

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 (2002 edition), published by the Peace Corps' Returned Volunteer Services, lists over 1,000 names of professionals in various careers who are available to answer job-related questions from RPCVs.

For a copy of the CD-ROM version of this resource, send your request via e-mail (include your U.S. mailing address) to rvs@peacecorps.gov. The 2003 edition (in print and CD-ROM) will be available in the fall.

The *Occupational Outlook Handbook* is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their 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. For a copy, go to www.bls.gov/oco/home.htm.

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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

Informational Interviewing:

Get the Inside Scoop on Careers

by Olivia Crosby

Note: The following article is Part 2 of a two-part series reprinted with permission from the summer 2002 issue of *Occupational Outlook Quarterly* (OOQ), published by the Bureau of Labor Statistics. Part 1, which appeared in the July 15th *Hotline*, looked at the what and why of informational interviews, deciding whom to interview, and making contacts.

Preparing to Interview

With appointments in place, the next step is to get ready for the interviews by researching the occupation and the organization, creating a résumé, and developing questions.

Research. Learning about the organization where the interview will take place is an important part of the interview preparation. Although you probably do not need as much research for an informational interview as you would for a job interview, knowing something about the organization will make your questions better—and will demonstrate enthusiasm and create good will. Company literature and websites are good sources of background information, as are a company's annual reports and an industry's trade magazines.

Creating a résumé. You may want to write a résumé to bring to the interview. A well-written résumé demonstrates seriousness and professionalism. The people you interview might ask to review the résumé to learn about your experience and education. This allows them to provide more relevant

advice. Some employees you interview might be willing to review this résumé and suggest improvements. (For guidelines on writing a résumé, see "Résumés, Applications, and Cover Letters" in the summer 1999 issue of the *OOQ*, available online at stats.bls.gov/opub/ooq/1999/Summer/art01.pdf.)

A few counselors recommend against bringing a résumé, saying that after you have an informational interview, you should use the results of the interview to decide what type of résumé to write. If you do bring a résumé to the interview, these counselors suggest sending those you interview a final "replacement" résumé after deciding which career to pursue.

Developing questions. The most critical part of preparing for an informational interview is to compose—and perhaps jot down—the questions you want to ask. Although informational interviews are relaxed, with opportunities for spontaneous discussion, they also need to be focused and organized so that you can gather the information you need.

Before preparing a set of questions, think about what you want in a job. The questions should help you learn if an occupation has those characteristics. In addition, think about any preconceived ideas you have about the occupation. You might believe that all teachers have the summer off, for instance, or that most scientists spend nearly every day in a laboratory. Asking about these assumptions helps

clarify whether your ideas are accurate.

Remember that the purpose of the interview is to get a feeling for what a particular type of job is actually like. You want to be able to imagine yourself in the job and see whether you would enjoy it. You also need specific information about job tasks, working conditions, and career preparation.

Try to choose open-ended questions instead of questions that can be answered with a "yes" or a "no." You will learn the most if you can make the interview conversational.

The following are examples of possible questions: What kinds of tasks do you do on a typical day or in a typical week? What types of advancement opportunities are available for an entry-level worker in this career? What kind of hours do you work? Does this career require travel? How did you prepare for this career? Can you suggest anyone else I could ask for information? May I tell them that you have referred me?

Interview Day: What to Wear, What to Do

An informational interview is more casual than a job interview. This casualness is part of its charm. Informational interviews should still be professional, however. Making a positive first impression shows you care about your career. What's more,

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PUBLIC SECTOR

CAMPUS REPRESENTATIVE • Corvallis, OR

Position available with the Peace Corps at Oregon State University. Duties: designs and implements plans to increase awareness of Peace Corps programs among students at OSU; organizes and facilitates general information sessions, career fairs, and intensive recruitment campaigns on the Peace Corps throughout the academic year; conducts presentations to classes, student clubs, and organizations on campus; evaluates applications and conducts interviews of potential volunteers; liaison with local RPCV group. Qualifications: RPCV accepted and already enrolled in graduate level studies at OSU; excellent communication skills and ability to work with minimal supervision; 20 hours per week in fall, winter, and spring quarters. Send cover letter and résumé to Tom Munnerlyn, Peace Corps Campus Representative, Career Services, 8 Kerr Administration, OSU, Corvallis, OR 97331; phone: 541.737.0521; e-mail: tom.munnerlyn@orst.edu.

NAT. RES./ECON. DEV. • Barron/Chippewa, WI

Position available with University of Wisconsin Cooperative Extension. Duties: strengthen communities and local governments through educational programming that builds understanding and leads to improved decision-making and leadership skills; help citizens, civic groups, businesses and local governments identify critical local concerns and possible solutions. Qualifications: master's degree with content expertise; degree in a field such as community development, land use planning, business or economics; experience in planning, implementing, teaching, and evaluating community-based, non-formal educational programs preferred. Review of applications will begin 8/27/03. Submit cover letter (include position title and counties), résumé, contact information for three professional references, and undergraduate/graduate transcripts. Send to Cooperative Extension Personnel 249 Extension, 432 N. Lake St., Madison, WI 53706; e-mail: ces.jobs@uwex.edu; website: www1.uwex.edu/ces/personnel; phone: 608.263.1945. Materials

submitted other than those requested will not be considered.

CAMPUS REP. • Columbia, MO

Position available at the University of Missouri. Duties: develops and implements a program to increase awareness of the Peace Corps within Columbia and MU; coordinates all Peace Corps-related activities (information sessions, career fairs, group presentations, and recruitment campaigns); organizes and facilitates regular meetings with area schools, student clubs, and organizations on campus; evaluates applications and interviews potential volunteers; interacts with local RPCV group. Qualifications: RPCV with acceptance for graduate studies at MU College of Agriculture, Food, and Natural Resources; excellent communication skills with ability to work with minimal supervision; 20 hours per week throughout the year. Send letter and résumé to Don Spiers, 114 ASRC, University of Missouri, Columbia, MO 65211; phone: 573.882.6131; e-mail: spiersd@missouri.edu.

CAMPUS REP. • Logan, UT

Part-time position (10 hrs./week, \$10/hr.) available at Utah State University (12-month contract). Duties: coordinates and staffs 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; prefer Utah State graduate student/RPCV. Deadline for applications: 8/15/03. Submit résumé and cover letter to Jonathan Bringewatt, Peace Corps, Denver Regional 303.844.7010; e-mail: jbringewatt@peacecorps.gov.

CAMPUS REP. • Provo, UT

Part-time position available with the Peace Corps at Brigham Young University for 2003-04 academic year. Duties: coordinates and staffs 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; prefer BYU graduate student/RPCV. Deadline for applications: 8/15/03. 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.

BUDGET ANALYST • Washington, DC

GS-7/9/11/12 position available with USDA. Duties: assists in development, presentation, and execution of APHIS' \$740 million annual budget; compiles narrative and statistical material; prepares exhibits and background information for use in development and justification of agency budget; monitors execution of programs to assure funds are being obligated correctly; conducts special studies which analyze problems affecting budget. Qualifications: bachelor's degree (master's degree required for GS-9); experience developing, justifying, or monitoring a budget helpful; analytical, writing, and computer skills. Contact Jackie Salazar, APHIS, Budget and Program Analysis Staff (Unit 56), 4700 River Rd., Riverdale, MD 20737; phone: 301.734.8635.

PRIVATE SECTOR

PROGRAM ASSOCIATE • New York, NY

Positions available with Financial Services Volunteer Corps, a nonprofit, international development organization that assists transition and developing countries in building the sound financial infrastructure required to support a market economy. Duties: develops and implements projects in the Balkans: Albania, Bosnia, Croatia and Macedonia; coordinates and facilitates project development and implementation, researching and organizing background materials for projects; assists in volunteer recruitment and communications; provides administrative support. Qualifications: bachelor's degree in international relations, economics, business or a related field; relevant administrative or program support experience; excellent organizational skills; attention to detail; ability to work within deadlines; strong verbal and written communication skills; ability to work in a team environment and computer proficiency; interest in international development issues, motivation, energy, and a commitment to the goals of the organization are essential. Deadline for applications: 8/31/03. Send a current résumé to e-mail: hr@fsvc.org; fax: 212.421.2162; website: www.fsvc.org.

BUS./MARKETING COORD. • Queens, NY

Positions available with the Sisters of the Good Shepherd, which promotes social and economic justice for women and men in developing countries through the marketing of their handcrafted articles. Qualifications: marketing and business experience; strong administrative skills; coordination and attendance at sales; commitment to social justice/women's issues; volunteer recruitment; mature professional; energetic; Spanish a plus. Deadline for applications: 8/14/03. Salary, \$30-32K, plus benefits. Send résumé to R. Sutton; fax: 718.380.8664.

HOT! OPPORTUNITIES

SR. CONSULTANTS • Mexico

Position available with MSI for USAID/Mexico's Democracy and Governance Program to help Mexico's new system of democratic governance increase equitable access to public resources and services, thereby strengthening the legitimacy and commitment to democracy on the part of the public at large. Duties: leads implementation of all project components; advanced degree required; 15 years of experience in the field of fiscal federalism, fiscal decentralization, and public finance, including financial management and revenue generation; strategic management expertise; previous government management and policy responsibility in field of expertise preferred; USAID experience; Spanish and English fluency. If qualified and interested, please send a cover letter and résumé to e-mail: gritchley@msi-inc.com

HABITAT STEWARDS • Reston, VA

Positions available with National Wildlife Federation. Duties: serve as mentor in your community by assisting with the creation or restoration of wildlife habitat projects with individuals, schools, workplace, or others; perform educational outreach on NWF's habitat programs. Send résumé and cover letter to e-mail: bret@netrecruiter.net; phone: 301.365.7728.

PRACTICE MANAGER • Bethesda, MD

Position available with ABT Associates, Inc. Duties: responsible for the technical oversight of the contracts; plays a key role in new business development; provides leadership to staff; coordinates activities and information including worldwide trends; ensures high quality technical assistance; assures that the projects produce quality work that is technically sound and clearly presented. Qualifications: relevant international health experience; foreign language desirable; extensive experience working overseas desirable. For sr. associate position: Ph.D and 8-10 years experience or master's and 13-15 years of related experience. For principal associate: a Ph.D and 10-15 years or master's and 15 plus years. Deadline for applications: 9/30/03. For further details, reference the website: www.abtassoc.com. For immediate consideration, apply via the website using the online résumé builder and apply specifically to the job number.

***SALES REPS • Nationwide and International**

Positions available with ZICOM. Expanding, profitable international communications company requires independent and coachable sales representatives. Contact David Zieber, (RPCV/Kenya) at phone: 800.465.8049, ext. 53 for more information.

RESEARCH ANALYST • Washington, DC

Position available with Development Information Services, operated by the Academy for Educational Development under contract to the Agency for International Development (USAID). Duties: responsible for providing timely and thorough research and reference services to the USAID Europe and Eurasia Bureau; strategic planning and analysis division. Qualifications: master's degree in economics, international development, political science, sociology, or other job-related field with a specialization in conflict and/or the Europe and Eurasia region, preferred; four years of post-graduate school research, technical assistance, and published writing experience in at least one USAID program or geographic area; knowledge of the Europe and Eurasia region preferred; knowledge of the organization and operation of USAID; team leadership/mentorship experience; language skills in Russian or other regional language, preferred; familiarity with information services, especially commercial online databases and the USAID Development Experience System (DEXS) preferred; overseas experience in developing countries; U.S. citizenship required. Send résumé and cover letter (ref. pos. #KN3162pc) to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

REGISTERED NURSE • Alexandria, VA

Position available with Alexandria Neighborhood Health Services, Inc. a community-based health care center within an urban setting. Emphasis on family health, including primary care, such as family planning, well child visits, health education, treatment for minor illnesses, family social support, and mental health services. Currently, the center has a 2,400 caseload of women and children, largely Hispanic, low-income population. Clinic hours are Monday-Friday, 8:30 a.m. to 5:30 p.m. (with one evening clinic). Fluency in Spanish strongly recommended. Deadline for applications: 8/15/03. Fax résumé to: 703.535.7950; phone: 703.535.7930, Attn: Jennell P. Charles, Ph.D., RN.

CASE MANAGER • West Palm Beach, FL

Position available with Farm Worker Coordinating Council of Palm Beach County, a United Way agency. Qualifications: bilingual (Spanish/English), tri-lingual in a Guatemalan dialect a plus; bachelor's degree and/or two or more years of case management experience; good computer skills; farm work or farm worker family background a plus. Deadline for applications: 8/17/03. Contact the Executive Director, Corinne Danielson, at phone: 561.533.7227; fax 561.533.6099; e-mail: CorinneD@farmworkerCouncil.org.

POLICY/RESEARCH ANAL. • Arlington, VA

Position available with Association for Enterprise Opportunity, a national association of organizations committed to micro-enterprise development. Duties: works cooperatively with the policy and research manager to influence federal policies that impact micro-entrepreneurs (and the organizations that aid them); produce and disseminates research on the micro-enterprise field to AEO's members. Qualifications: bachelor's degree; experience in the domestic micro-enterprise field; computer proficiency; experience in working on federal policy and/or grassroots organizing. Send cover letter, three-page writing sample, and a detailed letter of interest to Bill Edwards, Executive Director, AEO, 1601 N. Kent Street, Suite 1101, Arlington, VA 22209; fax: 703.841.7748; e-mail: mlbenitez@assoceo.org; website: www.microenterpriseworks.org.

DECONSTRUCTION SUPER. • Burlington, VT

Position available with ReCycle North, an innovative nonprofit with vibrant deconstruction service. Duties: supervises crew as it dismantles buildings and reclaims the materials for re-use. Qualifications: construction and leadership experience required to help grow program. Deadline for applications: 8/15/03. Send cover letter and résumé to Ella Martin, ReCycle North, 266 Pine St., Burlington, VT 05401; e-mail: emartin@recyclenorth.org; website: www.recyclenorth.org.

***COMMUNITY ORGANIZERS • Nationwide**

Positions available with PICO, a national network of congregation/community-based organizations. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their communities; tap values and strengths of faith-driven people. Issues include housing, health care access, education, and safety. Qualifications: desire to make a difference; organizing experience; bachelor's degree; Spanish desirable. Send résumés to Jim Keddy, PICO California Project, 930 Alhambra Blvd., Ste. 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: PICOcalifornia@aol.com.

HEALTH MANAGER • The Dalles, OR

Position available with the Oregon Child Development Coalition. Duties: oversees the administration and implementation of the county health program area to insure compliance with Head Start Performance Standards and OCDC practice guidelines; ensures health care services are provided to children in collaboration with local health teams and local medical/dental providers. Qualifications: B.A./B.S. degree in a health related field with two years of related pediatric work experience, or a Registered Nurse License (R.N.), or A.A./A.S. degree in a health related field with four years of pediatric work experience in the medical/health field; bilingual English/Spanish preferred. Fax: 503.214.8015; e-mail: jobs@ocdc.net; website: www.ocdc.net.

DIR., U.S. PROGRAMS • Richmond, VA

Position available with Christian Children's Fund, Inc. Duties: provides the vision/strategic leadership for U.S. programs; full operational responsibility with direct supervision of the area directors; actively liaises with key functional teams within the international office, local authorities, CCF affiliates and NGOs. For complete position description, including qualifications/experience desired, see the web site at www.christianchildrensfund.org. Deadline for applications: 8/15/03. Contact Christian Children's Fund Human Resources, 2821 Emerywood Parkway, Richmond, VA 23294-3725; fax: 804.756.2732; e-mail: humanresources@ccfusa.org.

PROJECT DIRECTOR • Washington, DC

Position available with AED Latin America and Caribbean Education Projects. Duties: serves as a key member of a five- or six-person team; shares technical and management responsibility for education projects in the Latin American region. Qualifications: master's required; Ph.D in education, social science, or other job-related field preferred; seven years of relevant experience; experience in Latin America; familiarity with USAID procedures and its policies, strategies, and objectives in the education sector; management expertise required; technical knowledge of education systems, methods, and monitoring and evaluation preferred; excellent Spanish communication skills (written and spoken); requires international travel, up to 25 percent of year. Send résumé w/cover letter (ref

pos#KN3168pc) to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org.

YOUTH DEVELOPER • Washington, DC

Position available with the Latin American Youth Center. Duties: assists in the enrollment of 140 young people in an integrated HIV/AIDS and substance abuse education/prevention program; takes part in all phases of the project, including participant recruitment, retention, implementation, and evaluation; conducts school-based and on-site workshops for male youth; assists the Senior Youth Developer with co-ed activities and orientation sessions for parents of youth participants; supervises one male peer facilitator and participates in related activities at the LAYC and in the community. Qualifications: bilingual in English/Spanish required. Send cover letter and résumé to Amanda Kerpsie, Prevention Team Leader; fax: 202.462.5696; e-mail: amanda@mail.layc-dc.org; website: www.layc-dc.org.

DIR. OF PROGRAMS • Washington, DC

Position available with Citizens Development Corps. Duties: provides strategic leadership for program department; oversees all program operations, including CDC economic development programs, technical and administrative management, reports, presentations, and budget monitoring; acts as representative of program department externally; participates in strategic planning, staff and organizational development; works with CDC staff and program department in the coordination of activities and sharing of information; ensures a "team work approach." Qualifications: 10-15 years of work experience, including three or more overseas serving as the lead on project implementation, preferably in Africa or Latin America; experience working with both the public and private sectors and with local organizations and NGOs (preferably some experience at the grassroots level); program management experience; fluent in Spanish and possesses excellent organizational,

leadership, mentoring, coaching, and negotiation skills. Must be available to start 9/1/03. Send salary requirements, cover letter, and résumé/ CV to CDC-HR department, 1726 M Street, NW, Suite 1100, Washington, DC 20036; fax: 202.872.0923; e-mail: scassidy@cdc.org.

VARIOUS EDU. POSITIONS • Alexandria, VA

Positions available with the Campagna Center. Head Start: teacher and assistant teacher; Early Head Start: coordinator, classroom, and home visitor teachers, assistant teachers, administrative assistant, family child care program specialist, family services/ health specialist, dietician; Before and After School Programs: site directors, senior group leaders, group leaders, assistant group leader. Contact the Campagna Center, 418 South Washington Street, Alexandria, VA 22314; phone: 703.549.0111; fax: 703.549.1082.

GED TEACHER • Washington, DC

Position available with the Next Step, an innovative charter school for recent immigrants and kids who have dropped out of school. Qualifications: B.A.; flexible and creative; likes to work with young people; some teaching experience; bilingual Spanish/ English is a plus. Job starts 9/2/03. Send résumé to fax: 202.332.0398.

PROGRAM ASSISTANT • Washington DC

Position available with Education Development Center, Inc. Duties: provides operation and research support to staff on global youth development project; work includes administrative duties and is an opportunity to progress to serious and substantive work in youth development, especially as it relates to supporting USAID and countries worldwide. Qualifications: master's degree preferred; fluency in Spanish or Arabic preferred; excellent organizational and computer skills; attention to detail, good proofreading skills and command of style and accuracy in writing essential. Salary range: low \$30s. Deadline for applications: 8/20/03. Submit cover, résumé, and two references to Melanie Beauvy at e-mail: mbeauvy@edc.org.

MAT. CARE COORD. • Prospect Hill, NC

Position available with Piedmont Health Services. Qualifications: M.S.W. and one-year experience in social work/case management or B.S.W. with two years of experience; oversees the peri-natal program including program development and evaluation, grant writing, community outreach, policy development, and implementation; supervises peri-natal staff based at the center; experience in case management, particularly with pregnant women, children, families, and adolescents; fluent in Spanish and English. Contact PHS, Inc. HR Dept., P.O. Box 17179, Chapel Hill, NC 27516; e-mail: personnel@piedmonthealth.org; fax: 919.933.9201.

VARIOUS POSITIONS • Bethesda, MD

Positions available with ABT Associates, Inc., a major international policy research and consulting firm providing research-based services for business and government since 1965. Specialty areas include

PEACE CORPS FELLOWS/USA



WESTERN ILLINOIS UNIVERSITY • Macomb, IL

Western Illinois University is seeking RPCVs for enrollment in its award winning Fellows/USA Program in community development leading to a master's degree in geography (rural and regional planning), political science (public administration), economics, community health, recreation, park, and tourism administration, or business administration (MBA). After completing all campus coursework, Fellows spend 11 months assigned to a rural community working full-time on a variety of community development projects. The program offers outstanding financial benefits, a supportive team approach, and excellent job placement upon graduation. Please contact Carolyn Lawrence, Peace Corps Fellows Program, 503 Currens Hall, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800.526.9943 or 309.298.2268; fax 309.298.3216; e-mail: CA-Lawrence@wiu.edu; website: www.peacecorpsfellows-wiu.org.

UNIV. MARYLAND • Baltimore, MD

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. Areas of study include Information Technology; Biology; Chemistry; Economics; Instructional Systems Development; Information Systems; Applied Mathematics; Intercultural Communications; Neuro and Cognitive Sciences; Applied Ethics; Applied Physics; Policy Science; Applied Sociology. RPCVs must apply and be admitted separately to a graduate program. The assistantship covers tuition, stipend and health insurance. Completed applications to both Programs are due by 1/15. For Peaceworker application send and e-mail to antoci@umbc.edu; phone: 410.455.1802.

GEORGE MASON UNIVERSITY • Fairfax, VA

GMU's School of Education, offers both an elementary licensure program and an ESOL program. Both have optional master's in education. Start fall, spring semester, or summer (ESOL only); after taking some of the courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Fellows also have the option of teaching internationally. Fellows may be completing coursework while working in the schools. Tuition is charged at the in-state rate (currently \$673.50 per course). Students who are out-of-state must pay an additional \$25 per credit hour. Contact Jack Levy or Lynn Walker Levy, phone: 703.993.3689 or 703.993.3602; e-mail: jlevy@gmu.edu or lwalker3@gmu.edu.

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 health, development, and environmental research. The international health area is looking for candidates in health, economics, finance, and technical areas at various levels. For further details of the international health vacancies, please reference the web site at www.abtassoc.com. For immediate consideration, apply via the website using the online résumé builder and applying to a specific job.

INTERNATIONAL

DEM. SUPP. • Europe, Balkans, Central Asia

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development, democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required. Apply online at www.pae-react.com. For general employment information, contact Leslie Smith in the Recruiting Office at 703.248.1674 or 800.405.7593.

CHIEF OF PARTY/PROGRAM DIR.

• Tashkent, Uzbekistan

Position available with IREX (the International Research and Exchanges Board), a nonprofit organization specializing in higher education, independent media, Internet development, and civil society programs in the U.S., Europe, Eurasia, the Near East, and Asia. Duties: manages the USAID-funded Civil Society Support Initiative; directs and oversees all work performed under a cooperative agreement with USAID; significant travel to Tajikistan and other Central Asian countries; manages and monitors all program components; conducts program outreach and recruitment; approves and submits all proposed work plans, staffing plans, and budgets; oversees the quality, cost, and timeliness of performance of all work performed; collaborates with organizations for the programs in Kazakhstan, Kyrgyzstan, and Turkmenistan. Qualifications: well organized; able to work independently; skilled at handling multiple tasks; able to adhere to deadlines; willing to travel extensively within Central Asia; significant professional experience managing NGO and/or civil society-strengthening projects in developing countries; ability to manage multiple activities dealing with complex issues related to NGO management and civil society development simultaneously; experience designing and implementing NGO training programs and program evaluation; three years of experience working with USG funding agencies in a management capacity (USAID experience strongly preferred); master's degree in a relevant discipline; excellent interpersonal and organizational skills, ability to negotiate with local and foreign experts, managers, and government officials; familiarity with political, economic, and social issues in Central Asia;

knowledge of computers and relevant software. Submit cover letter and résumé to e-mail: resumes@irex.org (please include PTD/CSSI/COP/PD/SV/21-03 in the subject line); fax: 202.628.8189.

VOLUNTEERS • Donetsk, Ukraine

Positions available with Freedom House and the Poland-America-Ukraine Cooperation Initiative (PAUCI). Duties: provide training and assistance to a Ukrainian non-governmental organization through the American Volunteers for International Development (AVID) program. Qualifications: professional experience in strategic planning, grant writing, and implementing and evaluating socially responsible business projects; five or more years of professional experience relevant to at least one of the key areas; ability to commit to 3-12 months of service (occasional exceptions); resourceful, innovative personality; U.S. citizenship or extensive U.S. work experience overseas experience, particularly in transition countries preferred; Ukrainian language skills preferred. Freedom House covers international travel expenses and provides a daily living/housing stipend. Deadline for applications: 8/8/03. Visit the Freedom House website: www.freedomhouse.org/involved/volunteer.htm to download an American Volunteers for International Development (AVID) application and learn more about the program, or contact Freedom House AVID Program, 1319 18th Street, NW, Washington, DC 20036, Attn: Kendra Zaharescu; e-mail: avid@freedomhouse.org; fax: 202.296.5256.

ESL TEACHERS • Dalian, Xi'an, Jinan

Positions available with American Educational Services for the summer session from mid-July to 8/31/03 and one-year teachers to begin in July or September. Duties: teach in Dalian, Jinzhou, Jinan, Chang Chun, Shenyang, DanDong, or Xi'an. One-year applicants will be given preference. Please note that the terms below relate to the summer session only. Write for information on one-year contracts or visit the web site at www.aesincorp.com. Benefits: stipend for up to 30 hours per week for the summer session; additional money for any hours over monthly base; free Internet access; apartment with private bedroom; utility allowance; television, microwave, water dispenser; two days off each week. Qualifications: native speakers of English at least 21 years old; bachelor's degree or higher; teaching experience or training period at the school. Send your résumé, as text and not an attachment, to Linda, e-mail: aesdalian@online.ln.cn. On the subject line, please state whether you are applying for a summer intensive or are interested in receiving information on a one-year contract.

CHIEF OF PARTY/CONSULTANTS

• Worldwide

Position available with MSI for a USAID project. The objective of this project is to strengthen the capacity of USAID to institute gender-equitable practices and policies in basic education activities as a means of improving children's attainment of

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if you decide you like the occupation you are investigating, you could end up interviewing for a job with some of the people you meet. And they might remember you and the impression you made.

Dress well. On the day of the interview, dress neatly. A good guideline is to dress how the person you are interviewing would dress on an important workday. Wearing a suit of a conservative pattern and color is the safest choice. For women, counselors say skirts should be no more than an inch above the knee, and shoes should be polished and have a closed toe. Hair should be pulled back or cut short, and jewelry should be unobtrusive. Be sure to bring a notepad and a pen or pencil, and consider bringing a few business cards.

Be professional. As in all business meetings, arrive on time, but no more than 15 minutes early. When greeting receptionists, other employees, and the person you will interview, be friendly. Smiling and shaking hands will set everyone at ease.

Standard politeness is essential when meeting for the first time. Don't use first names unless invited to do so. Don't sit before your host does. And avoid slang, smoking, and chewing gum. The goal, say experts, is to be comfortable without being sloppy.

You are leading this interview, so start by thanking your host for his or her time and briefly recounting why you have come. You might mention your goals and interests. Then, ask questions.

Listening is the foundation of a successful informational interview. If possible, the person you are seeing should do most of the talking because you are trying to gather opinions and insights. As he or she talks, take notes to remind yourself of important facts and impressions. And be certain your interest shows.

Allow for casual conversation during the interview, but try to stay on track so that the most important questions are answered. You may need to guide your host gently back to the questions occasionally.

Because you are the interviewer, it is up to you to monitor time and end the interview when you said you would. As the ending point draws near, let your host know. Of course, it is fine to spend more time if your host wants to continue.

Always end the interview by thanking your host and asking two important final questions: Can you suggest other people I could speak to? And may I mention your name when I speak to them? The answers could be the starting point for your next informational interviews.

Say thank you. After the interview, show gratitude for your host's generosity by writing and sending a thank-you note within a few days. Counselors agree, the sooner the better. This note can be quite brief, a paragraph or two expressing appreciation for the time spent and advice given and perhaps recalling a particularly helpful piece of information.

Continued on page 8

basic education, especially for girls. Duties: develops strategies and tools and delivers short term technical assistance and training to strengthen the ability of operating unit to design, implement, monitor, and evaluate projects contributing to gender equality in basic education. Qualifications: experience with girls' education and basic/primary education required; USAID experience preferred. Chief of Party will spend 70 percent of time in Washington, DC. Also long-term and short-term consultants needed over the next few years. If interested, e-mail cover letter and résumé to gritchley@msi-inc.com.

TEFL TEACHERS • China

Positions available with Forte (Group) International, Inc., an international consulting firm based in Washington, DC. Qualifications: desire to learn Chinese culture or live in China; native English speaker; good health; associates or English teacher certificate. Teaching time: 16-20 hours a week (five days) for one or more academic semesters. Salary/pay: stipend; medical insurance coverage fees will be provided; accommodations will be provided: flat for teachers (the same as standard room in two-star hotel); work transportation costs will be covered; traveling allowance will be provided. Send your résumé to Michael Yu, project manager, e-mail: Michael@forteintl.com; phone: 202.628.8226; fax: 202.296.8685. Internship positions also available.

PROGRAM DIRECTOR • Cusco, Peru

Position available with ProWorld Service Corps, an international nonprofit company working in Peru and Belize. Duties: plans and manages all aspects of volunteers and projects; supervises staff of eight; liaises with local government officials, community members, and visiting volunteers; monitors volunteer placements, project execution and monthly budgets; Qualifications: B.S./B.A.; and three years of overseas experience preferably in Latin America; fluency in Spanish; good interpersonal skills and leadership qualities. Room/board and living expenses paid. Salary range: \$3-5K. International flights paid for. Deadline for applications: 8/15/03. Send cover letter and résumé to ProWorld, Attn: Richard Webb; phone: 212.529.5998; e-mail: richard@properu.org.

EDUCATION

UNIV. OF VERMONT • Burlington, VT

The Field Naturalist and Ecological Planning master's degree programs at the University of Vermont provide collaborative, integrative, multi-disciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field Naturalist focus mainly on integrating the social dimensions of environmental understanding with the Field Naturalist approach. RPCVs are encouraged to apply (50 percent of past graduates have been RPCVs). For more information, access the web site: www.uvm.edu/~wpoleman/fnwebpage.html or contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930.

AZ SCHOOL OF DENTISTRY • Mesa, AZ

Arizona School of Dentistry and Oral Health seeks to identify mission-driven individuals to become compassionate dentists with knowledge and skills to impact health status of underserved communities. Class selection emphasizes service/volunteerism and RPCVs are encouraged to apply. Accepted students receive training emphasizing public health principles and service delivery to underserved populations. Graduates receive a Doctorate in Dental Surgery (DDS) and a Certificate in Public Health. If you would like to compliment your commitment-to-make-a-difference with clinical skills, contact Gary Cloud, at e-mail: gcloud@ashs.edu.

UNIV. SOUTHERN CA • Sacramento, CA

Earn a master's degree at the School of Policy, Planning, and Development while working full time. 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 is available. Admission and enrollment are ongoing throughout the year. Inquire about special tuition discount for RPCVs. Phone: 916.442.6911; e-mail: sacto@usc.edu; website: www.usc.edu/sacto.

CLARK UNIVERSITY • Worcester, MA

One full-tuition fellowship is available to an RPCV through the graduate programs in international development, community, and environment (IDCE), resulting in an M.A. in international development, geographic information sciences (GIS), 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 1/15/04. Contact Pamela Hall, 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.

JOHNS HOPKINS UNIV. • Baltimore, MD

The School of Nursing offers a program of study for those students who possess an undergraduate or graduate degree in a discipline other than nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A community outreach program, birth companion program, and a direct entry to combined B.S. to M.S.N. program are available. Majors include, but are not limited to: nurse practitioner, clinical specialist, community health nursing, and joint M.S.N./M.P.H. Contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North

Wolfe St., Baltimore, MD 21205; phone: 410.955.7548; e-mail: jhuson@son.jhmi.edu; website: www.son.jhmi.edu.

UNIV. OF THE PACIFIC • Stockton, CA

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a Master of Arts in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Phone: 209.946.2836; e-mail: kjagears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

August Career Event

International Careers In Public Health

Curtiss Swezy, DrPH, will offer a presentation on seeking and finding entry-level positions at public health NGOs.

He will cite government agencies that work in international health and address questions as they relate to the field, such as "Is it worth it to go to graduate school?" and "Should I volunteer for nothing to get my foot in the door?"

Dr. Swezy has 30 years of experience in designing, implementing, and evaluating health programs in economically challenged countries. In 1998, he worked on a short-term consultancy for the Peace Corps in Uzbekistan where he designed a public health program for Volunteers in that country. Most recently, he returned from serving four years in Hanoi, Vietnam, as the country director for Counterpart International, a Washington, DC-based NGO.

When and Where:

August 27, 2003

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, Returned Volunteer Services,
at 202.692.1445.*

Crisis Corps Recruiting Short-Term Volunteers



Federated States of Micronesia Typhoon Relief and Recovery

Additional Community Development, Forestry, and Water and Sanitation Volunteers to work with the Council of Mayors and the Office of the Governor of Chuuk to provide training to community members and to implement projects in areas, including development of local leadership, reforestation, soil stabilization methods, and in the design, construction, and maintenance of potable water and latrine sanitation systems appropriate for sandy soil conditions (strong technical skills in these areas and experience living and working on a small island, good swimmer, independent and mature RPCV required). Four-month assignment beginning 8/29/03.

Tanzania

HIV/AIDS Initiative: 1.) One six-month television production assignment to assist the production team of a weekly talk show and advise on creative editing, direction, and production techniques. Required: Africa RPCV with one year of experience in each of the following areas: media communication in TV; youth sexuality, reproductive health and HIV/AIDS; and teaching and facilitating. 2.) One six-month radio instruction assignment. Required: Africa RPCV with Kiswahili language skills and experience in the following areas: education and youth development, Life Skills, and program evaluation. The position description is not yet finalized, but all RPCVs with relevant experience are encouraged to submit their applications.

Namibia

One-year HIV/AIDS Initiative Crisis Corps assignment to do capacity building and program development with a new multipurpose center to improve community access to information and services relating to HIV/AIDS. Programming issues and services target youth and young adults. One year of experience in youth programming, community development, organizational capacity building, and HIV/AIDS education is required; Owambo language and knowledge of HIV/AIDS in Namibia is desired.

Upcoming Assignments

It is anticipated that additional HIV/AIDS and program development assignments in Eastern and Southern Africa will become available over the next several months. RPCVs with these skills are encouraged to submit their application materials.

Current Crisis Corps Countries

Volunteers are presently serving in Guinea, Kenya, Malawi, Namibia, and Tanzania.

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.

MONTEREY INSTITUTE • Monterey, CA
Scholarships ranging up to \$10K are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally-focused graduate programs: M.B.A., international and environmental policy studies, public administration, translation and interpretation, TESOL and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. Half of the students come from over 50 countries. Most Americans have lived, worked, or studied abroad. The Monterey Institute also offers the Peace Corps Master's International program in M.B.A. and TESOL. Contact phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

AMERICORPS/VISTA

LEADER • Fairbanks, AK
Position available with Tanana Chiefs Conference. Duties: assists in the development of the TCC VISTA umbrella program; responsible for coordinating activities;

facilitates meetings and trainings; develops new projects with sub-sponsor organizations; builds and improves relationships with the sub-sponsor organizations; assists with program development of the Village AmeriCorps program administered by the TCC Employment and Training Department. Send résumé and DOS to Stephenie Bennett, AmeriCorps Programs Coordinator, Tanana Chiefs Conference, 122 1st Ave., Suite 600, Fairbanks, AK 99701; phone: 907.452.8251, ext. 3416 or 800.770.8251, ext. 3416 (outside of Alaska) or 800.478.6822, ext. 3416 (Alaska); e-mail: sbennett@tananachiefs.org.

AMERICORPS MEMBERS • Philadelphia, PA
Positions available with Philadelphia Cares. Duties: works with nonprofit and community organizations to recruit and mobilize volunteers; designs and manages volunteer programs and projects; community outreach to organizations to understand their mission and how they can benefit from volunteer help; designs and coordinates projects; conducts volunteer outreach and recruitment via phone and mail; provides direct service at volunteer projects. The AmeriCorps Promise Fellow will serve a full-time, 12-month

RVS PUBLICATIONS UPDATE

New editions of the following RVS career manuals are now available online in PDF format:

*Careers in Agriculture
Environmental Careers
International Careers*

Download the entire manuals from the Peace Corps website:

www.peacecorps.gov/rpcv/career/publications.cfm

Coming in fall of 2003:

The Graduate School Guide

Return Service Requested

Presorted
First Class Mail
Postage & Fees paid
Peace Corps
Permit No. G 264

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*)

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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 or over the phone. Please allow four to six weeks for any changes to take effect.

"Informational Interviewing: Get the Inside Scoop on Careers," continued from page 5

Drawing Conclusions

Hopefully, you'll leave every informational interview with new insights about the career you want. By taking a moment to record your thoughts and feelings about the occupation and workplace of the person you interviewed, you will be able to refer to the interview when making career decisions. Try to answer questions like the following: What did you learn in the interview? What did you like? What didn't you like? Did you uncover any new concerns about or advantages of the occupation? What advice did you receive? Did you discover another occupation you might want to pursue? How was the work environment at this particular organization? And, finally, do you think you would be happy in this type of job or in this type of organization?

Counselors warn interviewers not to let impressions of a particular person or company cloud their judgment of an occupation when evaluating an informational interview. It is important not to base decisions on the opinions of one individual. Informational interviewers should conduct at least a few interviews in an occupation and try to confirm the information they find with other sources. Information about earnings or education, for example, can be supplemented with data from Bureau of Labor Statistics surveys or from professional associations.

If you decide you like an occupation, the investigation of it doesn't have to end with interviews. You can test it further with more hands-on exploration, including job shadowing, internships, and volunteer work. Early career exploration usually means a better-fitting career later.

term. A living stipend of \$13K and health insurance will be provided. After completion of the term of service, the fellow will receive an educational award of \$4,750. Other Qualifications: superior organizational skills; creativity; positive attitude; excellent written and oral communication skills; self-starter; team player. Deadline for applications: 9/30/03. Send résumé and cover letter to Renee Beebe, Managing Director, Philadelphia Cares, 100 S. Broad St., Suite 620, Philadelphia, PA 19110; fax: 215.564.4543; e-mail: renee@philacares.com.

Career Centers Reminder

The Peace Corps would like to remind returned Peace Corps Volunteers (RPCVs) that career centers at all 11 Peace Corps Regional Offices are fully operational.

The career centers offer access to a computer with Internet capabilities, printer, phone, fax, and copier to assist you in your job search.

In addition, copies of Returned Volunteer Services publications are available for review, such as the *Hotline* newsletter and various other career books. Each career center also offers a subscription to the *International Career Employment Weekly*.

By visiting Regional Offices, you may also learn about opportunities to speak to prospective Peace Corps applicants at local recruiting events and network with other RPCVs.

Hours of operation for most Regional Offices are from 8:30 to 4 p.m. Contact each Regional Office directly for more specific information. Contact information can be found at www.peacecorps.gov/volunteer/recruit/index.cfm.

HOTLINE NOTICE

Please note: Current *Hotline* copies are available online free of charge. Go to www.peacecorps.gov/rpcv/hotline/index.html to download issues in portable document format (PDF).