

H TLINE

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

HOT Resources

Check out these resources to help you with the informational interview process:

The *Career Information Consultants* manual, published by the Peace Corps' Returned Volunteer Services, lists over 1,000 names of professionals in various types of careers who are available to answer job-related questions from RPCVs. For a copy of the publication, send your request via e-mail (include your U.S. mailing address) to rvs@peacecorps.gov.

The *Occupational Outlook Handbook* is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. Go to www.bls.gov/oco/home.htm.

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Richard Montpelier
RPCV Papua New Guinea
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
Website:
www.peacecorps.gov/rpcv/hotline

Informational Interviewing: Get the Inside Scoop on Careers

by Olivia Crosby

Editor's note: This is the first of a two-part series reprinted with permission from the Summer 2002 issue of Occupational Outlook Quarterly, published by the Bureau of Labor Statistics.

Want to know what a career is really like? Ask someone with first-hand experience.

Many people wonder anxiously about which type of job they'll like or how they can break into the career of their dreams. Surprisingly, very few people ever take advantage of one of the best ways to answer their questions about careers: asking the workers already in them.

Talking to people about their jobs and asking them for advice is called informational interviewing, a term coined by career counselor and author Richard Bolles. And the technique usually works very well for people exploring careers. Stories abound of students who used informational interviewing to decide between occupations or to find a way to convert their interests to a paying job.

Some people who conduct informational interviews discover their dream job isn't so dreamy after all. They learn the truth in time to change course and find a career that suits them. Others have their career goals confirmed.

Informational interviewing can be as simple as striking up a conversation with friends and others about their occupations. But to take full advantage of

this career exploration tool requires a more methodical approach.

Read on to learn the purpose of informational interviewing; whom to interview; how to set up, prepare for, and conduct an interview; and what to do afterward.

The What and Why of Informational Interviews

An informational interview is a brief meeting between a person who wants to investigate a career and a person working in that career. The interviews usually last 20 to 30 minutes. The purpose of an informational interview is not to get a job. Instead, the goal is to find out about jobs you might like—to see if they fit your interests and personality.

Specifically, interviews can help you: learn more about the realities of working in a particular occupation; decide among different occupations or choose an occupational specialty; focus career goals; discover careers you never knew existed; uncover your professional strengths and weakness; and find different ways to prepare for a particular career.

Informational interviews also provide an inside look at an organization you may want to work for in the future. And they polish communication skills, helping jobseekers gain confidence and poise before the high-pressure situation of a job interview.

Deciding Whom to Interview

Before seeking someone to interview, you'll need to decide which occupations you want to learn more about. You may already have some ideas about the kinds of work you want to do, but, if you are stymied, consider visiting a career or guidance counselor. He or she can help you to clarify your interests and favorite skills and goals for earnings, work setting, and future education.

Career guidance tests also can produce lists of careers that match one's temperament. Browsing occupational descriptions, including those in the U.S. Department of Labor's *Occupational Outlook Handbook* and O*NET occupational database, is another good way to identify careers, as is reading books written by career experts.

Additional detailed information is available from professional associations and trade magazines. The more you research possible occupations, the better your questions will be when conducting informational interviews.

After identifying a few possible occupations, it is time to choose people to interview. Look for people actually working in the occupations you are considering. These people probably know more about what the work is like than human resources specialists or hiring managers do.

PUBLIC SECTOR

CAMPUS REPRESENTATIVE · Seattle, WA

Position available 10/1/02 at the University of Washington. Duties: designs and implements plans to increase awareness of Peace Corps programs among students at UW; organizes and facilitates general information sessions, class talks, career fairs, and intensive recruitment campaigns for the Peace Corps throughout the academic year; conducts presentations to student groups; develops working relationships with target departments; conducts interviews and writes applicant evaluations. Compensation: \$11-\$12 per hour. Qualifications: RPCV already enrolled in graduate-level studies at UW; excellent oral and written communication skills; ability to work with minimal supervision; 20 hours per week commitment in fall, winter, and spring quarters. Send letter and résumé to Errin Byrd, Regional Recruiter, Seattle Peace Corps Office, 2001 Sixth Avenue, Suite 1776, Seattle, WA 98121; phone: 206.553.5490; e-mail: ebyrd@peacecorps.gov.

CAMPUS REPRESENTATIVE · Ames, IA

Part-time graduate assistantship with the Peace Corps at Iowa State University for the fall 2002 semester. Qualifications: able to maintain regular office hours in the "study abroad" center; graduate student at Iowa State who is an RPCV preferred. Contact Jane Edwards at jedwards@iastate.edu or 515.294.3215.

PROGRAM ASSISTANT · Washington, DC

Position available with the Trade and Investment Program of the USDA's Food Industries Division. Duties: promotes U.S. trade and investment through the provision of technical assistance to the private agribusiness sector in emerging markets and transition economies; provides administrative assistance and other support for the development, implementation, coordination, and evaluation of various technical assistance activities. Qualifications: B.A. or B.S.; experience in word processing, database management, electronic communications, and presentation software; ability to apply federal travel regulations and procedures; skill in oral and written communication; strong organizational and interpersonal skills; knowledge of international development agencies, such as USAID, the World Bank, and FAO; training or experience in agriculture, economics, international development or relations, or trade; fluency in a foreign language native to a developing country or transition economy is desirable. Domestic and international travel may be required. Deadline for applications: 8/15/02. Send a cover letter that directly and separately addresses each of the required skills listed above and an OF-612, SF-171, or résumé to Mark Hawthorne, Acting Program Leader, USDA/FAS/ICD/FID/TIP/Stop #1085, Room 3247, 1400 Independence Avenue, SW, Washington, DC 20250; phone: 202.690.1858; fax: 202.690.3982; e-mail: hawthornem@fas.usda.gov.

*TEACHERS · Whiteriver, AZ

Positions available with Alchey School, a public school on the White Mountain Apache Reservation 20 miles south of Pinetop/Lakeside. Teaching subjects for the 2002-2003 school year include English and physical education/life skills. For more information contact Madeline Palmer at 928.338.4848; e-mail: mpalmer@wusd.k12.az; website: www.wusd.k12.az.us.

COORDINATOR · Washington, DC

Position available with the Smithsonian Institution's National Air and Space Museum. Duties: recruits, hires, trains, and supervises high school and college-age "explainers" to perform science demonstrations and educational interpretation. Qualifications: experience working with youth programs; experience developing interpretive education programs for a museum, science center, or similar venue; knowledge of physical science. See vacancy announcement 02MH-1257 at www.si.edu/ohr or call the 24-hour job line at 202.287.3102. Deadline: 8/2/02.

LABOR INVESTIGATORS · Chicago, IL

Positions available at the GS-5 to GS-9 level (\$26,052 to \$39,474 per annum) with the Chicago District Office of the U.S. Department of Labor's Office of Labor-Management Standards, with possibility for noncompetitive advancement to GS-12 (\$57,243 to \$74,413 per annum). Duties: conducts civil and criminal investigations pertaining to labor union officer elections and the embezzlement of labor union funds and assets; supervises union officer elections; enforces federal statutes that protect the rights of labor union members. Qualifications: minimum of a bachelor's degree from an accredited college or university; good analytical and writing skills. Reimbursement of relocation expenses is not available. Send résumé to John Peterson, District Director, 230 South Dearborn, Suite 774, Chicago, IL 60604; phone: 312.597.7170; e-mail: jpeter@chi.dol-esa.gov.

PRIVATE SECTOR

COORDINATOR · Stanford, CA

Position available with VIA (formerly Volunteers in Asia). Duties: works flexible hours in a fun and casual work environment for a nonprofit organization dedicated to furthering understanding between Americans and Asians. Qualifications: strong presentation and communication skills; enthusiastic and outgoing; ability to work with limited supervision; interest in or experience with recruitment or promotions. Salary: \$14.6K for five-and-a-half months. Send résumé and cover letter to VIA Asia Programs, PO Box 20266, Stanford, CA 94309; fax: 650.725.1805; e-mail: china@viaprograms.org.

COMMUNITY NURSE · New York, NY

Position available with Little Sisters of the Assumption Family Health Service, a community-based organization working in east Harlem. Ample

opportunity for personal and professional growth. Qualifications: RN or BSN. Apply to Pat Monahan, Little Sisters of the Assumption Family Health Service, 426 East 119th Street, New York, NY 10035.

CHIEF OF PARTY · Washington, DC

Position available with the American International Health Alliance as senior health communications manager for a five-year national health project in Russia focused on healthy lifestyles, with a particular emphasis on youth. Duties: provides overall technical management; implements advocacy and community mobilization activities; develops collaborative relationships with the public and private sectors; oversees creation and activities of new Russian NGO; works on health communications campaigns; assists with Web portal. Qualifications: advanced degree in public health or related area; six-plus years of experience managing international health communications projects in the developing world; familiarity with new Web-based technologies and the Internet is essential; prior management experience in the Newly Independent States or Central and Eastern Europe, USAID, or NGOs and Russian language skills a plus. Position is contingent upon a grant award. Fax cover letter, résumé, and salary requirements to 202.789.1140; e-mail to hr@aiha.com; or mail to AIHA, Attn: HR, 1212 New York Avenue, NW, Suite 750, Washington, DC 20005.

ECON. DEV. AGENT · Waupaca, WI

Position available with University of Wisconsin-Extension faculty. Duties: develops programs that address local needs in the areas of land use, local government education, economics, recreation, and tourism; strengthens communities and local government through educational programming aimed at improving decision-making and leadership skills. Qualifications: master's degree in a related field; experience in community or economic development outreach or adult education preferred. Deadline for applications: 8/28/02. Send cover letter, résumé, contact information for three professional references, and undergraduate and graduate transcripts to Cooperative Extension Personnel, 249 Extension, 432 North Lake Street, Madison, WI 53706; phone: 608.263.1945; website: www1.uwex.edu/ces/personnel.

SR. PROJECT MANAGER · Washington, DC

Position available with Sibley International, a small management consulting firm. Qualifications: experience in the public housing field and 15 to 20 years of management consulting experience; master's degree; proven leadership skills; experience with Native American and Native Hawaiian public housing is preferred. E-mail résumé and cover letter to esibley@sibleyinternational.com.

ATTORNEY · Various

Position available with Deep Roots Inc., a nonprofit organization that raises and distributes funds for

the education of Namibian youth. DR is a small worldwide group of dedicated volunteers founded by Peace Corps and WorldTeach volunteers while they were serving in Namibia. Duties: serves as a member of the advisory board of Deep Roots; offers advice on contracts and legal issues; provides legal information as needed to allow Deep Roots to conduct its mission. Qualifications: J.D. and admitted to practice in the United States. Time commitment is minimal, but must be available when needs arise. To apply, e-mail Mike@DeepRoots.org.

PROGRAM ASSOCIATE · Bozeman, MT

Position available with the World Wildlife Fund. Duties: supports the Northern High Plains Ecoregion field office; researches and writes reports and conducts presentations on biodiversity, land-use management, policy, and socioeconomics; handles budgeting, accounting, information management, and documentation. Qualifications: strong research, analytical, organizational, and written communication skills; bachelor's degree in conservation biology, range management, environmental science or planning, or a related field and a minimum of two years of experience working in natural resource conservation; must be proficient in Word and Excel; master's degree preferred. Send cover letter and résumé by fax to 202.293.9211; by e-mail to hr@wwfus.org; or by mail to WWF, Human Resources Department, 23024P, 1250 24th Street, NW, Washington, DC 20037; website: www.worldwildlife.org/jobs/jobs.cfm.

INTERPRETERS · Connecticut

Freelance positions available with Berlitz for speakers of Mandarin, Estonian, Czech, Turkish, Spanish, Portuguese, Farsi, and Hungarian. Qualifications: resident of Connecticut; fluent in English; available during regular business hours; U.S. citizen or permanent resident. Phone: 888.241.9141, ext. 170; fax: 202.331.7630; e-mail: resúmes@BerlitzGlobalNET.com.

ACCOUNT EXECUTIVE · New York, NY

Position available with the John O'Donnell Company, a fundraising firm that works exclusively with nonprofit agencies in the education and human service fields. Qualifications: strong writing ability and interpersonal skills required. Send a letter, résumé, and salary requirements to John O'Donnell Company, 211 East 43rd Street, 24th Floor, New York, NY 10017; fax: 212.557.8124; e-mail: aex2@jodinc.com.

STAFF ASSISTANT · Washington, DC

Position available with the Horizons Program of the Population Council. Duties: assists staff with implementation and monitoring of activities related to Horizons' global research agenda; assists in preparing written, oral, and visual presentations of Horizons research findings, including creation of tables, graphics, and overhead presentations, inputting and editing text, and formatting reports;

carries out literature searches and reviews; compiles and organizes background information. Qualifications: B.A./B.S. in related area and/or relevant experience; good writing and interpersonal communication skills; interest or experience in international health issues; computer literacy, including Windows 2000, MS Word, PowerPoint, Excel, Access database, Adobe Illustrator, and Photoshop; prior work with USAID or its cooperating agencies desirable; Spanish, Portuguese, or French language ability a plus. Send résumé and cover letter (referencing Job #38/02) to Ms. Lisa Lane, Office Manager, Population Council, 4301 Connecticut Avenue, NW, Suite 280, Washington, DC 20008; fax: 202.237.8410; e-mail: jobs@pcdc.org.

PROJECT ASSISTANT · Chicago, IL

Position available with Grenzebach Glier & Associates. Duties: provides support for clients and senior staff in an international fundraising consultancy. Qualifications: B.A./B.S.; excellent MS Office skills; RPCV preferred; one to two years of experience in nonprofit or business office environment preferred. Salary: \$29K-\$31K. Send résumé and letter to Dan Lowman, director of operations, at dlowman@grenzglier.com or call 312.372.4040.

COORDINATOR · Alexandria, VA

Position available with the National Center for Missing and Exploited Children, a nonprofit organization dedicated to helping bring home missing children and combating child sexual exploitation. Duties: analyzes, collates, and disseminates information on missing and exploited children to the appropriate investigative and action agencies; provides technical assistance to parents, law enforcement, and agencies in assessing and identifying resolutions; establishes and maintains working relationships to promote resolution and knowledge of international child abduction. Qualifications: B.A./B.S.; ability to speak French; knowledge of family and international law. Send cover letter and résumé to NCMEC, Attn: Human Resources, 699 Prince Street, Alexandria, VA 22314; fax: 703.274.2095; e-mail: hr@ncmec.org.

PROGRAM OFFICER · Arlington, VA

Position available with Family Health International. Duties: coordinates and provides support in developing, approving, administering, and monitoring subprojects and technical assistance in field programs of the HIV/AIDS department. Qualifications: bachelor's degree in social sciences, public health, or related field; three years of experience including program support and field experience or a master's degree and two years of experience; excellent report writing skills; Russian and Arabic language skills strongly preferred; French and Spanish desirable. Deadline for applications: 10/18/02. Send résumé with a cover letter stating salary requirements to Human Resources, Family Health International, 2101 Wilson Boulevard, Suite 700, Arlington,

VA 22201; fax: 703.516.9036; e-mail: humanresources@fhi.org; website: www.fhi.org.

ASST. PROPOSAL MGR. · Rosslyn, VA

Position available with ARD, Inc. Duties: participates in proposal preparation, marketing, and project start-up activities; helps senior technical staff with proposals; handles consultant recruitment, staffing, and fielding; maintains corporate contract MIS; performs research. Qualifications: B.A. or higher; familiarity with international development project management; minimum of three years of experience; good knowledge of MS Office; knowledge of Spanish, Russian, or French helpful; U.S. citizenship or work permit required. E-mail CV to homeofficejobs@ardinc.com or fax to 802.658.4247; see full application instructions at www.ardinc.com.

ENGLISH TEACHER · U.S. Virgin Islands

Position available with St. Joseph Catholic High School to work with diverse student body in Caribbean setting. Qualifications: B.A./B.S., preferably in English or related field. Teacher certification and experience a plus. Salary range: \$20K-\$22K, plus medical and dental insurance; possible housing assistance available. Deadline for applications: 8/15/02. Fax or e-mail résumé and cover letter to Dr. Susan Diverio at 340.692.2458; e-mail: sdverio@hotmail.com.

CHILD CARE · San Francisco, CA

Positions available as nannies with Bay Area families. Full-time, part-time, live-in, and live-out positions available. Experience and references required. Send résumé to alyce@alycedes.com.

IMMIGRANT ORGANIZER · MI

Position available in Muskegon and Grand Rapids with the Michigan Organizing Project, a statewide coalition of community groups working toward social justice. Duties: identifies, trains, and challenges local immigrant leaders to promote community issues and run grass-roots campaigns; builds the organization by bringing in new institutions; develops funding. Qualifications: B.S./B.A.; fluency in Spanish and English; passion for social justice; ability to work in low-income community. Salary range: \$22K-\$27K. Deadline: 9/1/02. Send cover letter and résumé to jobs@thedartcenter.org.

ENV. MEDIA MANAGER · Washington, DC

Position available with Conservation International. The international communications department raises conservation awareness in the countries where CI works. Duties: supports media outreach and relations in priority conservation areas, including managing campaigns; responds to press inquiries; writes and distributes press materials; trains journalists; and coordinates contests and activities for journalists. Fast-paced position with some chance for international travel. Qualifications: solid journalistic skills; commitment to conservation and a high level of

determination under pressure; multilingual in English and Spanish, with Portuguese and French a plus. Deadline for applications: 8/15/02. Apply to Conservation International, International Communications, 1919 M Street, NW, Suite 600, Washington, DC 20036; fax: 202.912.1048; website: www.conservation.org/xp/CIWEB/about/jobs.

CREW LEADER · Utah

Positions available with the Utah Conservation Corps. The first three-and-a-half months of service will focus on leadership training, skill development, local environmental education, and community volunteerism. During the final six months of service, crew leaders will lead crews of six to eight members on cooperative projects with the National Park Service, Forest Service, and Bureau of Land Management. Projects can be physically intense and require long days outside. Benefits include Wilderness First Responder certification, a living allowance, and a \$4,725 education award. The term of service starts at the end of January 2003 and goes through mid-November 2003. Application deadline: 11/8/02. To apply or receive more information, contact Kate Stephens at katestep@cc.usu.edu or 435.797.0964; website: www.usu.edu/ucc.

SPANISH TEACHER · Detroit, MI

Position available with Berlitz Junior, a world leader in foreign language learning for children. Qualifications: B.S./B.A.; Spanish proficiency; a love of teaching children. Deadline for applications: 8/30/02. Fax résumé to 248.642.9341.

ASST./OFFICE MGR · Washington, DC

Position available for six months to one year with Global Expand, a small privately held financial services company. Duties: handles day-to-day administrative tasks, including filing and business correspondence; types and edits company documents; manages computerized accounting system, including entering bills, printing checks, and invoicing. Qualifications: extremely organized; great attention to detail; proactive and able to work with minimal supervision; good command of MS Office and Spanish language required. Deadline: 8/9/02. Send résumé and cover letter to info@globalexpend.com.

PEACE CORPS FELLOWS/USA



CALIFORNIA STATE UNIVERSITY · Sacramento, CA

The California State University at Sacramento's master's program in public policy and administration is for students interested in state government. Students may pursue their degree full or part time. In addition to taking the core academic program, fellows choose a policy specialty area, such as educational policy, health and human services, environmental policy, or urban policy. Fellows also serve in an internship in California state government agencies or related organizations. Graduates are prepared to work in a wide range of professional activities in the public, nongovernmental, and private sectors. Fellows who are not residents of California are eligible for nonresident tuition waivers. Deadline for applications: April 1 for the following fall semester. Requirements: CSUS application, official transcripts, supplemental program application, GRE scores, statement of purpose, letters of recommendation, bachelor's degree, 3.0 GPA, and prerequisite courses in microeconomics, statistics, and government/political science. To apply, call 916.278.4864; website: www.csus.edu/mppa.

***MARQUETTE UNIVERSITY · Milwaukee, WI**

RPCVs are invited to apply for the Trinity Fellows Program at Marquette University, a 21-month study/work experience offering master's degrees in business administration, communications, economics, English, history, applied philosophy, political science, and public service. Fellows serve their graduate assistantships at selected nonprofit agencies in greater Milwaukee. Assistantships include substantial tuition and fee allowances as well as a monthly stipend. Trinity fellowships are available only to RPCVs or others who can offer evidence of significant community or public service. Contact Dr. Thomas Jablonsky at 414.288.5300; e-mail: thomas.jablonsky@marquette.edu; website: www.peacecorps.gov/gradschool/fellows.

***GEORGE MASON UNIVERSITY · Fairfax, VA**

GMU's School of Education offers an elementary licensure program with an optional master's in education. The licensure program consists of six courses that can be completed in one year while working in schools in the Washington, D.C., metro area. Fellows also have the option of teaching internationally. Start any semester; includes a \$500 stipend. Tuition is charged at the in-state rate (currently \$625.50 per course). Contact Jack Levy or Lynn Walker Levy at 703.993.3689 or 703.993.3602; e-mail: jlevy@gmu.edu or walker3@gmu.edu.

***BRANDEIS UNIVERSITY · Waltham, MA**

The Sustainable International Development Program offers a two-year master of arts degree (one year in residence and one year of practical training, fieldwork, or advanced study). SID's programs have gained international recognition over the past eight years for their innovation in examining models of development and for their achievements in reducing poverty and inequality, in raising quality of life, in enhancing the status of women, and in conserving the biodiversity of fragile environments. SID gives special consideration to RPCVs and offers some scholarship assistance, including waiver of the \$50 application fee. Call the SID office at 781.736.2770; e-mail: sidrecruit@brandeis.edu; website: heller.brandeis.edu/sid.

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.

INTERNATIONAL

INTERNAL AUDITOR · Mongolia

Position available with Development Alternatives, Inc. in a six-week assignment as internal auditor at the AgBank of Mongolia. Duties: implements new audit procedures and policies; measures performance of these procedures; ensures proper reporting and documentation of fraud cases; ensures adoption of more effective auditing approaches and methodologies through the coaching and mentoring of audit teams; conducts

HOT! OPPORTUNITIES

FOREIGN SERVICE OFFICERS · Worldwide

Register by 8/13/02 (8/5/02 for overseas test sites) for the 9/21/02 Foreign Service written exam. There are five career tracks from which to choose: administrative/management, consular, economic, political, and public diplomacy. Applicants must be U.S. citizens. Website: www.careers.state.gov.

off-site reviews and audits. Audit experience required. Deadline for applications: 9/15/02. Send cover letter and CV to Jenny_Pan@dai.com.

ADMIN/FINANCIAL OFFICER • Kazakhstan

Position available in Almaty with the American International Health Alliance. Duties: provides guidance to regional office staff and contractors; provides logistical support for partnership travel; assists in co-coordinating AIHA central and regional activities; develops and maintains procedures for budgeting, cash control, and financial reporting; fulfills overall financial management functions; supervises administrative and financial regional staff; enters data of all regional expenses and submits monthly financial report to D.C. office. Qualifications: B.A./B.S. in business or finance; understanding of accounting concepts; proficient in MS Word, Excel, and Access; knowledge of internal audit practices; experience in the Newly Independent States; Russian language skills; excellent communication skills. Send cover letter and résumé to Human Resources, AIHA, 1212 New York Avenue, NW, Washington, DC 20005; fax: 202.789.1140, e-mail: hr@aiha.com.

PROGRAM COORDINATOR • Russia

Position available in Moscow with the Media Viability Fund, an international nonprofit foundation that provides low-interest loans and technical assistance to independent news media companies in Russia and Ukraine. Duties: manages outreach activities; develops fundraising strategies and reports to funders as necessary; maintains the organization's website; helps monitor clients and developments in Russia that might affect media; assists with seminars, conferences, translating, and editing; strong Russian language ability required. Some travel may be necessary. For a full job description, contact Lena Shinkina at mvf@mvf.ru. Send résumé to Dmitri Surnin, Codirector, Media Viability Fund, at the above e-mail address or fax to 011.095.937.5659.

FINANCIAL SPECIALISTS • Nigeria

Positions available with Weidemann Associates, Inc., an international development consulting firm, for long-term and short-term assignments related to an upcoming USAID-funded microfinance capacity-building project. Qualifications: M.B.A. or similar degree; five to 10 years of experience in one or more of the following areas: microfinance or banking; micro, small, or medium enterprise development; and financial sector policy development; experience living in Nigeria or similar countries preferred; experience with USAID or other donors preferred. Closing date: 8/15/ 2002. E-mail résumé to employment@weidemannassoc.com (in the subject line, note Nigeria Microfinance) or fax it to Recruitment-Nigeria at 703.525.6169; website: www.weidemann.org.

DEPUTY PROGRAM DEV. MGR. • Poland

Position available with Habitat for Humanity.

Continued from front page

Also, choose people with the same level of responsibility you would have if you entered the occupation. If you would be working in an entry-level job, interview workers who are at or close to entry level rather than interviewing supervisors.

How can you find these people? The easiest way to start is to ask people you already know. Family members, friends, teachers, or past co-workers may work in the occupation you want to explore, or they may know people who do.

Career centers and alumni offices of high schools or colleges are another good source of contacts. These offices usually keep track of graduates and their occupations. Many schools maintain lists of graduates who have agreed to give informational interviews. Schools also may have the names of other community members who have offered to provide career assistance.

In addition, professional associations maintain membership directories and often publish them. Many also produce trade magazines and newsletters describing the activities of specific members. These members might be potential interview subjects. Speaking to association administrators can be useful, as well. They often know a few members who are especially willing to talk with students and career changers.

Interviewees also can be found by contacting businesses and organizations that hire the types of workers you hope to consult. To find a person to interview, call an organization and ask to speak with the human resources department or another appropriate office. If a caller wanted to interview a graphic designer, for instance, he or she could ask for the design department.

Making Contact

After finding people to consult, you are ready to arrange interviews. Contact the people you hope to meet, and ask to speak with them briefly about their careers, making it clear that you want information and not a job.

For most people, this is the most difficult part of informational interviewing. Asking strangers for career help can be daunting, and some people wonder why anyone would agree to be interviewed.

But, in fact, many people are willing to help students and career changers explore occupations. People often like talking about themselves and their careers. Some are happy to advance their profession by encouraging others to enter it. And a few found their own careers as a result of informational interviews and are eager to pass on their good fortune. Even if some people are not willing or able to talk with you, chances are that others will be.

There are three main ways to arrange for an informational interview: through an introduction

from a mutual acquaintance, by letter, and by telephone.

Mutual acquaintance introduction. Friends and family can be very helpful in setting up an informational interview. If someone you know knows someone you would like to interview, that person might be willing to make the initial request for you. After he or she makes the first request, you can call to arrange a date and time for the interview.

Friends, family, and acquaintances also can become referrals—people whose names you can mention when writing or calling contacts yourself. People are usually more willing to talk to those with whom they have a connection. A mutual acquaintance can be that connection.

Letter. A more common way to ask for an interview is to send a letter. Some employers prefer to receive a letter before you call to set up interviews. In part, this is because letters give them time to check their schedules before responding. When writing a letter, explain who you are, why you want to meet, and how long you expect the meeting to take.

You also might mention how you found the person's name. Did someone suggest that you write? Did you find the name through your school? Did you read about him or her in a newsletter or industry publication? This kind of information adds credibility to your request.

In the last part of the letter, state that you will telephone for a response on a particular day. Be sure to make this followup call.

Telephone. Calling people directly is a faster—but often more stressful—way to arrange an interview. Callers give the same type of information they would give in a letter. They say hello, ask if it is a good time to talk, mention who they are and how they got the person's name, and explain that they would like to meet to learn more about the person's career. To help this introduction go smoothly, experts advise practicing once or twice before making calls.

Be prepared to meet resistance. Some people might think you are calling for a job. You should reassure them that you are only exploring careers. Other people might say they have no time to talk. Being careful not to be too forceful, you might ask if there is a better time to call.

Suggesting a telephone interview instead of an in-person meeting is another option. With a phone interview, you may lose the chance to see the work environment but gain speed and convenience. If people still cannot speak with you, some career counselors suggest asking them if they know of anyone else who might be able to help.

Part 2, which will appear in the next issue of Hotline, discusses how to prepare for informational interviews, what to wear and do on the interview day, and drawing conclusions from interviews.

Duties: implements Europe/Central Asia strategy and objectives with affiliates (grass-roots organizations) in Poland; consults and advises on programmatic and operational issues such as organizational development, operational management, financial management, construction planning, community development, outreach, and problem solving; recommends implementation strategy, programmatic objectives, and operational decisions for the Europe/Central Asia office. Qualifications: three years of experience in community development or organizing, preferably in Europe; willingness to learn Polish. Extensive travel required. Compensation: \$800 per month, housing and utilities, and other benefits. Send résumé and cover letter to IPP@hfhi.org or fax to 229.924.0641.

FIELD REPRESENTATIVE · Bamako, Mali

Position available with the Carter Center, a nonprofit organization based in Atlanta. Duties: assesses programming prospects in the area of development planning and cooperation; provides representation, situation analysis and reporting, project design, and proposal development. Qualifications: B.A. in international public policy (advanced degree preferred); five years of experience, preferably in West Africa; French and English essential; Bambara or other Malian language preferred; strong communication, facilitation, and leadership skills. Salary range: \$37,500 to \$48,200. Deadline for applications: 8/7/02. Send cover letter and résumé to The Carter Center, Global Development Initiative, Attn: Annabel Azim, One Copenhill, Atlanta, GA 30307; fax: 404.420.5196; e-mail: aazim@emory.edu.

VOLUNTEER ADVISOR · Russia/E. Europe

Position available with Citizens Democracy Corps, an organization that develops small and medium-size enterprises (SME) in emerging countries through volunteer consulting assignments. Qualifications: 10-plus years' experience in civil/policy advocacy and SME development; fluency in Russian; experience working with grants and designing information clearinghouses is preferred. Airfare, accommodations, in-country transportation, translation support, and a modest per diem are provided by CDC. Send résumé to Citizens Democracy Corps, Attn: Dean Koulouris, 1400 I Street, NW, Suite 1125, Washington, DC 20005; e-mail: info@cdc.org; website: www.cdc.org.

PROGRAMS DIRECTOR · Marsabit, Kenya

Position available with Food for the Hungry International (FHI), a nonprofit relief and development organization of Christian conviction. Duties: performs overall management and coordination for FHI Title II food security, small-scale relief, and child development programs; ensures execution of overall program objectives, reporting, budget management, and logistics. Qualifications: agreement with FHI's Christian identity and mission; master's degree in agriculture, public health, or related area; three years of field

experience managing USAID Title II programs, preferably in East Africa; fluency in English; familiar with USAID funding and reporting requirements. Closing date: 8/31/02. E-mail: resumecv@fhi.net to Victor Addom at vaddom@fhi.net (Microsoft Word attachments only); website: www.fhi.net.

EDUCATION

***TULANE UNIVERSITY · New Orleans, LA**

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is still accepting applications from RPCVs interested in public health for classes beginning 8/28/02. For more information, contact Dr. Elaine Boston, Associate Dean of Student Affairs, at 800.676.5389; e-mail: eboston@tulane.edu; website: www.sph.tulane.edu.

***GRAD. PROGRAM STUDY · Monterey, CA**

Scholarships of up to \$10K are available at the Monterey Institute of International Studies for qualified RPCVs in the following graduate programs: MBA; international or environmental policy studies; commercial diplomacy; public administration; translation and interpretation; TESOL; and teaching foreign languages. The institute prepares students for successful international careers in the private, public, nonprofit, and educational sectors. Students come from over 50 countries; more than 90 percent of them have lived, worked, or studied outside their native countries. Also available: Peace Corps Master's International Program in several areas. For information, call 831.647.4123; e-mail: admit@miis.edu; website: www.miis.edu.

***INDIANA UNIVERSITY · Bloomington, IN**

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science to RPCVs as preparation for careers in the nonprofit, private, or public sectors. Contact the School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800.655.7755; e-mail: speainfo@indiana.edu; website: www.spea.indiana.edu.

BARD COLLEGE · Annandale, NY

Innovative graduate program leading to a master of science in environmental policy prepares students for environmental careers in nonprofit organizations, government, and the private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses and the practical knowledge to understand legal, political, socioeconomic, cultural, and ethical forces influencing policymaking. Small classes ensure close mentoring of student career preparations. Peace Corps experience may qualify for internship and early start on master's project in the field. Phone: 845.758.7073; website: www.bard.edu/cep.

LEADERSHIP ED. · Washington, DC

Position available with Congressional Youth Leadership Council, a nonprofit educational organization working with high school student leaders. Qualifications: education or experience in education, political science, or international relations is preferred; enthusiastic; able to work in a team; strong communication skills. Full-time residential position. Dates of employment: 9/30/02 to 12/8/02. Send résumé with cover letter by 9/6/02 to CYLC, NYLC Jobs, 1110 Vermont Avenue, NW, Suite 320, Washington, DC 20005; e-mail: NYLCJobs@cylc.org; fax: 202.777.4151; website: www.cylc.org.

CLARK UNIVERSITY · Worcester, MA

One full-tuition fellowship is available to an RPCV through the graduate programs in the department of international development, community, and environment at Clark University, resulting in an M.A. in international development, geographic information sciences, community development and planning, or environmental science and policy. Programs are for development specialists interested in careers in gender analysis, community-based development, environmental impact assessment, or local management of resources. The intensive 12-month GIS option provides GIS, GPS (global positioning system), and remote-sensing skills related to development issues. RPCVs are encouraged to apply by 1/15/03. For an application, contact Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: IDCE@ClarkU.edu; website: www.clarku.edu/departments/idce.

***MS TEACHER CORPS · University, MS**

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those willing to teach in a critical teacher-shortage area of the state for two years: free tuition for a master's degree in education, stipend for books, free laptop computer, and tremendous support. The master's degree will be completed during the two years of teaching. For more information, call 800.884.7606; website: www.olemiss.edu/programs/mtc.

INTERN/VOLUNTEER

EFL TEACHER · Ecuador

Position available in San Cristobal, Galapagos with the New Era Galapagos Foundation, an international nonprofit organization that provides training in English and other foreign languages as a means of economic and social empowerment. The curriculum focuses on conversation and conservation, and serves as a vehicle for the conservation of the Galapagos Islands by enabling residents to learn about the unique flora and fauna while improving their foreign language skills. Duties: plans and manages all aspects of EFL courses; provides 20-25 hours per week of in-class instruction; evaluates student performance;

minimum three-month stay. Qualifications: B.S./B.A. or certificate in TEFL or TESOL; experience teaching EFL; fluency in English; basic Spanish conversational skills; self-starter. No stipend available. NEGF covers \$100 Galapagos National Park entrance fee, arranges for host-family living, and provides reduced airfare from mainland Ecuador. Send cover letter and résumé to Matt Garlick at info@neweragalapagos.org; website: www.neweragalapagos.org.

FARM INTERNS · Titusville, NJ

Positions available with Howell Living History Farm. Duties: learns crop and livestock production and animal-powered organic farming. Positions open for fall/winter 2002 and beyond. Call Rob Flory at 609.737.3299; e-mail: thefarm@bellatlantic.net; website: www.howellfarm.org.

VOLUNTEER · Brooklyn, NY

Position available with the Business Outreach Center Network, a microenterprise organization that specializes in counseling and technical assistance for diverse start-up, new, and growing enterprises. Duties: works to increase the number of low-income entrepreneurs served by the program; assists in marketing efforts; assists in planning of an annual event; helps develop data through surveys and interviews; researches and updates service and linkage information; provides general program assistance to a citywide network of businesses and outreach centers. Qualifications: college degree; interest in microenterprise; Spanish language ability preferred. Salary: monthly stipend, educational award, and benefits. E-mail Dan Delehanty at ddelehanty@bocnet.org.

AMERICORPS/VISTA

HUNGER LEADER · New York, NY

Position available with the New York City Coalition Against Hunger, a network of over 1,200 food pantries and soup kitchens for an innovative antihunger initiative. The pilot program combines the creation of emergency food action centers and networks across the city with grass-roots community building, workshops, publications, and information technology. The VISTA leader will be both spokesperson and leader for a 14-person VISTA team. Duties: responsible for VISTA role development and training, performance measurement, outcome reporting, grant writing, photographic/online documentation, and media relations. Qualifications: leadership and organizational ability; equally at ease with very low-income people and business and civic leaders; second language (Spanish, French, or Chinese) a plus. For more information, contact J.C. Dwyer at 212.825.0028 or jcdwyer@nyccah.org.

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).

Lesotho

Food monitor for the World Food Program to work with local communities in response to severe food shortages. RPCV from Lesotho or Botswana, experience with community meetings, interacting with local officials, and computer literacy required; experience with business management and ability to ride horses helpful.

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. In the next week or two, we anticipate assignments in Guinea 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.

VISTA LEADER · Missoula, MT

Position available with the Montana Campus Compact. Duties: provides volunteer training; promotes campus-community service and expanding service work-study. Term is one year. Living allowance of \$900 per month; health care and education award provided. RPCVs are eligible.

Deadline for applications: 8/30/02. Send application to Josh Vanek, MTCC VISTA Program Manager, 302 University Hall, Missoula, MT 59812; phone: 406.243.5177; e-mail: vanekmtcc@yahoo.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. 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.



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!

Free Membership to Recent RPCVs

Did you know? The National Peace Corps Association (NPCA) offers a one-year free membership to returned Peace Corps Volunteers (RPCVs) during their first year back.

As members, RPCVs receive benefits that include a subscription to *WorldView* magazine and the NPCA's alumni newsletter, *3/1/61*. Members will also receive discounted registration rates for future NPCA National Conferences as well as other benefits.

For more information, visit www.rpcv.org or contact the NPCA membership department at 202.293.7728, ext. 23; e-mail: membership@rpcv.org.

August Event Negotiating Federal Government Contracts

Diana Mukitarian, chief of the small business office at the National Institutes of Health will discuss how to conduct business with the federal government.

You will learn how a small business gets started in federal contracting, how to navigate the federal contracting arena, and where to find federal and private resources to help you translate your Peace Corps experience into business opportunities.

When and Where:

August 21, 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.

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 August 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.