



# Hotline

For Returned Volunteers /  
From the Office of Domestic Programs

## Hot Resources

### Highlights

August 2006  
RPCV Career Events

Wednesday, August 23

*Career Panel and  
Networking Workshop*

Thursday, August 24

*Resume Review Sessions and  
Career Fair*

Visit

[www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events)  
for event updates.

(For more career fair details,  
see page 13)

### Peace Corps Hotline

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To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://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](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

### Join the RPCVNetwork Listserv

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

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

## A Temporary Solution for Permanent Employment

By: Lisa McCabe, RPCV Career Center Coordinator



I have sent out hundreds of résumés. Why haven't I heard anything?" As the Career Center Coordinator, I hear this often from Returned Peace Corps Volunteers, most of whom have outstanding résumés. They have all of the essentials: impressive educational credentials, significant work experience (including, of course, their incomparable achievements working as Peace Corps Volunteers), and eye-catching layouts that grab their reader's attention. However, in a competitive marketplace, it often takes more than credentials and a well-worded résumé to distinguish oneself from potentially hundreds of other applicants. So how do you set yourself apart from the other names in the pile? Oftentimes, one of the best ways to literally get your foot in the door at an organization is to accept a temporary position through a local staffing firm.

For some, the idea of temporary employment—or temping—invokes images of thankless work stuffing envelopes. Although some positions certainly do involve some mundane tasks, temping in the 21st century includes far more than the stereotypical, day-to-day work of answering phones and performing data entry. Many of the largest federal agencies and

nonprofit organizations utilize staffing firms and temporary employees to develop their personnel. For example, a staffing agency that works closely with the RPCV Career Center often fills temporary positions for several nonprofit organizations, including AED, the Defenders of Wildlife, PBS, among many others. Temping can be the first step toward a rich and rewarding career.

### Benefits of Temporary Employment

The first benefit of temporary employment is obvious. Unless you are independently wealthy, job searching without an income will undoubtedly take a toll on your finances. Whether you're plotting your career path, sending out résumés, or in the interviewing process, working for a temporary agency can keep you afloat without having to rely on credit cards or the generosity of your parents. More importantly, temporary work can be the bridge to a permanent position. Chances are, if you have been a reliable employee and the company has a full-time opening, you are in the perfect position to interview and secure the full-time position. And this is a two-way street. Temporary work also provides you with an opportunity to see if an organization is really the right match for you before you accept a permanent position.

### What You Should Know

First, you should know that there are actually three different types of job placement in the staffing industry: temporary (sometimes referred to as contract), temp-to-hire, and direct hire. Temporary is when an individual works for a staffing firm's customer on an interim basis. A temp-to-hire works for a staffing firm's customer on a trial basis in order to determine if the job is a good fit for your skills, interests, and career goals. A direct hire or permanent employee is recruited by the staffing firm and then hired by its customer. Be sure you're clear with the staffing firm's representative about which types of placements you are interested in.

Second, just as there are different types of job placements, there are also different types of staffing firms. As the industry becomes more competitive, firms are increasing specialization or niche servicing, for instance, on one sector of the economy. My first recommendation would be to know exactly what type of work you would like to do and find a temporary agency that frequently places people in that field. If you already know exactly which organization you would like to eventually work for, call the organization's human resources

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## PUBLIC SECTOR

### **BIOLOGIST • DC**

Position available with the U.S. Environmental Protection Agency and the Office of Pesticide Programs (OPP). Duty: regulates pesticide use under the Federal Insecticide and Rodenticide Act. Qualifications: degree in biological sciences; some knowledge of agriculture and/or pest control methods; good communication skills required; must be U.S. citizen. For more information and to apply, e-mail giles-parker.cynthia@epa.gov; phone: 703.305.7740.

### **CHEMIST • Arlington VA**

Position available with United States Environmental Protection Agency and the Office of Pesticide Programs. Duties: analyzes and reviews company production and manufacturing chemistry data submitted to support a pesticide registration application. Qualifications: BS in analytical and/or organic chemistry or environmental chemistry; eye for details; strong organizational and writing skills. Salary: \$36K–\$54K. Send cover letter and résumé to Deborah McCall, 1200 Pennsylvania Avenue NW, 7505P, Washington, D.C. 20460; phone: 703.305.7109; fax: 703.308.9382; e-mail: mccall.deborah@epa.gov.

### **PROGRAM ANALYST • DC**

Position available with Administration for Native Americans (ANA). Duties: works with ANA staff to develop methods to maximize quality and availability of social and economic development services; assists with grant impact evaluations, report writing, and training coordination and delivery. Qualifications: excellent oral and written communication skills; experience with data collection and analysis, monitoring and evaluation, and project management; familiar-

ity with grants; experience working with Native American or other distressed communities. Deadline: 8/4/2006. For more information and to apply, visit job number "HHS-ACF-2006-0146" at [www.usajobs.com](http://www.usajobs.com).

### **PROGRAM SPECIALIST • DC**

Position available with Administration for Native Americans (ANA). Duties: works closely with ANA grantees; provides guidance on community development projects; reviews budgets, objectives, and work plans for discussion with prospective grantees; analyzes and performs due diligence on grant applications and provides recommendations to ANA management; monitors and evaluates grantee performance and provides program assistance to grantees in the field. Qualifications: excellent communication and project management skills; community development experience; familiarity with grants; experience working with Native American or other distressed communities. Deadline: 8/4/2006. For more information and to apply, visit job number "HHS-ACF-2006-0147" at [www.usajobs.com](http://www.usajobs.com).

### **4-H EXTENSION AGENT • Seneca, KS**

Position available with Kansas State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of experiential programs for school-aged youth based upon asset building or prevention science; works with adult volunteers, para-professionals, or other professionals across agencies who provide opportunities for youth to develop leadership potential, self-esteem, citizenship, responsibility, and capacity. For more information and to apply, e-mail [direland@ksu.edu](mailto:direland@ksu.edu); phone: 785.532.5787.

### **4-H EXTENSION AGENTS • Hutchinson and Saline County, KS**

Position available with Kansas State Research and Extension. Duties: provide primary leadership for the development, implementation, and evaluation of a comprehensive research-based educational program for school-aged youth using a variety of delivery modes; work with state and area extension faculty, adult volunteers, and professionals in other youth-serving organizations who share the goal of providing opportunities for youth to develop leadership potential, self-esteem, citizenship, responsibility, and capacity. For more information and to apply, e-mail [swarner@ksu.edu](mailto:swarner@ksu.edu); phone: 785.532.5790.

### **FINANCIAL SPECIALIST • DC**

GS-12 position available with the U.S. Department of Agriculture, Foreign Agricultural Service Office of International Cooperation and Development. Duties: assists in preparation of budget requests, supporting data, and justification; reconciles computerized accounting transactions to actual documentation; supports division fiscal and accounting operations; prepares and presents status of fund reports to senior management; conducts special analyses of financial management issues. Deadline: 8/4/2006. For more information and to apply, e-mail [Tabitha.Coley@usda.gov](mailto:Tabitha.Coley@usda.gov).

### **BUDGET ANALYST • DC**

Position available with the U.S. Department of Agriculture (USDA) and the Animal and Plant Health Inspection Service (APHIS). Duties: assists in policy development, presentation, and monitoring of APHIS' \$1.7 billion annual operating budget; prepares narrative, statistical, and background information to develop and justify the Agency's budget to the USDA Office of Management and Budget as well as Congressional Appropriations Committees. Qualification: noncompetitive eligibility for Peace Corps service required. Send résumé and writing sample to USDA/APHIS/PPD/BPAS, 4700 River Road, Unit 56, Riverdale, MD 20727; e-mail: [Jacqueline.L.Salazar@aphis.usda.gov](mailto:Jacqueline.L.Salazar@aphis.usda.gov); fax: 301.734.8320.

### **CIVIL ENVIRONMENTAL ENGINEERS •**

#### **Various locations**

GS 5/12 positions available with the Indian Health Service and the Department of Health and Human Services. Duties: manage sanitation facilities projects from initiation through design, construction, final inspection, and closeout throughout Indian Country which range from Bangor, Maine to Bethel, Alaska. Qualifications: BS in civil or environmental engineering; sense of adventure and purpose. For more information and to apply, visit [www.dsfc.ihs.gov](http://www.dsfc.ihs.gov) or [www.dsfc.ihs.gov/vacancies/vaculist.cfm](http://www.dsfc.ihs.gov/vacancies/vaculist.cfm) or phone Dana Baer at 301.443.1046; e-mail: [Dana.Baer@ihs.gov](mailto:Dana.Baer@ihs.gov).

### **INSTRUMENTAL MUSIC TEACHER • Cairo, IL**

Position available with Cairo School District No. 1. Duty: teaches students in grades 7 to 12. Qualification: able to qualify for teaching certification in Illinois. Deadline: 8/15/2006. For more information and to apply, phone Gary Whittedge at 618.734.4102; e-mail: [gwhittedge@csd1.alxndr.k12.il.us](mailto:gwhittedge@csd1.alxndr.k12.il.us).

## HOT! OPPORTUNITIES

### **TEMPORARY ADMINISTRATIVE ASSISTANT • DC**

GS-7 temporary position available with the Peace Corps and the Office of Management/ Administrative Services Department (M/AS). Duties: performs various executive assistant, administrative, and clerical duties; receives and logs incoming documents; maintains invoice filing system; assists in forms processing and records management; provides support to the management analyst and chief of administrative services; assists in the preparation of correspondence, studies, and reports by abstracting, compiling, and assembling information from designated sources; drafts portions of reports; prepares abstract and summaries; maintains calendar for the chief of administrative services; maintains department personnel files; routinely handles first floor receptionist desk duties as requested. Salary: \$37,043. E-mail cover letter and résumé to [CShrestha@peacecorps.gov](mailto:CShrestha@peacecorps.gov).

### **RESEARCH ASSISTANT • Boston**

Position available with Dana-Farber Cancer Institute and the Center for Community-Based Research. Duty: supports work on a colon cancer prevention project in low-income housing sites. Qualifications: BA, preferably in social science; bilingual in English and Spanish preferred; ability to work in teams; close attention to detail; excellent oral and written communication skills; ability to work some weekend and evening hours required; access to a car preferred. E-mail cover letter and résumé to Molly Coeling at [molly\\_coeling@dfci.harvard.edu](mailto:molly_coeling@dfci.harvard.edu); phone: 617.582.8472.



### VARIOUS POSITIONS • Various locations

Positions available with the Millennium Challenge Corporation, a U.S. government corporation working to reduce poverty by supporting economic growth in selected developing countries committed to just and democratic governance, economic freedom, and investments in their citizenry. Positions include economists, writers, attorneys, and specialists in contracting, human resources, and finance. Qualifications: U.S. citizen; ability to obtain secret or top secret clearance; medical clearance for overseas positions. For more information and to apply, visit [www.mcc.gov/jobs](http://www.mcc.gov/jobs).

### PRIVATE SECTOR

#### PEACE CORPS CAMPUS RECRUITER •

##### New York City

Part-time position available with New York University (NYU) and the Peace Corps. Duties: promotes Peace Corps at speaking engagements; evaluates applications; conducts interviews; maintains working relationship with the New York regional office and submits monthly reports. Qualifications: excellent oral and written communication skills; initiative and ability to work independently; able to maintain regular office hours, 20 hours/week during academic semesters; must be an RPCV and an accepted or current graduate student at NYU. The position offers an hourly wage and is not an assistantship. For more information and to apply, e-mail Surabhi Lal, assistant director, Wasserman Center for Career Development, at [surabhi.lal@nyu.edu](mailto:surabhi.lal@nyu.edu).

#### PEACE CORPS CAMPUS RECRUITER • PA

Part-time position available with University of Pennsylvania and the Peace Corps. Duties: promotes Peace Corps at speaking engagements; evaluates applications; conducts interviews; maintains working relationship with the New York regional office, and submits monthly reports. Qualifications: excellent oral and written communication skills; initiative and ability to work independently; able to maintain regular office hours, 20 hours/week during academic semesters; must be an RPCV and an accepted or current graduate student at UPenn. The position offers an hourly stipend, employee benefits, office, computer, and phone. For more information and to apply, e-mail Geoffrey Gee, director of Study Abroad, at [ggee@pobox.upenn.edu](mailto:ggee@pobox.upenn.edu).

#### PEACE CORPS CAMPUS REPRESENTATIVE • Raleigh, NC

Position available with North Carolina State University, Raleigh (NC State) and the Peace Corps. Position runs from fall 2006 to spring 2007. Duties: work with the Mid-Atlantic regional recruiting office to increase awareness; evaluates applications and conducts interviews; develops network of campus contacts; works with area RPCV groups. Qualifications: RPCV enrolled in a graduate program at NC State, Raleigh; excellent oral and written communication skills; initiative and ability to work independently and maintain regular office hours 10–20 hours/week. Benefits include monthly stipend and health insurance. Deadline: 8/15/2006. E-mail cover letter

and résumé to Lynn Heichel Kneedler at [lkneedler@peacecorps.gov](mailto:lkneedler@peacecorps.gov); phone: 202.692.1042.

#### PEACE CORPS CAMPUS REPRESENTATIVE • Charlottesville, VA

Position available with University of Virginia (UVA), Charlottesville and the Peace Corps. Position runs from fall 2006 to spring 2007. Duties: works with the Mid-Atlantic regional recruiting office to increase awareness; evaluates applications and conducts interviews; develops network of campus contacts; works with area RPCV groups. Qualifications: RPCV enrolled in a graduate program at UVA, Charlottesville; excellent oral and written communication skills; initiative and ability to work independently and maintain regular office hours 10–20 hours/week. Benefits include monthly stipend and health insurance. Deadline: 8/15/2006. E-mail cover letter and résumé to Lynn Heichel Kneedler at [lkneedler@peacecorps.gov](mailto:lkneedler@peacecorps.gov); phone: 202.692.1042.

#### PROJECT MANAGERS/ PROGRAM ANALYSTS • DC

Position available with Mendez England and Associates (ME&A) and a contract with the USAID Office of Food for Peace. Qualifications: U.S. citizen; fluent in English; minimum five years' experience in areas including USAID food aid and humanitarian assistance and technical and program support in the planning, implementation, management, monitoring and evaluation of Public Law (PL) 480 Title II SYAPs and MYAPs; experience in procurement tracking, budget analysis and presentations, report writing, development and implementation of public relations, communication, and outreach strategy. E-mail CV to [mcdonald@engl.com](mailto:mcdonald@engl.com).

#### CAREER CENTER COORDINATOR • Brooklyn, NY

Position available with CAMBA. Duties: oversees all activities in the Career Center of the Workforce Development/Refugee and Asylee Services Department; acts as primary resource person for Center; coordinates all workshops and trainings; teaches as needed; Qualifications: experience teaching and designing curriculum; strong communication skills; ability to motivate and engage job seekers; multilingual in French, Spanish, and/or Russian preferred; BA in education, social work, ESL, adult education, or related field and/or two years' relevant experience. For more information and to apply, e-mail Michael Graff-Weisner at [michaelgw@camba.org](mailto:michaelgw@camba.org).

#### LIVE IN HOSTEL MANAGER • Madison, WI

Part-time position available with Hostelling International (HI) Madison Hostel. Duties: manages staff; registers travelers; provides information; helps with house keeping and accounting; works 25 or more hours/week. E-mail cover letter and résumé to Mike Krause at [mike\\_madisonhostel@yahoo.com](mailto:mike_madisonhostel@yahoo.com); phone: 608.441.0030.

#### RESETTLEMENT DIRECTOR • Dallas, TX

Position available with the International Rescue Committee. Duties: manages and oversees the provision of a wide range of resettlement services to newly arrived refugees in the Dallas regional resettlement

office; responsible for general, financial, program, and fundraising management; media and public relations. Qualifications: university degree; minimum five years' experience in refugee resettlement or social service provision; minimum two years' in upper management position; previous experience with fundraising and managing budgets; excellent supervisory, team building, advocacy, and oral and written communication skills. For more information and to apply, visit [www.ircjobs.org](http://www.ircjobs.org).

#### MARKETING COORDINATOR • DC

Position available with National Geographic Enterprises Division. Duties: assists in key marketing and administrative activities for the travel department; provides administrative assistance to the senior vice president of travel; assists in the development of catalogs and various brochures; produces and distributes daily sales tracking reports; coordinates supply requests; processes all invoice and expense payments; responsible for administrative tasks including filing, scheduling meetings and conference calls, preparation of presentations, coordinates special events, and provides additional administrative support as needed. Qualifications: BA; knowledge of HTML programming; previous marketing experience; tour operator or study abroad experience preferred; organized self-starter; excellent communication skills; ability to manage multiple projects simultaneously. For more information and to apply, visit [www.nationalgeographic.com](http://www.nationalgeographic.com).

#### SCIENCE CAMP LEAD INSTRUCTOR • Portland, OR

Position available with Oregon Museum of Science and Industry (OMSI). Duties: responsible for curriculum content and quality; assists the camp manager to successfully run an OMSI Science Camp. Qualifications: BA in natural science; minimum two years' formal or informal teaching experience; experience in field instruction, outdoor school and/or previous camp experience preferred. For more information, visit [www.omsi.edu](http://www.omsi.edu). Send cover letter, résumé, and a completed application to OMSI, attention: human resources, 1945 SE Water Avenue, Portland, OR 97214; fax: 503.239.7818; e-mail: [employment@omsi.edu](mailto:employment@omsi.edu).

#### SCIENCE CAMP INSTRUCTORS • Portland, OR

Temporary positions available with Oregon Museum of Science and Industry (OMSI). Duties: teach natural resource management and natural science topics to students and campers enrolled in OMSI's field programs, residential outdoor science school, and summer science camps and adventures. Positions run until 11/2006. For more information, visit [www.omsi.edu](http://www.omsi.edu). Send cover letter, résumé, and a completed application to OMSI, attention: human resources, 1945 SE Water Avenue, Portland, OR 97214; fax: 503.239.7818; e-mail: [employment@omsi.edu](mailto:employment@omsi.edu).

#### SCIENCE CAMP APPRENTICE INSTRUCTORS • WA and CA

Positions available with Oregon Museum of Science and Industry (OMSI). Positions run until 11/30/2006. Apprentices are college students or graduates looking

*Announcements continued on page 6*

# PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## ARIZONA

### University of Arizona

Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers

Phone: 520.621.9103

E-mail: [rpcf@grad.arizona.edu](mailto:rpcf@grad.arizona.edu)

### Northern Arizona University

Flagstaff, AZ

Business.

Contact: Jane Thompson

Phone: 928.523.7387

E-mail: [mba@nau.edu](mailto:mba@nau.edu)

## CALIFORNIA

### Humboldt State University

Arcata, CA

Secondary education program with placement at Academy of the Redwoods—an early college high school.

Contact: Keri Gelenian

Phone: 707.476.4577

E-mail: [keri-gelenian@redwoods.edu](mailto:keri-gelenian@redwoods.edu)

### Loma Linda University

Loma Linda, CA

Public health, including global health, humanitarian assistance, and reproductive health.

Contact: Lory Alido

Phone: 909.558.1000

E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## COLORADO

### 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.

Contact: Susan Nelson

Phone: 303.871.2989

E-mail: [snelso30@du.edu](mailto:snelso30@du.edu)

School of Communication: International and intercultural communication.

Contact: Dr. Margaret Thompson

Phone: 303.871.3947

E-mail: [mthomps@du.edu](mailto:mthomps@du.edu)

## CONNECTICUT

### Yale University

New Haven, CT

*In Development: International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmen-*

*tal Studies, Management, Law, or Public Health.*

Contact: Felicia Spencer

Phone: 203.432.9394

E-mail: [Felicia.spencer@yale.edu](mailto:Felicia.spencer@yale.edu)

## DISTRICT OF COLUMBIA

### George Washington University

Washington, DC

Transition special education, secondary education.

Contact: Dr. Jeanne Embich

Phone: 202.973.1061

E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## FLORIDA

### Florida Institute of Technology

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski

Phone: 321.674.8946

E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## GEORGIA

### Georgia College & State University

Milledgeville, GA

Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Roy Moore

Phone: 859.257.8204

E-mail: [roy.moore@gcsu.edu](mailto:roy.moore@gcsu.edu)

## ILLINOIS

### DePaul University

Chicago, IL

*Program temporarily suspended.*

Elementary and high school special education certification.

Contact: Justin Speer

Phone: 773.325.7170

E-mail: [jspeer@depaul.edu](mailto:jspeer@depaul.edu)

### Illinois State University

Normal, IL

Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid internship.

Contact: Beverly Beyer

Phone: 309.438.7090

E-mail: [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu)

### Western Illinois University

Macomb, IL

Business administration; community health education; economics; geography; political science; recreation, park, and tourism administration.

Contact: Karen Mauldin-Curtis

Phone: 309.298.2683 or 800.526.9943

E-mail: [pcf@wiu.edu](mailto:pcf@wiu.edu)

## INDIANA

### Indiana University

Bloomington, IN

Master of Public Affairs (MPA) with choice of nine concentrations, including Comparative and International Affairs; Environmental Policy and Natural Resource Management; Policy Analysis; and Non-profit Management. Master of Science in Environmental Science (MSES) programs in Applied Ecology, Environmental Chemistry, and Water Resources. Joint Master Degree (MPA-MSES) and combined Master Degree with other programs also available.

Contact: Jennifer Forney

Phone: 812.855.2840

E-mail: [spea@indiana.edu](mailto:spea@indiana.edu)

## KANSAS

### 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).

Contact: Dr. Judith Hayes

Phone: 316.978.6580

E-mail: [judith.hayes@wichita.edu](mailto:judith.hayes@wichita.edu)

## LOUISIANA

### 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.

Contact: Dr. Marla Nelson

Phone: 504.280.3110

E-mail: [cupa@uno.edu](mailto:cupa@uno.edu)

### Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Deborah Bordelon

Phone: 504.520.7538

E-mail: [debordel@xula.edu](mailto:debordel@xula.edu)

## MARYLAND

### Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke

Phone: 410.955.7548

E-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.edu)

*Fellows/USA listing continued on next page*



Continued from previous page

## University of Maryland–Baltimore

Baltimore, MD  
Social work with dual-degree options in Jewish studies, law, business administration, and public health.  
Contact: Lane Victorson  
Phone: 410.706.5316  
E-mail: lvictorson@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.  
Contact: Dr. Joby Taylor  
Phone: 410.455.6398  
E-mail: joby.taylor@umbc.edu

## MISSOURI

### University of Missouri–Columbia

Columbia, MO  
Geography, public affairs, political science, rural sociology, social work, agricultural economics, PhD programs. In-state tuition, possibility for assistantships, waivers and additional support.  
Contact: Donald Spiers  
Phone: 573.882.6131  
E-mail: SpiersD@missouri.edu

### University of Missouri–Kansas City

Kansas City, MO  
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.  
Contact: Liana Riesinger  
Phone: 816.235.2291  
E-mail: RiesingerL@umkc.edu

## NEW HAMPSHIRE

### Southern New Hampshire University

Manchester, NH  
Community economic development, international community economic development, business, National Weekend Program.  
Contact: Dr. Catherine Rielly  
Phone: 603.644.3156  
E-mail: c.rielly@snhu.edu

## NEW JERSEY

### Rutgers University

Camden, NJ  
Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.  
Contact: Sandra Cheesman-Cattefesta  
Phone: 856.225.6860  
E-mail: scheesman@camden.rutgers.edu

## NEW MEXICO

### New Mexico State University

Las Cruces, NM  
Public health, border health, health education, social work, nursing.  
Contact: Dr. Sue Forster-Cox  
Phone: 505.646.2183  
E-mail: sforster@nmsu.edu

### Western New Mexico University

Gallup, NM  
Elementary, secondary, or special education; counseling; educational leadership.  
Contact: Dr. Patricia Maguire  
Phone: 505.722.3389  
E-mail: wnmupcf@hotmail.com

## NEW YORK

### Columbia University, Teachers College

New York, NY  
Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.  
Contact: Reed Dickson  
Phone: 212.678.4080  
E-mail: PCFellows@tc.edu

### Fordham University

Bronx, NY  
International political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.  
Contact: Dr. Henry Schwalbenberg  
Phone: 718.817.4064  
E-mail: iped@fordham.edu

### The New School

New York, NY  
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.  
Contact: Peter King  
Phone: 212.229.5400, ext. 1108  
E-mail: kingp@newschool.edu

## NORTH CAROLINA

### Duke University

Durham, NC  
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.  
Contact: Duke MPP Admissions Office  
Phone: 919.613.9205  
E-mail: MPPadmit@duke.edu

Program for International Development Policy (PIDP) with several concentration options.  
Contact: Stephanie Alt Lamm  
Phone: 919.613.9218  
E-mail: pidpinfo@duke.edu

## OHIO

### University of Cincinnati

Cincinnati, OH  
Economic development planning, environmental planning, international development planning, physical planning, urban design.  
Contact: Dr. Johanna Looye  
Phone: 513.556.4943  
E-mail: johanna.looye@uc.edu

## OREGON

### University of Oregon

Eugene, OR  
Community and regional planning.  
Contact: Megan Smith  
Phone: 541.346.3881  
E-mail: smith@darkwing.uoregon.edu

## PENNSYLVANIA

### Carnegie Mellon University

Pittsburgh, PA  
Public policy/management, arts management, or healthcare policy management.  
Contact: Renee Hairston  
Phone: 412.268.1909  
E-mail: hairston@andrew.cmu.edu

### Duquesne University

Pittsburgh, PA  
Graduate School of Business Administration: MBA, Information Systems Management, Taxation.  
Contact: Dr. William Presutti  
Phone: 412.396.6269  
Email: presutti@duq.edu

*In Development: Environmental Science; Environmental Management; Environmental Policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.*  
Contact: Dr. Stanley J. Kabala  
Phone: 412.396.4233  
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy: analysis and administration, conflict resolution, peace studies.  
Contact: Dr. Evan Stoddard  
Phone: 412.396.5179  
E-mail: stoddard@duq.edu

### Seton Hill University

Greensburg, PA  
Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular fiction writing.  
Contact: Dane Zimmer  
Phone: 724.838.4209  
E-mail: zimmer@setonhill.edu

Fellows/USA listing continued on next page

# PEACE CORPS Fellows/USA



Continued from previous page

## SOUTH CAROLINA

### University of South Carolina

Columbia, SC  
Multidisciplinary program (written/oral proficiency in Spanish required).  
Contact: Teresa Butkus  
Phone: 803.777.1365  
E-mail: teresab@gwm.sc.edu

Moore School of Business: International business administration.

Contact: Reena Lichtenfeld  
Phone: 803.777.6749  
E-mail: rlichten@moore.sc.edu

## TEXAS

### University of North Texas

Denton, TX  
Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management.  
Contact: Dr. Stan Ingman  
Phone: 940.565.2298  
E-mail: ingman@scs.unt.edu

## VERMONT

### 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.  
Contact: Edward R. McMahon  
Phone: 802.656.4565  
E-mail: emcmahon@uvm.edu

## VIRGINIA

### George Mason University

Fairfax, VA  
Elementary education and English as a second language master's programs.  
Contact: Dr. Lynn Walker Levy  
Phone: 703.993.3602  
E-mail: lwalker3@gmu.edu

## WISCONSIN

### Marquette University

Milwaukee, WI  
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Benefits: full tuition scholarship and monthly stipend.  
Contact: Carole Ferrara  
Phone: 414.288.5861  
E-mail: carole.ferrara@marquette.edu

### University of Wisconsin-Milwaukee

Milwaukee, WI  
Business administration, economics, geography, history, sociology, urban studies.  
Contact: Lisa Heuler-Williams  
Phone: 414.229.6155  
E-mail: heuler@uwm.edu

### 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.  
Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: tim.ginnett@uwsp.edu

## WYOMING

### University of Wyoming

Laramie, WY  
American studies with concentration in education, geography, history, or literature.  
Contact: Dr. Eric Sandeen  
Phone: 307.766.3898  
E-mail: esandeen@uwoyo.edu

for additional teaching experience. For more information, visit [www.oms.edu](http://www.oms.edu). Send cover letter, résumé, and a completed application to OMSI, attention: human resources, 1945 SE Water Avenue, Portland, OR 97214; fax: 503.239.7818; e-mail: [employment@oms.edu](mailto:employment@oms.edu).

### DIRECTOR OF POLICY AND ADVOCACY • Silver Spring, MD

Position available with International Partnership for Microbicides (IPM). Duty: develops and implements IPM's policies and advocacy programs. Qualifications: graduate degree in development studies, health policy, or other appropriate subject areas; minimum eight years' experience working in global development and/or health policy. For more information and to apply, e-mail [careers@ipm-microbicides.org](mailto:careers@ipm-microbicides.org); fax: 301.608.2241; address: 1010 Wayne Avenue, Suite 1450, Silver Spring, MD 20910; website: [www.ipm-microbicides.org](http://www.ipm-microbicides.org).

### PROGRAM OFFICER • Beverly, MA

Position available with ArtCorps, an international non-profit that sends volunteer artists to work in Central America. Duties: recruits artists; organizes training and materials; manages artists' needs before and during their volunteer time; performs administrative and outreach tasks to increase exposure and raise funds. Qualifications: fluent in Spanish; prior program management and international experience; good computer skills; organizational abilities; ability to multi-task; marketing experience preferred. Salary: \$30K. For more information, visit

[www.artcorp.org](http://www.artcorp.org). E-mail cover letter and CV to [fosters@nebf.org](mailto:fosters@nebf.org).

### PROGRAM ASSOCIATE • DC

Position available with IREX and the Education Programs Division for programs in Eurasia. Qualifications: experience with and interest in basic and higher education development, international exchanges, and continuing education programs; knowledge of and experience with project design, grant management, proposal development, and budgeting; excellent interpersonal and organizational skills; interest and knowledge of Eurasia; strong computer skills; knowledge of Russian or other local language preferred. E-mail cover letter and résumé with "EPD/PA/RB/07-06" in the subject line, to [resumes@irex.org](mailto:resumes@irex.org); fax: 202.628.8189. No phone calls.

### DIRECTOR OF DEVELOPMENT • Los Angeles

Position available with Relief International. Duties: responsible for a comprehensive range of development functions focusing on the identification, cultivation, solicitation, and stewardship of individual prospects and donors, corporations, and foundations, with emphasis on networking with the entertainment industry and garnering support. Qualifications: post-secondary education; minimum five years' consulting experience in key facets of fundraising and new business development; excellent oral and written communication skills; computer literacy. For more information, visit [www.ri.org](http://www.ri.org). E-mail résumé, salary history, and three references to [hrrd@ri.org](mailto:hrrd@ri.org).

### DEVELOPMENT OFFICERS • Los Angeles

Positions available with Relief International. Duties: coordinate all development activities in Relief International; coordinate the organizational fundraising efforts, planning, and implementing fundraising and endowment programs. Qualifications: BA/BS in business or related field; experience in fundraising, proven history of excellent contacts and networks in Los Angeles; proven history of successful fundraising from foundations, corporations, and individuals; excellent oral and written communication skills. Position based in Los Angeles, local candidates only. E-mail résumé, salary history, and three references to [hrrd@ri.org](mailto:hrrd@ri.org). For more information, visit [www.ri.org](http://www.ri.org).

### SENIOR PROGRAM OFFICER • Silver Spring, MD

Position available with CHF International. Duties: works with field offices and headquarters personnel on program related issues and services from start-up through program closure; serves as technical assistance for programs, ensuring goals and deliverables are being met in compliance with CHF and donor regulations; monitors project and program performance in Indonesia and other assigned areas; reviews quarterly progress reports from the field to ensure quality and work with program team to revise targeted goals if required. Qualifications: minimum five to seven years' international development experience; experience working and living overseas. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

# Crisis Corps Recruiting Short-Term Volunteers

## El Salvador

**Fundación Coatepeque** requests one Crisis Corps Volunteer to work as a **Disaster Preparedness Specialist** to help prepare and protect the communities adjacent to the ravine El Chaparrón from further damages from landslides and inundations. This is a six month position and is scheduled to depart 9/2006. Duties: makes contact and creates links with other disaster preparedness and relief organizations; coordinates work with the PCV in the area and other members of the Fundación; organizes Community Emergency Committees; designs and implements an evacuation plan for communities at risk; provides disaster preparedness technical support to Fundación Coatepeque; provides support in researching funding opportunities. Qualifications: fluent in Spanish; experience with community organizing and emergency planning; knowledge of the disaster preparedness and risk mitigation; support staff in developing funding proposals; willingness to coordinate work with the local PCV.

In response to destruction caused by Hurricane Stan and the recent eruption of the volcano Ilamatepec, **Trinational Commission of Plan Trifinio** requests one Crisis Corps Volunteer to serve as a **Civil Engineer** for a six month project scheduled to depart ASAP. Duties: provides technical support to the Tri-national Program of Sustainable Development in the High Valley of Rio Lempa; helps Plan Trifinio work for the sustainable development of mostly rural communities through infrastructure and sanitation projects, including agro forestry, soil preservation, and water projects; organizes and strengthens communities in risk management, rehabilitation, and reconstruction in the most affected areas. Qualifications: civil engineer with experience in designing soil stabilization projects; fluent oral and written Spanish; experience with ArchView and ArchInfo software programs; can work independently and with little supervision; ability to integrate and work in a group; ability to adapt to other cultures and customs.

**Centro de Protección de Desastres (CEPRODE)** requests one Crisis Corps Volunteer to work with the rural communities of Berlín and Alegría in El Salvador as a **Disaster Preparedness Specialist**. This is a six month position and is scheduled to depart 9/2006. Duties: establishes an Early Alert System (Sistema de Alerta Temprana, SAT) for landslides; collaborates on the creation of a manual for SAT; strengthens the CEPRODE coordinators' and the community's capacity for disaster response through trainings on disaster response and preparedness; facilitates and shares information with environmental offices of the municipal governments; assists in developing existing local

risk maps; assists in the implementation of emergency drills. Qualifications: degree in geology, topography, agricultural engineering, or other relevant degree or experience working with landslide mitigation; experience training communities and groups; ability to work independently and with little support or supervision; experience with disaster prevention and mitigation; good oral and written Spanish; knowledge of GIS and mapping.

In the fall of 2005, the volcano Ilamatepec (Santa Ana) erupted, destroying 800 hectares of natural habitat and damaging 2,000 hectares of coffee plantations—a very important source of income in the region. The volcano is part of the new National Park Los Volcanes, which has been managed by **SalvaNATURA** since 2003. Los Volcanes is one of the four most important natural areas in El Salvador. The eruption caused the evacuation of 6,500 people and has interrupted, and in many cases destroyed, the livelihoods of local populations and the infrastructure used to support the economy and the budding tourism industry. Through this project, **SalvaNATURA** hopes to reconstruct much of the infrastructure. **SalvaNATURA** requests one Crisis Corps Volunteer to serve as an **Economist and Business Administration Specialist** for a six month project to start ASAP. Duties: develops budgets for the project plan; creates a Fundraising Action Plan; develops proposals and requests for national and international donations for funding; works in coordination with **SalvaNATURA**'s technical staff to support the formulation of a Fundraising Action Plan; researches funding possibilities; develops and submits proposals to potential donors. Qualifications: degree in economy or business administration; experience in proposal writing and fundraising; proficient in Spanish. Desired Qualifications: experience in the design of inversion and pre-inversion plans for eco-tourism projects.

**FUNDESA** requests one Crisis Corps Volunteer to work as a **Disaster Preparedness Specialist**. This is a six month position and is scheduled to depart ASAP. Duties: improves FUNDESA's emergency and disaster attention module and methods for the most vulnerable zones; increases the capacity of local coordinators in creating alternative solutions to problems facing the community; helps organize communities in Emergency Committees; advises communities about how to make plans for disaster preparedness and response and related objectives; helps develop strategic training plans and disaster preparedness tools for communities; implements monitoring, evaluation, and control strategies to improve the sustainability of the disaster prevention project; strengthens project management capacities in the institution and communities. Qualifications: experience in disaster prevention and mitigation; experience with planning and organizing projects related to disaster prevention; experience in person-

nel training and organization capacity strengthening; fluent in Spanish; ability to work independently and with little support, provide leadership, initiative, and creative and innovative problem solving skills.

## Guatemala

The **OPM of the Municipalidad of La Nueva Santa Catarina Ixtahuacán** and other national and international institutions requests one Crisis Corps Volunteer as a **Disaster Preparedness Specialist** to develop a disaster preparedness and mitigation training program for municipalities, communities, aldeas, mayors, schools, centros de salud, national institutions and international development organizations. This is a six month project that is scheduled to depart 9/2006. Qualifications: completed PCV service in Latin America; fluent oral and written Spanish; experience in evaluating, planning and implementing grassroots training activities, and community-based projects; experience conducting training sessions in Spanish with local counterparts; experience in disaster mitigation (preferably in heavy rains, landslides, and earthquakes); strong organizational skills and ability to work independently or with little supervision; willingness to work in an office setting

**with Coordinación Nacional y Regional para Emergencias y Desastres (CONRED)** and other national and international institutions requests one Crisis Corps Volunteer as a **Disaster Preparedness Specialist** to develop a regional plan for disaster preparation and disaster mitigation. This is a six month project that is scheduled to depart 9/2006. Qualifications: academic training in international development, environmental studies, organizational development, or related degree; fluent in oral and written Spanish; experience in evaluating, planning, and implementing grassroots training activities and community-based projects; experience with coordination of complex issues/programs, inter-institutional coordination and planning; experience conducting training sessions in Spanish with local counterparts; strong organizational skills and ability to work independently or with little supervision; willingness to work in an office setting.

## Jamaica

The **All Island Bee Farmers Association (AIFBA)** requests one Crisis Corps Volunteer to work as a **Queen Bee Advisor** to increase the capacity of AIFBA through development of healthy, productive queen bees. This is a six month position that is scheduled to depart ASAP.

*Crisis Corps opportunities continued on next page*

# Crisis Corps Recruiting Short-Term Volunteers

Duties: coordinates with the two queen bee Station Supervisors, under the direction of the AIBFA Project Manager to realize sustained development of their projects; works in the Apiaries to manage and stimulate queens to ensure high quality queen; collects data on queen operations and report on the overall status of queen production to the AIBFA and the Ministry of Agriculture; establishes a database to help track the success of colonies established with AIBFA produced queens; documents all work done with queen bee production and assists with the publication of a locally appropriate Queen Bee Rearing Manual. Qualifications: significant apiculture experience; successful completion of Peace Corps Volunteer service; specific experience in developing and increasing queen bee production; excellent written English; experience with database development; good communication skills and the ability to work well with people of different backgrounds; creative and organized; ability to work independently with minimal supervision.

**The Edgehill School** of Jamaica requests one Crisis Corps Volunteer to work as an **Agriculture Curriculum Advisor** with the Agricultural Instructor at the school to reorganize the Agricultural Programme, establish a Horticultural Programme, Green House, and Nursery, and coordinate activities aimed at land management and

environmental awareness. This is a six month project that is scheduled to depart 9/2006. Qualifications: BA or practical experience in agricultural science or environmental science; strong interpersonal and communication skills and the ability to work effectively with educators; proven knowledge of teaching methods, techniques, and standards; ability to develop and deliver presentations; strong interest in working with special needs students and special education.

**The Jamaican Ministry of Technology, Energy, and Commerce** requests one Crisis Corps Volunteer to act as a **Technical Officer** to enhance the sustainability, viability, and effective corporate governance of agriculture societies registered with the Department of Cooperatives. This is a six month assignment and is scheduled to depart ASAP. Duties: works with the technical officers who are assigned to regions and individual societies; trains the executive bodies of local groups to assist with the development and implementation of policies; trains and assists society employees in book-keeping and accounting; assists in preparation of project and business plans for community-based organizations that would aid in the application for grant funding; designs and assists with the implementation of database programs for societies; assists in the supervision and monitoring of projects; helps to liaise between the Department, community

groups, funding agencies, and other collaborating bodies. Mandatory Qualifications: BA in management, agriculture, or social work; training in project management and assessment; five years' experience in business administration; successful completion of Peace Corps Volunteer service; experience with database development; fluent in writing and speaking English; ability to work independently and with minimal support; willingness to work with persons of varied backgrounds, ethnicities, and economic positions. Desired Qualifications: MA in business administration, management, agricultural management, or related field; completion of Peace Corps Volunteer service in the Caribbean region or other Caribbean experience.

**Upcoming Jamaica assignments include agricultural and greenhouse projects. Contact Crisis Corps for more information.**

**Crisis Corps expects to see additional HIV/AIDS related assignments in Kenya and Namibia for August. Africa RPCVs with experience in VCT, human resources, NGO development, and those with other HIV/AIDS-related experience are encouraged to apply immediately.**

## 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](http://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](http://www.peacecorps.gov/rpcv/crisiscorps).

Send Crisis Corps application, résumé, and Description of Service (if available) to [crisiscorps@peacecorps.gov](mailto: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.

## OPERATIONS DEPARTMENT ASSISTANT • Boston

Position available with Alliance for the Prudent Use of Antibiotics. Duties: database management, computer system and telecom troubleshooting; invoice processing; assists in the financial audit and mailings. Qualifications: BA/BS or associates degree; minimum three to five years' experience as an administrative operations assistant; must possess prior comparable experience in business, academic, or scientific area; must have strong computer skills in Excel, Access, Internet, and financial software packages. Deadline: 8/7/2006. For more information visit [www.apua.org](http://www.apua.org). E-mail cover letter and résumé to Ron Lanoue. At [apua@tufts.edu](mailto:apua@tufts.edu) attn.

## OUTDOOR EDUCATORS • Lake Texoma, TX

Positions available with JOLT. Duties: develop lessons, projects, and programs; teach environmental stewardship. Field and classroom activities incorporate critical thinking, water sampling, geocaching, microscopic analysis, boat excursions, and dissections. Challenge Course. Will train first aid/CPR/water safety. Qualifications: desire to work with diverse populations in small and large groups; creative, flexible, and sense of humor; outdoor

education experience preferred. Salary: \$250/week with room, board, and medical insurance. Deadline: 8/15/2006. Send cover letter and résumé to RPCV Christine Tokarz, Program Director, 418 Lutheran Drive, Pottsboro, TX 75076; phone: 903.786.3148; website: [www.jolt-texoma.org](http://www.jolt-texoma.org); e-mail: [ctokarz@allsaintstexoma.org](mailto:ctokarz@allsaintstexoma.org).

## PRIORITY LOCATION LEADER, MEKONG REGION • DC

Position available with World Wildlife Fund. Duties: supervises and supports conservation field programs; oversees program activities; plans and budgets; works with donor organizations, government, and private sector stakeholders. Qualifications: MA in international development or related field; knowledge of IFI loans' impact on conservation and development required; ability to travel abroad 35 percent of the time. Send résumé to Ref: #604, World Wildlife Fund, 1250 24 Street NW, Washington, D.C. 20037.

## PRIORITY LEADER, COASTAL EASTERN AFRICA • DC

Position available with World Wildlife Fund. Duties: develops, plans, and manages support to Eastern Africa coastal forest, freshwater, and marine eco-

region programs; serves as liaison between field and headquarters. Qualifications: MA in biology or related field; one year experience in a conservation field required; ability to travel abroad 10 percent of the time. Send résumé to Ref: #602, World Wildlife Fund, 1250 24 Street NW, Washington, D.C. 20037.

## PROJECT COORDINATOR • DC

Position available with World Wildlife Fund (WWF). Duties: responsible for the administration of grants and other agreements; provides administrative financial assistance, including budgets, data analysis, and research to program administration staff. Qualifications: BA; two years' related experience; prior NGO experience preferred. For more information, visit [www.worldwildlife.org/about/jobs.cfm](http://www.worldwildlife.org/about/jobs.cfm). Fax cover letter and résumé to 202.293.9211, referencing job number "26144."

## SENIOR PROGRAM OFFICER, FIELD PROGRAMS • DC

Position available with World Wildlife Fund. Duties: coordinates and provides technical oversight to develop eco-region conservation programs. Qualifications: MA in conservation biology or related field; minimum two years' experience evaluating grant





proposals, preparing funding recommendations, and monitoring conservation projects in Latin America; ability to travel abroad 30 percent of the time. Send résumé to Reference #603, World Wildlife Fund, 1250 24 Street NW, Washington, D.C. 20037.

### **HOUSE PARENTS • Greensburg, IN**

Position available with Edelweiss House, Inc. Duties: works as a team; follows program which teaches life and social skills; works with boys age five. Qualification: minimum three years' commitment. Vacations provided. For more information and to apply, phone Karen at 800.509.1484; e-mail: [inlady.bestservice@juno.com](mailto:inlady.bestservice@juno.com).

### **COMMUNITY PLANNING EDUCATOR • Kenosha and Racine County, WI**

Position available with University of Wisconsin-Cooperative Extension. Duties: collaborates with the department of planning and development in Kenosha and Racine Counties and Southeastern Wisconsin Regional Planning Commission (SEWRPC) to implement the comprehensive planning process and public participation plans in each county; incorporates pertinent research findings into educational programs designed to address primary issues of comprehensive planning, intergovernmental cooperation, and public participation efforts related to "Smart Growth" and local officials. For more information and to apply, visit [www.uwex.edu/ces/hr/](http://www.uwex.edu/ces/hr/).

### **INTERIM LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT EDUCATOR • Kenosha County, WI**

Position available with University of Wisconsin-Cooperative Extension. Duties: helps Kenosha County organizations address challenges and interests related to leadership development, organizational development, and volunteer and board development; helps citizens, civic groups, and nonprofit organizations identify critical local concerns in these areas and provides possible solutions; strengthens organizations through educational programming that builds understanding and leads to improved decision-making and leadership skills. For more information and to apply, visit [www.uwex.edu/ces/hr/](http://www.uwex.edu/ces/hr/).

### **EMERGENCY RESPONSE RECRUITER • Silver Spring, MD**

Position available with CHF International. Duties: helps to develop human resource policy and procedures to respond to emergency, rapid start-up, and short-term programs worldwide. Qualifications: considerable skill in interviewing techniques; extensive knowledge of personnel policy and procedure and federal and state laws regarding employment. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### **STAFF ASSISTANT • Arlington, VA**

Position available with Plan International, USA. Duties: provides general administrative support to program team, including operational support, and support on programmatic efforts (e.g., research, editing, formatting proposals and reports, designing charts and graphics, and presentations); answers the

phone and directs calls; handles mail; prepares letters, maintains postage and printer logs; assists technical and regional officers across a broad range of programs. Qualifications: BA; internship or clerical experience; skills in MS Office. For more information and to apply, visit [www.planusa.org](http://www.planusa.org).

### **MENTAL HEALTH POSITIONS • Beaverton, OR**

Positions available with Morrison Child and Family Services. Positions include bilingual early childhood mental health prevention specialist and mental health clinician. Qualification: fluent in English and Spanish. For more information and to apply, visit [www.morrisonkids.org](http://www.morrisonkids.org); e-mail: [jobs@morrisonkids.org](mailto:jobs@morrisonkids.org).

### **PROGRAM DEVELOPMENT COORDINATOR • DC**

Position available with the Kennedy Center and VSA arts. Duties: assists in planning and implementing educational programs that foster understanding of cultural, individual diversity, and build capacity to create inclusive learning environments. Qualifications: BA in education, special education, arts, nonprofit management, or related field; minimum three years' experience working in project coordination for nonprofit, education, arts, or disability organizations; fluent in Spanish required; international experience required; experience teaching and/or working with children in kindergarten to grade 12 preferred. Salary: \$36K. For more information and to apply, visit [www.kennedy-center.org](http://www.kennedy-center.org).

### **PROGRAM DEVELOPMENT MANAGER • DC**

Position available with the Kennedy Center and VSA arts. Duties: organizes and implements educational programs that foster understanding of cultural and individual diversity and build capacity to create inclusive learning environments. Qualifications: BA in education, special education, arts, nonprofit management, or related field required; minimum four years' working in project coordination for nonprofit, education, arts, or disability organizations; fluent in Spanish and/or French required; international experience required; teaching and/or working with children in kindergarten to grade 12 preferred. Salary: \$42K–\$45K. For more information and to apply, visit [www.kennedy-center.org](http://www.kennedy-center.org).

### **PROJECT COORDINATOR • DC**

Position available with University Research Co., LLC. Duties: provides administrative and financial tracking support to health projects overseas in Africa and the Caribbean. Qualifications: fluent in oral and written French; strong organization, writing, communication, and computer skills in Excel and Word required. Must be available for work within two weeks and in the D.C. area for interview. For more information, visit [www.urc-chs.com](http://www.urc-chs.com). E-mail cover letter and résumé to [hr@urc-chs.com](mailto:hr@urc-chs.com).

### **RESIDENTIAL STAFF POSITIONS • Sedona, AZ**

Positions available with Oak Creek Ranch School, a private coed boarding school. Duties: supervise daily living skills in a dormitory setting. Qualifications: energy and motivation; able to take direction required;

able to communicate and work with students; clean driving record required; drug screen and background check required; experience preferred. For more information and to apply, e-mail [dean@ocrs.com](mailto:dean@ocrs.com) or write Dean of Students, Oak Creek Ranch School, P.O. Box 4329, Sedona, AZ 86340; phone: 928.634.5571; fax: 928.634.4915.

### **ORGANIC VEGETABLE FARM WORKER • Loudoun County, VA**

Position available with Wheatland Vegetable Farms. Duties: picks and sells sustainable grown vegetables on 27 year old 60 acre farm in northern Virginia. Live at farm and provide housekeeping with 12 to 15 college and older workers. Salary: \$5/hour with room and board. For more information and to apply, phone Chip and Susan Planck, 540.882.3996; e-mail: [cplanck@loudoun.net](mailto:cplanck@loudoun.net).

### **DEPUTY DIRECTOR FOR DEVELOPMENT • DC**

Position available with Partners of the Americas. Qualifications: knowledge of development in Latin America to help expand fundraising, communications, and proposal development capabilities; superior oral and written communication skills; field experience in Latin America; proposal development experience; excellent instincts for marketing, communications, and public relations; professional-level Spanish and/or Portuguese. For more information, visit [www.partners.net](http://www.partners.net). E-mail cover letter, salary history and CV to [recruit@partners.net](mailto:recruit@partners.net) with "Deputy Director for Development" in the subject line.

### **NURSE CASE MANAGER • Silver Spring, MD**

Position available with Primary Care Coalition of Montgomery County, MD. Duties: works with an interdisciplinary team in a primary care clinic, providing mental health services to uninsured residents of the county. Qualifications: BS; RN with Maryland state license; fluent in Spanish and English; minimum two years' experience in community health or psychiatric nursing. For more information and to apply, visit [jobsathrsolut@aol.com](mailto:jobsathrsolut@aol.com).

### **PROJECT COORDINATOR • DC**

Position available with ACDI/VOCA and the Latin America and Caribbean Division. Duties: coordinates design, backstopping, development, and management and evaluation of economic development programs throughout the region; coordinates the identification and development of new program opportunities supported by USAID and other donor agencies; tracks projects and identifies opportunities including USAID and World Bank; contributes to proposals, including coordination of the proposal process, recruitment of staff, preparation of budget, and writing of corporate capability and personnel sections as well as technical approaches. Qualifications: minimum three years' international development or cooperative and farm management experience; BA from four-year college or university in agriculture, international development, or related field; MA in related field preferred; ability and willingness to travel; excellent computer and organizational skills; good Spanish language skills. For more information and to apply, visit [www.acdivoca.org](http://www.acdivoca.org).

Fax cover letter, résumé, and salary history to 202.638.7477; address: ACDI/VOCA, HR/PC-LACD, 50 F Street NW, Suite 1100, Washington, D.C. 20001.

#### **PROGRAM COORDINATOR • Stanford, CA**

Position available with Stanford University and the Center for Latin American Studies. Duties: administers Center's undergraduate, graduate, faculty, visiting professor, and visiting scholar grant and fellowship programs; plans and coordinates Center-sponsored events; webmasters CLAS website and posts weekly emails to majordomo lists; prepares and publishes annual newsletter; carries out all academic-related procedures; advises students on academic policies and procedures. Qualifications: excellent oral and written communication skills; fluent in Spanish or Portuguese; BA required; MA preferred; event planning and coordination experience; proficient in Dreamweaver and MS Office. For more information and to apply, visit <http://jobs.stanford.edu/>.

#### **DIRECTOR OF FIELD SUPPORT • DC**

Position available with National Audubon Society and the Education and Centers Department. Duties: supports education programming in the Western States; supports key national initiatives designed to strengthen the Audubon education network. Qualifications: MA; minimum eight to ten years' experience in conservation and education; strong writing skills; strong program management skills. For more information, visit [www.audubon.org](http://www.audubon.org). E-mail cover letter, résumé, and salary history to Eddie Flaherty at [eflaherty@audubon.org](mailto:eflaherty@audubon.org).

#### **SENIOR BUDGET MANAGER • DC**

Position available with Academy for Educational Development (AED). Duties: responsible for the complete development of complex financial proposals which includes the preparation of subcontractor cost proposals packages as well as proposal negotiations with outside firms, consultants, and employees. Qualifications: BA in business administration or related field; minimum seven years' strong bid and development skills; experiencing in developing and pricing proposal budgets. For more information, visit [www.aed.org](http://www.aed.org). E-mail cover letter and résumé referencing position "CC6160pc - Senior Cost and Pricing Manager" to [employ@smtp.aed.org](mailto:employ@smtp.aed.org).

#### **SENIOR BUDGET ANALYST • DC**

Position available with Academy for Educational Development (AED). Qualifications: BA in business administration or related field; minimum five years' strong bid and development skills; experience in preparing project budgets. For more information, visit [www.aed.org](http://www.aed.org). Send cover letter and résumé referencing position "Senior Cost and Pricing Analyst cc6160pc" to AED/HR, 1825 Connecticut Avenue NW, Washington, D.C. 20009; fax: 202.884.8413; e-mail: [employ@smtp.aed.org](mailto:employ@smtp.aed.org).

#### **CONTRACTS SUPPORT SPECIALIST • DC**

Position available with Academy for Educational Development (AED). Duties: responsible for reviewing and the initial processing of consultant services and purchasing requiring a purchase order. Qualifications: BA in business administration or related field;

minimum three years' experience in contracts administration, business management, or project management. For more information, visit [www.aed.org](http://www.aed.org). Send cover letter and résumé referencing position "CC6112pc" to AED/HR, 1825 Connecticut Avenue NW, Washington, D.C. 20009; fax: 202.884.8413; e-mail: [employ@smtp.aed.org](mailto:employ@smtp.aed.org).

#### **FINANCIAL ANALYSTS • Baltimore**

Positions available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: assist in analyzing and preparing financial plans, budgets, cash flow projections, and operating forecasts; prepare monthly financial reports for field offices. Qualifications: BA in finance, accounting, business, or equivalent experience; minimum three years' financial or cost management experience, preferably in support of international development program operations; seven years' experience required for senior analyst. For more information and to apply, visit <http://jobs.jhu.edu>, referencing job numbers "19730, 21000, and 25090."

#### **NURSE PRACTITIONER • Unadilla, GA**

Position available with Unadilla Health Care Center, Inc. Duties: responsible for assessment and health care management of individuals of all ages; treats minor acute and chronic illnesses; emphasizes health promotion, prevention, and education. Qualifications: licensure as a nurse practitioner with prescriptive authority; special interest in maternal and child health is strongly preferred. For more information and to apply, contact Nelson Dupree, CEO, P.O. Box 446, Unadilla, GA 31091; e-mail: [uhcceo@alltel.net](mailto:uhcceo@alltel.net).

#### **NIGHT/WEEKEND SUPERVISOR • Madison, WI**

Part-time position available with the Ronald McDonald House Charities of Madison. Duties: registers guests; upholds and enforces house rules; supervises volunteers, opens and closes office. Salary: \$89.10/night and \$151.41/weekend. Work approximately three to four shifts/month. E-mail résumé and three references to house director, at [ahealy@rmhcmadison.org](mailto:ahealy@rmhcmadison.org); fax: 608.232.4670.

## INTERNATIONAL

#### **CONSULTANTS AND TRAINERS • Afghanistan**

Positions available with Counterpart International. Positions include consultants and trainers for the capacity building and organizational development component of a multi-sectoral USAID-funded project to develop Afghanistan's capacity to plan and manage its social and economic development. Duties: support NGO capacity building and organizational development activities designed to build the capacity of Afghan NGOs in governance/strategic management, financial sustainability, external relations/communications, service development, management and quality control, human/material resources, and accounting, grant, and financial management. For more information and to apply, visit <http://jobs.counterpart.org>.

#### **MANAGER • Afghanistan**

Position available with Counterpart International. Duties: leads the capacity building and organizational

development component of a multi-sectoral USAID-funded project to develop Afghanistan's capacity to plan and manage its social and economic development; manages support provided to Afghan NGOs in areas including governance/strategic management, financial sustainability, external relations/communications, service development, management, and quality control, human/material resources, and accounting, grant, and financial management. For more information and to apply, visit <http://jobs.counterpart.org>.

#### **DIRECTOR OF FINANCE, GRANTS, AND ADMINISTRATION • Baku, Azerbaijan**

Position available with Counterpart International. Duties: frequent travel throughout the country; reports directly to the chief of party; responsible for overall financial and administrative management and grant coordination of a multi-million dollar USAID-funded program, Civil Society Project. Position begins 9/1/2006. For more information and to apply, visit <http://jobs.counterpart.org>.

#### **DEVELOPMENT ASSISTANT • Pestel, Haiti**

Position available with Sisters of St. Francis of Sylvia, Ohio. Duty: assists a Sister working in the mountains above Pestel. Qualifications: skills in health, development, or education; proficient in Haitian Creole; willing and able to live a simple lifestyle. Deadline: 12/31/2006. For more information and to apply, phone Sr. Claudia at 419.824.3604 or Sr. Marge at 734.282.2396; e-mail: [fidelisr@hotmail.com](mailto:fidelisr@hotmail.com).

#### **ASSOCIATE FIELD DIRECTOR • Eldoret, Kenya**

Position available with Indiana University and the Family Preservation Initiative Kenya Program. The Academic Model for the Prevention and Treatment of HIV/AIDS (AMPATH) is a model of HIV/AIDS control in Kenya which addresses food and income security needs among its patients, delivers and monitors ARV treatment, and fosters prevention of HIV. Duties: lives in Eldoret, Kenya and works with a Kenyan counterpart on AMPATH's fair trade certified craft workshop, business consultancy services, and micro-finance. Qualifications: MA or MBA with minimum two years' professional experience or BA with four years' professional experience; minimum one year international work experience; conversational fluent in Kiswahili preferred. For more information and to apply, e-mail Ron Pettigrew, Program Manager, at [rpettig@iupui.edu](mailto:rpettig@iupui.edu); phone: 317.630.8695.

#### **BUSINESS ENGLISH INSTRUCTORS • Kiev; Odessa; and Dnepropetrovsk, Ukraine**

Positions available with American English Center. Duties: teach corporate programs in business management English, business English, and other business oriented courses. Qualifications: business degree; business experience; energy, enthusiasm, and ability to communicate; experience preferred. Training provided. For more information, visit [www.usenglish.kiev.ua/jobs](http://www.usenglish.kiev.ua/jobs). E-mail cover letter and résumé to [jonpernick@usenglish.kiev.ua](mailto:jonpernick@usenglish.kiev.ua).



**CONVERSATIONAL ENGLISH INSTRUCTORS • Kiev; Odessa; and Dnepropetrovsk, Ukraine**

Positions available with American English Center. Duty: teach various levels of conversational English and lead conversation groups. Training provided. For more information, visit [www.usenglish.kiev.ua/jobs](http://www.usenglish.kiev.ua/jobs). E-mail cover letter and résumé to [jonpernick@usenglish.kiev.ua](mailto:jonpernick@usenglish.kiev.ua).

**COUNTRY DIRECTOR • Sierra Leone, West Africa**

Position available with Center for Victims of Torture. Duties: provides leadership over a psychosocial mental health project in Sierra Leone for individuals who have suffered torture; provides program development and management, administrative and financial leadership, and donor relationships. Qualifications: BA; minimum four years' experience in management of an international NGO; experience in financial, staff, and project management; experience working in unpredictable environment, lacking amenities; experience in Africa preferred. E-mail CV to [hr@cvt.org](mailto:hr@cvt.org).

**PROGRAM DIRECTOR • Nairobi and Northeast Province, Kenya**

Position available with CHF International. Duties: directs the implementation and oversees all management aspects of a new HIV/AIDS program in the Northeast province in Kenya; serves as principal liaison with implementing partners, donors, and host government counterparts on all matters related to the program. Qualifications: demonstrates breadth and depth of technical expertise and experience in management, design, and implementation of complex family planning, reproductive health, and community level service delivery programs or components. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

**MANAGER • Banda Aceh, Indonesia**

Position available with CHF International. Duties: implements the economic revitalization and the integrated community outreach piece of an integrated reconstruction and recovery program in tsunami affected Indonesia; works with impacted micro and small enterprises, mainly in the fishing and crafts industries, on revitalizing business through small grants, organizational development training, and improved business practices. Qualifications: five to ten years' experience providing assistance to micro and/or small businesses, and/or managing a community-based reconstruction project; minimum three years' international work experience. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

**DIRECTOR • Port-au-Prince, Haiti**

Position available with Fonkoze and Market Research and Social Performance Monitoring department. Duties: establishes goals; monitors social impact; monitors client satisfaction; researches poverty; develops new financial and educational products; increases size of the department fund. Qualifications: BA; MA preferred; fluent in oral and written English and Creole or French preferred; minimum five years' experience; experience working in a microfinance institution; experience measuring

quantitative and qualitative impact; good knowledge of MS Office. E-mail cover letter and résumé to Marie Chery at [mchery@fonkoze.org](mailto:mchery@fonkoze.org).

**MEDICAL DIRECTOR • Baghdad, Iraq**

Position available with International Medical Corps. Qualifications: MPH; PhD in related field preferred; minimum five years' experience required, including 3 years' developing country experience or resource deprived environment experience; previous NGO experience; experience with development of training curriculum; experience in health systems strengthening; excellent oral and written communications skills; excellent self-motivation skills. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**MIDWIFE TRAINER • Kabul, Afghanistan**

Position available with International Medical Corps. Duties: trains uncertified experienced midwives working at Rabia Balkhi hospital in Afghanistan; empowers Afghan midwives to function as professionals; improves quality of care in the labor ward and delivery room; encourages the use of partograph for monitoring the progress of labor; ensures maintenance of proper medical records. Qualifications: accredited nurse-midwife from a well-known university; extensive experience as a midwife; developing country experience; interpersonal skills. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**CONSTRUCTION ENGINEER • Lamno, Indonesia**

Position available with International Medical Corps. Qualifications: suitable civil engineering and building experience; practical on-site construction and site management experience; practical experience of conducting site surveys and preparing building plans; experience budgeting for construction projects; knowledge of bridge and road construction preferred; experience in emergency response and/or development projects preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**WATER AND SANITATION SPECIALIST • Lamno, Indonesia**

Position available with International Medical Corps. Qualifications: BA in engineering, water, public health, and/or sanitation; proven track record of success in similar tasks; practical experience conducting field assessments and developing water and sanitation projects; experience budgeting for water and sanitation projects; experience in emergency response and/or development projects preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**PROJECT PSYCHIATRIST • Chad**

Position available with International Medical Corps. Duties: assists with a multilevel emergency intervention to address the psychosocial needs of 30,000 refugees living in the Kounoungu, Mille, and Am Nabak camps; assists with public education and de-stigmatization campaigns. For more information

and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**REGIONAL DIRECTOR • Nairobi, Kenya**

Position available with International Medical Corps. Qualifications: significant experience with management of emergency relief and transitional development programs; comprehensive knowledge of U.S. donors, European donors, and UN agencies' institutional policies and funding mechanisms; strong writing, presentation, and program development skills; strong interpersonal and communication skills; ability to oversee field financial and administrative procedures; ability to work effectively in stressful conditions and insecure environments. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**FINANCE/ADMINISTRATION OFFICER • Baghdad, Iraq**

Position available with International Medical Corps. Qualifications: BA in accounting or business administration; minimum three years' managerial experience in the financial area of a nonprofit organization; extensive experience in working with computerized accounting systems, preferably ACCPAC; must be able to carry out responsibilities independently with minimal technical support from within the organization; good oral and written skills in English; knowledge of Arabic preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**MEDICAL DOCTOR • Guereda, Chad**

Position available with International Medical Corps. Duty: helps improve primary, secondary, and tertiary health care services for Sudanese Refugees in Am Nabak, Mille, and Kounoungu camps and Chadians living in the adjacent areas. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**PSYCHIATRIC NURSE • Guereda, Chad**

Position available with International Medical Corps. Duties: works closely with the project psychiatrist and camp doctors to plan and implement community based mental health care; provides ongoing training and supervision for PHC nurses in psychiatric nursing, community care, health psychology, and mental health hygiene; coordinates and develops partnership with local and international agencies; coordinates program activities with community leaders among refugees and local population. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

**SALES AND ADVENTURE CONSULTANT • Chile**

Position available with Expediciones Chile. Duties: fields client information requests from the internet and office phone; inspires vacation dreams and helps team deliver dreams; responds to clients by phone, Voip, IM, and e-mail. Qualifications: dynamic, well spoken, and enjoy interacting with clients; proficient

in English and Spanish required. For more information, visit <http://www.exchile.com/guidejobs.html>. e-mail: [ag@exchile.com](mailto:ag@exchile.com).

## **COUNTRY DIRECTOR •**

### **Tegucigalpa, Honduras**

Position available with the Riecken Foundation. Duties: leads the rapid growth of the library network and ensures efficient fiscal and operational management; ensures effective and collaborative program, operational, and financial management; leads a mid-sized cross-cultural office. Qualifications: fluent in Spanish and English; savvy fiscal manager skills. For more information and to apply e-mail [jobsho@riecken.org](mailto:jobsho@riecken.org).

## **FIELD COORDINATOR • N'Zerekore, Guinea**

Position available with American Refugee Committee International. Duties: ensures field operations staff support to programs; oversees program activities; coordinates and supervises countrywide logistics policies and procedures. Qualifications: excellent organizational skills and task prioritization; experience in operational management in developing countries; experience with ARC programs, including HIV, GBV, and conflict prevention; knowledge of humanitarian project implementation principles; experience with representation and donor liaison, particularly UNHCR; BA required; MA preferred; strong word processing and Excel skills; fluent in French and English; drivers license required; must drive standard. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **NUTRITION SPECIALIST • Darfur, Sudan**

Position available with American Refugee Committee International. Duties: provides technical input; manages nutrition and health initiatives in Darfur; coordinates with health staff; develops and implements nutrition programs; designs surveys; manages nutrition and health activities; liaises with entities; coordinates training programs; leads and develops national health staff; develops proposals and budgets; designs and conducts trainings. Qualifications: public health background; BA required; MA preferred; experience designing, implementing, and interpreting nutrition surveys; three years in program design and project management; minimum two years' field emergency experience; Africa experience preferred; strong English and computer skills; Arabic skills preferred. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **GENDER BASED VIOLENCE COORDINATOR • Darfur, Sudan**

Position available with American Refugee Committee International. Duties: designs and conducts community assessments to inform future program design and implementation; provides technical guidance, training and resources; assesses and documents need for GBV awareness and response; designs and conducts trainings for entities on GBV prevention and response; develops proposals and budgets. Qualifications: BA required; MA, MPH, or MSW preferred; two years' foreign experience implementing GBV programs in emergency environments, preferably in Africa; experience with participatory assessment and monitoring tools; experience

designing and conducting GBV trainings for diverse groups; computer skills in MS Word and Excel; fluent in English required; fluent in Arabic preferred. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **ADMINISTRATION AND FINANCE OFFICER • Pakistan**

Position available with American Refugee Committee International. Duties: oversees financial activities and reports; coordinates administrative activities; substitutes for country director when traveling; supervises activities of finance assistant; manages bank transfers, withdrawals, and reconciliations; ensures accurate and timely financial reports; implements personnel policies; maintains expatriate staff monthly payroll, time, and attendance records. Qualifications: strong computer skills; skills in word processing, spreadsheet, and accounting software; management experience in developing area; BA required; advanced degree preferred; ability to work well with a team in intense environment; ability to prioritize multiple tasks and meet deadlines. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **CONSULTANT • Guinea**

Position available with American Refugee Committee International. Duties: reviews effectiveness of life skills training course and recommends modifications; reviews includes discussions with stakeholders; uses quantitative and qualitative techniques to review effectiveness of self awareness, self reliance, conflict prevention, personal well-being, decision-making, and community leadership programs. Qualifications: must have experience with training activities in Africa; experience with youth-related or conflict-prevention projects developing curricula for low-literate youth; five years' relevant experience; degree in education, international development, conflict prevention, or related field; advanced degree preferred; experience with project impact evaluation and francophone countries. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **HIV/AIDS PROGRAM OFFICER • Southern Sudan/Uganda**

Position available with American Refugee Committee International. Duties: spends 75 percent of time on HIV prevention in Yei and 25 percent of time on programs in other areas; ensures technical activity implementation; provides training support to beneficiaries; liaises with entities; compiles data for reports; supervises and trains staff. Qualifications: MPH or related degree required; experience in South Sudan or post conflict setting implementing HIV/AIDS prevention, care and support programs, and conducting trainings; knowledge of BCC strategy development and implementation; proposal and grant writing skills; ability to work independently; excellent computer, writing, and communication skills; experience with basic accounting. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **FINANCE CHIEF EXECUTIVE OFFICER • Sierra Leone**

Position available with American Refugee Committee International. Duties: plans and sets goals and objectives; organizes, recruits, and builds staff capacity;

directs and controls operations; coordinates and supervises activities of departments and/or units. Qualifications: excellent leadership and teamwork skills; ability to manage and motivate a large local staff; practical experience managing a non-bank financial institution in a developing country; minimum five years' experience in executive management; BA required; MBA preferred; fluent in oral and written English required; experience working in Africa, especially conflict areas. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

## **COUNTRY DIRECTOR • Burundi**

Position available with International Rescue Committee (IRC). Duties: leads IRC to move away from emergency, direct implementation type programming to transitional, post conflict programming. Qualifications: university degree; five years' overseas experience; experience working with the UN, EU, U.S., international, and national NGOs and government agencies; strong oral and written French; computer, organizational, interpersonal, and communication skills. Deadline: 10/13/2006. For more information and to apply, visit [www.theIRC.org](http://www.theIRC.org).

## **INTERN/VOLUNTEER**

### **COMMUNITY CAREGIVER • Crozet, VA**

Position available with Innisfree Village, a life-sharing community for adults with mental disabilities. Sixty members live together in family-style homes on 550 acres and work together in weavery, kitchen, bakery, gardens, and woodshop. This is a one year position. For more information, e-mail Nancy at [innisfreevillage@prodigy.net](mailto:innisfreevillage@prodigy.net); website: [www.innisfreevillage.org](http://www.innisfreevillage.org).

## **VOLUNTEER PROGRAM**

### **SUPPORT OFFICER • Guereda, Chad**

Volunteer position available with International Medical Corps. Duties: monitors general daily activities; monitors attendance of human resources; monitors pharmacy and drug consumption under guidance from medical director; reports to the hospital committee. For more information and [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in the application.

## **COMMUNICATIONS AND DEVELOPMENT INTERNSHIPS • New York City**

Part-time fall internships available with Action Against Hunger and the Communications and Development Department. Benefits include reimbursement for lunch and transportation. Deadline: 8/15/2006. For more information, visit [www.actionagainsthunger.org/jobs/interns.html#interns](http://www.actionagainsthunger.org/jobs/interns.html#interns). To apply, e-mail [jobs@actionagainsthunger.org](mailto:jobs@actionagainsthunger.org).

## **CONSERVATION ASSOCIATE INTERNSHIPS • Naples, FL**

Internships available with the Conservancy of SW Florida. Internship areas include environmental policy, land acquisition, discovery center aquarist and interpreter, education naturalists, wildlife rehabilitation clinic, science research, summer camp, and sea turtle research. Qualifications: background in

biology, conservation, wildlife, research, teaching, elementary education, environmental education, science education, marine, or related fields. Receive a \$125/week scholarship and housing. For more information, phone 941.403.4213. To receive an application, contact Sharon Truluck, Human Resources Director, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; website: [www.conservancy.org](http://www.conservancy.org).

#### PR COMMUNICATIONS VOLUNTEER • DC

Volunteer position available with the Global Scholarship Fund. Duties: produces media lists and press kits; researches editorial calendars and other materials; drafts media alerts and news releases. For more information and to apply, e-mail [maureen@globalscholarshipfund.com](mailto:maureen@globalscholarshipfund.com); phone: 703.798.8755.

## EDUCATION

#### MA IN INTERCULTURAL RELATIONS • Stockton, CA

The University of the Pacific, School of International Studies, in conjunction with the Intercultural Communication Institute of Portland, Oregon, offers an MA in intercultural relations (MAIR). This limited-residency program is designed for working professionals 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. RPCVs receive special consideration for admission. For more information and to apply, visit <http://sis.pacific.edu/mair/intercultural-relations.htm>; phone: 209.946.2836; e-mail: [kjaggears@pacific.edu](mailto:kjaggears@pacific.edu).

#### ISLAND INSTITUTE FELLOWSHIP • Islesboro, ME

Community planning and development fellowship available with Island Institute. Duties: helps the community with comprehensive planning; works in the school with GIS mapping projects and place-based education. Qualifications: within three to five years of college graduation; planning and education experience; self-motivation. Position begins 9/11/2006. Benefits include a \$21,800 stipend, health insurance, and AmeriCorps education award. For more information and to apply, visit [www.islandinstitute.org](http://www.islandinstitute.org), or phone Chris Wolff at 207.594.9209, ext. 102; e-mail: [cwolff@islandinstitute.org](mailto:cwolff@islandinstitute.org).

#### GRADUATE SCHOLARSHIPS • Brattleboro VT

World Learning's School for International Training (SIT) announces scholarship opportunities up to \$10K for qualified RPCVs in its fall 2006 MA programs in intercultural service, leadership, and management and MA in teaching ESOL programs.

For more information and to apply, contact Office of Admissions, School for International Training, Kipling Rd, P.O. Box 676, Brattleboro, VT 05302; phone: 800.336.1616 or 802.258.3510; e-mail: [info@sit.edu](mailto:info@sit.edu); website: [www.sit.edu](http://www.sit.edu).

#### SOCIAL WORK SCHOLARSHIPS • WA

The George Warren Brown School of Social Work at Washington University offers two \$35K scholarships annually for qualified RPCVs. Earn an MSW in two years, full-time study. Six concentrations and specializations are offered including management, social and economic development, children, youth, and families, gerontology, and health and mental health. For more information and to apply, visit <http://gwbweb.wustl.edu/academic/msw/admissions.asp>; e-mail: [msw@wustl.edu](mailto:msw@wustl.edu); phone: 314.935.6676.

#### DOCTOR OF NATUROPATHIC MEDICINE • Tempe, AZ

Southwest College of Naturopathic Medicine (SCNM) offers a four-year professional degree program resulting in a doctor of naturopathic medicine (ND). Graduates are educated in the same basic sciences as an M.D., including holistic, nontoxic approaches to therapy with an emphasis on disease prevention and optimizing wellness. SCNM offers one \$1K new student scholarship to a Peace Corps Volunteer each fall quarter and will waive the application fee for all Peace Corps Volunteers. Spring quarter begins 2/12/2007. Contact the admissions office by phone: 888.882.7266, ext. 210; e-mail: [admissions@scnm.edu](mailto:admissions@scnm.edu); website: [www.scnm.edu](http://www.scnm.edu).

#### TEACHING FELLOWS • Philadelphia

The Philadelphia Teaching Fellows is an initiative of the School District of Philadelphia to recruit, select, and train mid-career professionals and recent college graduates to become teachers in the schools in communities that need them the most. Fellows will teach while attending classes to earn their teaching certification. Applications accepted for the 2007 mid-year program. For more information and to apply, visit [www.philadelphiateachingfellows.org](http://www.philadelphiateachingfellows.org).

#### MIDWEST TEACHER TRAINING PROGRAM • Madison, WI

The Midwest Teacher Training Program offers a TEFL certificate in a five-week program that prepares trainees to teach English in classrooms overseas. There is a 10 percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching including teaching practice, classroom observations, and job-placement assistance. Midwest is part of an English-as-a-second-language school, giving opportunities to interact with professional teachers and international students. No teaching experience required. For information, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI, 53703; phone: 800.765.8577; e-mail: [info@mttp.com](mailto:info@mttp.com); website: [www.mttp.com](http://www.mttp.com).

*Continued from page 1*

department to find out which staffing firm they work with when they have an immediate need for temporary staff. You can also obtain a list from staffing firms, which outlines the organizations they regularly work with. Oftentimes, individual government agencies or nonprofit organizations have established a rapport with a specific temporary agency to fill their temporary positions.

#### The Process

Although it may vary slightly, most staffing firms have similar procedures in registering with a temporary agency.

- Fill out an online application and résumé.
- Schedule an interview with a representative from the staffing firm to discuss your skills and career goals. (Do not forget to bring a photo ID and your Social Security Card.)
- Take computer-base skill evaluation tests, usually in MS Word and Excel.

#### How The RPCV Career Center Can Help

Every first, second, third, and fourth Tuesday of the month, from 4:00–5:30, four different staffing firms conduct résumé reviews exclusively for RPCVs at the Peace Corps Career Center in Rosslyn, Virginia. This not only gives the RPCV an opportunity to have someone look at their résumé, but the chance to discuss temporary opportunities with the firm. However, if you live outside the D.C. Metro area and are unable to participate in these events, begin your research at the American Staffing Association's (ASA) website, [www.americanstaffing.net](http://www.americanstaffing.net). ASA is the nationally recognized association that is responsible for regulating staffing organizations across the country and is regarded as the voice of the staffing industry. Their website provides a list of reputable staffing firms searchable by location, types of service, and occupational categories.

## August 2006 Career Fair

Thursday, August 24,  
from 4 p.m. to 7 p.m.

#### Participating Employers include:

- Academy for Educational Development
- American Civil Liberties Union
- Professionals for Non Profits
- U.S. Department of State

Nearly 30 agencies expected to attend!

Visit

[www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events)

for updates.

To submit a mailing address change, visit [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info). You can also send address changes to [rpcvupdate@peacecorps.gov](mailto:rpcvupdate@peacecorps.gov).

**Disclaimer:** 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 us.