

H TLINE

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

HOT RESOURCES

Career Events

September 13 and 14
Washington, D.C.

Returned Peace Corps Volunteer FAQs

For answers to frequently
asked questions, such as:

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

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

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

visit

www.peacecorps.gov/rpcv/faqs

Peace Corps HOTLINE

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

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

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

PUBLIC SECTOR

**PUBLIC HEALTH ADVISOR,
DEPUTY • Georgetown, Guyana**
GS-13/14 position available with
Centers for Disease Control and
Prevention (CDC). Duties: respon-
sible for administration and manage-
ment for the CDC Global AIDS
Program (GAP); works with local and
international HIV/AIDS experts in the
field to address the epidemic with
particular emphasis on prevention,
care, treatment, and other related
program activities; program planning;
formulation and implementation of
policy and programs; management of
resources; procurement activities. For
more information, visit www.cdc.gov/nchstp/od/gap/. To apply, visit
www2.cdc.gov/hrmo/.

**PROGRAM SPECIALIST •
Los Angeles**
GS-9/11 position available with the
USDA Food and Nutrition Service
(FNS). Duties: reviews and evaluates

applications from retailers to participate
in the food stamp program; assists with
local agency reviews of FNS programs;
responds to requests for information
about FNS programs; participates in
other field office work. Qualification:
overnight travel required. Deadline:
8/31/2005. For more information, visit
www.fns.usda.gov. To apply, visit
www.usajobs.opm.gov or e-mail
mavis.buchholz@fns.usda.gov; phone:
415.705.1314.

**FORESTRY TECHNICIANS •
Cook or Tofte, MN**
GS-6/7 positions available with the
USDA Forest Service, Superior National
Forest. Duties: work in a forest environ-
ment over varied terrain and weather
conditions; perform timber sale
preparation duties; maintain written
records; communicate effectively; use
and maintain forestry technician
equipment, tools, and instruments. Quali-
fications: ability to plan work and meet
deadlines; knowledge of forestry meth-
ods and techniques. Deadline:
8/23/2005. For more information and to

apply, visit vacancy ADS05-R9SUP-
LACTOF-096G at [www.avuedigital
services.com/usfs/applicant.html](http://www.avuedigital
services.com/usfs/applicant.html).

TEACHERS • Bethel, AK
Positions available with Lower
Kuskokwim School District. Positions
include math, science, and special
education teachers. Qualification:
Alaska teacher certificate or eligibil-
ity required. Salary: \$40,454–
\$71,922. For more information and to
apply, visit www.lksd.org or phone
Gary Baldwin, assistant superinten-
dent for personnel and student ser-
vices, at 866.543.4887; address: P.O.
Box 305, Bethel, AK, 99559; e-mail:
gary_baldwin@lksd.org.

**COMMUNITY DEVELOPMENT
SPECIALIST • Ukiah, CA**
Position available with the Commu-
nity Development Commission.
Duties: performs a variety of special-
ized tasks to assist in developing
housing funding opportunities; ana-
lyzes housing development alterna-
tives; implements community devel-

You are Cordially Invited to Attend the Peace Corps Career Workshop

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

Who: Returned Peace Corps Volunteers

What: Career workshop topics include résumé writing techniques,
the federal job application process, and networking.

When: Tuesday, September 13, 2005, from 10:30 a.m. to 3:30 p.m.

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

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

opment projects and programs. Qualifications: B.A. in community development, economics, or related field; minimum four years' related professional experience or any combination of post-graduate degree; training and experience with which documents the required knowledge, skills, and abilities. Salary: \$33K-\$53K. For more information and to apply, phone 707.463.5462, ext. 105.

NUTRITION COORDINATOR • Warsaw, NY
Position available with Cornell Cooperative Extension. Duties: provides leadership; in-depth planning, implementation, and evaluation for the program Western Region Food and Nutrition Education in Communities. Deadline: 9/1/2005. Send letter of intent, résumé, and transcripts to PA#382, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

NUTRITION EDUCATOR • Cobleskills, NY
Part-time position available with Cornell Cooperative Extension. Duties: assists the executive director in establishing and maintaining links to the faculty, the regional team, and funding agencies. Qualifications: M.S. required. Deadline: 8/26/2005. Send letter of intent, résumé, and transcripts to PA#381, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

TEAM COORDINATOR • Mexico, NY
Position available with Cornell Cooperative Extension. Duties: responsible for program

leadership and management for planning, implementation, and evaluation of the agriculture program for Oswego County; assists in representing Cooperative Extension with other USDA agencies, agri-businesses, or agricultural related organizations; acts as main contact to represent the region in program planning efforts. Qualifications: M.S. required; minimum two years' experience required. Deadline: 9/30/2005. Send letter of intent, résumé, and transcripts to PA#383, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

PRIVATE SECTOR

PROGRAM ASSOCIATE • DC

Position available with the Christian Children's Fund, Inc. (CCF). Duties: serves as office manager and communications coordinator; prepares a variety of documents for CCF and other audiences; contributes to the overall program and advocacy work of the office. For more information, visit www.christianchildrensfund.org. Send cover letter, salary history, and résumé to humanresources@ccfusa.org.

CONTRACTS MANAGER • DC

Position available with IFES. Duties: provides full-cycle contract award administration; ensures compliance with award terms and conditions; manages the subcontracting process with regard to IFES partnerships; coordinates with the strategic business development team. Qualifications: B.A.

required; strong knowledge of U.S. government contracting procedures, regulations, and policies, including FAR, CFR, and OMB; USAID experience preferred; minimum six years' experience, preferably in government contracting; occasional travel required. For more information and to apply, visit www.ifes.org.

COMMUNICATION AND OUTREACH SPECIALIST • DC

Position available with the Academy for Educational Development. Duties: responsible for providing communication and outreach support to USAID's Latin American and Caribbean (LAC) proactively identify information and knowledge needs, creatively plan to address those needs, and produce appropriate communication and outreach products. Qualification: M.A. in communications or international development required; minimum five years' relevant experience in outreach, communications, writing, and publications required; knowledge of international development issues; knowledge of the organization and operation of USAID preferred; excellent analytical, organizational, and communications skills; excellent research and analysis skills; knowledge of secondary research sources in the area of development in the LAC region; fluent in Spanish required; U.S. citizenship required. For more information, visit www.aed.org. Send cover letter referencing position #KN5262pc, and résumé to AED/HR, 1825 Connecticut Avenue NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org.

PROGRAM OPERATIONS ASSOCIATE • DC

Position available with Futures Group. Qualification: fluent in Spanish. For more information and to apply, e-mail résumé to njohnson@constellagroup.com.

PROGRAM OPERATIONS ASSOCIATE • DC

Position available with the Futures Group. For more information and to apply, visit <http://career.pereless.com/index.cfm?fuseaction=75026.viewjobdetail&CID=75026&JID=12539>.

PROGRAM COORDINATOR • DC

Position available with the Sustainable Enterprise Program (SEP) of the World Resources Institute. Duties: provides administrative support to SEP's sustainable business projects; provides daily administrative support for the program director and other program staff; maintains SEP's database and website; general outreach; assists with project launch events; responsible for fundraising identification and support. Qualifications: astute, detail-oriented, and self-starter; strong oral and written communication skills; research and editorial skills; excellent computer skills. For more information and to apply, visit <http://joblist.wri.org>; e-mail: ebranosky@wri.org.

DEVELOPMENT SPECIALIST • Bethesda, MD

Position available with Development Alternatives, Inc. Duties: works with the crisis mitigation and recovery team; tracks new business; writes proposals; provides technical backstopping to ongoing projects; provides consulting services to DAI's clients. Qualifications: minimum seven to

HOT! OPPORTUNITIES

PEACE CORPS CAMPUS RECRUITER • Champaign, IL

Part-time position available with University of Illinois (UIUC). Duties: promotes the Peace Corps at speaking engagements; evaluates applications and conducts interviews; maintains working relationship with the Chicago regional office; submits monthly reports. Qualifications: strong applicants will be organized and highly personable; RPCV required; UIUC graduate students preferred. Compensation includes a monthly stipend, graduate tuition waiver, and campus office. Deadline: 9/30/05. Send letter of interest and résumé to Ted Massey at tmassey2@uiuc.edu; fax: 217.244.1717.

PEACE CORPS CAMPUS RECRUITER • Chapel Hill, NC

Part-time position available from fall 2005 to spring 2006 at the University of North Carolina-Chapel Hill. Duties: works with the mid-Atlantic regional recruiting office to organize and implement recruiting activities to increase Peace Corps programs awareness; evaluates applications and conduct personal interviews; works closely with area RPCV groups. Qualifications: RPCV enrolled in a graduate program at UNC-Chapel Hill; excellent oral and written communications skills; initiative and ability to work independently; able to maintain regular office hours, 10 to 20 hours/week. For more information, phone Heather Lee, recruitment coordinator, at 202.692.1053. E-mail cover letter and résumé to hlee@peacecorps.gov.

PEACE CORPS CAMPUS RECRUITER • Charlottesville, VA

Part-time position available from fall 2005 to spring 2006 at the University of Virginia (UVA). Duties: works with mid-Atlantic regional recruiting office to organize and implement recruiting activities to increase awareness of Peace Corps programs; evaluates applications and conducts personal interviews; works closely with area RPCV groups. Qualifications: RPCV enrolled in a graduate program at UVA-Charlottesville; excellent oral and written communications skills; initiative and ability to work independently; able to maintain regular office hours, 10 to 20 hours/week. For more information, phone Heather Lee, recruitment coordinator, at 202.692.1053. E-mail cover letter and résumé to hlee@peacecorps.gov.

twelve years' professional international development experience; advanced degree; proven consulting skills on both short- and long-term field assignments; experience working with international donors, including USAID; ability to lead teams and work with other DAI staff at all levels in the home office and the field required; fluent in French and Arabic preferred; demonstrated writing skills, including proposal writing; proven project management experience. Areas of expertise may include program design and management in crisis and fragile state contexts, crisis prevention and mitigation interventions (negotiation, mediation, and confidence-building), institutional strengthening, and local partner capacity building and training. For more information, visit www.dai.com. Send résumé to Development Alternatives, Inc., attention: OHR, 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814; fax: 732.358.5072; e-mail: ohr@dai.com. Include "Development Specialist" in the subject line.

**WILDERNESS THERAPY INSTRUCTOR •
Loa, UT**

Positions available with the Aspen Achievement Academy, an outdoor treatment program with an emphasis on therapy, experiential learning, and personal growth. Duty: engages students ages 13 to 17, with individualized treatment goals. Qualifications: desire and ability to provide compassionate, creative, and dedicated care to teen students; previous experience working with teens; previous outdoor leadership experience; WFR/EMT certifications desired. Send cover letter, résumé, and two letters of reference to Jim Martucci at jmartucci@theaspenacademy.com; address: P.O. Box 400, Loa, UT 84747; phone: 435.836.1212.

**NEW BUSINESS DEVELOPMENT
OFFICER • DC**

Position available with International Relief and Development (IRD), Inc., Duties: responsible for cross-sector proposals and new business development with USAID, UNDP, and other potential donors; works with headquarters and field staff to develop programs; prepares proposals for submission to USAID, the Department of State, and other U.S. government and international donors. For information and to apply visit www.ird-dc.org.

**ADMINISTRATIVE SPECIALIST •
DeLand, FL**

Part-time position available with Stetson University. Duties: provides clerical and administrative support to the Study Abroad Programs and International Student Services. Deadline: 8/26/2005. For more information, visit www.stetson.edu. E-mail résumé to nleonard@stetson.edu.

**DEVELOPMENT ASSOCIATE •
Cambridge, MA**

Position available with Management Sciences for Health (MSH). Duties: ensures successful overall management and timely completion of competitive proposals; tracks, develops, and communicates new initiatives and business opportunities; acts as liaison to MSH projects, donors, and partners. Qualifications: M.A./M.S. and/or equivalent experience required; ability to initiate work,

prioritize, and meet deadlines; attention to detail; provides quality work in a time-sensitive, fast-paced, and collaborative environment; strong MS Office skills; writing and interpersonal skills; fluent in French and Spanish preferred. For more information and to apply, visit www.jobs-msh.icims.com.

FINANCIAL MANAGERS • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: prepare financial plans, budgets, cash flow projections, and operating forecasts; coordinate the development of budgets in support of JHPIEGO's business development activities and annual budgeting process; provide guidance to staff in compliance with international contracts and OMB circulars and FAR. Qualifications: five to ten years' financial or cost management experience, preferably in international development; solid knowledge of U.S. government cost principles; knowledge of GAAP accounting rules and grant and contract management. For information and to apply, visit job numbers 21326 and 21327 at jobs.jhu.edu.

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: B.A. in finance, accounting, or business or equivalent experience required; one to three years' financial or cost management experience, preferably in support of international development program operations. For information and to apply, visit job numbers 21317, 21324, and 21459 at jobs.jhu.edu.

**VEGETABLE FARM WORKER •
Purcellville, VA**

Position available with Wheatland Vegetable Farms, a 26-year-old family-owned and -operated 35-acre farm. Duties: assists with hoeing, mulching, picking, and selling. Must commit to minimum six week period from April to October. Salary: \$5/hour with room and board. Live at farm or commute. For more information and to apply, e-mail Chip Planck at cplanck@loudoun.net; address: 38287 John Wolford Road, Purcellville, VA 20132; phone: 540.882.3996.

RESEARCH ANALYST • DC

Position available with the Wilderness Society. Duties: researches new major donor prospects; participates in donor strategies; assists in tracking donors and prospects. Qualifications: B.A. with one to two years' related experience preferred; excellent communications skills required; experience conducting electronic searches required; team approach experience preferred. For more information visit www.wilderness.org. E-mail cover letter, résumé, and brief writing sample to Kelly White, director of human resources, at kelly_white@tws.org; fax: 202.454.2546.

COMMUNICATIONS DIRECTOR • DC

Position available with the Washington Office on Latin America (WOLA). Duties: develops and facilitates the organization's communications

strategy; works with senior staff on messaging for the organization and for advocacy campaigns; coordinates all major WOLA publications, website content, and media outreach. Qualifications: B.A./B.S.; minimum five years' experience; fluent in Spanish required. Deadline: 9/8/2005. For more information, visit www.wola.org. E-mail cover letter and résumé to CDsearch@wola.org; address: communications director search, WOLA, 1630 Connecticut Avenue NW, Suite 200, Washington, DC 20009; fax: 202.797.2172.

PROGRAM MANAGER • Stevens Point, WI

Position available with the University of Wisconsin-Stevens Point and the Global Environmental Management Education Center (GEM), Sustainable Agriculture and Forestry program. Duty: assists GEM director with administrative aspects of grant performance. Qualifications: training and experience implementing campus- and community-based education programs focused on sustainable development, agriculture, and related micro-enterprise; M.A./M.S. in natural resources, agriculture, rural development economics, or related field; understanding of sustainability. For more information and to apply, visit www.uwsp.edu/equity/vacancy.htm.

**VICE PRESIDENT, GRANT PROGRAMS •
Los Angeles**

Position available with Conrad N. Hilton Foundation. Duties: reports to the president of the foundation; responsible for overall development, implementation, and evaluation of national and international grant programs and specific initiatives. Send cover letter and CV or résumé to Morris and Berger, 500 North Brand Boulevard, Suite 2150, Glendale, CA 91203-1923.

PROGRAM MANAGER • Burlington, VT

Position available with ReCycle North YouthBuild. Duties: teaches academic, leadership, and construction skills to students who did not complete high school. Qualifications: demonstrated leadership and supervision skills; superb communication skills;

**Online
Employment
Bulletins**

*Environmental Career
Opportunities*

*International Career
Employment Weekly*

Public Health Jobs Worldwide

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

Passwords are for RPCV use only.

PEACE CORPS FELLOWS/USA



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

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management. Renee Hairston, phone: 412.268.1909; e-mail: hairston@andrew.cmu.edu.

DePaul University

Chicago, IL

Elementary and high school special education certification. Justin Speer, phone: 312.362.6911; e-mail: jspeer@depaul.edu.

Duke University

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: MPPadmit@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.

Fordham University

Bronx, NY

International political economy and development. Dr. Henry Schwalbenberg, phone: 718.817.4064; e-mail: iped@fordham.edu.

George Mason University

Fairfax, VA

Elementary education and English as a second language master's and Ph.D. programs. Dr. Warna Gillies, phone: 703.506.8069; e-mail: wgillies@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.

Indiana University

Bloomington, IN

Master of Public Affairs (M.P.A.) in comparative and international affairs; economic development; nonprofit management. Master of Science in Environmental Science (M.S.E.S.) in applied ecology; environmental chemistry, and water resources. Jennifer Forney, phone: 812.855.2840; e-mail: jjforney@indiana.edu.

Johns Hopkins University

Baltimore, MD

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

Loma Linda University

Loma Linda, CA

Public health, including global health, humanitarian assistance, and reproductive health. Dr. Juan C. Belliard, phone: 909.588.1000, ext. 47696; e-mail: jbelliard@llu.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.

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.

New School University

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management. Susan Morris, phone: 212.229.5311, ext. 1106; e-mail: smorris@newschool.edu.

Northern Arizona University

Flagstaff, AZ

Business. Ted Bouras, phone: 928.523.7387; e-mail: ted.bouras@nau.edu or mba@nau.edu.

Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy. Dr. Michael H. Lang, phone: 856.225.6339; e-mail: mlang@camden.rutgers.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. Dr. Catherine Rielly, phone: 603.644.3156; e-mail: ced@snhu.edu or c.rielly@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: PCFellows@tc.edu.

superb computer and organizational skills; ability to prepare at-risk youth for successful positions in the competitive job market; construction experience preferred. Send cover letter and résumé to Debbie Shelden, ReCycle North, 266 Pine Street, Burlington VT 05401; e-mail: dshelden@recyclenorth.org.

BILINGUAL CENTER MANAGER •

New York City

Position available with Project Enterprise. Duties: recruits entrepreneurs; provides new members with business training and assistance in Spanish and English; helps entrepreneurs apply for loans and manage a portfolio of loans. Qualifications: excellent teaching, communication, interpersonal, time management, and organizational skills required. For more information, visit www.projectenterprise.org. Send cover letter and

résumé to Beth Dunphe, program officer, Project Enterprise, 144 West 125th Street, 4th Floor, New York, NY 10027; fax: 212.678.6737; e-mail: bethd@projectenterprise.org.

OUTREACH COORDINATOR/ INTERPRETER • Portland, OR

Position available with Outside In. Qualifications: experience with homeless youth; experience with street outreach in a medical setting; fluent in Spanish and English required; values diversity. Salary: \$13.25/hour with benefits. For more information and to apply, visit www.outsidein.org/employment.htm

TEACHERS • DC

Position available with Asian American LEAD. Duty: work with Asian immigrants and refugee

primary school level students. Qualifications: B.A./B.S. in education or related field; proficiency in Chinese or Vietnamese preferred. E-mail cover letter and résumé to Tony Yih at tyih@aalead.org.

Join an RPCV Listserv

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

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

VOLUNTEER RECRUITER • DC

Position available with CNFA. Duties: recruits and briefs volunteers for a USAID-funded Farmer-to-Farmer program in Ukraine, Moldova, and Belarus; arranges logistics and debriefs volunteers. Deadline: 8/20/2005. For information and to apply, visit www.cnfa.com. No phone calls.

INTERNATIONAL

COUNTRY DIRECTOR • Indonesia

Position available with Project HOPE. Duties: manages HOPE programs in Indonesia; coordinates daily program operations, particularly those in Banda Aceh; provides support and direction to staff, consultants, and volunteers assigned; assists in implementation suggestions of technical specialists as needed. Qualifications: M.A. or equivalent in health, international development, or business administration required; minimum three to five years' program management experience; excellent communications skills; team-building skills; interpersonal skills; international development experience required; experience working in Indonesia preferred; fluent in English required; regular travel within Indonesia required. For information and to apply, visit www.projecthope.org; fax: 540.837.9052.

COUNTRY DIRECTOR • Thailand

Position available with Project HOPE. Duties: manages HOPE programs in Thailand; coordinates daily program operations, including staff and financial management; identifies new program opportunities and develops funding proposals; collaborates with local health organizations; evaluates and monitors programs; develops and writes strategies, work plans, and project reports. Qualifications: M.A. or equivalent in health, international development, or business administration required; minimum three to five years' program management experience; excellent communication skills; team building skills; interpersonal skills; international development experience preferred; micro-credit program experience preferred; fluent in English required; fluent in Thai preferred; must travel regionally. For information and to apply, visit www.projecthope.org; fax: 540.837.9052.

EXECUTIVE DIRECTOR •

Mexico City, Mexico

Position available with the American School Foundation. Duties: serves as main spokesperson; responsible for sound fiscal management; responsible for the acquisition of both current and capital philanthropic support. For more information, visit www.morrisberger.com. Send cover letter and résumé or CV to Morris and Berger, 500 North Brand Boulevard, Suite 2150, Glendale, CA 91203-1923; fax: 818.507.4770; e-mail: mb@morrisberger.com.

BASIC EDUCATION SPECIALIST •

El Salvador

Position available with World Learning. Duty: helps improve the quality, efficiency, and equity of basic education in rural primary schools, focusing on education materials, curriculum, and teacher

training. For more information and to apply, visit www.worldlearning.org.

DIRECTOR OF FINANCE/CFO •

Beirut, Lebanon

Position available with American University of Beirut Medical Center. Duties: supervises the financial staff (42 people); responsible for all financial affairs, including financial planning and budgeting, financial control, accounting, patient billing, accounts receivable, and financial systems; responsible for reporting, external auditing, financial analysis, and integrating finance programs; ensures all financial and accounting controls, systems, and staff are in place and functioning effectively. E-mail résumé to ldunaj@columbus.rr.com.

PROGRAM DIRECTOR • Darfur, Sudan

Position available with Save the Children. Duties: provides strong leadership to ensure that Save the Children implements quality integrated programs in West Darfur; supervises all program managers; ensures strong program design and implementation. Qualifications: advanced relevant degree with minimum 10 years' experience in a conflict setting. For information and to apply, visit position number 2503 at www.savethechildren.org/careers/index.asp.

PROTECTION ADVISOR • Darfur, Sudan

Position available with Save the Children. Duty: raises the profile of protection within Save the Children and at national and international levels. Qualification: minimum seven to ten years' protection experience. For information and to apply, visit position number 2579 at www.savethechildren.org/careers/index.asp.

PROGRAM MANAGER • Jordan

Position available with Save the Children. Duties: manages large regional subgrant portfolios in Jordan, Lebanon, Egypt, West Bank and Gaza, and Yemen. Qualifications: minimum five years' experience in the Arab region; grant-making or proposal assessment experience with experience of managing significant budgets required. Send résumé to b.soltesz@savechildren.org.

FINANCIAL ANALYST – IRAQ • DC

Position available with IFES. Duties: assists with monthly audits and travel advances; reviews and processes travel requests; provides routine project reviews; evaluates field offices; assists with specials projects. Qualifications: B.A. in accounting or finance; minimum four years' related work experience. For more information and to apply, visit job@ifes.com.

***TEACHERS • China**

Positions available with Aston Educational Services. Qualifications: fluent in English; college degree in any subject; teaching experience. For more information, phone Michael Wisner at 908.835.8227. To apply, e-mail Bruce Blanch at teachinchina.aes@gmail.com.

INTERN/VOLUNTEER

VOLUNTEER ADVOCACY ADVISOR •

Belgrade, Serbia

Position available with Freedom House. Duty: serves as a volunteer advisor to civil society organizations and coalitions throughout Serbia. Qualifications: minimum five years' professional experience with advocacy campaigns and/or public outreach at nonprofit, nongovernmental organization, or government institutions; Serbian language skills or experience in Eastern Europe preferred. Position runs for three to six months beginning 9/2005. For more information and to apply, visit www.freedomhouse.org; address: 1319 18th Street NW, Washington, DC 20036; phone: 202.296.2861; e-mail: avid@freedomhouse.org.

EDUCATION

M.A. INTERNATIONAL RELATIONS •

DC; Italy; or China

The Paul H. Nitze School of Advanced International Studies (SAIS) of Johns Hopkins University is devoted to the study of international relations. SAIS prepares students for careers in all three vital sectors of modern society, including the public, nonprofit, and private sectors. For more information and to apply, visit www.sais-jhu.edu.

M.A. IN INTERNATIONAL STUDIES •

Athens, OH

The Center for International Studies at Ohio University offers an interdisciplinary M.A. in international affairs in African, Southeast Asian, Latin American, international development, or communication and development studies. Qualified RPCVs have competitive advantage for scholarships and assistantships. Foreign Language Area Studies (FLAS) fellowships available. For more information and to apply, visit www.ohiou.edu/internationalstudies; e-mail: International.Studies@ohiou.edu; phone: 740.593.1840.

***GLOBAL HUMANITARIAN ACTION • DC**

George Mason University in Arlington offers a fall and winter semester program on global humanitarian action. The program addresses complex humanitarian emergencies, as well as long-term humanitarian needs resulting from conflict, poverty, health crises, natural disasters, and environmental degradation. Students have the opportunity to explore these issues through professional internships, academic study, and relevant study trips. The approach is interdisciplinary, combining insights from economics, political science, philosophy, psychology and international law. For more information, contact Program Officer Mark Flanigan at mflanig1@gmu.edu; phone: 703.993.2106; website: <http://globaled.gmu.edu/internships/cgeglobalintern.html>.

***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

Crisis Corps Recruiting Short-Term Volunteers

Cameroon

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

Ecuador

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

CEMOPLAF requests one Crisis Corps Volunteer for a six-month assignment to serve as an **HIV/AIDS Counseling and Testing Program Advisor**. Duties: strengthens pre- and

post-test counseling services project proposal; develops strategies, methods, and other communication instruments to educate and train youth in taking appropriate preventative actions; provides coaching and validation of training methodology with staff and vulnerable populations (women and youth); assists staff with formulation of prevention campaigns; assists in monitoring, feedback, and evaluation of project proposal. Mandatory Qualifications: public health professional with relevant advanced degree (M.P.H. preferred); experience working with HIV/AIDS pre- and post-test counseling; organizational skills; professional experience in proposal writing; IAPRPCV; fluent written and oral Spanish. The assignment will begin in September.

Jamaica

The **Ewarton Community Development Action Committee (ECODAC)** requests one Crisis Corps Volunteer to serve for six-months as a **Curriculum Coordinator**. Duties: adapts and synthesizes the national technical and vocational curriculums to meet the needs of out-of-school students, with particular emphasis on males acquiring critical employable skills; assists training instructors in curriculum implementation, resource acquisition, and management of these resources. Mandatory Qualifications: B.A. in technical vocational education or similar relevant field.; successful completion of Peace Corps Volunteer service in Africa/Caribbean region; high level of oral and written English skills; experience with curriculum development; experience training trainers; competence in computer applications including Word and Excel Database creation. The assignment will begin in September.

Togo

Association Espoir pour Demain (AED) requests one Crisis Corps Volunteer for a six-month assignment as a **Clinical Technical Assistant**. Duties: assists and trains members, medical personnel, and psychosocial staff in designing and implementation of routine consultation and monitoring program, including the creation of a confidential medical record system; assists in training of teams of community health workers to conduct routine home visits to PLWHA to provide psychosocial support and monitor medication regimens, clinical symptoms, and weight; provides technical guidance (clinical and programmatic) in the implementation, monitoring, and evaluation of the programs; assists in capacity building of AED/Kara to provide its services on a region-wide basis with formation of satellite groups in prefecture capitals. Mandatory

Qualifications: advanced degree in nursing or medicine, including R.N., P.A., N.P., M.D. or equivalent; training or experience in public health approaches to HIV/AIDS; RPCV focus on HIV/AIDS in Africa; oral and written French proficiency. Desired Qualifications: advanced degree in public health, including an M.P.H., M.S., Ph.D., or equivalent; clinical experience in comprehensive HIV/AIDS care and treatment; familiarity and/or experience with community-based health approaches in resource poor settings. The assignment will begin in September.

Zambia

The Community for Human Development requests one six-month CCV to serve as a **Program Development Specialist** to provide critical analysis of the three main programs and develop strategies for increasing activities. Duties: works with project staff to develop a five-year strategic plan; provides hands-on training during the plan development process to project staff; assists the project team in report writing and project proposal preparation. Required Qualifications: successful completion of two years Peace Corps service in Africa; ability to work independently with minimal support; M.A. in social sciences or related degree; experience in project planning and management; one year experience working with HIV/AIDS; analytical skills; demonstrated experience in strategic planning and report writing. This program begins in September.

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

How to Apply

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

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

AmeriCorps VISTA Volunteers 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 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; website: www.mttp.com.

***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 2/13/2005. Contact the admissions office by phone: 480.222.9210 or by e-mail: admissions@scnm.edu. For more information, visit www.scnm.edu.

*** DENTISTS • Mesa, AZ**

Arizona School of Dentistry and Oral Health is looking for mission-driven individuals to become compassionate dentists with knowledge and skills to impact the health status of underserved communities. Class selection emphasizes service and volunteerism. Accepted students receive training emphasizing public health principles and service delivery to underserved populations. Graduates receive a doctorate in medical dentistry (D.M.D.) and a certificate in public health. For more information and to apply, e-mail Gary Cloud at gcloud@ashs.edu.

AMERICORPS/VISTA

PROGRAM MANAGER • West Seneca, NY

Position available with West Seneca AmeriCorps. Duties: works with the tutoring program AmeriCorps Builds Lives through Education (ABLE); tracks participants; develops community partnerships; provides federal reporting. Qualifications: two- or four-year college degree required; one year management experience; one year service experience preferred. Deadline: 9/1/2005. Send cover letter and résumé to human resource director, 2001 Union Road, West Seneca, NY 14224; e-mail: katesarata@wsyb.org; website: www.wsyb.org.

PUBLIC RELATIONS COORDINATOR • Boston

Position available with South Shore Habitat for Humanity. Duties: works with a marketing and public relations committee to develop a consistent and systematic connection to the media; helps develop the strategies for marketing and communications; promotes the work of the agency to various

targeted audiences. Position begins 10/2005. For more information and to apply, phone 781.843.9080, ext. 8; e-mail: habitat@sshabitat.org.

COMMUNITY DEVELOPMENT VISTA • Boston

Position available with South Shore Habitat for Humanity. Duties: assists with recruitment, training, and support of South Shore Habitat's community-based Local Project Committees (LPC); works as a liaison between the Family Partnership Committee and the South Shore Habitat for Humanity Staff and Board of Directors; strategizes and implements outreach campaigns to various individuals, groups, and industries within the area. Position begins 9/2005. For information and to apply, phone 781.843.9080, ext. 8; e-mail: habitat@sshabitat.org.

RESOURCE DEVELOPMENT ASSOCIATE • Boston

Position available with South Shore Habitat for Humanity. Duties: works on developing systematic approaches to researching sources of funds; renews, maintains, and reports on communications with supporters of South Shore Habitat for Humanity; provides written analysis of the results for use in further marketing and fundraising development. Position begins 9/2005. For information and to

apply, phone 781.843.9080 ext. 8; e-mail: habitat@sshabitat.org.

AMERICORPS*VISTA LEADERS • Buffalo, NY

Positions available with West Seneca AmeriCorps*VISTA. Duties: work as a mentor and liaison between VISTA members and the project director; responsible for member development and recruitment. Qualification: must have prior AmeriCorps or Peace Corps experience. Salary: \$444/bi-weekly with health insurance, child care if needed, and education award at the end of service. Position begins 11/2005. Deadline: 9/10/2005. For information and to apply, phone Kate, recruiter, at 716.558.3350; e-mail: katesarata@wsyb.org; website: www.wsyb.org.

PROGRAM OFFICER • New York City

Position available with the National Federation of Community Development Credit Unions. Projects include financial literacy, marketing, and disability outreach. Qualifications: former VISTA members or Peace Corps Volunteers strongly preferred; B.A./B.S. required. Salary: \$35K with excellent benefits. For more information, visit www.CDCU.coop. E-mail résumé to crosenthal@cdu.coop, with "VISTA Position" in subject line; address: VISTA Program Officer; National Federation of Community Development Credit Unions, 120 Wall Street, 10th Floor, New York, NY 10005.

Peace Corps Career Centers

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

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

Discover Career Assessment Software

To help you assess your career-related interests, abilities, and job values, Returned Volunteer Services offers *Discover*, an online software program administered through ACT, Inc.

This questionnaire-based program will help you determine career options that are a good match for you. *Discover* will also help you develop effective résumés, cover letters, job applications, and interviewing skills.

E-mail Returned Volunteer Services at rvs@peacecorps.gov for a free password.

Peace Corps

Washington, DC 20526

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

Return Service Requested

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

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

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (Sorry, we cannot send HOTLINE overseas.)

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Address

City

State

Zip Code

Country/Dates of Service

E-mail Address

To submit an address change, visit www.peacecorps.gov/rpcv/records and click on "Update Your Records." You can also send address changes or unsubscribe requests to rpcvupdate@peacecorps.gov. Or, fill out the information above, cut out the box, and mail it to **RPCV Database Manager, 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street NW, Washington, DC 20526**. Please allow four to six weeks for any changes to take effect.

Career Publications

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

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

Graduate School Guide

Returned Volunteer Services offers *Graduate School Guide* online. *Graduate School Guide* highlights programs (arranged by academic subject) from more than a hundred institutions that give special consideration to RPCVs. The publication also includes information about the Peace Corps Fellows/USA program and other educational services and programs of interest.

To download the publication, visit www.peacecorps.gov/rvs/publications.

September Career Fair

sponsored by
Returned Volunteer Services

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

Wednesday, September 14, 2005

Paul D. Coverdell Peace Corps
Headquarters
1111 20th Street NW
Washington, DC 20526
4 to 8 p.m.

A partial list of recruiters:

- Smithsonian Institute
- Catapult Learning
- U.S. Department of Agriculture
- Kaplan Inc.
- National Parks Conservation
- National Minority AIDS Council
- Chemonics
- U.S. Department of Education
- Africare
- International Rescue Committee
- African Development Foundation
- Whitman-Walker Clinic
- Global Corps/OFDA

For more information, contact Heather Groome
at 202.692.1437 or 800.424.8580, ext. 1437