

A Bulletin of Career, Educational, and Reentry Information and Opportunities for RPCVs Compiled by the Peace Corps Office of Domestic Programs

HOT RESOURCES

Career Events

September 13 and 14 Washington, D.C.

See page 8

Returned Peace Corps Volunteer FAQs

For answers to frequently asked questions, such as:

"How can I get assistance with financial and medical issues?"

"How can I get a copy of my description of service (DOS)?"

"How can I stay connected with the Peace Corps?"

visit www.peacecorps.gov/rpcv/faqs

Peace Corps HOTLINE

Heather Groome Interim Editor Admin. Ass't, Returned Volunteer Services

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

Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

PUBLIC SECTOR

SEVERAL OFDA POSITIONS • Various locations

Positions available with the USAID office of United States Foreign Disaster Assistance (OFDA). Positions include humanitarian assistance advisor/military, program operations specialist, public health specialist, and international organizations officer. For more information and to apply, visit www.globalcorps.com or phone Amy Feldman at 202.661.9377; e-mail: afeldman@globalcorps.com.

IMPACT EVALUATOR • DC

Position available working with the Administration for Native Americans (ANA). Duties: plans and conducts offsite project evaluations; interviews grantees and project beneficiaries; writes impact reports based on evaluation data collected; makes recommendations to ANA. Qualifications: excellent written and interpersonal communication skills; strong analytical skills; experience conducting interviews and evaluating and monitoring projects; flexibility to travel required; experience working with Native American communities or other distressed communities. Deadline: 8/20/2005. For more information and to apply, phone Will Davis at 321.269.6939.

CIVIL/ENVIRONMENTAL ENGINEER • Lakeside, AZ

Position available with United States Indian Health Service. Duties: works with the Apache and Hopi Tribes in northeastern Arizona; plans, designs, and manages construction of water, wastewater, and solid waste facilities in a professional engineering environment. Qualifications: B.S. or M.S. in civil or environmental engineering; EIT preferred. Salary: \$35K–\$45K. For information and to apply, phone Robert Lorenz, P.E., district

engineer at 928.537.0578; e-mail: Robert.Lorenz@ihs.gov.

EXECUTIVE DIRECTOR • Canton, NY

Position available with Cornell Cooperative Extension. Duties: represents and is accountable to the association board of directors and the director of the Cornell Cooperative Extension system. Qualifications: M.S.; minimum six years' experience required. Deadline: 8/15/2005. For more information, visit http://www.cce.cornell.edu/careerops/pa377.htm. Send letter of intent, résumé, and transcripts to PA#377, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853

EXECUTIVE DIRECTOR • Montour Falls, NY

Position available with Cornell Cooperative Extension. Duty: provides organizational leadership. Qualifications: M.A. required; minimum six years' related experience required and four years' management experience. Deadline: 9/1/2005. For more information, visit http://www.cce.cornell.edu/careerops/pa379_1.htm. Send letter of intent, résumé, and transcript to PA#379, Box 26 Kennedy Hall, Cornell University, Ithaca, NY 14853.

PRIVATE SECTOR

PROJECT ENGINEER • Salinas, CA

Position available with the Resource Conservation District of Monterey County. Duties: works on projects including reduce storm water runoff, sediment, nutrient and pesticide loads, and other types of nonpoint-source pollution; works with local farmers to reduce erosion, restore habitat, and improve the water quality of the Monterey Bay National Marine Sanctuary. Qualifications: B.S. in engineering required with three to six years' experience; strong background in storm water and erosion control; project engineer license preferred.

Salary: \$55K-\$70K with benefits. For information and to apply, visit www.rcdmonterey.org.

EDUCATION AND PROGRAMMING COORDINATOR • Chicago

Position available with the HistoryMakers. Qualifications: self-motivated; strong organizational and administrative skills; experience with K-12 social studies and humanities based programs; prior experience with event planning required; experience with developing educational curriculum for social studies, language arts, and reading and literacy initiatives required; experience writing effective grant proposals and developing public events required; desire to work in a nonprofit environment required. E-mail résumé and references to info@thehistorymakers.com; address: 1900 South Michigan Avenue, Chicago, IL 60616; fax: 312.674.1900 or 312.674.1915.

Confused about your noncompetitive eligibility for federal employment?

Visit www.peacecorps.gov/rpcv/nce

Still have questions?

Contact Returned Volunteer Services at 1.800.424.8580, ext. 1430 or 202.692.1430

AREA MANAGER • San Diego, CA

Position available with Discoveries Exchange Student Program, a government-monitored high school exchange student program. Duties: works 20 hours/week from home; plans and manages all aspects of student exchange in San Diego County; provides training for new volunteers; responsible for the placement of 40 exchange students per academic year. Qualification: background in travel, education, or student exchange preferred. Stipend and annual international travel. For information and to apply, phone 877.417.9600.

PROGRAM ADMINISTRATOR • DC

Position available with World Wildlife Fund (WWF). Duties: responsible for budgeting and financial management, revenue contracts management, and contracting; long-range planning; accounting; general administration for assigned programs. Qualifications: B.A. in business, public administration, accounting, or related field required; graduate degree in finance, business administration, or accounting preferred; minimum eight years' experience required with B.A. or minimum five years' experience with graduate degree; experience working in Asia or Africa preferred; willingness to travel required. For information and to apply, visit www.worldwildlife.org/about/jobs.cfm.

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION • Baltimore

Position available with Lutheran World Relief (LWR). Duties: serves as the chief financial officer; responsible for overall management of

LWR's fiscal planning and financial management systems; provides leadership and oversight of LWR's administrative operations, information technology, facilities management, and human resources. Qualifications: minimum 10 years' management experience; M.B.A. or M.A. in finance or related field; C.P.A. preferred; international experience preferred. For more information, visit www.lwr.org/jobs/VP_finance.asp. Send cover letter, résumé, and salary requirements to HR Department, LWR, 700 Light Street, Baltimore, MD 21230; fax: 410.230.2844; e-mail: hr@lwr.org.

PROGRAM OFFICER • DC

Position available with the Global Fund for Children. Duties: manages grantee partners, field contacts, evaluators, and other key partner organizations in Latin America; evaluates, develops, and implements international program strategy, operations, and budget. Qualifications: college degree with minimum four years' professional experience; fluent in Spanish or Portuguese; experience with community based organizations including youth, education, social change, rights, or health; experience with grant-making or grant-seeking process preferred. For more information and to apply, visit www.globalfundforchildren.org.

COMMUNICATIONS ASSOCIATE • DC

Position available with Population Services International (PSI). Duties: provides support to the public affairs department; responsible for writing and editing articles for publications and electronic venues; disseminates information and liaises with PSI Washington and overseas staff, media, vendors,

and congressional staff. Qualifications: B.A.; writing and editing experience; congressional knowledge or experience preferred; proficiency with MS Office; fluent in French, Spanish or Portuguese preferred. For information and to apply, visit www.psi.org. No phone calls or e-mails.

MEDICAL PROVIDERS • TN

Positions available with Hardeman County Community Health Center (HCCHC). Positions include physicians, mid-levels, and nurses. Duties: provide primary healthcare to patients in poor, medically underserved areas. Qualification: fluent in Spanish and English. Qualifications for physicians: graduation from an accredited medical school; three years' residency; Tennessee medical license. For more information and to apply, phone Mary Heinzen at 731.659.3114 or e-mail mary.heinzen@hardemanhealth.org.

CLIENT LIAISON/

PROGRAM DEVELOPER • Alexandria, VA

Position available with TheCapitol.Net. Duties: works with custom training clients and faculty to develop on-site legislative training; recruit faculty; prepare training materials; assist with public courses; provide outstanding customer service to custom clients. Qualifications: professional demeanor; accurate and detail-oriented; reliable and able to work quickly; independently and efficiently; Capitol Hill, government relations, or legislative experience preferred; available for occasional early morning and evening hours and some weekends. Salary: \$28K—\$39K with benefits. For information and to apply, visit www.thecapitol.net/opportunities.

GRANT MANAGER • Chicago

Position available with Access Community Health Network. Duties: develops and implements grantfunded programs; coordinates activities with project subcontractors; conducts regular site visits with subcontractors, ensuring compliance with project plan and direction; works with external affairs and finance staff to secure all required program data for reporting. Qualifications: B.S./B.A. in health administration, social services or public health required; previous grant management or implementation experience and budget management skills required. Fax résumés to Micaelle Alexis, HR recruiter, at 773.257.2380; phone: 773.257.5054; e-mail: accesshr@sinai.org.

DEVELOPMENT COORDINATOR • Reston, VA

Position available with Reston Interfaith. Duties: manages donor and volunteer database; designs marketing materials and electronic newsletter; assists in event management; creates progress reports; provides administrative support to development team. Qualifications: B.A/B.S.; knowledge of nonprofits; word processing and database skills; Raiser's Edge experience preferred; strong communication; organizational and time management skills; detail-oriented, with attention to follow-through; works collaboratively with others; responsible and dependable. Salary: \$28K-\$33K. Send cover letter and résumé to Amanda Andere, Director of Development, 11150 Sunset Hills Road, Reston, VA 20190, Suite 210; e-mail:

HOT! OPPORTUNITIES

*PEACE CORPS COUNTRY DIRECTORS • Various locations

Positions available with the Peace Corps. Duties: responsible for the management of all aspects of the program. Qualifications: senior-level executive with extensive and exceptional leadership skills, international experience, administrative expertise, demonstrated experience mentoring staff or volunteers; international development experience desirable; must be a U.S. citizen. There is no requirement of prior Peace Corps Volunteer service. For information and to apply, visit www.peacecorps.gov/employment/countrydirector.cfm or phone Mike Mikolaitis at 800.424.8580, ext. 2114 or 202.692.2114.

*PEACE CORPS CAMPUS RECRUITER • Seattle

Position available with Washington State University and the University of Idaho. Duties: works 20 hours/week on the campuses of the University of Idaho and Washington State University; conducts class talks; presents information about Peace Corps programs at information tables and career fairs; interviews and evaluates applicants; promotes the Peace Corps via flyers, radio, and other campus media over the course of the academic year. Salary: \$13/hour. Send résumé to Wayne Blackwelder at wblackwelder@peacecorps.gov.

ASSISTANT DIRECTOR • New York City

Position available with Columbia University's Teachers College and the Peace Corps Fellows/ USA program. Duties: supports 90 RPCV urban educators and hundreds of alumni serving high-poverty New York City public schools; daily administration; responsible for media outreach and in-house publications; trains and supports new urban teachers. Qualifications: thoughtful, motivated educator with a good sense of humor and a positive outlook; excellent writing, computer, and people skills; urban and/or RPCV educators preferred. Deadline: 8/25/2005. For more information and to apply, e-mail Reed Dickson at rdickson@tc.edu, with "05AD" in subject line.

amanda.andere@restoninterfaith.org; fax: 571.323.9554.

PROJECT ASSOCIATES • Bethesda, MD

Positions available with Development Alternatives, Inc. Duties: work with crisis mitigation and the recovery group to administer international development projects; monitor project costs; liaise with field staff and subcontractors; recruit and mobilize experts. Qualifications: B.A./B.S.; minimum one to two years' relevant work experience required; USAID experience preferred; well-organized, self-motivated; budgeting experience required; proficiency in MS Excel and Word; proficient in a foreign language preferred. Send résumé and cover letter to Development Alternatives, Inc., attention: OHR, 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814; fax: 732.358.5072; e-mail: ohr@dai.com.

SENIOR RESEARCH ANALYST • DC

Position available with the Academy for Educational Development. Duties: provides timely and thorough research and reference services on international development issues and United States international development assistance policy. Qualifications: M.A. in international development, international economics, international relations, or related field required; minimum six to ten years' relevant experience required; minimum four years' post-graduate research experience required; technical assistance and published writing experience; demonstrated team leadership and mentorship experience; knowledge of the operations of foreign assistance agencies and programs; possible international travel; U.S. citizenship required. Security clearance check will be performed. For more information, visit www.aed.org. Send résumé with cover letter, referencing position #KN5239pc to AED/HR, 1825 Connecticut Avenue NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org.

INTERNATIONAL ACCOUNTING ASSISTANT • DC

Position available with the National Cooperative Business Association's international development programs. Qualifications: two-year degree or certificate in accounting; oral and written ability in French, Spanish or Portuguese; proficient in MS Office; experience building spreadsheets, data entry, and report design and generation; experience processing vouchers and making journal entries, reconciling accounts, and developing accurate filing systems; initiative to follow up on ongoing, pending assignments; prior work experience using accounting skills preferred. Salary: \$28K-\$35K. E-mail cover letter and résumé to jobs@ncba.coop.

SOCIAL WORKER • New York City

Position available with Goddard Riverside Community Center. Duties: provides social services to formerly homeless tenants living in the Capitol Hall residence; implements a wide range of casework services to maintain tenant independency, including public assistance, Medicaid, and mental health services; meets ongoing needs of tenants and maintain up-to-date records on assigned clients. Qualifications: prior work experience with homeless individuals preferred; fluent in Spanish required; social work experience required; good interpersonal skills required; M.S.W. preferred. E-mail résumé to Director Howard Fleishman at hfleishman@goddard.org; fax: 212.877.0256.

INTERIM FARM COORDINATOR • Los Altos Hills, CA

Position available with Hidden Villa farm and wilderness preserve. Duties: under the supervision of the farm manager, carries out an annual planting and production plan for the Community Supported Agriculture (CSA) program and farm; maintains production levels of sufficient quantity and duration to support the CSA baskets; maintains a high quality of professionalism in relations with CSA customers; maintains accurate weekly production records. Qualifications: farm and supervisory experience required; clean DMV and valid California driver's license required. For information and to apply, e-mail jobs@hiddenvilla.org.

EXECUTIVE DIRECTOR • New Orleans

Position available with Louisiana Bucket Brigade. Duties: responsible for fundraising; financial responsibility; oversees personnel; oversees communications. Qualifications: minimum 10 years' professional nonprofit or business experience; fundraising and financial management skills required; oral and written communication skills required. Salary: \$40K. Deadline: 8/10/2005. E-mail cover letter, résumé and three references to jviterna@tulane.edu; address: La Bucket Brigade, 2831 Marais Street, #1, New Orleans, LA 70117; website: www.labucketbrigade.org.

MEDICAL POSITIONS •

Espanola and Las Vegas, NM

Positions available with Health Centers of Northern New Mexico. Positions include LPN, RN, medical assistant, and certified nurse. Duties: provide support in clinic operations; assist physicians during patient treatment procedures and examination within limitation and guidelines of the New Mexico Board of Nursing Practice Act. Qualifications: current licensure and CPR certification required. Salary: \$10–\$19/hour. Send cover letter and résumé to HCNNM, attention: Ms. Lujan, PO Box 158, Espanola, NM 87532; phone: 505.747.5927; fax 505.747.8943; e-mail: barbara.lujan@hcnnm.org.

PROPOSAL COORDINATOR • DC

Position available with Creative Associates. Duties: works on all aspects of the proposal development process. Qualifications: M.A. in international relations or related field; minimum two years' work experience in international development; minimum one year experience in proposal development; strong writing and organizational skills; knowledge of a second language preferred; available for some international travel required. E-mail cover letter and résumé and cover letter to recruitment @caii.com with "Proposal Coordinator CODE:HDQ1350" in the subject line.

NIGHT/WEEKEND SUPERVISORS • Madison, WI

Positions available with the Ronald McDonald House Charities of Madison, Wisconsin. Duties: supervise a staff of dedicated volunteers; familiarize guests with services available at the House and in the Madison area; register and check out guests; maintain files and records pertaining to guests, room fees, and donations. Qualifications: language skills preferred; available to answer emergency phone line between 9 p.m. and 8 a.m. Salary: \$89.10/night. Send résumé to Anna Healy, House Director, RMHC-Madison, 2716 Marshall Court, Madison, WI 53705; e-mail: ahealy@rmhcmadison.org; phone: 608.232.4671.

INTERNATIONAL

PROJECT ASSISTANT • Yaounde, Cameroon

Position available with Population Services International (PSI). Duties: implements an HIV prevention program in Chad, Equatorial Guinea, and Cameroon workplaces; conducts and reports gap assessment research; conducts peer education trainings; acts as PSI focal person for the Equatorial Guinea program and team member for Chad and Cameroon programs; writes reports. Qualifications: B.A./B.S; fluent in Spanish; proficient in French preferred; strong writing skills; strong interpersonal and training skills. This is a 10-month con-

Are you an RPCV who served as an agricultural extension agent? Have you ever been affiliated with the National FFA?

If you answered yes to **BOTH** questions, the Peace Corps is looking for you!

Help the Peace Corps recruit future Volunteers by telling us about your Volunteer experiences.

Submissions may be forwarded to Wilfredo Sauri at wsauri@peacecorps.gov or mailed to 1111 20th Street NW, Washington DC 20526 Attn: Wilfredo Sauri

PEACE CORPS FELLOWS/USA

Peace Corps Fellows/USA works with nearly 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a *partial* list of universities and subject areas. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or write to fellows@peacecorps.gov.



University of Arizona

Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: rpcf@grad.arizona.edu.

University of Cincinnati

Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design. Dr. Johanna Looye, phone: 513.556.4943; e-mail:looyejw@email.uc.edu.

University of Denver

Denver, CO

International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration. Cheryl Gooden-Bernhardt, phone: 303.871.3838; e-mail: cgooden@du.edu.

University of Maryland-Baltimore

Baltimore, MD

Social work with dual-degree options in Jewish studies, law, business administration, and public health. Dick Cook, phone: 410.706.1882; e-mail: dcook@ssw.umaryland.edu.

University of Maryland-Baltimore County Shriver Peaceworker Program

Baltimore, MD

All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc. Joby Taylor, phone: 410.455.6398; e-mail: joby.taylor@umbc.edu.

University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community

development, land use/environment, historic preservation, urban anthropology, and nonprofit management. Dr. Marla Nelson, phone: 504.280.3110; e-mail: mnelson@uno.edu.

University of North Texas

Denton, TX

Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management. Dr. Stan Ingman, phone: 940.565.2298; e-mail: ingman@scs.unt.edu.

University of Oregon

Eugene, OR

Community and regional planning. Megan Smith, phone: 541.346.3881; e-mail: smith@darkwing.uoregon.edu.

University of South Carolina

Columbia, SC

Multidisciplinary program (written/oral proficiency in Spanish required). Dr. Wendy Sellers Campbell, phone: 803.777.8879; e-mail: wendy.campbell@sc.edu.

Moore School of Business: International business administration. Reena Lichtenfeld, phone: 803.777.6749; e-mail: rlichten@moore.sc.edu.

University of Vermont

Burlington, VT

Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology. Edward R. McMahon, phone: 802.656.4565; e-mail: emcmahon@uvm.edu.

University of Wisconsin-Milwaukee

Milwaukee, WI

Business administration, economics, geography, history, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: heuler@uwm.edu.

tract position. E-mail cover letter and résumé to Theresa Gruber-Tapsoba at tgtapsoba@his.com.

ESL TEACHERS •

China, Indonesia, Azerbaijan, and Russia

Positions available with EF English First. All positions offer competitive local salaries, paid flights, visa, health insurance, assistance with or paid accommodation, professional development, and academic support. Opportunities for promotion or transfer available. Positions begin 9/2005. For more information, contact Frank Walmsley at recruitment@englishfirst.com; website: www.englishfirst.com.

*POPULATION FELLOWSHIPS • Various locations

Population Fellows Programs offer two-year professional fellowships to recent graduates with experience in population and reproductive health or population and environment. Population fellows

are placed with organizations working to improve family planning and reproductive health programs in the developing world. Work on projects that link family planning and environmental programming in the developing world. Receive a professional-level stipend and benefits. For information and to apply, contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfps.

PHYSICIAN • Liberia

Position available with Dyncorp International, a United States Department of State contractor. Duty: works with a large security sector reform program. Qualifications: medical degree; experience and relevant expertise internationally; experience in developing countries preferred; human rights, NGO,

University of Wisconsin-Stevens Point

Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science. Dr. Michael Dombeck, phone: 715.346.3946; e-mail: mike.dombeck@uwsp.edu or Dr. Tim Ginnett, phone: 715.346.4191; e-mail: tim.ginnett@uwsp.edu.

University of Wyoming

Laramie, WY

American studies with concentration in education, geography, history, or literature. Dr. Eric Sandeen, phone: 307.766.3898; e-mail: esandeen@uwyo.edu.

Western Illinois University

Macomb, IL

Business administration; economics; geography; political science; recreation, park, and tourism administration. Carolyn Lawrence, phone: 309.298.2268; e-mail: ca-lawrence@wiu.edu.

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: wnmupcf@hotmail.com.

Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified). Dr. Judith Hayes, phone: 316.978.6580; e-mail: judith.hayes@wichita.edu.

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education. Dr. Rosalind Pijeaux Hale, phone: 504.520.7498; e-mail: rhale@xula.edu.

UN or U.S. government experience preferred. Position is for one year with possible extension of two additional years. Send résumé to staffing@peacekeeping.us.

TRAINING/PERFORMANCE EVALUATION CONSULTANT • Thailand

Temporary position available with I-TECH. Duties: develops and implements a three-day workshop on performance evaluation for HIV/AIDS counseling in Thailand; provides classroom-based training and site visits; facilitates development and implementation of performance evaluation methods and tools at five different sites. Qualifications: proven experience in international training and program and performance evaluation; knowledge of HIV/AIDS counseling approaches. Position run for six weeks, from mid-September to early-November 2005. Deadline: 8/15/2005. E-mail cover letter and CV to thomaskk@u.washington.edu.

SQL IT/DB MANAGER • Kabul/Afghanistan

Position available with International Relief and Development (IRD), Inc. Duties: leads IRD's effort to provide design and administration for a project in Kabul; reports directly to the chief of party; oversees supervisory authority for the IT department and its employees. For more information, visit www.ird-dc.org. Send cover letter, résumé, and references with "IT/DB Mngr-Afghan" in the subject line to careers@ird-dc.org; fax: 703.248.0194.

DEPUTY PROGRAM MANAGER • Kabul, Afghanistan

Position available with International Organization for Migration. Duties: assists program manager in supervision and implementation of Quick Impact projects; tracks matrix reporting method; writes proposals for new funding; reports to donors, program partners, and administration; coordinates program with sub-office staff; liaises with internal departments; understands issues and acquaintance with government agencies, NGOs, programs, and individuals; drafts documents, forms, and tracking tools; supervises interns. Qualifications: engineering degree; experience in project design and implementation, post-conflict environment, and liaising with government and diplomatic authorities; fluent in English. This is a six-month contract with possible extension. For information and to apply, email applications@iomkabul.net.

COORDINATOR • Africa

Position available with Publish What You Pay (PWYP). Duties: supports development of campaign; facilitates flow of information; monitors international development support coalitions; facilitates action plan for training and development; develops new PWYP networks in Africa; represents campaign in meetings and draft materials; organizes events. Qualifications: fluent in French and English; understands technical data; oral and written communication skills; editing skills; administrative skills; quick thinker; experience with NGOs and advocacy groups; knowledge of corporate section, international finance, political, economic, and social policy in Africa; fluent in Portuguese and Spanish preferred. This position is for one year. Deadline: 9/5/2005. For information and to apply, e-mail jhayes@sorosny.org or mmartini@sorosny.org; phone: 212.548.0622.

ADVOCACY ADVISOR • Bucharest, Romania

Position available with IFES. Duties: oversees advocacy training for civic groups and social service providers, including democracy and governance, rule of law, social services, human rights, domestic violence, and women's issues; develops and supports advocacy campaigns addressed to government officials; raises public awareness; builds broad consensus among political parties; develops public relations and communications strategies, forging partnerships and networks; uses the media creatively to galvanize public opinion. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

ELECTION SPECIALIST • Baghdad, Iraq

Position available with IFES. Duties: trains election administration staff; advises on the devel-

opment of laws and procedures pertaining to elections; educates voters and election stakeholders regarding the electoral process; under the direction of the deputy chief of party, assists the Independent Electoral Commission of Iraq (IECI) with the planning and management of an accreditation system for national and international election observers and political entity agents; assists the IECI with the dissemination of information and coordination of meetings with observers and agents. Project duration contingent upon continued funding. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

PROJECT COORDINATOR • Dushanbe, Tajikistan

Position available with IFES. Duties: works with representatives of all six registered political parties on the national and local level on short- and long-term developmental priorities; designs and conducts training sessions for national and local branches of political parties, including platform development, strategic planning, organizational development, campaign strategy formulation, recruiting new members, lobbying, and building coalitions. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

CHIEF OF PARTY • Bucharest, Romania

Position available with IFES. Duties: responsible for program development and implementation; provides financial management; supervises staff; oversees daily office management; responsible for public relations; provides technical assistance and training. Qualifications: minimum five years' experience with civil society strengthening programs and in NGO development, encouraging civic participation in policy processes, networking and coalition building, and supporting the development of philanthropy in transition countries; experience managing democracy and grant-making programs funded by USAID and private foundations; experience managing subgrants programs. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

CIVIL SOCIETY DEVELOPMENT SPECIALIST • Bucharest, Romania

Position available with IFES. Duties: assists in strengthening the organizational, networking, financial, and advocacy capacity of civil society organizations (CSOs); analyzes, prioritizes, and responds effectively to civil society enabling environment issues; oversees activities to strengthen the capacity of a wide range of CSOs to actively promote citizen interests and effectively advocate causes; works to develop enabling environment activities including enhancing CSOs ability to document how legislation affecting their work is implemented and proactively propose policy action based on practice. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

PROJECT OFFICER • Iraq

Position available with IFES. Duties: trains election administration staff; advises on the development of laws and procedures pertaining to

elections; educates voters and election stakeholders regarding the electoral process; under the direction of the deputy chief of party, provides administrative support for the project, including financial tracking, preparing budgets, and facilitating expense report processing; tracks and coordinates staff movement; assists with security coordination; manages and reports on field office finances to headquarters. Project duration contingent upon continued funding. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

*TEACHERS • China

Positions available with Aston Educational Services. Qualifications: fluent in English; college degree in any subject; teaching experience; willing to teach classes for children ages 5 to 17. Positions run for one year, 25 to 27 hours/week. For more information and to apply, visit www.aesincorp.com/locations.htm or e-mail Bruce Blanch at bruce@aesincorp.com.

INTERNSHIP/VOLUNTEER

COORDINATORS • Various locations

Volunteer positions available with Globe Aware. Position locations include Peru, Costa Rica, Brazil, Thailand, Vietnam, Laos, and Cambodia. For more information and to apply, visit www.globeaware.com/Content/volunteercoordinatorinfo.htm.

EDUCATION

M.A. IN DEVELOPMENT STUDIES • Swansea, United Kingdom

The Centre for Development Studies Swansea offers a range of M.A. programs that combine innovative professional methods and best practice with academic rigor. Programs include social development planning and management, development management, development management with international health, environmental resources management and development, population movement and policies, development and communication, and human rights (starting in 10/2006). Scholarships are available. For more information and to apply, visit www.swan.ac.uk/cds/teaching/index.htm; e-mail: h.lewis@swansea.ac.uk.

APPRENTICESHIP IN ECOLOGICAL HORTICULTURE • Santa Cruz, CA

The Center for Agroecology and Sustainable Food Systems at University of California, Santa Cruz, offers a full-time, six-month apprenticeship in ecological horticulture. Train in the concepts and practices of organic gardening and small-scale sustainable farming. Blend the virtues of experiential learning with traditional classroom studies on topics that include soil management, composting, pest control, crop planning, irrigation, farm equipment, and direct marketing techniques. Graduates have established their own commercial farms and market gardens, run community gardens for inner city and prison populations, and work on international development projects. There are several scholarships available. For more information and to apply, write Apprenticeship Information, CASFS, UCSC, 1156 High Street, Santa Cruz, CA 95064; phone:

Crisis Corps Recruiting Short-Term Volunteers

Cameroon

Project Hope requests one Crisis Corps Volunteer to work as a Technical Officer for five to six months. Duties: assesses the knowledge, attitudes, and practices of the target groups on HIV/AIDS; evaluates the content and efficacy of existing materials in use in the project; identifies materials in use by similar organizations; gives guidance in assessing HIV/AIDS training, technical assistance, and consultation needs of Project Hope staff; gives guidance in implementation of effective behavior change communication programs; gives guidance in developing appropriate HIV/AIDS monitoring and evaluation indicators and systems to document and evaluate the efficacy of the project. Mandatory Qualifications: undergraduate degree in public health, health education or related field; demonstrated experience in developing behavior change communication interventions and materials; thorough knowledge of HIV/AIDS; teaching/ training skills; solid interpersonal skills and ability to function well as a team player; ability to work independently with minimal support; successful completion of Peace Corps Volunteer service; willingness to work long hours.

Ecuador

CEMOPLAF requests one Latin America RPCV with a strong background in HIV/AIDS and public health issues for a six-month HIV/AIDS Advisor assignment in Quito. The CCV will strengthen HIV/AIDS prevention education project proposal addressing needs of women and youth by training community youth health promoters and staff; develop strategies, methods, and other communication instruments to educate and train youth in taking appropriate preventative actions; provide coaching in / validation of training methodology with staff; assist staff with formulation of prevention campaigns; assist in monitoring, feedback, and evaluation of project proposal and in development of new evaluation tools. Required qualifications: public health professional with relevant advanced degree (MPH pref.); experience working with HIV/AIDS; organizational skills; professional experience in proposal writing and project implementation; IAP RPCV; fluent written and oral Spanish.

Malawi

Work for Rural Health, a national NGO supported by the Open Society Initiative for Southern Africa (OSISA) and Inter Aide, requests one Crisis Corps Volunteer to serve for six months as a Strategic Planner and Computer Trainer. Duties: monitors and evaluates project activities; develops a three-year strategic plan to ensure sustainability; trains staff on basic computer operation usage. Mandatory Qualifications: conversant with computer operations and packages; experience in project design or strategic planning; experience with project monitoring and evaluation; flexibility, patience, and good interpersonal skills

to work with a variety of people; successful completion of two years' Peace Corps Volunteer service in East or southern Africa; knowledge of income generating activities and/or marketing in a developing country; ability to work with minimal supervision and to maintain productive relationships on a team.

Mgodi Youth Support Organization of Malawi requests one Crisis Corps Volunteer to serve for six months as HIV/AIDS Awareness Project Manager. Duties: assists the management team in planning, supervising, monitoring and evaluating activities, and programs activities; liaises with project management team to determine appropriate training for beneficiary and stakeholders; works with management team to create a strategic plan for mainstreaming HIV/AIDS activities into other program sectors; develops relations with key donors; attends meetings and organizes field visits as required; compiles monthly, quarterly and annual activity reports. Minimum Qualifications: experience in project management; B.A. in development related studies and two years' of overseas work experience; knowledge of HIV/AIDS issues. This program begins in September.

Namibia

FAO (Food and Agriculture Organization) requests one Crisis Corps Volunteer to serve for six months as Assistant Project Officer Volunteer with the Junior Farmer Field and Life Schools (JFFLS) program. Duties: undertakes advocacy and sensitization work to ensure support for participation of orphans and vulneralble children (OVC) and adults; reviews needs assessments to establish baseline data; identifies and mobilizes community and stakeholder support; ensures project activities are carried out according to schedule and defined targets and objectives; organizes and facilitates sessions of JFFLS; adapts existing training materials to the Namibian context; participates in trainings, workshops, and field activities; identifies and selects trainers; organizes joint planning and technical meetings; assesses outcomes and improving the training materials and tools used. Required Qualifications: experience in community mobilization; strong facilitation skills; experience with youth programs and activities; strong organizational and management skills; experience with NGO development and income generation. Desired Qualification: Africa RPCV with experience in rural development programs.

Sri Lanka

International Organization for Migration (IOM) requests two Crisis Corps Volunteers to serve as Water Systems Engineers for three-month assignments beginning in August. Duties: assist in devising and implementing water sanitation (WATSAN) plans; ensure the WATSAN needs are met for beneficiary populations; assist in educating beneficiary population on management of resources linked to WATSAN; ensure that required construction materials are procured and delivered to the respective sites in a timely manner; ensure that proper authorization for land from the government is obtained and that providers of other

essential services such as water sanitation, electricity and other basic amenities are identified and contacted prior to the commencement of shelter construction works; coordinate with partner agencies who work principally on WATSAN and assist in supervising the implementation of projects in IOM sites; monitor construction activities carried out by contractors; work closely with the head of sub-office and the finance office regarding the contract management, close out procedures, and final payment to the sub-contractor. Qualifications: degree in civil engineering, architecture, or related field; flexible and willing to work under difficult work and living conditions; prior water/sanitation and construction project management experience; monitoring and evaluation experience; ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environment, and physical hardship conditions.

Thailand

Village officials in Mooban Nua request one Crisis Corps Volunteer to serve as a Youth Development Worker. Working with a village heavily affected by the tsunami on the southern coast of Thailand, the Volunteer will serve as an advisor in creating a playground for the village children. Duties: conducts a needs assessment for the youth programming in the village, coordinates with the Construction Management volunteer to meet the needs of local youth, help with translation issues as needed between the Construction Management volunteer and village elders. Qualifications: experience in youth development; Thai language skills, successful completion of Peace Corps service in the Europe, Mediterranean, and Asia region; ability and willingness to live and work in a difficult setting with children who have been severely traumatized and continue to deal with side effects of the tsunami.

Tsunami Volunteers Center requests one Crisis Corps Volunteer for a four- to five-month assignments in Network Administration. Duties: administers a Windows Network using Windows Server 2003 and active directory, DHCP, DNS, ISA, shared files, accounts, roaming profiles and group policies; maintains general Windows workstation; maintains the center's internet connection and hosted email accounts; maintains satellite/ADSL connections and routing. Mandatory Qualifications: previous experience with Network Administration; as the infrastructure is well established, the IT Administrator needs an in depth knowledge of the system even though daily maintenance is minimal; experience with Satelite and ADSL routing; experience with Windows Server 2000 or 2003 with Active Directory; ISA Server; PHP, Apache, mySQL experience preferred. Thai language skills are not required for this assignment. This assignment will begin in September.

Tsunami Volunteers Center requests one Crisis Corps Volunteer for a four- to five-month assignment

in Website Development and Support. Duties: further develops a content managed website that is editable by nontechnical multilingual people; works with server base using TYPO3 (www.typo3.org); provides website development and support. Qualifications: previous experience with HTML and Web design skills; knowledge of PHP is preferred; knowledge of Apache and mySQL preferred; familiarity with Content Management Systems; previous experience with TYPO3 preferred. Thai language skills are not required for this assignment. This assignment begins in September.

Tsunami Volunteers Center requests one Crisis Corps Volunteer for a four- to five-month assignment in Database Administration. Duties: develops and maintains internal database information systems, including volunteer database, project database, donor database, camp database. The existing databases are developed using Filemaker Pro (similar to Access). Qualifications: database administration experience; general database experience and/or data modeling experience; Filemaker Pro experience preferred; ability to function well in a fluid group where duties will change from day to day depending on current needs; ability to work independently with minimal supervision; successful completion of Peace Corps Volunteer service in EMA Region. Thai language skills are not required for this assignment. This assignment begins in September.

Uganda

The Kids League Uganda requests one Crisis Corps Volunteer for a six-month assignment as an **HIV and** Education Trainer. The CCV will mentor the Program Coordinator in the area of HIV/AIDS education and prevention and conduct trainings with volunteer coaches. Duties: develops youth appropriate HIV training materials and methods to integrate health education into sport; writes scripts for radio talk shows; develops a youth ambassador club; works with local stakeholders; plans school sports days; responsible for monthly reporting and budgeting. Required Qualifications: East Africa RPCV; strong skills in teaching and planning HIV/AIDS or education activities; computer proficiency in Word and Excel; ability to work effectively as part of a team and with minimal support. Desired Qualifications: Work or volunteer experience in Uganda; knowledge of Ateso language; previous work with children; and interest in sports.

Communication for Development Foundation Uganda (CDFU) requests one Crisis Corps Volunteer to help organize and institutionalize its monitoring and

evaluation plan as a Monitoring and Evaluation Technical Officer with its Young, Empowered, and Healthy (YEAH) communication initiative. Duties: assists the YEAH team to establish systems for collecting and reporting monitoring data; trains staff to record, compile, and report monitoring and evaluation data; assists in building the capacity of staff to document campaign results and to use data decision making; helps staff develop monitoring and evaluation indicators for the "B a Man" campaign. Required Qualifications: Africa RPCV; public health professional with M.P.H. or related degree; strong written English skills; minimum two years' experience in program monitoring and evaluation; ability to work well with others; experience with HIV/AIDS programming. Desired Qualifications: prior experience working on sexual and reproductive health programs for young people in Africa; knowledge of a local Ugandan language.

Zambia

Hands at Work, a host-country NGO, requests one NGO Development Advisor for a six-month assignment. Duties: develops financial tracking tools and financial management systems; assists with resource mobilization and the development of income-generating activities for programs focused on home-based care for orphans and vulnerable children. Required qualifications: diploma or degree in economics, experience in accounting, business management, NGO development, or any related degree; demonstrated computer skills in database development; proven capabilities in strategic planning or NGO development; ability to work independently with minimal support is essential; understanding of the work of NGOs/ faith-based organizations; and experience with the development and use of financial management systems and financial tracking tools. Desired Qualifications: experience in training of trainers in basic project accounting; experience in resource mobilization and entrepreneurship development; successful completion of Peace Corps service in Africa.

The Community for Human Development requests one six-month CCV to serves as a Program Development Specialst to provide critical analysis of the three main programs and develop strategies for increasing activities. Duties: works with project staff to develop a five-year strategic

plan; provides hands-on training during the plan development process to project staff; assists the project team in report writing and project proposal preparation. Required Qualifications: successful completion of two years Peace Corps service in Africa; ability to work independently with minimal support; M.A. in social sciences or related degree; experience in project planning and management; one year experience working with HIV/AIDS; analytical skills; demonstrated experience in strategic planning and report writing. This program begins in September.

Men Making a Difference (MENDIF) requests one CCV for a six-month assignment, to serve as a Business and Development Agent. Duties: reviews and improves on existing resources to enhance effective mentoring and self-reliance through income generation; conducts training for staff and volunteers on how to program, implement, and evaluate; produces and implements activity schedules for activities; provides technical support to program staff; provides in-house internal audit to programs currently being implemented; provides technical assistance in timely production of monthly financial reports. Required Qualifications: degree in business administration with a major in accounting and financial management; successful completion of two years' Peace Corps service in Africa; ability to work independently with minimal support; one year experience with HIV/AIDS program and resource mobilization; prior training and capacity building experience. This assignment begins in September.

Men Making a Difference (MENDIF) requests one Crisis Corps Volunteer to serve as a Communications and IT Officer. Duties: reviews and improves on existing tools and materials for counseling, life skills, and training manuals for abstinence and be faithful; conducts training for staff and volunteers on how material development; provides technical support to other program staff; design appropriate materials for the project. Required Qualifications: demonstrated experience with material development using the computer; successful completion of two years' Peace Corps service in Africa; ability to work independently with minimal support; one year experience with HIV/AIDS program; prior training and capacity building experience. This project begins in September.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be downloaded from the website at www.peacecorps.gov/rpcv/crisiscorps

Send Crisis Corps application, résumé, and Description of Service (if available) to crisiscorps@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Crisis Corps 1111 20th St. NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

831.459.3695; website: www.ucsc.edu/casfs; e-mail: apprenticeship@ucsc.edu.

*SCHOLARSHIPS • Monterey, CA

The Monterey Institute of International Studies offers scholarships, ranging up to \$10,000, to qualified RPCVs. Programs include 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 the students come from more than 50 countries. Most American students have lived, worked, or studied abroad. For information, call

831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

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For more opportunities in education and in AmeriCorps, please see page 9 of the online version of this issue at www.peacecorps.gov/rpcv/hotline.

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and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

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You are Cordially Invited to Attend the Peace Corps Career Workshop

Hosted by the Office of Domestic Programs, Returned Volunteer Services, and the RPCV Career Center in Rosslyn, VA.

Who: Returned Peace Corps Volunteers

What: Career workshop

When: Tuesday, September 13, 2005

Where: Paul D. Coverdell Peace Corps Headquarters

1111 20th Street NW Washington, DC 20526

To RSVP, please e-mail rvs@peacecorps.gov. For more information, phone Heather Groome at 202.692.1437 or 800.424.8580, ext. 1437.

September Career Fair

sponsored by
Returned Volunteer Services

Meet and talk one-on-one with representatives from 30 organizations that are interested in hiring returned Peace Corps Volunteers.

Wednesday, September 14, 2005

Paul D. Coverdell Peace Corps Headquarters 1111 20th Street NW Washington, DC 20526

4 to 8 p.m.

For more information, contact Heather Groome at 202.692.1437.

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Celebrate a Legacy of Service at Home and Abroad.

Details Are Coming Soon!

TEACHING ASSISTANT • Urbana, IL

The University of Illinois offers an M.A. in teaching English as a second language. Teaching assistantships are available. For more information and to apply, visit www.deil.uiuc.edu/matesl/index.html.

AMERICORPS/VISTA

VOLUNTEER PROGRAM OUTREACH ASSOCIATE • Seattle

Position available with Mountains to Sound Greenway Trust. Duties: helps run a large, active volunteer program and contributes to improvement of public lands along the I-90/Mountains to Sound Greenway; oversees outreach efforts to raise awareness and recruit volunteers; recognizes volunteers; reports projects and program accomplishments; coordinates summer youth camp; works outdoors as an education ambassador at volunteer events; works in a team and independently. Qualifications: outstanding organizational skills and attention to detail; self-motivated; experience working with volunteers; computer proficiency; excellent oral and written communication skills. For information and to apply, visit www.mtsgreenway.org.

FOREST RECOVERY TEAM • San Bernardino, CA

Positions available with the Los Angeles Conservation Corps and the Forest Recovery Team. Receive training from the U.S. Forest Service. Team members who complete 900 hours of service within six months are entitled to receive an education and tuition award. Living allowance, meals, and lodging are included. For more information, visit www.lacorps.org and click on "Recovery Teams." Deadline: 9/1/2005. To apply, visit https://recruit.cns.gov/register.asp. Listing ID for the Recovery Team is 03ACHCA0010025-0.

PROGRAM MANAGER • Albany, NY

Position available with the American Red Cross. Duties: works closely with VISTA site supervisors to enhance emergency preparedness, elevate awareness of training opportunities, and develop community disaster education programs in low-income communities. Qualifications: B.A. in social services, communications, or related field preferred; excellent organization and management skills; ability to foster cooperative working rela-

Join an RPCV Listserv

To receive additional job listings, sign up for the Yahoo! group called **RPCVNetwork**.

Go to www.yahoo.com, select "Groups," search for "RPCVNetwork," and "Join." Include your PCV name and country/dates of service.

tionships necessary. For information and to apply, e-mail mark.walter@semo.state.ny.us; phone: 518.457.9983.

YOUTH VOLUNTEER • Glenmoore, PA

Position available with Camphill Soltane. Duties: lives and works with developmentally disabled youths, aged 18 to 25, and international volunteers; engages in cooking biodynamic farming, imaginative academics, arts, and sports; assists with community-building. Qualifications: initiative and team skills. Benefits include room and board, stipend, health insurance, AmeriCorps education award of \$4,725. Program runs from 8/27/2005 to 7/31/2006. Deadline: 8/15/2005. For more information and to apply, phone Anne-Marie McMahon (RPCV) at 610.469.0933; e-mail: amcmahon@camphillsoltane.org; website: www.camphillsoltane.org.

Online Employment Bulletins

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E-mail rvs@peacecorps.gov to receive the passwords. Please specify which publication(s) you want.

Passwords are for RPCV use only.

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Get on the list!

Returned Volunteer Services (RVS) offers a weekly e-mail listing of 25 to 30 employment and internship opportunities in international development.

Published by InterAction, a U.S.-based nongovernmental organization for international development and humanitarian issues, this weekly e-mail listing is available free to RPCVs.

To receive the weekly job announcements, contact rvs@peacecorps.gov with "InterAction" in the subject line of the e-mail.

Career Publications

Business Careers, Careers in Agriculture, Careers in Teaching, Environmental Careers, and International Careers

You can download these publications at www.peacecorps.gov/rvs/publications.

Peace Corps Career Centers

A career center with job postings, resource books, computers, fax machines, and phones is available at our Arlington, Va./Washington, D.C., recruitment office. Smaller career areas are available in our other regional recruitment offices.

Contact them for more information at www.peacecorps.gov.