

HOTLINE



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

HOT RESOURCES

Career Events

October 13—Washington, D.C.

(See back page for details.)

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions, such as:

“How can I get assistance with financial and medical issues?”

“How can I get a copy of my Description of Service (DOS)?”

“How can I stay connected with the Peace Corps?”

visit

www.peacecorps.gov/index.cfm?shell=resources.former.formervolfaq.

PUBLIC SECTOR

• ***PEACE CORPS REP. • Arcata, CA**
 • Part-time position (15-20 hours/week) with Humboldt State University for the 2004–2005 academic year. Duties: coordinates program activities (workshops, class presentations, publicity) to inform students and community about the Peace Corps; evaluates applications, conducts interviews, and nominates candidates; maintains working relationship with San Francisco regional office; maintains HSU Peace Corps Web page and contact database. Qualifications: RPCV enrolled in six units at Humboldt State University for 2004–2005 academic year; preference for previous Peace Corps experience in scarce skill area. Deadline: 8/23/2004. Send cover letter, résumé, and list of three references to Barbara Peters, Career Center, Humboldt State University, Arcata, CA 95521-8299.

• ***PEACE CORPS REP. • Ames, IA**
 • Part-time Peace Corps campus representative position available at Iowa State University for fall 2004. Duties: serves as an information source for students and others interested in the Peace Corps through classroom talks, information

tables, regular office hours, maintenance of website, and other publicity. Qualifications: graduate student who has served in the Peace Corps. Send cover letter and résumé to Jane Edwards, Study Abroad Center, 256 Memorial Union, ISU, Ames, IA 50011-1130. For complete details, contact at phone: 515.294.3215; e-mail: jedwards@iastate.edu.

• ***PEACE CORPS REP. • MD**
 Part-time position (20 hours/week) available with the Peace Corps (fall 2004–spring 2005) at the University of Maryland–College Park. Duties: works with the Mid-Atlantic Regional Recruiting Office to coordinate, design, and implement recruiting activities; evaluates applications and conducts personal interviews; works closely with local RPCV groups. Qualifications: RPCV enrolled in graduate program at UMD–College Park; excellent oral/written communication skills; initiative and ability to work independently and maintain regular office hours. Position functions as teaching assistantship and includes some tuition remission and health benefits. Contact Lynn Heichel Kneedler, regional manager, at phone: 202.692.1042. Send résumé and

cover letter to e-mail: lkneedler@peacecorps.gov.

PRIVATE SECTOR

• **MKTING.ASSOC. • Washington, DC**
 Position available with ISED Solutions. Duties: creates and implements plans and materials for public relations, communications, and the assessment of communication services for public awareness and support of company. Qualifications: minimum of three to five years’ professional development experience; bachelor’s degree required, graduate degree preferred. Deadline: 8/31/2004. Submit résumé with salary history and requirements, writing sample, cover letter, and three references with contact information to e-mail: dcjobs@ised.org. Type in the e-mail subject line: last name, first name–DevMar position (sample subject line: Jones, Bob–DevMar position).

• **HEALTH COORD. • Bethesda, MD**
 Position available with Suburban Hospital. Duties: coordinates, develops, and conducts health promotion programs for the community and businesses of Suburban Hospital and the Suburban Wellness Center at Germantown/Healthtrax. Qualifications: B.S. in health-related field; minimum of one year experience in a wellness program; minimum of one year experience in a marketing or business development position; fluency in English and a second language. Submit an online application for this position at website: www.suburbanhospital.org.

• ***TEACHERS • Rock Point, AZ**
 Reading, science, and language arts teaching positions available with Rock Point Community School, a small secondary school (grades 7–12). Work in the beautiful Red Rock Canyon area of the Navajo Reservation, located in the Four Corner area.

Development Jobs via Weekly E-mails

Get on the list!

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

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

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

Peace Corps **HOTLINE**

Patricia Licata
 Editor
 Manager, Returned Volunteer Services

Clare Jensen
 Editorial Assistant

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

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

Seventh- to eighth-grade reading teacher qualifications: degree in language arts or reading with certification (out-of-state certifications accepted). Ninth- to twelfth-grade science teacher (two openings) qualifications: degree in science (biology, physics, environmental, and rocket) with certification (out-of-state certifications accepted). Seventh- to ninth-grade and ninth- to twelfth-grade language arts teacher (two openings) qualifications: degree in language arts with certification (out-of-state certifications accepted). For application packet, contact Gerry Garner at phone: 928.659.4237; e-mail: garner@rpcs.bia.edu.

EXECUTIVE DIRECTORS • KY, FL, MI

Positions available within the national DART Network. Duties: identify, train, and challenge local leaders to surface community issues and build strategic, winnable campaigns on injustice issues; provide outreach to prospective churches and neighborhood groups; develop funding as needed. Qualifications: B.S./B.A.; at least two years' professional grass-roots organizing experience. Salary: \$30K-43K. Deadline: 9/15/2004. Send résumé to Ben MacConnell, 820 New York Street, Lawrence, KS 66044; phone: 785.841.2680; e-mail: ben@thedartcenter.org; website: www.thedartcenter.org.

NUTRITION EDUCATOR • Auburn, NY

Position available with Cornell Cooperative Extension Cayuga County. Qualifications: M.S. with related experience. Send letter of intent, résumé, and transcripts to PA#345, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853; website:

www.cce.cornell.edu/careerops/pa345.htm for full position description.

MID-LEVEL PROG. OFFICER • Washington, DC

Position available with the Pragma Corporation. Duties: works from Washington, D.C.-area office on ongoing project implementation, new-business development, and proposal writing. Qualifications: three to five years' or more of relevant experience; graduate degree; USAID experience; proposal-writing experience; knowledge of development work in trade, small- and medium-enterprise development, agribusiness, or financial initiatives; overseas travel required. Send cover letter and résumé to fax: 703.237.9326; e-mail: gdonoho@pragmacorp.com. Electronic submission preferred.

NURSE PRACTITIONER • Alexandria, VA

Position available with Alexandria Neighborhood Health Services, Inc. Duties: manages health-care needs of a diverse client population, including health promotion and patient education. Qualifications: current license and certification; fluency in English and Spanish. Deadline: 8/20/2004. Send résumé, cover letter, and minimum salary requirements to ANHSI, Attn: Dee Moellering, RN Nursing Supervisor, 3804 Executive Ave #D-1, Alexandria, VA 22305; fax: 703.519.1938; e-mail: dmoellering@anhsi.org.

AFRICA OPS ASSOC. • Washington, DC

Position available with World Links, an international nonprofit organization whose mission is to improve, through technology and the Internet, the

education, economic opportunities, and understanding of global issues of youth in developing countries. Duties: provides support to regional and national coordinators based in Africa; provides backstopping support for USAID-funded project; liaises between field staff and headquarters. Qualifications: B.A./B.S. plus one year of relevant experience; interest in education technology; computer skills; fluency in English and proficiency in French preferred; field experience in Africa a plus. Deadline: 8/20/2004. Submit cover letter and résumé to e-mail: jobs@world-links.org; website: www.world-links.org.

VP OF PROGRAM • Albuquerque, NM

Position available with Futures for Children (FFC). Duties: builds and runs comprehensive program for Native American children to foster high school completion and post-secondary access and retention. Qualifications: M.A. in education-related field, Ph.D. or Ed.D. preferred; 10 plus years' demonstrated experience in educational program design, implementation, maintenance, and evaluation; strong experience in building collaborative partnerships with reservation schools, institutions of higher education, Native American tribes, and communities; excellent leadership and management skills; demonstrated sensitivity to diverse cultures. Salary: \$49K-56K. Send cover letter and résumé to Nancy Ward, Futures for Children, 9600 Tennyson Street, NE, Albuquerque, NM, 87122; e-mail: wardn@futuresforchildren.org.

HOME-OFFICE PROJ. MGR. • Burlington, VT

Position available with ARD, Inc. Qualifications: dynamic self-starter with good organizational skills; requires residence in Vermont. Complete job details online at website: www.ardinc.com.

PROGRAM COORD. • Washington, DC

Position available with Urban Alliance. Duties: tracks/monitors 25 high school interns; conducts evaluations of interns' work performance; mediates jobsite conflicts; develops curriculum; facilitates workshops; counsels interns on post high school opportunities. Qualifications: bachelor's degree; experience with teaching, curriculum development, working with low-income youth, community organizations, and schools; proficient in MS Word, Excel, Access, Publisher. Deadline: 8/20/2004. Send résumé and cover letter to Veronica Nolan, executive director, at e-mail: nolanv@urbanalliancefoundation.org.

TEACHERS • Bronx, NY

Positions available with Bronx Academy for the Future. Duties: teach ninth-grade students. Qualifications: certification in math and science with passion for teaching and strength in subject matter; record of successful work with urban middle or high school students; willingness to assume multiple roles, learn new skills, and work collaboratively with other educators; experienced in using technology as a tool for learning and/or conducting hands-on learning activities. Send cover letter and résumé to e-mail: information@bronxacademy.org with "Résumé-Your Name" in the subject line.

HOT! OPPORTUNITIES

TRAINING DIRECTOR • Peru

Position available with the Peace Corps. Tentative start date is January 2005. This is a full-time position with an initial contract of one year, but renewable depending on performance. The training location is approximately one hour northeast of Lima. Qualifications: bachelor's degree in education or related field, or equivalent experience. Master's degree preferred. Six years' experience working in a multicomponent adult training, competency-based program, preferably in a developing country. Prior Peace Corps experience preferred. Relocation costs not provided. Send cover letter and résumé to Kate Raftery, country director in Peru, at e-mail: kraftery@pe.peacecorps.gov.

***COUNTRY DIRECTORS • Various, worldwide**

Country director positions available with the Peace Corps for winter 2004 placement. Qualifications: senior-level executive experience with extensive and exceptional leadership/management skills; international administrative experience; expertise preparing/administering budgets; strong cross-cultural facility; demonstrated experience mentoring staff or volunteers; international development experience desirable; must be U.S. citizen. Deadline: 8/27/2004. Contact at phone: 800.424.8580, ext. 2114; website: www.peacecorps.gov/employment/countrydirector.cfm.

VOLUNTEER TRANSLATOR • New York, NY; or at home

Translator/transcriber position available with Off the Leash Productions. Duties: translates documentary footage shot in Congo, "62 Minutes in Gandadjika." Qualifications: ability to translate from Swahili, Tshiluba, Portuguese, and French into English; log time code and transcribe dialog in native language and translate into English. Work can be done at home with VCR or at the New York City office. Stipend provided contingent upon funding. Contact Off The Leash Productions, 330 West 42nd Street, Room 2410, New York, NY 10036; phone: 212.631.7877; e-mail: offtheleash@rcn.com.

STAFF ORGANIZER • Lawrence, MA

Position available with Merrimack Valley Project. Duties: recruits and develops leaders from diverse membership; organizes campaigns on economic and social justice issues. Qualifications: two plus years' work experience as community, congregation-based, or labor organizer; excellent team-building, outreach, and communication skills; bilingual preferred; ability to work some evenings/weekends; must own car. Salary: \$33K-40K. Send résumé and cover letter to Mr. Loren McArthur, Staff Director/Lead Organizer, Merrimack Valley Project, 35 Jackson Street, Lawrence, MA 01840; phone: 978.686.0650; e-mail: mvalleyp@aol.com.

ADULT LIT. INSTRUCTORS • New York, NY

Positions available with Literacy Partners, Inc. Duties: provide direct, goal-oriented instruction to adult students; test students for learning gains; record and report data; provide both group and individual instruction in content area; attend departmental, in-service, and strategic planning meetings. Qualifications: certified teachers with B.S./M.S. degree preferred; one to three years' teaching experience with adult students required; professional, detailed, responsible, and accountable with excellent references. Send cover letter with résumé to Susan McLean, Executive Director, Literacy Partners, Inc., 30 East 33rd Street—6th Floor, New York, NY 10016; fax: 212.725.9740; e-mail: job@literacypartners.org; website: www.literacypartners.org.

DIRECTOR ADULT ED. • Jersey City, NJ

Position available with International Institute of New Jersey. Duties: plans and manages all aspects of new project; supervises teachers; liaises with partner organizations. Qualifications: master's in ESL or related field; past supervisory experience; car required. Salary: \$45K-53K. Deadline: 9/1/2004. Send cover letter and résumé to Jane Marano, International Institute of New Jersey, 880 Bergen Avenue, Jersey City, NJ 07306; e-mail: institute@iinj.org.

LEGISLATIVE/FINANCE/PR • Bethesda, MD

Three positions (legislative/finance/public relations) available with Financial Markets International, Inc. (FMI). Duties: work on parliamentary capacity building and legislative reform project in Morocco. Legislative strengthening specialist qualifications: experience in legislative reform and parliamentary affairs, preferably in the Middle East/North Africa. Public relations/public advocacy specialist (full- or part-time) qualifications: experience in design and implementation of public relations/advocacy programs in emerging markets, preferably in the Middle East/North Africa. Budgeting and finance specialist qualifications: experience in public finance, budgeting, and administration; experience working in the government budgeting process, emerging markets, and direct work in the Middle East/North Africa. Project scheduled from 11/2004 to 9/2007. For complete job details, go to website: www.fmi-inc.net.

***KOREAN-SPEAKING INSTRUCTORS • VA**

Part- and full-time positions available with Millennium Associates. Duties: teach Korean immigrants.

Qualifications: college graduate; strong interpersonal skills; skilled instructors looking for long-term positions. Contact: Millennium Associates, 7777 Leesburg Pike, Suite 205-S, Falls Church, VA 22043; phone: 703.685.4147; fax: 703.685.2727; e-mail: Tysons@millenniumassoc.com.

DEPUTY PROGRAM DIR. • Washington, DC

Position available with International Foundation for Election Systems (IFES). Duties: manages research and project designs for target countries; identifies and develops potential sources and contacts for funding; oversees development and submission of proposals and budgets for funding; assists the director with project and staff oversight; liaises with domestic, international, public-sector, and private-sector professionals and organizations; serves as a regional resource. Qualifications: regional language skills desired; five years' experience living/working abroad; evidence of strong organizational and management skills required. Send résumé and cover letter to e-mail: jobs@ifes.org, referencing Job Requisition # 03-04 Asia/DD in the subject line.

ACCOUNTING ASS'T • Washington, DC

Position available with the National Cooperative Business Association (NCBA). Duties: reconciles bank accounts and field staff loan advances; reviews cash disbursements, receipts, and journal vouchers; posts adjustments. Qualifications: proficient in Microsoft Excel; ability to develop accurate filing systems and process field vouchers; experience in account reconciliation; college-level coursework in accounting, finance, or IT; minimum two years' prior experience as accounting clerk or banking representative. Send résumé, cover letter, and salary history to National Cooperative Business Association, Attn: Human Resources, 1401 New York Avenue, NW, Suite 1100, Washington, DC 20005; fax: 202.628.6726; e-mail: jobs@ncba.coop; website: www.ncba.coop.

FARMER PROG. ASSOC. • Philadelphia, PA

Position available with Opportunities Industrialization Centers International. Duties: recruits volunteers to provide assistance to Africans involved with agriculture, including extensive contact with historically black American colleges/universities; prepares reports for donors; updates Web page. Full description of requirements online at website: www.ocicinternational.org. Send cover letter, résumé to Bob Mac Alister, phone: 301.933.0962; e-mail: bmaca@earthlink.net.

***ORGANIZER-IN-TRNG. • Various, Nationwide**

Service Employees International Union organizers help working people win dignity and respect on the job. Using innovative tactics, together they challenge some of the largest and most powerful corporations in the world—and win. Qualifications: excellent communication skills/judgment; ability to work with people from diverse backgrounds/cultures; commitment to justice for workers; willingness and stamina to travel and work long and irregular hours. Organizer-in-training positions are available nationwide on an ongoing basis. Salary: beginning at mid \$20K to low \$30K

with excellent benefits. Complete details available online at website: www.seiujobs.org. Send cover letter and résumé to fax: 202.898.9016; e-mail: svartm@seiu.org.

LINGUIST • Washington, DC

Short-/long-term, full-time positions available with ASET International Services Corporation. Duties: transcribe live conversations and translations, and provide other linguistic duties within U.S. government antiterrorism projects. Speakers of Arabic, Mandarin, Amharic, Somali, Haitian Creole, Korean, Dari, Pashto, Hindi, Albanian, Farsi, Punjabi, Dutch, Norwegian, Russian, French, Albanian, Czech, Slovak, Macedonian, Bosnian, Bulgarian, Polish, and German are needed. Qualifications: fluency in English; must be a U.S. citizen; clearance and residence in the Washington, D.C., area; FLPT level 3 welcome. Contact with U.S. citizenship, clearance, and language proficiency test information at e-mail: live@asetquality.com.

CLEARCORPS MEMBER • Portland, OR

Position available with Community Energy Project for one year of service (9/2004–8/2005) with the Lead Poisoning Prevention Workshop Program, which provides community members the ability to protect families from lead. Duties: schedules workshops; makes contacts; conducts in-home visits; represents program at community events. Qualifications: strong self-organization; ability to lead educational events and work in partnerships; fluency in second language a plus; ability to work some evenings and weekends. Deadline for applications: 8/20/2004. Send cover letter, résumé, and references to Community Energy Project, Attn: Elyce Brown, PO Box 12272, Portland, OR 97212; phone: 503.284.4962; e-mail: lead@communityenergyproject.org.

NATURE CAMP DIR. • Chevy Chase, MD

Part-time moving to full-time position available with Audubon Naturalist Society, a nonprofit organization devoted to environmental education and advocacy in the Washington, D.C., metropolitan region. Duties: develops camp programs; hires and trains staff; manages facilities; oversees implementation of safety requirements. Camp themes are nature and environmental awareness. Schedule: 10 hours a week from 9/2004–12/2004; 20 hours a week from 1/2005–5/2005; 40 hours a week from 6/2005–8/2005. Qualifications: teaching/administrative experience in summer camp; background in environmental education highly desired. Send cover letter and résumé to Audubon Naturalist Society, Attn: EE Director, 8940 Jones Mill Road, Chevy Chase, MD 20815; e-mail: search@audubonnaturalist.org.

PROG. OFFICER-RESEARCH • Washington, DC

Position available with Institute for Reproductive Health (IRH), Georgetown University. Duties: field activities for services, training, and research studies. Qualifications: post-graduate degree in public health or social sciences; experience in family planning, international health, or related area; experience facilitating training workshops and developing training materials; fluency in French; 40

PEACE CORPS FELLOWS/USA



Peace Corps Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a *partial* list of universities and subject areas. For the complete list, visit www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or health-care policy management. Martha Chavez McGivney, phone: 412.268.1909; e-mail: mcgivney@andrew.cmu.edu.

DePaul University

Chicago, IL

Elementary and high school special education certification. Dr. Barbara Radner, phone: 773.325.7171; e-mail: bradner@depaul.edu.

Duke University (program in development)

Durham, NC

Public policy (MPP) with option to earn joint degrees in professional or Ph.D. programs; international development policy (PIDP) with several concentration options. MPP: Katherine Flynn, phone: 919.613.7412; e-mail: katherine.flynn@duke.edu; or Chuck Pringle, phone: 919.613.7325; e-mail: DukeMPP@duke.edu. PIDP: Stephanie Alt Lamm, phone: 919.613.7356; e-mail: pidpinfo@duke.edu.

Duquesne University

Pittsburgh, PA

Social and public policy, business administration, conflict resolution, peace studies. Dr. Evan Stoddard, phone: 412.396.5179; e-mail: stoddard@duq.edu.

Florida Institute of Technology

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer). Dr. Tom Marcinkowski, phone: 321.674.8946; e-mail: marcinko@fit.edu.

George Mason University

Fairfax, VA

Elementary education and English as a second language master's programs. Dr. Jack Levy, phone: 703.993.3689;

e-mail: jlevy@gmu.edu. Lynn Walker Levy, phone: 703.993.3602; e-mail: lwalker3@gmu.edu.

George Washington University

Washington, DC

Transition special education, secondary education. Dr. Jeanne Embich, phone: 202.973.1061; e-mail: jembich@gwu.edu.

Illinois State University

Normal, IL

Applied economics, political science, sociology with sequences in applied community and economic development. Phone: 309.438.7090; e-mail: stevensoncenter@ilstu.edu. Beverly Beyer, phone: 309.438.8685; e-mail: babeyer@ilstu.edu.

Johns Hopkins University

Baltimore, MD

Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: orourke@son.jhmi.edu.

Marquette University

Milwaukee, WI

Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Carole Ferrara, phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu.

Michigan Technological University

Houghton, MI

Environmental policy. Dr. Kathleen Halvorsen, phone: 906.487.2824; e-mail: kehalvor@mtu.edu.

New Mexico State University

Las Cruces, NM

Public health, border health, health education, social work, nursing. Dr. Sue Forster-Cox, phone: 505.646.2183; e-mail: sforster@nmsu.edu. Daryl T. Smith, phone: 505.646.3429, ext. 11; e-mail: darysm@nmsu.edu.

New School University

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management; Ph.D. public policy. Joseph Encarnacion, phone: 212.229.5311, ext. 1110; e-mail: encarnaj@newschool.edu.

Northern Arizona University

Flagstaff, AZ

Business. Dr. Joseph S. Anderson, phone: 928.523.1389; e-mail: joseph.anderson@nau.edu or mba@nau.edu.

Seton Hill University

Greensburg, PA

Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular-fiction writing. Jenell Krymowski, phone: 724.838.4283; e-mail: krymowski@setonhill.edu.

Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program. William O. Maddocks, phone: 603.644.3124; e-mail: ced@snhu.edu or w.maddocks@snhu.edu.

Teachers College, Columbia University

New York, NY

Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4025; e-mail: rd2002@columbia.edu.

Temple University

Philadelphia, PA

Secondary education in sciences, foreign languages, or English. Dr. David Fitt, phone: 215.204.6110; e-mail: dfitt@temple.edu.

percent international travel. Deadline: 8/31/2004. Submit résumé, salary history, and expectations to fax: 703.997.8181; e-mail: dgimain@devgroup.com.

REGISTERED NURSE • Washington, DC

Position available with La Clínica del Pueblo. Duties: uses clinical nursing skills to enhance delivery of primary medical care; performs limited administrative duties to ensure that efficient and quality health-care services are provided. Qualifications: licensed RN; two years' experience in the health field; two years' prior work in the Latino community; bilingual, with reading and writing proficiency in Spanish and English. Deadline: 8/23/2004. Contact La Clínica del Pueblo, Admin. Dept. 2831, 15th Street, NW, Washington, DC 20009; fax: 202.332.0085; e-mail: resumé@lcdp.org.

TRNG. ADVIS./PROJ. ASSOC. • Washington, DC

Position available with International Science and Technology Institute, Inc. Duties: coordinates and

carries out monitoring activities of programs' monitoring plan; provides contractor training, design, and planning; assists with website and database training; assists with general backstopping and miscellaneous tasks. Qualifications: knowledge of participant training; strong analytical and computer skills, including MS Word, Excel, and PowerPoint. Deadline: 8/20/2004. Send résumé to e-mail: training@istiinc.com.

BILINGUAL COORDINATOR • Portland, OR

Position available with the YMCA. Duties: assists in the general administrative and creative duties related to the 21st century community learning center, including translation of documents, scholarship program coordination, and case management for ESL families in 10 schools. Deadline: 8/18/2004. Send cover letter and résumé to Anne Turchi at e-mail: aturchi@ymca-portland.org.

NURSES • Lake Forest, IL

Positions available with COL Search Scientific. A variety of nursing opportunities available, includ-

ing research, telephonic education, and medical review nurses. Send résumé and cover letter to Michelene at phone: 510.865.2939; fax: 501.639.6257; e-mail: mich@colsearch.com.

MANAGING DIRECTOR • Arcata, CA

Position available with the Mainstream-Media Project. Duties: directs nonprofit administrative and regional operational functions; provides strategic planning; develops policies and procedures; provides oversight for facilities and IT, and coordinates with board; supervises two administrative employees. Deadline: 8/21/2004. Send résumé and cover letter to e-mail: mmpjobs@mainstream-media.net.

INTERNATIONAL

DIRECTOR OF PROJECTS • Santo, Haiti

Position available with the Haitian Project, Inc., a nonprofit that operates Louverture Cleary School (LCS). Duties: maintains the quality of, and fur-

thers the development of, programs involving staff development, construction and maintenance, community service, and alumni placement; trains new staff; serves as liaison for international volunteers. Qualifications: B.A./B.S.; proficiency in English, French, or Creole; experience in construction and international development. Send cover letter and résumé to the Haitian Project, Inc., c/o Patrick Moynihan, PO Box 6891, Providence, RI 02940. Address all inquiries to Reese Jarret at phone: 401.521.2255, ext. 54; e-mail: operations@haitianproject.org.

INT'L FIELD OFFICERS • Sahel, Africa

Three positions available with Save the Children, USA. Duties: oversee finances, budget, and financial planning and procurement; manage, track, and administer major grants and sub-grants; supervise administration and finance personnel; establish procedures for payments and cash management; manage equipment, inventory, and human resources; perform audit preparation and implement audit recommendations. Qualifications: master's degree and at least eight years' senior financial management experience with USAID-funded projects; thorough knowledge of USAID requirements for procurement and financial reporting; fluency in English, French, Arabic, or Portuguese; proficiency with budgeting/accounting software, MS Excel and Word; previous international work experience in assigned territory desired. Send résumés to fax: 203.221.4077; e-mail: nyhodgins@aol.com.

***TEACHER • China**

Position available with American Educational Services. Duties: teaches two, three, or five days a week with increasing pay. Choice of working from six months to one year, starting 9/4/2004. Contact Michael Wisner in New Jersey at phone: 908.835.8227; e-mail: teachinchina@aol.com.

PROGRAM DIRECTOR • Dhaka, Bangladesh

Position available with Save the Children, USA. Duties: develops and implements nationwide program to improve primary education; plans, develops strategies; monitors finances; coordinates efforts with the government of Bangladesh. Qualifications: master's degree in education; 15 years' experience managing multipartner development programs, especially with USAID; proven skills in community-based education, institution strengthening, and strategic planning; previous experience with INGOs, capacity building, and knowledge of South Asia. Send curriculum vitae and cover letter to Paulette Coburn at e-mail: pcoburn@savechildren.or.th.

TEACHERS • Santo, Haiti

Positions available at Louverture Cleary School (LCS), a tuition-free Catholic boarding school operated by the Haitian Project. Duties: teach classes and assist with the development of computer, language, or laboratory sciences programs; manage school community-service program; assist in fundraising to support program; provide four hours of tutoring a week. Benefits: \$200/month, housing, round-trip airfare, and food and

transportation allowance. Contact Reese Jarret at phone: 401.521.2255, ext. 54; e-mail: operations@haitianproject.org.

ANTICORRUPTION EXPERT • Guatemala

Position available with Management Systems International (MSI). Duties: serves as chief of party on a USAID, five-year regional anticorruption, transparency, and accountability program in Central America. Qualifications: experience working as a senior-level expert in anticorruption, transparency, and accountability programs in Latin America; USAID experience preferred; written/spoken fluency in Spanish; proficiency in English; minimum 10 years' relevant professional experience in one or more of the following: national and local government transparency and management; institutional strengthening with oversight agencies; decentralization; electoral and political party finance reform; citizen participation and oversight; government ethics and disclosure of assets. Send cover letter and résumé to e-mail: gcritchley@msi-inc.com.

CHIEF OF PARTY • Jakarta, Indonesia

Position available with International Foundation for Election Systems (IFES). For complete job details, go to website; www.IFES.org.

EDUCATION

***ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University Seattle offers a master of arts degree in environment and community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationship between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Students pursue place-based studies and meet routinely in Seattle for course intensives over two years. Contact Dr. Jonathan Scherch, (Jamaica, 1991-1993) at phone: 206.268.4710; e-mail: scherch@antiochsea.edu; website: www.antiochsea.edu/academics/enviro/index.html.

***SCHOLARSHIPS • Monterey, CA**

Scholarships ranging up to \$10,000 are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally focused graduate programs: MBA, international and environmental policy studies, public administration, translation and interpretation, and TESOL and teaching foreign languages. The institute prepares students for international careers in the private, public, and nonprofit sectors. Half of our students come from more than 50 countries. Most Americans have lived, worked, or studied abroad. The Monterey Institute offers the Peace Corps Master's International program in MBA and TESOL. For information, contact at phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

***NATURALIST/ECOLOGY DEGREE • VT**

Position available with the University of Vermont, providing collaborative, integrated, multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Duties: student works on real-world problems in the field and learns approaches to understanding how ecosystems work. Field naturalist focuses mainly on integrating the social dimensions of environmental understanding with the field naturalist approach. RPCVs are encouraged to apply (approximately 50 percent of past graduates have been RPCVs). For more information, contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930; website: www.uvm.edu/~wpoleman/fnwebpage.html.

***INTERCULTURAL INSTIT. • Portland, OR**

If you want to continue making a difference, consider graduate work through the master of arts in intercultural relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes 2 1/2 to 3 years to complete, with three two-week residencies in Portland and core coursework completed at home. RPCVs receive special consideration for admission. Contact at phone: 503.297.4622; e-mail: mair@intercultural.org; website: www.intercultural.org.

***CLARK UNIVERSITY • Worcester, MA**

One full-tuition fellowship is available to RPCVs through graduate programs in international development, community, and environment (IDCE). Fellowship is applied toward an M.A. in international development, geographic information sciences (GIS) for development and environment, community development/planning, or environmental science/policy. Programs designed for applicants interested in careers in conflict and gender development, and/or community-based development; environmental impact assessment; or natural resource management. Intensive GIS program provides GIS, GPS (global positioning system), and remote sensing skills related to development issues. Application deadline: 1/15/2005. For application, contact Admissions, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: IDCE@ClarkU.edu; website: www.clarku.edu/departments/idce.

***TEACHER-TRNG. PROG. • Madison, WI**

Earn a TEFL certificate in five-week intensive onsite teacher-training program preparing trainees to teach English in classrooms overseas. Benefits: 10 percent tuition discount to RPCVs and AmeriCorps/VISTAs with proof of service. The program offers a hands-on approach to teaching, teaching practice, classroom observations, and job-placement assistance. Midwest is part of an ESL school, giving you opportunities to interact with professional teachers and international students. No teaching experience required. For brochure, contact Midwest Teacher-Training Program, 19 North Pinckney Street, Madi-

son, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

NATUROPATHIC MED. STDNTS. • Tempe, AZ
Southwest College of Naturopathic Medicine prepares students to become naturopathic physicians trained and educated in the principles of naturopathic medicine through educational innovation, medical integration, research, and clinical collaboration. Clinical training through our own naturopathic medical center provides students with an integrated approach to medicine. Students gain experience with NDs, MDs, and DOs as well as experience in hospital settings. Application fee waiver and \$1,000 scholarship offered each fall to RPVCs. Contact admissions office at phone: 480.858.9100; e-mail: admissions@scnm.edu; website: www.scnm.edu.

GRADUATE RESEARCH ASS'T • MS

The Department of Forestry in the College of Forest Resources/Forest and Wildlife Research Center, Mississippi State University, is offering a graduate research assistantship at the master's level. Research focuses on watershed-scale soil and hydrological issues related to land-use practices. Qualifications: completed bachelor's degree in forestry, hydrology, soils, or related field. Submit cover letter summarizing research interests and career goals, résumé, unofficial transcripts, and contact information for three references to Rick Maiers, Department of Forestry, Mississippi State University, Box 9681, Mississippi State, MS 39762; phone: 662.325.7481.

TEACHER SCHOLARSHIP • MI

Position available with the Mississippi Teacher Corps, a two-year program that offers a full scholarship for a master's in education from the University of Mississippi. Teacher receives full pay and benefits with a starting salary of \$30K; textbooks, housing, and stipend during summer training; teacher certification; and continuous field support. No previous education coursework or experience required. Program administered by an RPCV. Deadline: 4/15/2005. Contact Mississippi Teacher Corps, School of Education, PO Box 1848, University, MS 38677-1848; phone: 800.884.7606, e-mail: mtc@olemiss.edu; website: www.mtcorps.net.

INTERN/VOLUNTEER

MENTOR • Minneapolis/St. Paul, MN

Volunteer positions available with CommonBond Communities, a local nonprofit. Duties: mentor and tutor once a week for one to two hours, starting in the fall 2004. Deadline: 1/2005. Contact Kay Wasylyszyn at phone: 651.312.3341; e-mail: wasylyszyn@commonbond.org; website: www.commonbond.org.

***VOLUNTEER TEACHER • Boston, MA**

Position available with Citizen Schools. Duties: provides quality after-school experiences to young people by conducting weekly apprenticeships with 8 to 10 middle school students. Qualifications: desire to share

talents and knowledge with young people. Contact at e-mail: KellyDwyer@citizenschools.org.

READING PROG. INTERNS • Falls Church, VA

Two site-leader positions available with the Hispanic Committee of Virginia. Duties: lead weekly reading enrichment program for third-graders; foster interest in reading and writing as well as multicultural sensitivity; build on existing curriculum; develop and facilitate hands-on activities; prepare for and lead sessions, including opening site, setting up materials, and reading books. Qualifications: experience leading children in an educational setting; intermediate-level Spanish language skills required; requires a 10 hour/week commitment from 9/2004-5/2005. Deadline: 8/27/2004. Send cover letter and résumé to Susan Stolpe, Volunteer Coordinator, Hispanic Committee of Virginia, 5827 Columbia Pike, Suite 200, Falls Church, VA 22041; e-mail: VolunteerCoord@hcva.org.

AMERICORPS/VISTA

AMERICORPS/VISTA LEADER • New York, NY

Position available with Metropolitan Council on Jewish Poverty. Duties: recruits, trains, and communicates with 16 VISTA members working at the 10 partnering agencies in the project; serve as point person for communication and project management among all VISTA members; plans in-service training and prepares quarterly reports. Qualifications: must be AmeriCorps alumnus or RPCV. Salary: \$13K living allowance; MetroPass for unlimited public transportation; \$550 relocation subsidy; \$4,725 education award upon completion of a year of service. Send cover letter and résumé to Deann Forman at fax: 212.453.9623; e-mail: dforman@metcouncil.org.

AMERICORPS MEMBERS • FL

Positions with AmeriCorps available 1/3/2005 with the Florida Park Service. Duties: serve on natural resource management and environmental education programs; assist with partnership development and volunteer recruitment. Members serve full time either on team or individually. Receive \$920 a month stipend and specialized training. Upon completion, members are eligible for a \$4,725 education award. Housing may be provided in some areas. Deadline: 11/30/2004. Contact the state program director, Deborah Burr at e-mail: Deborah.Burr@dep.state.fl.us, or the program assistant, Kelly Hanlon: Kelly.Hanlon@dep.state.fl.us; phone: 850.245.3098; website: www.floridastateparks.org/ameriCorps.

VISTA LEADER • Tallahassee, FL

Position available with the Florida Alliance for Student Service (FASS)/VISTA Initiative, a program focused on empowering students through volunteerism and service learning to create positive change in schools and communities. Duties: develops and implements a marketing and fundraising plan for statewide initiative and 20 VISTA project sites; conducts statewide public

awareness campaign; maintains Web page; produces e-newsletter; researches and writes grants; trains volunteers and supervisors; assists in coordinating the statewide initiative. Deadline: 8/20/2004. Send cover letter and résumé to Ericka Zdenek at fax: 850.922.2928; e-mail: ezdenek@admin.fsu.edu.

VISTA LEADER • Spokane, WA

Position available with Spokane Neighborhood Economic Development Alliance (SNEDA). Duties: provides technical assistance to small businesses, supports current VISTA member projects; acts as a liaison between corporate office and SNEDA. Qualifications: completion of AmeriCorps or Peace Corps service; bachelor's degree; business or finance experience; excellent communication skills; highly organized and able to work independently; computer skills; demonstrated leadership and project management experience; commitment of one year. Benefits: living stipend, health insurance, training, and education award or stipend at end of term. Apply online at website: recruit.cns.gov/index.asp.

CREW LEADER • UT

Positions available with Utah Conservation Corps. Term of service is from 1/24/2005-11/2005. First six weeks focuses on leadership training, outdoor-skill development, and community service. The next eight months is spent leading crews of six on cooperative projects with the National Park and Forest Services. Projects can be physically demanding and require long days outside. Benefits include Wilderness First Responder certification, insurance, academic credit, living allowance of \$1,000 per month, and a \$4,725 education award at end of service. Deadline for applications: 11/8/2004. Contact Kate at phone: 435.797.0964, ext. 2; e-mail: katestep@cc.usu.edu. Download application online at website: www.usu.edu/ucc.

Career Information Consultants

This publication lists RPCVs and other professionals in specific career fields who have agreed to answer career-related inquiries on a voluntary basis. More than 1,500 participants are included in this 369-page revised edition.

To obtain the directory, contact Returned Volunteer Services (RVS) at rvs@peacecorps.gov with mailing address and indicate whether you would like a hard copy or CD-ROM.

Online Employment Bulletins



International Career Employment Weekly

Public Health Jobs Worldwide

Environmental Career Opportunities

Opportunities in Public Affairs

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E-mail [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to receive the passwords.

## Discover Career Assessment Software

Returned Volunteer Services (RVS) offers *Discover*, a career assessment software program administered through ACT, Inc. Free to all RPCVs, the program assesses career-related interests, abilities, and job values to help you consider career options that are a good match for you. In addition, learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

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To receive a password to access the online software, send an e-mail to rvs@peacecorps.gov.

Crisis Corps Recruiting Short-Term Volunteers

Malawi:

Trainer of Trainers for Improved Food and Nutrition for People Living with HIV/AIDS (PLWHA) program: National Association for People Living with HIV/AIDS in Malawi (NAPHAM) requests one CCV for an eight-month assignment to help produce enough right quality foods and to demonstrate how to use these foods for optimal health. Duties: develops and operates training sessions on diversifying diets and gardens; implements diversified, low-input, sustainable gardens with goal of adding income-generating programs to the project. Qualifications: Africa RPCV (preferably Malawi or southern/eastern Africa) with proven ability to use diversified foodstuff for meal planning; knowledge of sustainable agriculture or other bio-intensive methods; strong training skills; ability to work effectively with HIV/AIDS issues and PLWHA; proven ability to learn a second language; Chitumbuka language preferred; knowledge of income-generating activities.

Namibia

HIV/AIDS Coordinator: The Namibian Ministry on Basic Education, Sport, and Culture is looking for five CCVs to work with Regional AIDS Committees for Education (RACE). Duties: work to increase knowledge, awareness, and sensitivity to HIV/AIDS at all levels within the region, providing information, support, and training to regional office staff and schools while helping to establish and maintain a database of local HIV and AIDS organizations operating in those schools; work with math, science, and life-skills teachers to include more HIV/AIDS education in their lessons; provide support to prevention programs that focus on behavior change by coordinating efforts of the local NGOs (e.g., Catholic AIDS Action, AIDS Care Trust, Ombetja Yehinga) operating in schools. Qualifications: one year's work (including voluntary) experience in an HIV/AIDS-related field; minimum one year of professional experience in youth program development, activity planning, and community development; cultural sensitivity; ability to work independently; strong organizational/management skills; basic computer skills; one year of primary or secondary school teaching experience (preferably in science, math, or life skills); successful completion of two years' Peace Corps Volunteer service in Africa (if served outside of Africa region, then must also have two years' work experience in Africa).

Apply Now

Additional HIV trainer positions now available in **Zambia**. If you are an RPCV from that region with significant HIV/AIDS experience, contact Crisis Corps immediately for program details. Anticipated positions in the **Dominican Republic** to open soon. If you have already submitted your application, keep checking for latest developments. Crisis Corps is also working with other countries in the **Caribbean** to finalize programs, so if you have experience in the region and would like to serve with Crisis Corps, don't wait for the positions to open. Apply today.

Current Crisis Corps Countries

Volunteers are currently serving in Ecuador, Ghana, Guinea, Malawi, Namibia, and Suriname.

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

Peace Corps

Washington, DC 20526

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE \$300

Return Service Requested

Presorted
First Class Mail
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Peace Corps
Permit No. G 264

When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, NOT to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND *HOTLINE* TO NEW ADDRESS (Sorry, *HOTLINE* cannot be sent overseas.)

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To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to Database Mgr., 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes must be made with this form and not over the phone. Please allow four to six weeks for any changes to take effect.

Peace Corps Career Centers



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

Contact them for
more information.

Peace Corps Medical Officers Needed

For more information, visit the Peace Corps website: www.peacecorps.gov, click on "Professional Medical Opportunities"; call 202.692.1535; or send an e-mail to pcmrecruitment@peacecorps.gov.

Join an RPCV Listserv

To receive additional job listings and passwords to online publications automatically, sign up for the Yahoo! group called **RPCVNetwork**.

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

OCTOBER CAREER FAIR

Sponsored by
Returned Volunteer Services



Meet and talk one-on-one with representatives from more than 20 organizations that are interested in hiring returned Peace Corps Volunteers.

Wednesday, October 13, 2004
5 to 8 p.m.

Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526
Shriver Conference Rooms
A, B, C

For more information, contact
Patricia Licata at 202-692-1437.