of supporting another vocation or hobby. For example, one RPCV in San Francisco taught English part time while pursuing

his real love, calligraphy. As he got more and more jobs inscribing diplomas and creating signs, he cut back on his TESOL hours.

5. The field is rich with subdivisions. Some areas that you might enjoy are computer-assisted language learning (CALL), curriculum development, publishing, program administration, refugee concerns, teacher training, teaching with video, ESL AIDS education, and research in second-language acquisition.

6. A professional organization called International TESOL sponsors a convention each spring for educators from around the world. You can obtain more information from its website at www.tesol.org. State and regional TESOL organizations hold their own smaller conferences.

7. TEFL experience in the Peace Corps is a tremendous asset when searching for jobs. Many overseas employers prefer to hire RPCVs, and leaders and administrators of domestic programs often are former Volunteers themselves. For example, all three full-time professors in the TESOL program at Columbia University are RPCVs.

The Disadvantages

1. Unfortunately, the TESOL profession does not always command respect from the rest of academia or the world at large. A prevailing attitude is, “Anyone who speaks English can teach it to others.” A second prejudice is that TESOL teachers are not “real” English teachers (e.g., they don’t teach Shakespeare and Melville). Recognition, standards, and even the salary for TESOL professionals are usually lower than in other fields.

2. In higher education in the United States, most of the ESL teaching is done by adjunct (part-time) lecturers. Although this may mean high hourly wages, such jobs usually do not offer benefits like health insurance, sick leave, and retirement plans. Additionally, part-time positions may be more vulnerable to budget cuts.

3. As with other professional fields, TESOL is experiencing credential inflation. That is, for many jobs a master’s degree is now essential, even though it wasn’t necessary a decade ago. Some programs that used to require just a master’s are now interviewing only people who are in a doctoral program. If you plan to stay in TESOL, obtaining a graduate degree may be necessary.

4. Competition for jobs in some parts of the United States can be fierce. For example, a community college outside Washington, D.C., advertised an opening for an ESL writing instructor. One hundred and sixty-eight people submitted résumés; only 12 were invited for an interview. Competition for overseas jobs is less intense.

5. While there are thousands of dedicated professionals in TESOL, the field is still in its infancy. Major questions are still unanswered—for example, what is an efficacious way to get college-level ESL students to write acceptably? Commercially produced textbooks may or may not help students learn English. TESOL could look for help in related professions (e.g., associations for teachers of English composition), but sometimes these connections are not made.

PUBLIC SECTOR

CAMPUS COORDINATOR · Logan, UT

Part-time position available at Utah State University. Duties: coordinates campus recruiting activities to inform students and the community about the Peace Corps; advises prospective applicants; maintains contact with the Denver Regional Office. Qualifications: able to work without close supervision; good speaking, writing, and organizational skills. Eight-month contract for six to eight hours/week. Salary: \$10/hour. Prefer Utah state graduate student/RPCV. Deadline: 7/31/02. Submit résumé and cover letter to Jonathan Bringewatt, Peace Corps, Denver Regional Office, 1999 Broadway, Suite 2205, Denver, CO 80202; phone: 303.844.7018; fax: 303.844.7010; e-mail: jbringewatt@peacecorps.gov.

LABOR INVESTIGATORS · Washington, DC

Position available with the U.S. Department of Labor, Office of Labor-Management Standards, Washington District Office. Duties: conduct civil and criminal investigations and compliance audits of labor unions. Qualifications: bachelor's degree or three years of experience for GS-5 level; bachelor's degree and one year of specialized experience or one year of graduate-level education or superior academic achievement for GS-7. Promotion potential to GS-12. Deadline for applications: 8/1/02. Send résumé to Michael B. Cahir, District Director, DOL-OLMS, 1730 K Street, NW, Suite 558, Washington, DC 20006; fax: 202.254.8085; phone: 202.254.6514, ext. 212.

SOIL SCIENTIST · Riverton, WY

Position available with the USDA's Natural Resources Conservation Service. Duties: provides administrative and technical leadership for natural resource surveys/inventories, which includes collecting ecological condition and production data on range; supervises and trains soil scientists assigned to the survey project; directs, reviews, and evaluates work and develops schedules jointly with each employee; develops performance appraisal worksheets; prepares soil maps, including identification and classification of soil types and phases; prepares soil map unit documentation, including descriptions, transect data, and compiled field notes; collects soil samples for laboratory analyses. Deadline for applications: 8/3/02. Full announcement can be found at www.jsearch.usajobs.opm.gov/summary.asp. Phone: 307.261.6492.

PRIVATE SECTOR

VARIOUS · Palisade, MN

Four positions available with the National Society for American Indian Elderly: campaign coordinator, membership manager specialist, data/website specialist, and marketing specialist. Deadline for applications: 7/20/02. For more information, visit www.nsaie.org or call Gaylene Spolarich at 218.845.2520; e-mail: spoly@mlecmm.net.

PROG. COORDINATOR · Washington, DC

Position available with the Institute of International Education, a nonprofit organization engaged in the administration of international cultural and educational exchange programs. Duties: prepares and maintains program documents; organizes program logistics and administrative details. Qualifications: B.A. with two years of administrative experience; proficient use of MS Office; excellent communications skills; organizational and interpersonal skills; familiarity with U.S. Department of State and USAID a plus. Deadline for applications: 7/19/02. Salary: low \$30s. Fax cover letter and résumé to Human Resources, Code HR-PEP, Institute of International Education, at 202.326.7669; e-mail: hr-dc@iie.org.

SHEEPHERDER · Townsend, MT

Position available to herd sheep. Duties: works alone in isolated areas for up to four months, from sunrise to sunset seven days a week, in all kinds of weather; works with trained dogs and horses; protects sheep against predators; lives in a tent or a sheep wagon without electricity or running water. Qualifications: must be physically fit for vigorous mountain hiking. Salary: \$650 per month plus room and board. Fax Kay at 406.266.4962; e-mail: kingalls2@juno.com.

PROG. COORDINATOR · Washington, DC

Position available with Visions in Action, an international nonprofit that places volunteers with indigenous NGOs in six countries in Africa and Latin America. Qualifications: B.A./B.S.; two years of volunteer or work experience in Africa or Latin America; NGO experience and excellent communication skills; master's degree, French or Spanish, and community development knowledge preferred; willing to work long hours for modest salary in a wide variety of tasks. Send cover letter, references, and résumé to 2710 Ontario Road, NW, Washington, DC 20009; fax: 202.588.9344; e-mail: visions@igc.org.

*WILDERNESS INSTRUCTORS · Various

Positions available with Hurricane Island Outward Bound School in Florida, Maine, and Maryland. Duties in Maine and Maryland: instruct students ranging from 14 to 72 in sailing, sea kayaking, canoeing, backpacking, hiking, and climbing from mid-May through mid-September. Duties in Florida: teach technical skills, focusing on personal and team growth through facilitated challenging experiences for adjudicated and at-risk youth. Qualifications: experience in Outward Bound or outdoor programs, preferably expedition-based; sound judgment; effective communication skills; technical outdoor skills; standard first aid and CPR; enthusiasm and commitment. For more information, contact Human Resources, Hurricane Island Outward Bound School, 75 Mechanic Street, Rockland, ME 04841; phone: 207.594.1401, ext. 388; e-mail: employment@hurricaneisland.org; website: www.hurricaneisland.org.

COORDINATOR · Washington, DC

Position available in training and consulting with the Institute for Public-Private Partnerships (IP3), an international training and consulting firm working in the United States and abroad. Duties: plans and implements training workshops in Washington and abroad; develops new business opportunities, writes proposals, and markets training and consulting services to clients worldwide. Qualifications: B.S./B.A. in international development or related field; strong oral and written communication skills; strong organizational skills; two to three years of development experience, preferably in Africa; foreign language skills a plus. Salary range: \$30K-\$35K. Send cover letter and résumé to Human Resource Development, IP3, 1120 20th Street, NW, Suite 850 South, Washington, DC 20036; fax: 202.466.8934; e-mail: hrdept@ip3.org; website: www.ip3.org.

ORGANIC FARM HELP · MD

Full- or part-time positions available in Potomac and Buckeystown at Nick's Organic Farm. Farm operates on a large scale, using modern equipment to raise crops and livestock including food-grade soybeans, sweet corn, rye grain, barley, hairy vetch, and hay. Research is conducted on the farm with USDA cooperators and agricultural grant programs. Products are sold to wholesalers, retailers, and livestock operations. Interest in organic farming and experience operating and repairing farm machinery are helpful. Salary: \$8/hour. Contact Nick Maravell, 8565 Horseshoe Lane, Potomac, MD 20854; phone: 301.983.2167; cell: 240.793.5423; e-mail: nymarave@erols.com.

ECOREGION COORDINATOR · AK

Position available in Achorage with the World Wildlife Fund's Endangered Spaces program. Duties: promotes WWF's goals in marine biodiversity conservation in this ecoregion; works with the ecoregion director to develop and implement strategies to secure conservation of critical areas of the Bering Sea; addresses major threats to biodiversity; assists with fundraising and media communications. Qualifications: master's degree or equivalent experience in fishery and/or wildlife management, ecology, marine biology, and conservation biology; at least five years of experience in Alaska. Send cover letter and résumé to Human Resources Department, 22098P, 1250 24th Street, NW, Washington, DC 20037; fax: 202.293.9211; e-mail: hr@wwfus.org; website: www.worldwildlife.org.

VOCATIONAL NURSE · San Antonio, TX

Position available at Lackland Air Force Base. Duties: assists medical staff performing obstetrical and gynecological exams and minor surgical procedures; assembles instruments, equipment, solutions, and supplies to perform procedures; prepares and administers medications; looks for physical and emotional contraindications. Qualifications: LVN license; six months of nursing experience or completion of two-year-degree nursing program. Deadline for applications: 8/30/02. See vacancy announcement #02MAR257653 at www.afpc.randolph.af.mil/afjobs.

PROGRAM COORDINATOR · New York, NY

Position available with the Open Society Institute, a private operating and grant-making foundation that develops and implements a range of programs in civil society, education, media, public health, and human and women's rights, as well as in social, legal, and economic reform. Duties: works closely with the director in maintaining communication and addressing current issues with international program coordinators and school directors; advertises and recruits teaching fellows and teacher trainers for academic placement in the countries of the Soros Foundation network; acts as main contact for teaching fellows and teacher trainers. Qualifications: bachelor's degree; one to two years of prior office experience; excellent interpersonal, communication, and organizational skills; ability to effectively handle multiple projects in a fast-paced environment; strong computer skills; familiarity with e-mail interfaces and various Internet search functions; knowledge of Dreamweaver Four or other software a plus; experience teaching or working abroad desirable. Start date: 8/1/02. Send résumé, cover letter, and salary requirements to Human Resources, Open Society Institute, 400 West 59th Street, New York, NY 10019; fax: 212.548.4675; website: www.soros.org/spelt.

SPECIALIST · Hendersonville, NC

Position available as a land protection specialist with the Carolina Mountain Land Conservancy. Duties: contacts landowners in CMLC priority areas; develops conservation strategies; prepares budgets; performs administrative, fundraising, and program tasks as needed. Qualifications: strong background and experience in land protection concepts and legal, financial, and real estate issues involved in land protection; energetic, creative, and passionate about land conservation; excellent writing and speaking skills; good computer and office skills; experience with Arcview; willingness to work in the field, evenings, and weekends. Competitive salary commensurate with experience. Send letter, résumé, and references by 7/15/02 to Kieran Roe, Executive Director, Carolina Mountain Land Conservancy, PO Box 2822, Hendersonville, NC 28793; phone: 828.697.5777; e-mail: carolan@ioa.com.

AFRICA PROGRAM ASST. · Little Rock, AR

Position available with Heifer International, a nonprofit global and sustainable development organization. Duties: assists with coordination of resources for the area program, including grant proposals; coordinates review of area program strategic plans; communicates with field offices on procedures, policies, information requests, and programmatic issues. Qualifications: B.A. plus three years of experience; excellent organizational, writing, and computer skills; interest in global development issues at the grass-roots level as they relate to agriculture and livestock husbandry is desirable. Starting salary: \$30K plus benefits. Send résumé, cover letter, and application to HR, Heifer International, 1015 Louisiana Street, Little Rock, AR 72202; fax: 501.907.2820; e-mail: jobs@heifer.org; website: www.heifer.org.

DEV. DIRECTOR · Washington, DC

Position available with Christ House, a 32-bed medical recovery facility for homeless men and women. Duties: designs newsletters and annual report; coordinates direct-mail appeals; builds mailing list; responds to gifts; conducts public relations outreach; supervises an assistant and volunteers. Some weekend and evening work required. Qualifications: desire to serve people who are homeless; experience preparing grant proposals and excellent writing and communication skills; fundraising experience and bachelor's degree or equivalent experience preferred. Mail cover letter, résumé, and a writing sample to Personnel, 1717 Columbia Road, NW, Washington, DC 20009; fax: 202.232.4972; e-mail: sgunn@christhouse.org.

DEV. DIRECTOR · San Francisco, CA

Position available with SHARE Foundation, a nonprofit organization that seeks solutions to poverty, underdevelopment, and social injustice in El Salvador. Duties: leads development team (grant writer, development associate, and interns) in fundraising efforts such as foundation and religious order grants, direct mail, phone bank, and major-donor gifts; develops fundraising capacity of board and volunteers. Qualifications: commitment to Latin America and social justice issues; bilingual in Spanish and English. Send résumé to Iris Paredes, SHARE Foundation, 598 Bosworth #1, San Francisco, CA 94131; e-mail: iris@share-elsalvador.org; website: www.share-elsalvador.org.

EXECUTIVE DIRECTOR · Washington, DC

Position available with the Shaw Eco Village Project, a nonprofit dedicated to youth leadership and sustainable community development. Duties: fundraises; supervises staff; assists with program development and evaluation; works with board of directors, public relations, and marketing. Qualifications: B.A./B.S. in relevant field, master's preferred; fundraising, management, and supervisory experience; experience or interest in youth development and sustainable community development. Salary range: \$35K-\$42K. Deadline: 8/30/02. Send résumé, references, and writing sample to ExecutiveDirector@shawdc.com; website: www.shawecovillage.com.

ADVISORS · Arlington, VA

Positions available as performance improvement advisors with John Snow's Deliver Project in more than 30 developing countries. Qualifications: training, facilitation, and curriculum development skills; experience in and ability to conduct training in French. For more information and application information, visit www.deliver.jsi.com.

EXECUTIVE DIRECTOR · Stanford, CA

Position available with VIA, a nonprofit organization dedicated to furthering understanding between Americans and Asians. Duties: develops the agency's vision and funding and creates new programs for undergraduates. Deadline: 7/31/02. Send résumé and letter to Alexis Olian, Board Chair, 144 Everson Street, San Francisco, CA 94131-2637; e-mail: via@mathus.com; website: www.viaprograms.org.

STAFF ASSISTANT · Washington, DC

Position available with the Population Council, which conducts biomedical, social science, and public health research and helps build research capacities in developing countries. Duties: provides administrative and research assistance/support to the deputy director of the Horizons Program and two other program staff members responsible for a wide range of activities related to implementing a global HIV/AIDS research project funded by USAID. Qualifications: minimum of three years' administrative work experience; strong organizational skills and attention to detail; ability to take initiative and problem-solve with minimal supervision; B.A. in related area or relevant experience; good writing and interpersonal communication skills; computer literacy, including Windows 2000, MS Word, and Excel; PowerPoint and Access database experience a plus; foreign language ability desirable; experience working with USAID or its cooperating agencies a plus. Send résumé and cover letter (referencing Job #37/02) to Lisa Lane, Office Manager, Population Council, 4301 Connecticut Avenue, Suite 280, Washington, DC 20008; fax: 202.237.8410; e-mail: jobs@pdc.org.

TEACHERS · Various S. States

Positions available through Southern Teachers Agency at public and private schools in small, rural districts. Duties: Pre-K through grade 12 classroom assignments. Qualifications: B.A.; teacher certification preferred. Salary: \$25K and up. Contact the Southern Teachers Agency, 7 Elliewood Avenue, Suite 2A, Charlottesville, VA 22903-2603; phone: 434.295.9122; fax: 434.295.6448; website: www.southernteachers.com.

***CO-WORKERS · Glenmoore, PA**

Several positions available with Camphill Soltane, a life-sharing community providing a bridge to adulthood for developmentally disabled youths ages 18-25. Duties: participate in practical, educational, recreational, and artistic activities with disabled companions, including housekeeping, cooking, weaving, pottery, painting, theater, biodynamic farming, cultural outings, sports, tutoring, and general community building. Qualifications: desire to live and work in a close-knit community; ability to interact with diverse populations. Benefits: room and board plus small monthly stipend; AmeriCorps Educational Award available. For information, contact Anne-Marie McMahon, 224 Nantmeal Road, Glenmoore, PA 19343; phone: 610.469.0933; e-mail: amcmahon@camphillsoltane.org; website: www.camphillsoltane.org.

CHIEF OF PARTY · Washington, DC

Position available with Management Systems International, a management consulting firm, for two-year assignment in Uganda. Qualifications: U.S. citizen; expertise in monitoring and evaluation and in health/education, HIV/AIDS, or democracy and governance; USAID and Uganda work experience preferred. E-mail résumé and cover letter to gcritchley@msi-inc.com and to bkweskin@msi-inc.com.

INTERFAITH ORGANIZER · San Jose, CA

Position available with Working Partnerships, USA, a labor and community partnership working for economic justice and Interfaith Council on Religion, Race, Economic, and Social Justice. Duties: conducts outreach to local clergy; mobilizes faith community around social/economic justice issues; assists local unions with campaigns; participates in developing and implementing training programs for faith community. Qualifications: organizational skills; experience with organizational development; background in faith community; experience working with union leaders and in politically sensitive environments. Send résumé to WPUSA, 2101 Almaden Road, Suite 107, San Jose, CA 95125; e-mail: aibanez@atwork.org.

PROGRAM MANAGER · Washington, DC

Position available with an international HIV/AIDS technical assistance project. Duties: serves as primary management, administrative, and backstopping resource to USAID's Office of HIV/AIDS and overseas offices for assessment, planning, design, implementation, monitoring, and evaluation of technical assistance activities. Qualifications: master's or five years of relevant experience; USAID experience; outstanding administrative, organizational, and writing skills; initiative; ability to meet tight deadlines; French and/or Spanish preferable. Deadline for applications: 8/8/02. Send CV to Caroline Curtis, Human Resources Director, TvT Associates, Inc., 1101 Vermont Avenue, NW, Suite 900, Washington, DC 20005; fax: 202.842.7650; e-mail: callie@tvassociates.com.

PROGRAM ASSISTANT · Washington, DC

Temporary position available with the Institute for Global Training, a development institute specializing in the training of French-speaking African leaders. Duties: provides logistics support; coordinates activities; provides general program assistance during training seminars. Qualifications: proficiency in spoken French; familiarity with/interest in African culture; good interpersonal skills. Work from the end of July through November 2002; possibility of continued employment in the future. For more information, call 202.431.1250; e-mail: igraining@aol.com.

EDITOR · Washington, DC

Part-time position available at the National Peace Corps Association for national membership newsletter. Qualifications: RPCV with experience in writing and editing text for publication and enthusiasm for the future of the Peace Corps alumni network; familiarity with the RPCV community; residence in Washington, D.C., area; skills in using PageMaker or QuarkXpress desktop publishing software are a plus. Deadline: 7/30/02. Send letter of application, résumé, and materials to Newsletter Editor Search, Publications Department, NPCA, 1900 L Street, NW, Suite 205, Washington, DC 20036; phone: 202.293.7728, ext. 16; fax: 202.293.7554; e-mail: pubs@rpcv.org.

PEACE CORPS FELLOWS/USA***HELLER GRADUATE SCHOOL · Waltham, MA**

The Heller School for Social Policy and Management at Brandeis University offers a master's program in health and human services management combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The master of management and M.B.A. (human services) are offered on a full-time basis each June, and on a part-time basis each June, September, and January. Students can concentrate in a number of policy areas, including health, child, youth, and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee, and scholarships are available for full-time students. For more information call Heller Admissions at 800.279.4105; e-mail: HellerAdmissions@brandeis.edu; website: heller.brandeis.edu.

TEACHING CORPS PROGRAM · Washington, DC

The GWU Teaching Corps Partnership with Montgomery County Public Schools is a unique opportunity for RPCVs to hone their teaching skills and earn Maryland state licensure. As part of the Teachers 2000 graduate program, teacher candidates can earn certification in ESOL, special education, science, English, and math with 100 percent tuition support. Candidates begin a full-time commitment to the program in January and are required to teach in MCPS for three years. Application deadline: 10/1/02. For information contact Dr. Jeanne Embich, GW Teaching Corps Partnership, The George Washington University, 2134 G Street, NW, Washington, DC 20052; phone: 202.973.1061; fax: 202.973.1075; e-mail: jembich@gwu.edu.

***ILLINOIS STATE UNIVERSITY · Normal, IL**

The Peace Corps Fellows Program in Applied Community and Economic Development at Illinois State University is considering 8/02 and 1/03 admissions. RPCVs earn master's degrees in economics, political science, or sociology by completing one year of full-time classwork 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. Fellows have worked on regional economic development, welfare-to-work programs, grant writing, surveys, planning, tourism promotion, business retention and expansion, and projects involving health/wellness, women and social change, cultural awareness, and community college outreach. For more information write to the Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: 309.438.7090; e-mail: StevensonCenter@ilstu.edu; website: www.stevensoncenter.org.

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in underserved U.S. communities. Find out more at www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

***SR PROGRAM OFFICER · Washington, DC**

Position available with the Manoff Group. Duties: provides technical assistance to country teams to implement child growth promotion activities; assists with design, implementation, analysis, and reporting of qualitative research; develops manuals, job aids, and curricula for community-based workers and supervisors; develops supervision and program monitoring systems; coordinates with other groups to expand program implementation in country.

Qualifications: graduate degree in public health; seven years of experience implementing child health/nutrition programs in developing countries; ability to plan, manage, and implement community-based programs; experience in qualitative research; familiarity with state-of-the-art approaches to child health/nutrition; French and/or Spanish highly desirable. To apply, contact the Manoff Group, 2001 S Street, NW, Suite 400, Washington, DC 20009; e-mail: apearson@manoffgroup.com.

HOT! OPPORTUNITIES

SR PROGRAM OFFICER · Washington, DC

Position available with the NGO Unit of the United Methodist Committee on Relief. Duties: provides headquarters-based program development, implementation, reporting; supports UMCOR's missions in Bosnia, Kosovo, and Serbia; provides operational guidance to field missions; assists in design of relief/development programs and strategies; manages recruitment of staff. Qualifications: master's degree in international development or related degree; four years of experience with international/humanitarian or development NGOs; grant management; excellent communication skills; proven leadership. Preferred: prior regional experience and Russian language. E-mail résumé to umcorjobs@compuserve.com and to jderwallis@umcorrecruit.org (position code: Balkans SPO/DC); website: www.umcor-ngo.org.

COST/PRICING ANALYST · Washington, DC

Position available with the Academy for Educational Development for a fellowship program that increases leadership opportunities in nonprofit grass-roots, advocacy, and policy institutions addressing social justice issues. Duties: supports the vice president and senior cost and pricing analysts in the development of complex financial proposals. Qualifications: bachelor's degree required with concentration in finance, business administration, or accounting; minimum of three years' relevant experience in cost proposal development, financial analysis, and contract negotiation with firms involved in the provision of services to U.S. government agencies, multilateral banks, and foundations; grant proposal development experience desirable; knowledge and understanding of federal acquisition regulations and of USAID, World Bank, Asian Development Bank, and Inter-American Development Bank; strong financial analysis skills; able to contribute to discussions concerning bidding strategy. Send résumé with cover letter referencing position #KV2152pc to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

OUTREACH ASSOCIATE · Washington, DC

Position available with Peace Action, the nation's largest grass-roots peace and justice membership organization. Duties: responsible for daily management of the Peace Empowerment Program, Peace Action's national telefunding program; recruits, trains, and supervises PEP staff; conducts staff briefings, role plays, and call monitoring; develops phone scripts to represent Peace Action's campaigns; assists in the creation and production of informational materials; maintains both membership and staff performance records; assists in overall program and staff evaluation; performs a minimum of 15 hours of successful fundraising per week. Qualifications: demonstrated fundraising ability; experience managing a fundraising program; commitment to Peace Action's mission, goals, and programs. Salary range: \$20K-\$25K plus bonuses. Send résumé, writing sample, and cover letter to Jason Smith, Peace Action, 1819 H Street, NW, Suite 420, Washington, DC 20006; e-mail: jsmith@peace-action.org.

COORDINATOR · San Francisco, CA

Position available in resource development with Mercy Housing California, a statewide nonprofit developer of affordable housing. Duties: responsible for researching, writing, and monitoring foundation and corporate grants to support the work of MHC; carries out all aspects of proposal writing; provides stewardship of foundation and corporate grant funders. Qualifications: two years of proposal writing; strong written and oral communication skills; program management experience; proven ability to work well under deadlines preferred; knowledge of Microsoft Office. Some travel required. Send fax to Shari Roeseler, Regional Vice President, Resource Development, at 916.414.4490; e-mail: sroeseler@mercyhousing.org.

STAFF ACCOUNTANT · Oakland, CA

Position available with the East Oakland Community Project managing the finance department for an emergency housing program. Duties: performs accounts payable, accounts receivable, general ledger, payroll, budgets, monthly financial statements, and audit preparation. Qualifications: must be able to multitask and work with speed and accuracy; excellent communication skills required; knowledge of QuickBooks and Excel. Salary: \$42K-\$45K DOE. Send résumé to Wendy Jackson, EOCP, 5725 East 14th Street, Oakland, CA 94621; fax: 510.653.9606; voice-mail: 415.708.7337; e-mail: wendyu.jackson@earthlink.net.

INTERNATIONAL

NURSE/NUTRITIONIST · Congo and Sudan

Positions available with Action Against Hunger, a nonreligious, humanitarian NGO focusing on nutrition, health, food security, and water and sanitation. Duties: supervises therapeutic and supplementary feeding centers; supervises health clinics and mother/child health centers (pre- and postnatal care); establishes a program for primary health care; manages and trains national staff; implements nutritional surveys. Qualifications: registered general nurse or qualified midwife with further qualification in public health, tropical medicine, or nutrition; two years' nursing experience essential; previous overseas experience preferred; fluency in French mandatory for Congo, English for southern Sudan. Send résumé and cover letter to job@aah-usa.org; website: www.aah-usa.org.

HUMAN RIGHTS OBSERVERS · Guatemala

The Network in Solidarity with the People of Guatemala (NISGUA) seeks qualified volunteers to act as human rights observers as part of the Guatemala Accompaniment Project. Volunteers serve for six months to one year in communities at risk for human rights abuses. Apply by 9/1/02 for the October 2002 training. For more information, contact NISGUA/GAP, 1830 Connecticut Avenue, NW, Washington, DC 20009; phone: 202.265.8713; e-mail: nisguagap@igc.org.

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Getting Started in TESOL

1. If you plan to enroll in a graduate program, shop around. Ideally, visit the campus and talk to some of the students. Do they like being there? What are they learning? Is it helpful for their teaching? What jobs do the students get after they graduate?

2. A smart way to get your master's is to enroll in one of the many Peace Corps Fellows/USA programs. As a fellow, you work for two years at a hard-to-staff school in an inner city or remote rural area, such as an American Indian reservation. In return, you receive a salary and, typically, some sort of tuition assistance toward your master's degree. The course work is often geared to helping you succeed at your job assignment. Visit www.peacecorps.gov/fellows.

3. Join International TESOL and/or one of its regional affiliates. Benefits include group insurance policies, reduced admission to conventions, discounts on books and publications, a job placement service, and extensive networking possibilities. Some in-house titles of interest to RPCVs: *The ESL/EFL Job Search*, *Teaching EFL Outside the U.S.*, and *Directory of Professional Preparation Programs in TESOL in the United States*. For further information, call 703.836.0774 or write to TESOL, Inc., 700 South Washington Street, Suite 200, Alexandria, VA 22314-4287; website: www.tesol.org.

4. If you already have a master's degree and are thinking about going for a doctorate, consider getting a second master's instead, in a field that you somehow tie to TESOL. For example, an RPCV from the Marshall Islands is getting a law degree in addition to a master's in TESOL. She plans to work with refugee concerns in Southeast Asia. Another RPCV combined a master's in fine arts (dance) with a master's in bilingual education, and is now in great demand for the Mexican folk dance workshops he conducts for public school bilingual programs. Two master's in related fields will give you specialized expertise that no one else has.

5. If you wish to teach in public schools, investigate what the teacher certification requirements are for your state (you can find this information through a search on the Internet). Many graduate programs will help you meet those requirements.

6. If you are interested in working for U.S. government agencies overseas, contact the U.S. Information Agency about Fulbright scholarships, the English Language Programs Division, Foreign Service specialist/English teaching officer positions, and other opportunities: Office of Personnel, USIA, 301 Fourth Street, SW, Washington, DC 20547; phone: 202.619.5869.

7. *The Chronicle of Higher Education* is a good weekly source for ESL/EFL openings in colleges and universities. Contact the Chronicle of Higher Education, 1255 23rd Street, NW, Suite 700, Washington, DC 20037; phone: 202.466.1000; e-mail: help@chronicle.com; website: www.chronicle.com.

Bruce Ballard, Ed.D., is a partner in the Skilled Writer International. This article is adapted from his article in Careers in Teaching (2002), published by the Peace Corps' Returned Volunteer Services.

***ENGLISH TEACHER · Japan**

Position available with small, privately owned English school in rural Japan. Students are of all ages and levels, though focus is on teaching kids. Duties: teaches up to 30 hours per week; administers courses. Qualifications: B.S./B.A.; teaching experience (not necessarily TESL); comfortable living and working in a foreign culture; good English skills. Salary: \$2,200 per month plus bonus. Two-year contract starting 9/02. Send cover letter, résumé, photo, and phone number to Mike Lyons, Kokusaika English School, 1501-601 Omori, Kani, Gifu, Japan 509-0238; e-mail: lyonsmik@kani.or.jp.

***POPULATION FELLOWS · Worldwide**

The Population Fellows Programs offer two-year professional fellowships to individuals with graduate degrees in population, environment, and development-related areas. Population fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population and environment fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a professional-level stipend and benefits. Contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: pop.fellows@umich.edu; website: www.sph.umich.edu/pfps.

PROJECT MANAGER · Makurdi, Nigeria

Position available with Partners for Development, an American international relief nonprofit. Duties: designs and implements an approximately \$800K public health budget; prospects for new business; develops/strengthens management systems. Qualifications: significant NGO field management experience in public health, preferably in reproductive health and/or HIV/AIDS; self-reliant problem solver; excellent proposal and report writing skills; planning, budgeting, proposal development, financial management, and liaison/negotiation with donors/host governments; knowledge of USDA, Packard Foundation, and other donor regulations; computer proficient; M.P.H. required. Send cover letter, salary expectations, and résumé to Tricia Matthews, Partners for Development, 1320 Fenwick Lane, Suite 406, Silver Spring, MD 20910; fax: 301.608.0822; e-mail: tmatthews@partnersfordevelopment.org.

MARKETING ADVISOR · West Bank and Gaza

Position available with International Technology Investment in USAID-funded market development project. Duties: creates export marketing plans for various product sectors such as furniture and foods; organizes participation by manufacturers and distributors in trade show and exhibitions; takes products into new markets and achieves sustainable sales. Qualifications: high energy level; resilience; product marketing experience in the U.S. or abroad. Salary range: \$50K-\$80K. Deadline for applications: 7/30/02. Send résumé by e-mail to intxdev@aol.com.

EDUCATION**ANTIOCH UNIVERSITY · Seattle, WA**

Antioch University offers a master of arts degree in environment and community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Regional, national, and international students pursue place-based studies and routinely meet in Seattle for course intensives over two years. For information contact Jean Joichi, Admissions Associate, Center for Creative Change, Antioch University, 2326 Sixth Avenue, Seattle, WA 98121; e-mail: jjoichi@antiochsea.edu; website: www.antiochsea.edu/ec.

***UNIV. OF NOTRE DAME · South Bend, IN**

The Mendoza College of Business at the University of Notre Dame offers a master's degree in nonprofit management. This cost-effective degree offers a flexible structure with on-site courses held in the summer and electives offered via e-learning during the fall and spring. Accommodating the full-time work schedules of participants, the program enables degree completion between 18 and 48 months. Contact Kimberly Brennan at 574.631.3639; fax: 574.631.6532; e-mail: brennan.53@nd.edu; website: www.nd.edu.

***AMERICAN UNIVERSITY · Washington, DC**

The university's International Training and Education Program gives special consideration to RPCVs. Its multidisciplinary master's degree program through the Department of Sociology is designed to prepare students for careers in international development, development education, grass-roots community development, nonformal and adult education, consulting and training activities, program design and evaluation, global and multicultural education, and foreign student affairs. For more information, contact Dr. Wendy Bokhorst-Heng, International Training and Education Program, American University, Department of Sociology, 4400 Massachusetts Avenue, NW, Washington, DC 20016-8072; phone: 202.885.3723; e-mail: itep@american.edu; website: www.american.edu/cas/sociology/itep.

***MEDICAL DEGREE · Beersheba, Israel**

In collaboration with Columbia University's Health Sciences Division, the medical school at Ben Gurion University of the Negev offers a four-year medical degree program in international health and medicine. The program is taught in English and enrolls students who seek a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. Medical Licensing Exam and are expected to complete residencies in the United States. The program is approved by the U.S. Department of Education for participation in federally funded student loan programs. Contact the admissions office at 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; e-mail: bgcu-md@columbia.edu.

***UNIV. OF S. CALIF. · Sacramento, CA**

Earn a master's degree while working full time at the School of Policy, Planning, and Development. Our management degrees—master of health administration and master of public administration—are offered in the intensive semester format, in which classes meet once a month for four-day sessions, Thursday through Sunday. These programs teach real-world information and skills, requiring students to apply new knowledge directly to their work and use their on-the-job experience to enhance concept development. Paid internship and residency placement assistance are available. Admission and enrollment are ongoing throughout the year. Inquire about the special tuition discount offered to RPCVs. Phone: 916.442.6911; e-mail: sacto@usc.edu; website: www.usc.edu/sacto.

***TEFL CERTIFICATE · Madison, WI**

Earn a TEFL certificate through the Midwest Teacher Training Program. This five-week intensive, on-site teacher training program prepares trainees to teach English in classrooms overseas. Ten percent tuition discount to RPCVs with proof of service. The program offers a hands-on approach to teaching, practice teaching, classroom observations, and job placement assistance. Midwest is part of an ESL school providing opportunities to interact with professional teachers and international students. No teaching experience is required. For a brochure, contact Midwest Teacher Training Program, 19 North Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

***ARIZONA STATE UNIV. · Tempe, AZ**

ASU offers a unique graduate program that especially welcomes RPCV applicants. The Global Technology and Development master's program explores the impact of technological development on social, political, and economic development and change. ASU is also a member of the Peace Corps Fellows/USA Program, making RPCVs eligible for fellowships in which graduate students work in local communities. For more information contact Dr. Mary Jane Parmentier, Global Technology and Development, College of Technology and Applied Sciences, Arizona State University East, 7001 East Williams Field Road, Mesa, AZ 85236; phone: 480.727.1156/1533; e-mail: mj.parmentier@asu.edu; website: www.east.asu.edu/ctas/gtd/index.html.

ARRUPE FELLOWSHIP · New York, NY

The Graduate Program in International Political Economy and Development at Fordham University offers Arrupe Fellowships with preference given to RPCVs. They are designed for high-qualified applicants with a strong interest in careers with relief and development organizations. Full tuition and a generous stipend are included. Arrupe Fellowship applicants must have professional proficiency in French, Spanish, or Portuguese and be willing to apply for and, if selected, accept up to a one-year postgraduate fellowship with Catholic Relief Services. Deadline for fall semester is 1/15/03. Application materials and information can be



INTERN/VOLUNTEER

COMMUNITY VOLUNTEERS • Crozet, VA

Several positions available with Innisfree Village, a life-sharing community of adults with mental disabilities. Volunteers from around the world join in this community for a minimum stay of one year. Contact Nancy at 434.823.5400; website: www.avenue.org/innisfree.

HOST FAMILIES • Nationwide

Host a foreign exchange student. Students are available from Russia and all of the Newly Independent States, Germany, Argentina, Hungary, Brazil, and many more. This is an opportunity to share the richness of American culture with a young ambassador. Host families must provide a loving home, meals, and emotional support. All students speak English and come with medical insurance. Students are between 15 and 18 years of age and will attend the local high school in the family's community. Contact Dawna at 800.637.0217; e-mail: dawna@azmail.net.

INTERN • Washington, DC

Position available with the National Wildlife Federation. Duties: helps support the coordination of projects to translate, adapt, test, and disseminate materials and training programs in Mexico; conducts research; helps organize workshops and training programs; assists with communications to program participants and supporters. Qualifications: bilingual in English and Spanish. Deadline for applications: 8/1/02. E-mail résumé and cover letter to Internopp@nwf.org.

COMMUNITY DEV. INTERN • Viroqua, WI

Position available with the USDA's Rural Development program for a temporary one-year position providing technical assistance for local communities, individuals, and groups. Qualifications: interest/materials from RPCVs currently (or soon to be) enrolled in a relevant graduate program; willing to spend a year gaining valuable practical experience and "applied" knowledge; could be incorporated into an existing program (practicum, research). Send letter and support materials to David Gibson, USDA Rural Development, 4949 Kirschling Court, Stevens Point, WI 54481; phone: 715.345.7676; e-mail: david.gibson@wi.usda.gov.

*COUNTRY SPECIALISTS • Washington, DC

Several positions available with Amnesty International. Positions require a two-year commitment averaging 10 hours a week. Specialists are selected on the basis of country expertise, AI knowledge, and human rights activist experience. Duties: support and monitor group casework, collaborate with AIUSA's communications department, and maintain regular contact with relevant government officials. Send résumé and cover letter to Cogroup Recruitment Office, Amnesty International, 600 Pennsylvania

Crisis Corps Recruiting Short-Term Volunteers

Africa HIV/AIDS Assignments

The following assignments require previous African work experience and a six-month commitment. Additional qualifications listed. Start date is as soon as possible.

Kenya

1. Voluntary counseling and testing and home-based care trainer for the Foundation Agency for Rural Development (counseling degree, monitoring and evaluation experience, and knowledge and experience in home-based care activities required); 2. HIV/AIDS pre- and post-test counseling volunteer for Meru Red Cross Society and Kenya Methodist University (counseling and training experience and a degree in counseling or clinical social work, or an M.P.H., required); 3. Laboratory blood safety volunteer for Family Health International (three years of experience as lab manager or technologist and experience setting up quality assurance programs); 4. Blood donor recruitment volunteer for Family Health International (health degree and two years of social marketing or community mobilization experience with a public health department or agency).

Malawi

Positive living nutrition trainer volunteer for a local program, Nkhotakhota AIDS Support Organization, to work with the program coordinator teaching and planning sessions regarding the utilization of local plants and animals for nutrition and medicine, and planning ahead to ensure that nutritious foods are available year-round. Nutrition background with knowledge of positive living for people with AIDS and experience with an HIV/AIDS organization required.

Upcoming Africa Assignments

We encourage RPCVs to submit their application materials as we anticipate additional HIV/AIDS assignments over the next several months. We also anticipate assignments in Guinea and Lesotho working as food monitors with the World Food Program.

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

Avenue, SE, 5th Floor, Washington, DC 20003; phone: 202.544.0200; fax: 202.546.7142.

AMERICORPS/VISTA

VARIOUS POSITIONS • WA

Sixty positions available beginning 9/1/04 in four projects in Washington State to gain hands-on experience in rural classrooms and network with educators and community organizations. Duties: serve needy students in rural schools where poverty and language barriers (Spanish) impact students' success. Qualifications: interest in personal and professional growth; positive interpersonal skills; organizational and time management skills; dependability,

determination, and adaptability. Members come from all over. Contact Jason Smith at 509.682.4550, ext. 27; e-mail: imac@ncesd.org; website: www.IntermountainAC.com.

VISTA LEADERS • Various Locations

Three positions available with the International Rescue Committee. Duties: work in Atlanta, San Diego, or Chicago; directly assist vulnerable refugee women and youth in attaining self-reliance and developing financial assets; conduct skill development classes, leadership training, and other innovative programs; provide support and coordination for members. Qualifications: RPCV and/or AmeriCorps*VISTA alumni. Team leaders work full time for one year; positions begin in 8/

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 and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

Name _____

Address _____

City _____ State _____ Zip Code _____

Country of Service _____ Dates of Service _____

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes cannot be made without this form nor over the phone. Please allow four to six weeks for any changes to take effect.

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02. Receive a living stipend (approximately \$1,000/month), health insurance, a child-care stipend, deferment of student loans, and, at completion of service, either a \$4,725 education grant or a \$1,200 cash grant. For more information, e-mail rebeccas@theirc.org; website: www.theirc.org/resettle/rwy.

TEAM LEADERS • Various Locations

Several positions available with AmeriCorps/NCCC-Capital Region campus to lead groups of young people 18-24 years old in community service projects in five-state region. Duties: live and work with team of young adults; manage all project details; provide mentoring, guidance, and counsel to team members; facilitate service learning activities. Qualifications: excellent management skills; willingness to serve; interest in leadership development; inexhaustible availability; strong commitment to national and community service. Salary: \$12.5K plus room and board and education award of \$4,725 that can be used to pay back student loans or pursue further education. Position is for 11 months beginning 9/02. Call Erin Dahlin, Senate Unit Leader, AmeriCorps/NCCC-Capital Region, at 202.561.1796; e-mail: edahlin@cns.gov; website: www.americorps.org/nccc.

**July Event
Applying for Federal Jobs**

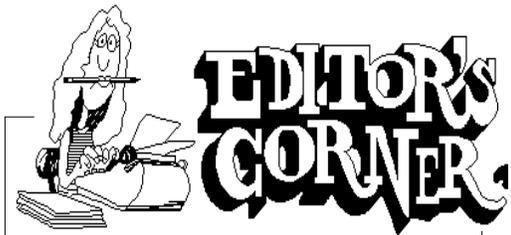
Janet Brown, director of human resources management at the Peace Corps, will discuss the “Dos and Don’ts of Applying for Federal Jobs.”

Topic areas include the federal application process, OF-612 forms, responding to KSAs, noncompetitive eligibility status, and application time frames. The presentation will also touch on the intelligence background form and how to receive retirement credit for your Peace Corps service.

When and Where:

July 24, 2002
Noon to 1:30 p.m.
Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street, NW
Shriver Conference Room A
Washington, DC 20526

For more information, please contact Elvira May, RVS, at 202.692.1445.



Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail address: hotline@peacecorps.gov. Thanks!

**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 July 2000, 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 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.