



# Hotline

For Returned Volunteers /  
From the Office of Domestic Programs

## Hot Resources

### Highlights

#### August 2006 RPCV Career Events

Wednesday, August 23

*Career Panel and  
Networking Workshop*

Thursday, August 24

*Resume Review Sessions and  
Career Fair*

Visit

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

(For more career fair details,  
see page 14)

### Peace Corps Hotline

Robert Michon  
Editor  
Manager, Returned Volunteer Services

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

To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)  
or contact

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

### Join the RPCVNetwork Listserv

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

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

## Translating Your Peace Corps Experience: How to Turn the Abstract into Concrete



This article is a precursor to the August 23 career workshops. Go to [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) for details and registration information.

All Peace Corps Volunteers (PCVs) are prone to transitions. Changes were the constant in your Peace Corps experience. Your work, cultural experience and lifestyle were infiltrated with change. That perpetual change was both challenging and exciting. Similarly, the significant life transition of returning home coupled with consequential job and career transitions can be exciting, but oftentimes difficult. To some RPCVs, preparing for the job search is a whirlwind of familiarity. To others, it means embarking into unknown territory. Whether you are a newcomer to the job search world, are a seasoned professional, or plan to continue your education, the transition from Peace Corps to the job, career, or education search can be tough, lonely, and sometimes even depressing.

Part of that difficulty is borne from the concern RPCVs have about describing what they did in Peace Corps to an audience of family, friends, and prospective employers. Will the skills developed in Peace Corps be understood, respected, and valued in the United States?

For those of you challenged by the occasionally daunting task of translating the abstractness of your

Peace Corps experience into something consumable by your various audiences, this article encourages you to reflect on and think about your accomplishments during service, and identify how you may have contributed to the communities in which you lived and worked. Look to your Description of Service (DOS) statement, journals, recordings, and photo albums to refresh your memory. It then suggests that you identify personal and professional skills, the obvious and not-so-obvious skills, and knowledge and abilities utilized in those accomplishments. Finally, the article challenges you to communicate these skills effectively. Ultimately, it is hoped that this exercise assists you in identifying those experiences and skills that will be understood, respected, and valued.

### Self-Assessment

The first thing is to know as much as you can about yourself. This is critical to successful cultural adaptation in your host country and is as equally important in helping you focus and succeed in your career/job search. What do you value? What do you want to do? What are some of your personal considerations? For the purposes of this article, i.e., translating your Peace Corps skills, we focus on the question... what skills *do* you have? Understanding what those skills are,

your proficiency levels, and how to effectively communicate them are critical to a successful job search.

### Three Families of Skills

Richard N. Bolles, citing Sidney Fine, described three "families" of skills in *The Three Boxes of Life* (Berkeley, CA: Ten Speed Press). Self-management skills are acquired early in life and are sometimes called personality (or character) traits. Examples are optimism, high energy, flexibility, empathy, adaptability, sincerity, humor, and tolerance. Peace Corps recruited you, in part, because you likely had strong self-management skills.

Some people are born with an aptitude for developing certain skills, such as musical, artistic, or athletic ability. These transferable skills are acquired through natural-born talent and/or through special educational training. Transferable skills are related to people, data and things, and can be generalized across fields/professions. Examples are dealing effectively with diverse types of people, problem solving, conflict mediation, project management, training and educating, identifying and analyzing community needs, managing a budget, and operating equipment.

*Continued on page 13*

## PUBLIC SECTOR

### **PUBLIC HEALTH ADMINISTRATOR • Sudan and Kenya**

Temporary position available with U.S. Centers for Disease Control and Prevention (CDC). Duties: negotiates interagency relationships between CDC, AID, and Department of State; establishes fiscal and administrative and employment mechanisms in post-conflict setting; travels between Nairobi, Juba, and Khartoum. Qualifications: appropriate experience with U.S. government agencies; strong interpersonal and administrative skills. For more information and to apply, e-mail Tom Boo at [tboo@ke.cdc.gov](mailto:tboo@ke.cdc.gov); phone: 254.20.271.3008.

### **AREA EXTENSION EDUCATOR • Ephrata, WA**

Position available with Washington State University. This is a 12-month tenure-track extension faculty position. Qualifications: MA; degree in education, human development, or closely related field. Deadline: 9/8/2006. For more information and to apply, visit [www.hrs.wsu.edu/employment/FAPvacancies.asp](http://www.hrs.wsu.edu/employment/FAPvacancies.asp), or phone Lisa Clyde, EEO coordinator, at 509.335.2822; fax: 509.335.2926; e-mail: [eeocoord@wsu.edu](mailto:eeocoord@wsu.edu).

### **PUBLIC RELATIONS/COMMUNICATIONS COORDINATOR • Pullman, WA**

Position available with Washington State University. This is a 12-month part-time or full-time position. For more information and to apply, visit

[www.hrs.wsu.edu/employment/FAPvacancies.asp](http://www.hrs.wsu.edu/employment/FAPvacancies.asp), or phone Lisa Clyde, EEO coordinator, at 509.335.2822; fax: 509.335.2926; e-mail: [eeocoord@wsu.edu](mailto:eeocoord@wsu.edu).

### **AGRICULTURE/HORTICULTURE EDUCATOR • Binghamton, NY**

Position available with Cornell Cooperative Extension of Broome County. Duty: provides coordination for implementation of the agricultural and horticulture issues program. Qualifications: MS; minimum two years' experience required. For more information and to apply, visit <http://hosts.cce.cornell.edu/admin/careerops/pa409.htm>. Send letter of intent, résumé, and transcripts to PA#409, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

### **FIELD ENGINEER • Window Rock, AZ**

Position open with the Indian Health Service (IHS) and the U.S. Public Health Service. IHS projects provide first time service to Navajo families that do not have water in their homes. Duties: manages water and sanitation projects on the Navajo Reservation, the largest and one of the most traditional Indian reservations in the U.S.; provides engineering design and construction supervision. Qualifications: BS or graduate degree in civil or environmental engineering. For application information, phone Adam Bjornstedt (RPCV, Jamaica) at 928.871.1350; address: Office of Environmental Health, P.O. Box 9020, Window Rock, AZ 86515; fax: 928.871.1462; e-mail: [adam.bjornstedt@ihs.gov](mailto:adam.bjornstedt@ihs.gov).

**SENIOR HYDROLOGIST • Fort Defiance, AZ**  
Position available with the Navajo Nation Department of Water Resources working on the Navajo Reservation. Duties: supervises field technicians; prepares drought, flood, mitigation, and climate studies; writes grant proposals; develops program budget. Qualifications: BA (MA preferred) in hydrology, climatology, geology, civil engineering, or related field; minimum four years' progressively responsible professional level work experience; excellent writing skills; proficient in modern computer software applications and familiar with GIS, data analysis, and database management. Salary: \$49,483. For more information and to apply, phone John Leeper or Hope Wilson at 928.729.4004.

### **WILDLIFE INSPECTOR • Valley Stream, NY**

Position available with U.S. Fish and Wildlife Service. Duties: responsible for all international commerce dealing in wildlife both live and by-products; enforces various federal laws and international treaties. This is a uniformed position with benefits including health insurance, life insurance, and retirement. For more information and to apply, visit [www.usajobs.com](http://www.usajobs.com).

### **HEALTH AND DISABILITIES COORDINATOR • Watsonville, CA**

Position available with Pajaro Valley Unified School District (PVUSD) Migrant Head Start. Duties: supervises seasonal staff; oversees child health, dental, disabilities, and family support services; trains staff and parents; manages recordkeeping system. Qualifications: nursing degree or BA in health related field required; three years' supervision, monitoring, and case management experience; proficient in English and Spanish. Salary: \$41,723–\$49,834 with full benefits. For more information and to apply, visit [www.pvUSD.net](http://www.pvUSD.net); address: Mary Lou Masters, Human Resources, 294 Green Valley Road, Watsonville, CA 95076; phone: 831.786.2145; e-mail: [marylou\\_masters@pvUSD.net](mailto:marylou_masters@pvUSD.net).

# HOT! OPPORTUNITIES

### **ENVIRONMENTAL SCIENTIST • DC**

Position available with the United States Environmental Protection Agency, Toxics Release Inventory program (TRI). Duties: assists with the review of petitions and regulatory activities impacting the chemicals reportable under the TRI program. Qualifications: BS, BA, or MS in chemistry, toxicology, or environmental chemistry or engineering; good oral and written communication skills; team player; energetic and motivated; passion to use skills and talents to protect the environment. Salary: \$45K–\$70K with benefits and promotion opportunities. Send cover letter and résumé to Dr. Daniel R. Bushman, U.S. EPA (mail code 2844T), 1200 Pennsylvania Avenue NW, Washington, DC 20460; e-mail: [bushman.daniel@epa.gov](mailto:bushman.daniel@epa.gov).

### **RESEARCH ANALYST • DC**

Position available with Wilderness Society. Duties: identifies and researches new major donor prospects; participates in the development of donor strategies; assists in tracking donors and prospects through the use of prospect management system. Qualifications: BA with one to two years' related research experience preferred; excellent oral and written communications skills required; experience conducting electronic searches required. For more information, visit [www.wilderness.org](http://www.wilderness.org). E-mail cover letter, résumé, and brief writing sample to Kelly White, director of human resources, at [kelly\\_white@tws.org](mailto:kelly_white@tws.org); fax: 202.454.2546.

## PRIVATE SECTOR

### **PEACE CORPS**

**CAMPUS REPRESENTATIVE • Pullman, WA**  
Part-time position available with Washington State University and the Peace Corps. Position runs for the 2006 to 2007 academic year. Duties: informs the university and Pullman community of Peace Corps service opportunities through a variety of outreach activities, including participation in campus fairs, classroom presentations, information meetings, bulletin boards, presentations at campus organization meetings, in-office advising, electronic communication, and website maintenance; works closely with the Peace Corps office in Seattle. Qualifications: previous Peace Corps service required; current or future student enrollment at



Washington State University or University of Idaho required. Send cover letter and résumé to Wayne Blackwelder at [wblackwelder@peacecorps.gov](mailto:wblackwelder@peacecorps.gov).

### PEACE CORPS CAMPUS

#### REPRESENTATIVE • Tallahassee, FL

Position available with Florida State University (FSU) and the Peace Corps. Position runs for the 2006 to 2007 academic year. Duties: works 20 hours/week; coordinates with Atlanta regional office; develops local contacts with university and local RPCV group; organizes classroom and other public presentations at FSU; expands contacts at nearby Florida A & M University and elsewhere in the Tallahassee community. Qualifications: RPCV and full-time graduate student at FSU; excellent oral and written communication skills. Benefits include in-state tuition and fees and a stipend of \$11K. For more information and to apply, phone Dr. Petra Doan, coordinator, at 850.644.8521; e-mail: [pdoan@garnet.acns.fsu.edu](mailto:pdoan@garnet.acns.fsu.edu).

#### STUDENT SERVICES ASSISTANT •

##### Ann Arbor, MI

Work-study position available with the University of Michigan (U-M). Duties: Assist U-M's Peace Corps coordinator; works 10 to 15 hours/week. Qualifications: RPCV who will be enrolled at University of Michigan, starting September 2006. For more information, visit [www.studentemployment.umich.edu/JobXJobDetail.aspx?JobId=8313&s=1](http://www.studentemployment.umich.edu/JobXJobDetail.aspx?JobId=8313&s=1). E-mail cover letter and résumé to Holly Parker at [hollypa@umich.edu](mailto:hollypa@umich.edu).

#### PROGRAM ASSOCIATE, WEST AFRICA • DC

Position available with IFES. For more information and to apply, visit <http://www.ifes.org/careers.html>.

### DEVELOPMENT AND

#### OUTREACH MANAGER • DC

Position available with IFES. Duties: assists the senior director of communications and the Applied Research Center (ARC) to develop effective departmental and dissemination strategies to further the mission of the organization; splits time between two departments; responsible for development and outreach activities in the Applied Research Center and the communications department. For more information and to apply, visit <http://www.ifes.org/careers.html>.

#### CLIENT SERVICES COORDINATOR • DC

Position available with KaBOOM! Duties: responsible for sourcing a high quality applicant pool of child-serving organizations; develops relationships and creates partnerships that align KaBOOM! funding partners' investment interests, the KaBOOM! community build model, and community needs. For more information, visit [www.kaboom.org/AboutUs/CareersatKaboom.org](http://www.kaboom.org/AboutUs/CareersatKaboom.org). E-mail cover letter, résumé, and salary requirements to human resources at [hr@kaboom.org](mailto:hr@kaboom.org).

#### ACCOUNT MANAGER • DC

Position available with KaBOOM! Duties: assists in the management and growth of the KaBOOM! and Home Depot partnership. Qualifications: experience in or with account and client services preferred; strong and artful negotiation and communication skills; exceptional writing and oral presentation skills; experience with fundraising and sponsorship strategy and techniques, budgeting, strategic planning, business development, marketing, and public relations preferred; ability to travel required. For more information, visit [www.kaboom.org/AboutUs/CareersatKaboom.org](http://www.kaboom.org/AboutUs/CareersatKaboom.org). E-mail cover letter, résumé, and salary requirements to human resources at [hr@kaboom.org](mailto:hr@kaboom.org).

#### MEETINGS MANAGER • DC

Position available with KaBOOM! Duties: arranges meeting venues for KaBOOM!; carries out logistics for trainings and conferences; oversees registration; serves as point of contact for inquires from prospective attendees. For more information, visit [www.kaboom.org/AboutUs/CareersatKaboom.org](http://www.kaboom.org/AboutUs/CareersatKaboom.org). E-mail cover letter, résumé, and salary requirements to human resources at [hr@kaboom.org](mailto:hr@kaboom.org).

#### MANAGER OF TRAINING AND EDUCATION • DC

Position available with KaBOOM! Duties: manages KaBOOM! training and education initiatives designed to foster increased quantity and quality of new playgrounds, playing fields, and skate parks throughout North America. For more information, visit [www.kaboom.org/AboutUs/CareersatKaboom.org](http://www.kaboom.org/AboutUs/CareersatKaboom.org). E-mail cover letter, résumé, and salary requirements to human resources at [hr@kaboom.org](mailto:hr@kaboom.org).

#### FARM BILL OUTREACH COORDINATOR • DC

Position available with National Wildlife Federation. Duties: designs and implements key-states grassroots and media outreach campaigns; speaks at events to promote conservation message; trains activists; develops and maintains grassroots outreach written communications; helps recruit and train short-term regional outreach coordinators. Qualifications: BS; wildlife or natural resources focus preferred; minimum three years' relevant experience; outstanding oral and written communications skills; experience and training in grassroots organizing; some travel required. For more information and to apply, visit [www.nwf.org/careergateway](http://www.nwf.org/careergateway).

#### MANAGER, WATER RESOURCES CAMPAIGNS • DC

Position available with National Wildlife Federation. Duties: builds membership; coordinates educational workshops; supports grassroots advocacy efforts; develops materials; coordinates calls; analyzes policies; assists with budget and management of Network; assists with media

outreach; supports fundraising efforts. Qualifications: BS; minimum five years' experience in natural resource policy, campaign management, or outreach and coalition building; prior leadership position with coalitions or NGO partnerships; proven fundraising success and grant management exposure. For more information and to apply, visit [www.nwf.org/careergateway](http://www.nwf.org/careergateway).

### CONSERVATION AND

#### SERVICE CORPS DIRECTOR • Juneau, AK

Position available with Southeast Alaska Guidance Association (SAGA). Duties: serves as a highly visible community spokesperson; works directly with Corps staff and participants; negotiates with public land and other agencies; ensures that the goals of accomplishing productive work and developing young adults is achieved; responsible for the effective management and continued healthy growth of the program. Qualifications: BA; five years' experience. Salary: \$3,800-\$4,200. For more information, visit [www.servealaska.org](http://www.servealaska.org). E-mail résumé with three references to Joe Parrish at [sagajp@servealaska.org](mailto:sagajp@servealaska.org); address: P.O. Box 33037, Juneau, AK 99803; phone: 907.789.6403.

#### RECRUITMENT AND HIRING DIRECTOR • Juneau, AK

Position available with Southeast Alaska Guidance Association (SAGA). Duties: recruits and hires staff and National Service members working and serving in SAGA's four programs. Qualifications: BA; two year's professional experience in recruiting, public relations, and human resources. Salary: \$2,800-\$3,300. For more information, visit [www.servealaska.org](http://www.servealaska.org). E-mail résumé with three references to Joe Parrish at [sagajp@servealaska.org](mailto:sagajp@servealaska.org); address: P.O. Box 33037, Juneau, AK 99803; phone: 907.789.6403.

#### INTERNATIONAL FINANCE SPECIALIST • Richmond, VA

Position available with Christian Children's Fund, Inc. Duties: sets up financial systems during emergencies and initial field implementation; follows up on corrective actions regarding field audits; assists in development of finance and accounting procedures and training. For more information, visit [www.christianchildrensfund.org](http://www.christianchildrensfund.org). E-mail cover letter and résumé to [careers@ccfusa.org](mailto:careers@ccfusa.org).

#### PROGRAM MANAGEMENT INFORMATION SYSTEMS COORDINATOR • Richmond VA

Position available with Christian Children's Fund, Inc. Duties: manages program management information system with oversight for developing tools, methodologies, and processes for data collections, analysis, storage, retrieval, and dissemination; conducts data management and

*Announcements continued on page 6*

# PEACE CORPS Fellows/USA



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

## **Carnegie Mellon University**

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

## **Columbia University, Teachers College**

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

## **DePaul University**

Chicago, IL  
*Program temporarily suspended.*  
Elementary and high school special education certification.  
Contact: Justin Speer  
Phone: 773.325.7170  
E-mail: [jspeer@depaul.edu](mailto:jspeer@depaul.edu)

## **Duke University**

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

Program for International Development Policy (PIDP) with several concentration options.

Contact: Stephanie Alt Lamm  
Phone: 919.613.9218  
E-mail: [pidpinfo@duke.edu](mailto:pidpinfo@duke.edu)

## **Duquesne University**

Pittsburgh, PA  
Graduate School of Business Administration: MBA, Information Systems Management, Taxation  
Contact: Dr. William Presutti  
Phone: 412.396.6269  
E-mail: [presutti@duq.edu](mailto:presutti@duq.edu)

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

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

## **Florida Institute of Technology**

Melbourne, FL  
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).  
Contact: Dr. Tom Marcinkowski  
Phone: 321.674.8946  
E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## **Fordham University**

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

## **George Mason University**

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

## **George Washington University**

Washington, DC  
Transition special education, secondary education.  
Contact: Dr. Jeanne Embich  
Phone: 202.973.1061  
E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## **Georgia College & State University**

Milledgeville, GA  
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.  
Contact: Dr. Roy Moore  
Phone: 859.257.8204  
E-mail: [roy.moore@gcsu.edu](mailto:roy.moore@gcsu.edu)

## **Humboldt State University**

Arcata, CA  
Secondary education program with placement at Academy of the Redwoods—an early college high school.  
Contact: Keri Gelenian  
Phone: 707.476.4577  
E-mail: [keri-gelenian@redwoods.edu](mailto:keri-gelenian@redwoods.edu)

## **Illinois State University**

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

Contact: Beverly Beyer  
Phone: 309.438.7090  
E-mail: [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu)

## **Indiana University**

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

Contact: Jennifer Forney  
Phone: 812.855.2840  
E-mail: [spea@indiana.edu](mailto:spea@indiana.edu)

## **Johns Hopkins University**

Baltimore, MD  
Nursing, public health.  
Contact: Mary O'Rourke  
Phone: 410.955.7548  
E-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.edu)

## **Loma Linda University**

Loma Linda, CA  
Public health, including global health, humanitarian assistance, and reproductive health.  
Contact: Lory Alido  
Phone: 909.558.1000  
E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## **Marquette University**

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

## **New Mexico State University**

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

## **The New School**

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

*Fellows/USA listing continued on next page*



*Continued from previous page*

## **Northern Arizona University**

Flagstaff, AZ  
Business.  
Contact: Jane Thompson  
Phone: 928.523.7387  
E-mail: 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.  
Contact: Sandra Cheesman-Cattefesta  
Phone: 856.225.6860  
E-mail: scheesman@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.  
Contact: Dane Zimmer  
Phone: 724.838.4209  
E-mail: zimmer@setonhill.edu

## **Southern New Hampshire University**

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

## **University of Arizona**

Tucson, AZ  
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.  
Contact: Georgia Ehlers  
Phone: 520.621.9103  
E-mail: rpcf@grad.arizona.edu

## **University of Cincinnati**

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

## **University of Denver**

Denver, CO  
International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration.  
Contact: Susan Nelson  
Phone: 303.871.2989  
E-mail: snelso30@du.edu

School of Communication: International and intercultural communication.  
Contact: Dr. Margaret Thompson

Phone: 303.871.3947  
E-mail: mthomps@du.edu

## **University of Maryland-Baltimore**

Baltimore, MD  
Social work with dual-degree options in Jewish studies, law, business administration, and public health.  
Contact: Lane Victorson  
Phone: 410.706.5316  
E-mail: lvictorson@ssw.umaryland.edu

## **University of Maryland-Baltimore County Shriver Peaceworker Program**

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

## **University of Missouri-Columbia**

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

## **University of Missouri-Kansas City**

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

## **University of New Orleans**

New Orleans, LA  
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.  
Contact: Dr. Marla Nelson  
Phone: 504.280.3110  
E-mail: cupa@uno.edu

## **University of North Texas**

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

## **University of Oregon**

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

## **University of South Carolina**

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

Moore School of Business: International business administration.

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

## **University of Vermont**

Burlington, VT  
Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology.  
Contact: Edward R. McMahan  
Phone: 802.656.4565  
E-mail: emcmahan@uvm.edu

## **University of Wisconsin-Milwaukee**

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

## **University of Wisconsin-Stevens Point**

Stevens Point, WI  
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.  
Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: tim.ginnett@uwsp.edu

## **University of Wyoming**

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

## **Western Illinois University**

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

*Fellows/USA listing continued on next page*



Continued from previous page

Contact: Karen Mauldin-Curtis  
Phone: 309.298.2683 or 800.526.9943  
E-mail: pcf@wiu.edu

## Western New Mexico University

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

## Wichita State University

Wichita, KS  
Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry,

physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes  
Phone: 316.978.6580  
E-mail: judith.hayes@wichita.edu

## Yale University

New Haven, CT  
*In Development: International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmental Studies, Management, Law, or Public Health.*  
Contact: Felicia Spencer  
Phone: 203.432.9394  
E-mail: Felicia.spencer@yale.edu

## Xavier University of Louisiana

New Orleans, LA  
Fast Track to Teaching Program for those interested in teaching math, science, or special education.  
Contact: Dr. Renee Akbar  
Phone: 504.520.5389  
E-mail: rvakbar@xula.edu

reporting training; provides data quality control. Deadline: 8/25/2006. For more information, visit [www.christianchildrensfund.org](http://www.christianchildrensfund.org). E-mail cover letter and résumé to [careers@ccfusa.org](mailto:careers@ccfusa.org).

## CAPACITY BUILDING AND TRAINING COORDINATOR • Richmond VA

Position available with Christian Children's Fund, Inc. Duties: builds core competencies of staff and partners; provides facilitation support and training program design; strategic planning; responsible for monitoring, evaluation, and research. Deadline: 8/25/2006. For more information, visit [www.christianchildrensfund.org](http://www.christianchildrensfund.org). E-mail cover letter and résumé to [careers@ccfusa.org](mailto:careers@ccfusa.org).

## STAFF ACCOUNTANT, ACCOUNTS RECEIVABLE • Silver Spring, MD

Position available with CHF International. Duties: reviews vendor and customer invoices for accuracy against PO's requisitions, packing slips, and contractual agreements; contacts customers as needed to clarify invoices and accounts; maintains entire HQ A/R systems, including deposit and record all cash receipt transactions; maintains A/R aging schedule; prepares inter-company billings and monthly reconciliation of other receivables; develops and adheres to A/R monthly closing procedures; prints, reviews, and files month-end closing reports as required. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

## MAJOR GIFTS AND PLANNED GIVING COORDINATOR • DC

Position available with NETWORK, a national Catholic social justice lobby nonprofit organization. Duties: plans, implements, and evaluates fundraising programs; manages major donors, planned giving, and grant seeking programs; solicits gifts from major donors and prospects; identifies grant opportunities; manages all aspects of grants process; collaborates with

development staff. Qualifications: BA/BS; fluent in English; strong organizational skills; three years' experience in development. Salary: \$40K with benefits. Send cover letter and résumé to NETWORK, Attn: Ms. Wigwe, 25 E Street NW, #200, Washington, D.C. 20001; e-mail: [jwigwe@networklobby.org](mailto:jwigwe@networklobby.org). No phone calls.

## VICE PRESIDENT OF INSTITUTIONAL DEVELOPMENT • DC; White River Junction, VT

Position available with Global Health Council. Duties: chief fundraising executive responsible for establishing and implementing an integrated development and marketing program; generates the resources, expanding and diversifying the Council's support base. Qualifications: seven to ten years' senior development experience; proven ability to manage fundraising, marketing, and membership operations; demonstrated success closing major gifts from individuals, corporations, and foundations. For more information, visit [www.dri.cc](http://www.dri.cc). E-mail résumé to [search@dri.cc](mailto:search@dri.cc).

## 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. Duties: provides compassionate, creative, and dedicated care to students' ages 13 to 17. Qualifications: previous experience working with teens and outdoor leadership; WFR/EMT certification preferred. Send cover letter, résumé, and two letters of reference to Jim Martucci, P.O. Box 400 Loa, UT 84747; e-mail: [jmartucci@theaspenacademy.com](mailto:jmartucci@theaspenacademy.com); phone: 435.836.1212.

## CASE MANAGER • Raleigh, NC

Position available with Lutheran Family Services in the Carolinas. Duties: leads early childhood intensive home visiting program for immigrant families with children up to age 5; focuses on refugees, asylees, and other immigrants from Asia and Africa; provides program implementation and

evaluation and supervision; conducts home visits and developmental assessments; acts as community liaison. Qualifications: university degree; background in early childhood development; cross-cultural experience; computer literate; second language preferred. For more information and to apply, email [mary.stjohn@lfscarolinas.org](mailto:mary.stjohn@lfscarolinas.org).

## DIRECTOR OF SERVICE • New York City

Position available with American Jewish World Service (AJWS). Duties: responsible for the overall planning, management, and implementation of all service related programs for AJWS. Qualifications: BA; 10 years' work experience, including prior supervisory experience required; ability to multitask while maintaining attention to detail required. E-mail cover letter and résumé to [kbethel@hr-dynamics.com](mailto:kbethel@hr-dynamics.com).

## EVALUATION SPECIALIST • DC

Position available with the Riecken Foundation. Duties: leads evaluation efforts across organization; develops performance and outcome measures; designs participatory evaluation models and systems for data collection and analysis; travels frequently; provides technical assistance to program staff; produces oral and written reports. Qualifications: minimum two years' evaluation experience required; MA preferred; fluent in Spanish; excellent communication skills; initiative and flexibility. For more information, visit [www.riecken.org](http://www.riecken.org). E-mail cover letter and résumé to [jobsdc@riecken.org](mailto:jobsdc@riecken.org).

## BIOLOGISTS • Anchorage, AK

Positions available with Saltwater Inc. Duty: observe and sample catches onboard commercial fishing vessels out of Alaska. Qualification: BS in biology, fisheries, or natural science and a college level statistics course. For more information, visit [www.saltwaterinc.com](http://www.saltwaterinc.com). E-mail résumé to [mary@saltwaterinc.com](mailto:mary@saltwaterinc.com); phone: 541.535.5308.

# Crisis Corps Recruiting Short-Term Volunteers

## El Salvador

**New Acropolis** requests one Crisis Corps Volunteer to work as a **Disaster Prevention and Mitigation Specialist** for a six month assignment. Duties: researches current attitudes and knowledge of disaster planning and mitigation through interviews and surveys with community members and local leaders; provides a comprehensive report on the current state of the region along with a proposed plan of action; provides a range of disaster scenarios that includes current resources and makes suggestions on action items needed to mitigate the possible disasters; creates a written disaster preparedness diagnostic of the area. Qualifications: degree in sociology or other social sciences; experience preparing and facilitating community workshops; basic knowledge of Risk and Emergency Management; work independently with little support or supervision; knowledge of Spanish. Desired Qualifications: experience in local development related to Disaster Prevention and Risk Mitigation.

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

In the fall of 2005, the volcano Ilamatepec (Santa Ana) erupted, destroying 800 hectares of natural habitat and damaging 2,000 hectares of coffee plantations—a very important source of income in the region. The volcano is part of the new National Park Los Volcanes, which has been managed by **SalvaNATURA** since 2003. Los Volcanes is one of the four most important natural areas in El Salvador. The eruption caused the evacuation of 6,500 people and has interrupted, and in many cases destroyed, the livelihoods of local populations and the infrastructure used to support the economy and the budding tourism industry. Through this project, **SalvaNATURA** hopes to reconstruct much of the infrastructure.

**SalvaNATURA** requests one Crisis Corps Volunteer to serve as an **Economist and Business Administration Specialist** for a six month project to start ASAP. Duties: develops budgets for the project plan; creates a Fundraising Action Plan; develops proposals and requests for national and international donations for funding; works in coordination with **SalvaNATURA**'s technical staff to support the formulation of a Fundraising Action Plan; researches funding possibilities; develops and submits proposals to potential donors. Qualifications: degree in economy or business administration; experience in proposal writing and fundraising; proficient in Spanish. Desired Qualifications: experience in the design of inversion and pre-inversion plans for eco-tourism projects.

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

## Guatemala

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

tional skills and ability to work independently or with little supervision; willingness to work in an office setting

## Jamaica

**The All Island Bee Farmers Association (AIBFA)** requests one Crisis Corps Volunteer to work as a **Queen Bee Advisor** to increase the capacity of AIBFA through development of healthy, productive queen bees. This is a six month position that is scheduled to depart ASAP. Duties: coordinates with the two queen bee Station Supervisors, under the direction of the AIBFA Project Manager to realize sustained development of their projects; works in the Apiaries to manage and stimulate queens to ensure high quality queen; collects data on queen operations and report on the overall status of queen production to the AIBFA and the Ministry of Agriculture; establishes a database to help track the success of colonies established with AIBFA produced queens; documents all work done with queen bee production and assists with the publication of a locally appropriate Queen Bee Rearing Manual. Qualifications: significant apiculture experience; successful completion of Peace Corps Volunteer service; specific experience in developing and increasing queen bee production; excellent written English; experience with database development; good communication skills and the ability to work well with people of different backgrounds; creative and organized; ability to work independently with minimal supervision.

**The Edgehill School of Jamaica** requests one Crisis Corps Volunteer to work as an **Agriculture Curriculum Advisor** with the Agricultural Instructor at the school to reorganize the Agricultural Programme, establish a Horticultural Programme, Green House, and Nursery, and coordinate activities aimed at land management and environmental awareness. This is a six month project that is scheduled to depart 9/2006. Qualifications: BA or practical experience in agricultural science or environmental science; strong interpersonal and communication skills and the ability to work effectively with educators; proven knowledge of teaching methods, techniques, and standards; ability to develop and deliver presentations; strong interest in working with special needs students and special education.

**The Jamaican Ministry of Technology, Energy, and Commerce** requests one Crisis Corps Volunteer to act as a **Technical Officer** to enhance the sustainability, viability, and

*Crisis Corps opportunities continued on next page*

# Crisis Corps Recruiting Short-Term Volunteers

effective corporate governance of agriculture societies registered with the Department of Cooperatives. This is a six month assignment and is scheduled to depart ASAP. Duties: works with the technical officers who are assigned to regions and individual societies; trains the executive bodies of local groups to assist with the development and implementation of policies; trains and assists society employees in book-keeping and accounting; assists in preparation of project and business plans for community-based organizations that would aid in the application for grant funding; designs and assists with the implementation of database programs for societies; assists in the supervision and monitoring of projects; helps to liaise between the Department, community groups, funding agencies, and other collaborating bodies. Mandatory qualifications: BA in management, agriculture, or social work; training in project management and assessment; five years' experience in business administration; successful completion of Peace Corps Volunteer service; experience with database development; fluent in writing and speaking English; ability to work independently and with minimal support; willingness to work with persons of varied backgrounds, ethnicities, and economic positions. Desired qualifications: MA in business administration, management, agricultural management, or related field; completion of Peace Corps Volunteer service in the Caribbean region or other Caribbean experience.

The **Walkerswood Community Development Foundation** requests one Crisis Corps Volunteer to serve as a **Technical Advisor** to help establish sustainable land management practices through the

introduction of organic fertilizer using public and private partnerships. This is a six month assignment scheduled to depart September 30, 2006. Duties: plans and implements the overall composting plan; designs and constructs the composting beds and training persons in bed construction; works with stakeholders to construct and implement the composting plan; trains all construction and maintenance methods; sensitizes members of community as well as farmers and other interested persons from adjoining parishes; helps train and educate on vermicomposting (composting using worms) and, if appropriate, implement a vermicomposting component in the overall operations; works with farmers in the proper use of composted material in the field through field sessions with appropriate organizations, agencies, and participants. Qualifications: BA/BS in agriculture or related field; two years' experience in large scale composting, experience working outside of U.S.; experience in adult education or training; ability to communicate effectively both orally and in writing. Desired qualifications: knowledge of and experience with vermicomposting, MA/MS in agriculture or related field; agriculture experience with cash crops such as peppers, escallion, tomatoes, onion, and cucumbers; technical expertise in operating shredders and chippers.

The **Santoy Farmers Cooperative** requests one Crisis Corps Volunteer to serve as a **Protective Agricultural Specialist**. This is a six month assignment scheduled to depart September 30, 2006. Duties: helps increase production of crops on a year long basis in order to maximize land use regardless of weather conditions or other adverse

factors such as pests; trains members of the Santoy Cooperative in appropriate methods of cash crop farming using greenhouse and high hoop tunnel technology; helps ensure the smooth and successful transition to greenhouse farming; designs training sessions for local farmers, farmers groups, nursery staff, commercial growers, and other groups on greenhouse farming, greenhouse construction, and farming best practices; promotes and markets the Santoy Coop educational programs, tours, greenhouse construction, and new agricultural methods; works with high school teachers; assists in the design of curriculum for high school students on greenhouse farming. Qualifications: BA/BS in agriculture or related field; three years' experience working with a greenhouse or high tunnel hoop farming or in food security programs; experience with vegetable and cash crops (i.e. tomato, pepper, squash, lettuce) or experience in agribusiness projects; RPCV in environmental promotion or agriculture; ability to communicate effectively orally and in writing; experience in adult education and training of community persons. Desired Qualifications: MA/MS in agriculture or related field; marketing skills; curriculum development and revision skills; experience in a high school setting, teaching agriculture to high school students.

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

## How to Apply

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

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

## DIRECTOR • Brookings, SD

Position available with Dakota Rural Action. Duties: leadership development; supervises staff; fundraises; campaign coordination; hands-on organizing; requires some evening and weekend work and travel. Qualifications: experienced in fundraising and community organizing; supervisory and nonprofit management experience. Salary: \$30K with benefits. Send résumé, two writing samples, and three references to Interim Director, Dakota Rural Action, P.O. Box 549, Brookings, SD 57006; phone: 605.697.5204; e-mail: [action@dakotaural.org](mailto:action@dakotaural.org).

## ENVIRONMENTAL

### EDUCATION INSTRUCTORS • Toccoa, GA

Positions available with Blue Ridge Outdoor Education Center. Duties: teach environmental education and adventure classes in the Southern

Appalachians during residential programs for youth ages 7–16. Qualifications: ability and desire to lead school groups in educational classes; biology or ecology background preferred; sense of humor required. CPR and all training provided. Salary: \$230/week with room and board and medical insurance. Send cover letter and résumé to Josh Rood, Director, Blue Ridge Outdoor Education Center, 237 Camp Mikell Court, Toccoa, GA 30577; phone: 706.886.7621; e-mail: [blueridge@alltel.net](mailto:blueridge@alltel.net).

### DIRECTOR OF GOVERNMENT AND FOUNDATION FUNDING • DC

Position available with International Center for Research on Women (ICRW). Duties: manages ICRW's efforts to procure financial support from bilateral, government sources, and large institutional foundations; facilitates institutional grant-seeking activities throughout the organiza-

tion. Qualifications: minimum five to eight years' experience cultivating and securing foundation and U.S. and European government grants, writing donor proposals and reports, and experience with international and project development and fundraising. For more information, visit [www.dri.cc](http://www.dri.cc). E-mail résumé to [search@dri.cc](mailto:search@dri.cc).

### DIRECTOR OF DEVELOPMENT • DC

Position available with Global Fund for Children. Duties: provides leadership, direction, and coordination for a comprehensive fundraising program; builds a multifaceted revenue stream with specific emphasis on creating and implementing a high-level annual gift campaign; strategically plan and manage the development operation to meet short and long-term fundraising goals. Qualifications: minimum eight to ten years' successful fundraising experience and a broad





knowledge of development operations in international or child related not-for-profit organization. For more information, visit [www.dri.cc](http://www.dri.cc). E-mail résumé to [search@dri.cc](mailto:search@dri.cc).

### **CONSERVATION CREW LEADER • Durango, CO**

Position available with Southwest Conservation Corps (SCC). Duties: responsible for project completion, safety, supervision of members, place based learning education, and personal growth monitoring. Qualifications: conservation or landscaping experience; experience leading youth; minimum of WFA certification. Preference given to individuals that have experience with young adults, and individuals with previous Peace Corps experience. Salary: \$440–\$500/week. For more information and to apply, phone Amy Foss at 970.259.8607, ext. 3; website: [www.sccorps.org](http://www.sccorps.org); e-mail: [amy@sccorps.org](mailto:amy@sccorps.org).

### **COORDINATOR OF MEMBER SERVICES AND OPERATIONS • DC**

Position available with the National Peace Corps Association. Duties: assists president with financial and grant management; handles membership issues and revenues; assures smooth office operations; serves as liaison with vendors and contractors. Qualifications: BA; spreadsheet and database experience; excellent organization, writing, and communication skills; Peace Corps experience preferred. For more information, visit [www.peacecorpsconnect.org](http://www.peacecorpsconnect.org). Send cover letter and résumé to Operations Manager, National Peace Corps Association, 1900 L Street NW, Suite 205, Washington, D.C. 20036; fax: 202.293.7554; e-mail: [operations@rpcv.org](mailto:operations@rpcv.org).

### **DIRECTOR OF DEVELOPMENT • Baltimore**

Position available with JHPIEGO. Duties: establishes and sustains a strong and active development network; builds and maintains successful relationships with JHPIEGO's board, foundations, and prospective individual donors across the country. Qualifications: minimum five to seven years' fundraising experience for an international NGO; demonstrated success with major gifts and annual and foundation giving; experience coordinating with board members; knowledge of international development and women's health issues. For more information, visit [www.dri.cc](http://www.dri.cc). E-mail résumé to [search@dri.cc](mailto:search@dri.cc).

### **CONTRACT SPECIALIST • Arlington, VA**

Position available with Winrock International. Qualifications: budgeting, contract administration, and accounting experience; knowledge and exposure to government contracting and funding agency regulations, particularly USAID preferred; BA preferred; high school diploma and significant relevant work experience may be considered.

E-mail cover letter and résumé to [jobs@winrock.org](mailto:jobs@winrock.org) with "HRM/ConSpec" in the subject. No phone calls.

### **HOUSING SPECIALIST • Portland, OR**

Part-time position available with Outside In. Work 32 hours/week, including overnight, swing, and weekend shifts for transitional housing program for youth ages 6–21. Qualifications: two years' experience with housing and shelter programs; experience with homeless or at risk youth; BA/BS in related field; bilingual in English and Spanish preferred. For more information and to apply, visit [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

### **MINISTER FOR SOCIAL ACTION, MISSION, AND OUTREACH • New York City**

Position available with Middle Collegiate Church, a multi-racial, multicultural congregation church. Duties: steers a local, national, and global effort to work toward peace and reconciliation on many fronts, including antiracism and poverty. Qualifications: creative; community organizer with passion for urban settings; self-starters who can mobilize people, create and enact a vision, have cultural competencies, and work in a team. For more information, visit [www.middlechurch.org](http://www.middlechurch.org). E-mail résumé to Dr. Jacqui Lewis, at [jlewis@middlechurch.org](mailto:jlewis@middlechurch.org).

### **EVALUATION AND DISSEMINATION SPECIALIST • DC**

Position available with Population Services International and AIDSMark. Duties: reviews available behavioral and programmatic data from AIDSMark funded programs to assess health impact; oversees and/or participates directly in analysis of data sets; reviews quality of existing AIDSMark health impact data sets, including sales and health service data. Qualifications: MPH or related degree required; strong quantitative skills and experience in program evaluation. For more information and to apply, visit [www.psi.org](http://www.psi.org). No phone calls or e-mails.

### **PROGRAM MANAGER, ASIA • DC**

Position available with Population Services International. Duties: responsible for backstopping; monitors contract compliance; writes project proposals; prepares annual work plans and budgets; donor relations; travels overseas 15 to 25 percent of the time. Qualifications: interest in private sector approaches to development; Peace Corps or similar experience; private sector management in marketing or communications; knowledge of international donors; graduate degree. For more information and to apply, visit [www.psi.org](http://www.psi.org). No phone calls or e-mails.

### **PROGRAM SPECIALIST, EAST AFRICA • DC**

Position available with Population Services International (PSI). Duties: backstops PSI country

platforms; monitors contract compliance; reviews and edits donor reports; manages communications with overseas staff; advises platforms on capacity building and strategic issues; oversees procurement and logistics. Qualifications: MA in relevant field; experience working on U.S. government and other donor budgets preferred; two years' experience in a developing country. For more information and to apply, visit [www.psi.org](http://www.psi.org). No phone calls or e-mails.

### **ASSOCIATE PROGRAM MANAGER, WEST AND CENTRAL AFRICA • DC**

Position available with Population Services International (PSI). Duties: backstops PSI country platforms; monitors contract compliance; reviews and edits donor reports; creates annual work plans and budgets; manages communications with overseas staff; assists in new business development by identifying new project and product opportunities; designs new projects; writes proposals. Qualifications: MA in relevant field; experience working on U.S. government and other donor budgets preferred; two years' experience in a developing country; fluent in French preferred. For more information and to apply, visit [www.psi.org](http://www.psi.org). No phone calls or e-mails.

### **PROGRAM SPECIALIST, FINANCE IN EAST AFRICA • DC**

Position available with Population Services International (PSI). Duties: backstops PSI country platforms; helps with financial management of donor-funded projects; assists with internal and external accounting and budgeting issues as needed. Qualifications: BA required; accounting or financial management experience. For more information and to apply, visit [www.psi.org](http://www.psi.org). No phone calls or e-mails.

### **CLIENT RECOVERY SPECIALIST • West Palm Beach, FL**

Position available with the American Red Cross. Duties: performs casework activities related to the hurricane recovery program, including intake and referrals to clients affected by area hurricanes; communicates individual and family needs to casework supervisor to ensure needs are met through enhanced services. Qualifications: bilingual in English and Spanish; BA in social services; three to five years' experience required. For more information and to apply, visit [www.redcross.org/jobs](http://www.redcross.org/jobs), position number "4115 BR."

### **REPRODUCTIVE HEALTH PROGRAM OFFICER • Minneapolis, MN or DC**

Position available with American Refugee Committee International (ARC). Duties: provides technical and programmatic guidance to multiple programs and manage global reproductive health (RH) activities; oversees RH program activities; provides technical and programmatic input; manages high-level representation with donors;



needs assessments and evaluations. Qualifications: MPH; three to five years' experience in RH; project design experience; Donor experience; conflict experience. For more information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org).

### REPRODUCTIVE HEALTH PROGRAM COORDINATOR • DC

Position available with American Refugee Committee International (ARC). Duties: provides programmatic support and overall coordination to the comprehensive reproductive health program; assists in outreach and program promotion; focal point for reproductive health (RH) troubleshooting and problem solving; provides program reports; researches specific RH information related to countries of operation. Qualifications: MPH; two to three years' experience in RH; project design experience; knowledge of comprehensive reproductive health in conflict-affected settings. For more information and to apply, visit [www.arcrelief.org](http://www.arcrelief.org).

### STAFF ASSISTANT • Arlington, VA

Position available with Plan International, USA. Duties: provides general administrative support to program team, including operational support, and support on programmatic efforts (e.g., research, editing, formatting proposals and reports, designing charts and graphics, and presentations); answers the phone and directs calls; handles mail; prepares letters, maintains postage and printer logs; assists technical and regional officers across a broad range of programs. Qualifications: BA; internship or clerical experience; skills in MS Office. For more information and to apply, e-mail [lisa.bowen@planusa.org](mailto:lisa.bowen@planusa.org); phone: 703.807.1264.

### VARIOUS POSITIONS • WI

Positions available with University of Wisconsin-Extension. For more information and to apply, visit [www.uwex.edu/ces/hr/](http://www.uwex.edu/ces/hr/).

### ACCOUNT MANAGER • Alexandria, VA

Position available with Close Up Foundation. Duties: maximizes retention among assigned accounts, using a variety of tactics to develop positive relationships with teachers and other decision-makers. Qualifications: BA; one to two years' experience required; ability to travel. E-mail résumé to [resumes@closeup.org](mailto:resumes@closeup.org); fax: 703.706.3437.

### FOSTER PARENTS • Greensburg, IN

Positions available with Edelweiss House, Inc, a nonprofit Christian organization. Training is provided. Benefits include housing and all expenses provided and \$2000/month. For more information and to apply, phone Karen at 800.509.1484; e-mail: [inlady.bestservice@juno.com](mailto:inlady.bestservice@juno.com).

## INTERNATIONAL

### PROGRAM CAMP MANAGER • Rwanda

Position available with American Refugee International. Duties: supervises construction, water/sanitation, and health teams; ensures smooth program functioning in the camp; manages program activities, operations in the camp, and logistics related to the country program; coordinates finance and administration with country office.

### GREAT LAKES OPERATIONS ADVISOR • Nairobi, Kenya

Position available with the International Rescue Committee. Qualifications: MBA; CPA preferred; five to seven years' experience in operational management and with an international NGO; strong oral and written French skills preferred; experience working with a complex donor portfolio; strong interpersonal and training skills, ability to work in multi-cultural environments; diverse background in operations, with strong understanding of finance, administration and logistics; interest and ability in 'big picture' thinking and planning. For more information and to apply, visit [http://ircjobs.org/jobapp\\_candidate.asp?job\\_id=73313](http://ircjobs.org/jobapp_candidate.asp?job_id=73313).

### PROJECT MANAGER • Francophone West Africa

Position available with Medical Care Development International. Qualifications: RPCV with experience implementing rural water supply and sanitation projects; must demonstrate experience in mobilizing communities to support water and sanitation infrastructure and implementing hygiene education initiatives; degree in civil engineering preferred; proficient in French required; some administrative experience required. Position is USDA supported. Position begins 10/1/2006. E-mail résumé to human resources, at [mcdi@mcd.org](mailto:mcdi@mcd.org).

### ADMINISTRATION AND FINANCE ADVISER • Kabul, Afghanistan

Position available with IFES. For more information and to apply, visit [www.ifes.org/careers.html](http://www.ifes.org/careers.html).

### SENIOR PROGRAM COORDINATOR • El Fashir, Sudan

Position available with CHF International. Duties: responsible for programmatic oversight of all Darfur related CHF activities; works with program specialists and other program staff on the implementation of programs; helps establish baseline criteria, program, and implementation and work plan development; trains staff; responsible for reporting, monitoring, closeout, and innovation. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### SECURITY MANAGER • Haiti

Position available with CHF International. Duties: constructs and manages effective safety and

security systems for CHF programs in Haiti; coordinates security activities and information between headquarters and field staff; monitors security situations worldwide to provide CHF with a proactive approach to safety and security; reports directly to the chief of party in Haiti and will work closely with the global security manager. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### CAPACITY BUILDING MANAGER • Nairobi, Kenya

Position available with CHF International. Duties: directs implementation of the capacity building component of a health communications and marketing program aimed at strengthening a response to HIV/AIDS in Kenya; implements a capacity building and advocacy program for people living with AIDS. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### COUNTRY DIRECTOR • Khartoum, Sudan

Position available with CHF International. Duties: serves as program liaison to headquarters, local NGOs, other implementing partners, implementing units, and international donors; provides overall program management and strategy implementation; provides financial management oversight; analyzes budgets; prepares financial reports; provides recommendations to headquarters on budget expenditures; travels to site offices and target regions as needed; provides technical assistance and troubleshoots along with staff; travels to and works in areas of varying economic, social, and political stability; assists in program development and proposal preparation as needed. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### DIRECTOR OF FINANCE • Sri Lanka

Position available with CHF International. Duties: serves as finance liaison to headquarters, local NGOs, other implementing partners, implementing units, and international donors; provides overall finance management of assigned location; responsible for financial reports and practices to insure quality and accuracy; provides financial management oversight; analyzes budgets; prepares financial reports; makes recommendations to headquarters on budget expenditures; travels to site offices and target regions as needed; provides technical assistance and troubleshoots along with accounting staff; travels to and work in areas varying economic, social, and political stability. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### CONVERSATIONAL ENGLISH INSTRUCTORS •

#### Kiev, Odessa, and Dnepropetrovsk, Ukraine

Positions available with American English Center. Duties: teach various levels of conversational English and lead conversation groups. Qualifica-

tions: RPCV with energy and enthusiasm; experience preferred. Training provided. Benefits include room and language training. For more information, visit [www.usenglish.kiev.ua/jobs](http://www.usenglish.kiev.ua/jobs). E-mail cover letter and résumé to [jonpernick@usenglish.kiev.ua](mailto:jonpernick@usenglish.kiev.ua).

## **LABORATORY CONSULTANT • Eldoret, Kenya**

Position available with Indiana University School of Medicine. Duties: strengthens the management of the laboratory research and diagnostic support; ensures the highest standards of diagnostic tests, quality assurance, and control are maintained; ensures solid scientific and technical back-up service to the Ampath Reference Laboratory; leads the development and implementation of laboratory standards for all studies. Qualifications: experience with clinical diagnostics; BA in a life science. For more information and to apply visit position number "00015388" at [www.hra.iupui.edu](http://www.hra.iupui.edu).

## **FELLOWSHIP • Nekemte, Ethiopia**

Post graduate fellowship available with Yale University and the Clinton Foundation. This is a one year fellowship position. Duties: works with hospital management teams in partnership relationship; develops national system to improve hospital management throughout Ethiopia; builds management capacity in areas including leadership and team motivation, personnel, operations, supply management, plant and facility design and maintenance, financial management and budgeting, planning and evaluation, regulatory affairs, and government interactions. Qualifications: proven ability to work in an extremely resource-poor and hardship environment required; preference given for prior experience working in rural Africa, especially Ethiopia. E-mail cover letter, CV, and references to [ehmirecruit@hotmail.com](mailto:ehmirecruit@hotmail.com).

## **PROGRAM MANAGER • Liberia**

Position available with American Refugee Committee International (ARC). Duties: oversees the planning, implementation, budgeting, monitoring, evaluation, reporting and review of ARC's prevention and response program in Bong County; recruits, trains, and supervises staff; manages national field supervisors; provides maintenance of a safe house in Bong; participates in the development of strategic plans, concept papers, proposals, and budgets. Qualifications: graduate degree in public health or related field; three years' experience in program management; experience in Africa; working knowledge of reproductive health. For more information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org).

## **SENIOR HEALTH COORDINATOR • Darfur, Sudan**

Position available with American Refugee Committee International (ARC). Duty: oversees

all ARC health interventions in Darfur. Qualifications: public health specialist with an advanced degree, MD, RN, or MPH with comprehensive PHC preferred; minimum two years' overseas experience implementing and developing health programs in emergency and post conflict environments with limited and degraded local resources and infrastructure in insecure environments. For more information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org).

## **MICROENTERPRISE GRANT AND TRAINING MANAGER • Liberia**

Position available with American Refugee Committee International (ARC). Duties: hires and trains staff; provides business training and grants to low income rural entrepreneurs; supervises client selection, grant disbursement, training, and monitoring; prepares narrative and statistical and financial reports; manages daily operations of small two-program office. Qualifications: two years' experience working with micro enterprise development; two years' management experience; BA; experience with development programs that advocate gender equity. For more information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org).

## **CIVIL SOCIETY EXPERTS • Bolivia**

Temporary positions available with World Learning for International Development. Duties: provides support to strengthen civil society in institutions and practices in Latin America. Qualifications: fluent in Spanish; work experience in the region; demonstrate analytical and programmatic abilities in areas including civil society strengthening for accountable governance, citizen awareness campaigns, media sector advocacy, and representation of indigenous and marginal groups in the political system. For more information, visit [www.worldlearning.com](http://www.worldlearning.com). E-mail cover letter résumé, three references, and bio-data forms to [recruitment@worldlearning.org](mailto:recruitment@worldlearning.org).

## **FIELD COORDINATOR • Central Java, Indonesia**

Position available with International Rescue Committee and CARDI. Following the earthquake disaster in Central Java on 5/27/2006, CARDI directed an emergency response team to the affected area. Until the crisis abates, CARDI will continue to implement emergency response activities to ensure that assistance reaches disaster-affected communities. Duty: takes over as the team leader for CARDI's response. Qualifications: graduate degree in international development or field experience related to emergency response; five years' overseas experience; one year spent in a disaster, conflict, or emergency area; work experience in Asia; working knowledge of MS Word and Excel; fluent in Bahasa preferred. For more information and to apply, visit [katherineg@theIRC.org](mailto:katherineg@theIRC.org).

## **CHIEF OF PARTY • Kabul, Afghanistan**

Position available with Academy for Educational Development. Duties: creates a commercial financial institution to steer producer groups and investors to new opportunities; makes investments to stimulate the development of competitive value chains to benefit producer groups; develops rural cooperative system, including farmer associations and credit unions; builds an approach to rural finance. Qualifications: 15 years' managing economic development projects preferably rural finance; proven leadership building high performing teams; senior level USAID project management experience; excellent writing and communication skills. E-mail cover letter and résumé to [employ@aed.org](mailto:employ@aed.org), referencing position number "DB6256."

## **COUNTRY DIRECTOR • Lebanon**

Position available with International Medical Corps. Qualifications: BA in public health, public policy, or related field; minimum five years' field experience in international humanitarian relief programs with a focus in health; experience in post conflict environments; ability to conduct and supervise new program assessments; familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in your application.

## **MENTAL HEALTH SPECIALIST • Lebanon**

Position available with International Medical Corps. Qualifications: mental health professional with RN, PhD, MSW, MD; minimum three years' clinical experience; training experience required; strong organizational and supervisory skills; strong interpersonal skills and the ability to work within different cultural environments; experience working in insecure environments; fluent in English; fluent in Arabic preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in your application.

## **MEDICAL DIRECTOR • Lebanon**

Position available with International Medical Corps. Qualifications: medical degree required, MPH preferred; managerial experience in overseas programs relating to primary health care, maternal and child health, reproductive health, HIV/AIDS, and communicable diseases; minimum five years' experience required; three years' experience in a developing country or resource deprived environment; excellent self-motivation skills; must work independently under difficult conditions. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

## COMMUNICATIONS/

### INFORMATION OFFICER • Lebanon

Position available with International Medical Corps. Qualifications: international experience; possess media contacts; previous work with aid groups preferred; seasoned working in the field; experience working in complex and difficult environments; experience working with a diverse staff. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### SECURITY OFFICER • Lebanon

Position available with International Medical Corps. Qualifications: fluent in Arabic or French; fluent in English; prior experience in Lebanon or Middle East. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### PROGRAM SUPPORT OFFICER • Lebanon

Position available with International Medical Corps. Qualifications: university degree, preferably related to health or international studies; ability to articulate in a clear and concise manner; seasoned report writing skills and proposal writing experience; knowledge of donor reporting and proposal requirements; ability to read, analyze, and interpret data; strong organizational and supervisory skills; fluent in English required. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### WATER AND SANITATION OFFICER • Lebanon

Position available with International Medical Corps. Qualifications: BA in water, public health, and sanitation; minimum five years' relevant work experience; minimum three years' in developing country or international development program; ability to work in extreme weather conditions; profound cross-cultural awareness and insight into health care issues; ability to exercise sound judgment and make decisions independently; ability to relate to and motivate local staff effectively. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### LOGISTICS OFFICER • Lebanon

Position available with International Medical Corps. Qualifications: fluent in oral and written English; fluent in Arabic preferred; proven managerial skills; excellent knowledge of database systems; sound working knowledge of MS Office; minimum three years' experience in a similar role; sound working knowledge of the UN and donor systems. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### FINANCE DIRECTOR • Lebanon

Position available with International Medical Corps. Qualifications: three to five years' account-

ing experience in a nonprofit setting or equivalent training and education; previous work in a developing country or resource deprived environment at the management level required; knowledge of donor regulations; BA in accounting; humanitarian experience; ability to train others and work with minimum supervision; motivated, enthusiastic, and dynamic personality; fluent in English required; fluent in Arabic preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### FINANCE OFFICER • Kabul, Afghanistan

Position available with International Medical Corps. Qualifications: experience in overseas program at the manager level; three years' experience required; one year experience in a developing country or resource deprived environment; previous NGO experience; experience in effectively dealing with international and headquarters staff, donor agencies, government officials, and other NGO's; ability to work with a broad spectrum of people; USAID and other federal donors experience preferred. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### TRAINER OF TRAINERS • Kajo Keiji, Sudan

Position available with International Medical Corps. Qualifications: qualified doctor or suitably qualified and experienced nurse; creative, innovative, and strategic thinking ability; ability to function in a harsh and remote environment; skilled oral and written communicator; proven ability to produce results; minimum two years' experience in a developing country; familiarity with NGO working environments and standard procedures preferred; fluent in English. For more information and to apply, visit [www.imcworldwide.org/joinourteam.shtml](http://www.imcworldwide.org/joinourteam.shtml). Reference Peace Corps in application.

### ENGLISH TEACHERS •

#### Beijing, Shanghai, Wuhan and Seoul

Positions available with Cert Camp, LLC. Duty: teach English to Chinese and Korean students in high school and university, as well as business professionals. Qualifications: BA/BS; fluent in English; possess a U.S. passport. Salary: \$400-\$1K/ month in China or \$1K-\$2500/month in Korea with paid airfare, room, health insurance and paid vacation. For more information and to apply, e-mail [Jobs@YouTeachEnglish.com](mailto:Jobs@YouTeachEnglish.com); phone: 619.850.9380; website: [www.YouTeachEnglish.com](http://www.YouTeachEnglish.com); address: 3435 Camino Del Rio South, Suite 112, San Diego, CA 92108.

## INTERN/VOLUNTEER

### INTERNSHIP • Various locations

Internship available with Artists Striving to End Poverty. This fall semester internship will provide an opportunity to learn about a range of current arts

education issues, especially the grant-making process for arts education projects serving underprivileged youth. Duties: coordinates the grant application process, but is not responsible for writing grants. Qualifications: currently enrolled in or completed a BA in related field; interest in and/or knowledge of nonprofit fundraising; strong oral and written communication skills; high proficiency in Internet research, Excel, and web-based applications; strong attention to detail. Deadline: 8/25/2006. E-mail cover letter and résumé to [internships@createsomethinggood.org](mailto:internships@createsomethinggood.org).

### FUNDRAISING AND CORPORATE

#### GIVING INTERN • New York City

Internship available with Artists Striving to End Poverty. This fall semester internship will provide an opportunity to learn about current arts education issues, especially the fundraising process for arts education projects serving underprivileged youth. Duty: supports the existing fundraising campaign and coordinates the search for corporate giving opportunities. Qualifications: currently enrolled in or completed a BA in related field; interest in and/or knowledge of nonprofit fundraising; strong oral and written communication skills; high proficiency in Internet research, Excel, and web-based applications; strong attention to detail. Deadline: 8/25/2006. E-mail cover letter and résumé to [internships@createsomethinggood.org](mailto:internships@createsomethinggood.org).

### CONSERVATION

#### ASSOCIATE INTERNSHIPS • Naples, FL

Internships available with the Conservancy of SW Florida. Internship areas include environmental policy, land acquisition, discovery center aquarist and interpreter, education naturalists, wildlife rehabilitation clinic, science research, summer camp, and sea turtle research. Qualifications: background in biology, conservation, wildlife, research, teaching, elementary education, environmental education, science education, marine, or related fields. Receive a \$125/week scholarship and housing. For more information, phone 941.403.4213. To receive an application, contact Sharon Truluck, Human Resources Director, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; website: [www.conservancy.org](http://www.conservancy.org).

### FIELD LIAISON • Conakry, Guinea

Temporary volunteer position with American Refugee Committee International (ARC). This is a three to six month position. Duties: supports country director and field program staff on donor reporting, proposal development, monitoring and evaluation, and inter-site communication; drafts grant proposals and donor grant narrative reports; fields visits to confer on project indicators. Qualifications: BA required; strong writing and computer skills; excellent organization; fluent in French and English; experience living in developing country. Benefits include room, airfare/travel, and possible stipend. For more

information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org).

## EDUCATION

### SCHOLARSHIPS • Monterey, CA

The Monterey Institute of International Studies offers scholarships ranging up to \$10K to qualified RPCVs. Programs include MBA, international and environmental policy studies, public administration, translation and interpretation, TESOL, and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. For information, call 831.647.4123 or 800.824.7235; e-mail: [admit@miis.edu](mailto:admit@miis.edu); website: [www.miis.edu](http://www.miis.edu).

### MA AND FELLOWSHIPS • Athens OH

Ohio University offers an MA in African, South-east Asian, Latin American, international devel-

opment, or communication and development studies. Foreign Language Area Studies (FLAS) fellowships available for African language study. Qualified RPCVs have competitive advantage for scholarships and assistantships. For more information and to apply, visit [www.ohiou.edu/internationalstudies](http://www.ohiou.edu/internationalstudies); e-mail: [International.Studies@ohiou.edu](mailto:International.Studies@ohiou.edu); phone: 740.593.1840.

### TEACHING FELLOWSHIPS • Houston, TX; Worcester, New Bedford, and Lowell, MA; CA

Fellowship positions available with the National Teaching Fellowship at Citizen Schools and supported by AmeriCorps. This is a two-year leadership development program. The Fellowship is designed to provide hands-on leadership development to people of varied backgrounds who have high potential as educators and community builders. Duties: serve in the afternoons at a Citizen Schools campus; work mornings at civic, cultural, and educational partner organizations. Benefits include professional

development and the opportunity to earn an MA in education. For more information and to apply, visit [www.citizenschools.org/teachingfellows](http://www.citizenschools.org/teachingfellows).

## AMERICORPS/VISTA

### AMERICORPS POSITIONS • OR and WA

Positions available with AmeriCorps and the Northwest Service Academy. Duties: explore tide pools with kids; fight the invasion of Japanese knotweed into a watershed; create a recycling plan; inspire change. Benefits include \$991/month, \$4725 scholarship, insurance, training opportunities, loan forbearance, and childcare allowance. Positions begin 10/2006 and 1/2007. For more information and to apply, visit [www.northwestserviceacademy.org](http://www.northwestserviceacademy.org). ❄️

*Continued from page 1*

But many more skills are developed as a result of life experiences. Work content skills are rooted in personal experience and preference, and are acquired through personal initiative, practical experience, and/or on-the-job training. Examples are speaking Wolof, motorcycle repair, diagnosing an illness through symptom identification, and determining which seedlings to plant by feeling the soil.

### Where to Begin

You might begin by quickly listing the tasks you performed in your Peace Corps assignment, and then do the same for positions you have held in the past. That is to say, recall and quickly list skills from any experience or activity in your life including the Peace Corps, employment, education, training, community service, trade and professional association memberships, hobbies, and family responsibilities.

Likely more effectively for you, particularly as it relates to your oral and written résumés, is to identify these skills by thinking of your experiences in terms of your achievements—the things you have done well and enjoyed doing. It doesn't matter whether you were paid or recognized for these achievements. Some examples of achievements might include planning and organizing a training workshop, developing a credit cooperative, teaching basic nutrition to rural villagers, and campaigning for a state senate candidate. Describe each on a piece of paper in a detailed chronological account. Include only

what you, not others, actually did to make the achievement happen. Of course, if interpersonal skills of some variety were critical to the accomplishment, then list those as well. For example, if your encouragement, mediation, diplomacy, or negotiation created the context within which others could accomplish, then note that as an accomplishment and list the according skills. If you encounter a mind block, consider using the sample questions listed on page 15.

For each accomplishment that you describe, try to identify the skills that you demonstrated. For example, if you convinced others about an idea, you have shown persuasive speaking skills; if you established a program to teach several farmers about fertilization techniques, you have demonstrated educational program development and training skills. Upon analyzing all of your demonstrated skills, you will notice that certain skills are used more frequently. These are the skills that you would most likely want to list as your qualifications from which you can draw when developing a résumé or preparing for a networking activity.

This is your master list of skills and qualifications—sometimes know as knowledge, skills, and abilities (KSAs). Next, group similar experiences under functional headings that can directly relate to an employer's needs. You will eventually use the list to create a résumé or federal job application to match a job announcement, or to script your oral résumé for networking or interviewing purposes.

However, this list is not done. The trick now is to determine how readily understood your descriptions are to the person consuming, i.e., either reading or listening to, your résumé. Think about a recruiter or program specialist not at all familiar with the Peace Corps. You cannot assume that they'll understand what it took to organize a community of youth, adults, and elders to rally for HIV/AIDS awareness. Make sure your description of skills that enabled such an accomplishment can be plainly understood by using audience-specific language that is not hidden behind a haze of Peace Corps abstractness. Think of a way to describe your work that your sister or son or parent or former colleague would understand. Sometimes this will feel like a tall order, but take your time. Remember, the ultimate task is to provide an employer with what he/she will understand as being obviously relevant to the particular job.

The *Career Resource Manual* (which you received at your COS conference) helped you begin the skills identification process. In it is a skills checklist broken up under different groupings. Try translating your identified skills into ones already identified on the list. Alternatively, there are a number of websites that list skills grouped either under type or by occupation for you to match. An example would be the Department of Labor sponsored America's Career Infonet at <http://www.acinet.org/acinet/skills/default.aspx>. Finally, especially if you have a particular sector, occupation, or organization in mind, then scan relevant job

*Continued on page 15*

# Peace Corps Career Events

## August 23, 24, and 25, 2006

### Peace Corps Career Fair

August 24, 2006, from 4 p.m. to 7 p.m.

Paul D. Coverdell Peace Corps  
Headquarters  
1111 20<sup>th</sup> Street NW  
Washington, D.C.

A list of recruiters includes:

- Abt
- Academy for Educational Development
- Africare
- American Red Cross
- Chemonics International
- Conservation International
- Development Alternatives, Inc.
- Doctors Without Borders
- International Medical Corps
- John Snow, Inc.
- Office of Foreign Disaster Assistance (Global Corps)
- Peace Corps Crisis Corps
- Peace Corps Fellows/USA
- Planning and Development Collaborative International (PADCO)
- Playing for Peace
- Population Services International
- Professionals for Nonprofits
- Trees for the Future
- U.S. Department of State
- U.S. Department of State, Bureau of International Organization Affairs
- U.S. Government Printing Office
- U.S. Public Health Service
- U.S. Agency for International Development

### Career Panel and Workshop

Learn from and Network with Professionals in International Development

August 23, 2006, from 10 a.m. to 4 p.m.

Paul D. Coverdell Peace Corps Headquarters  
1111 20<sup>th</sup> Street NW  
Washington, D.C. 20526

Must **RSVP** for this event

### Employer Information Session

Development Alternatives Inc. (DAI)

August 25, 2006, from 11 a.m. to 12:15 p.m.

7250 Woodmont Avenue, Suite 200  
Bethesda, MD 20814

Must **RSVP** for this event

### Résumé Review Session

Meet One-On-One with Placement Specialists

August 24, 2006, from 10 a.m. to 3 p.m.

Rosslyn Career Center  
1525 Wilson Blvd., Suite 100  
Arlington, VA 22209

Must **RSVP** for this event



Lisa McCabe, Coordinator,  
Rosslyn Career Center



Peace Corps  
Career Event Panel



Agriculture and  
Environment Panelist




To **RSVP** and for more information  
on all events, visit  
[www.peacecorps.gov/rpcu/events](http://www.peacecorps.gov/rpcu/events)

Pictures taken from the May 2006 Peace Corps Career Fair and Events

Continued from page 13

announcements for a lexicon specific to that area or organization. Again, try translating your identified skills using that lexicon.

As a final exercise, practice the accessibility of your list by having it reviewed by individuals both inside and outside your area of interest. The inside folks can confirm language and presentation, while the outside folks can confirm whether it is simply understandable. After all, whether it is career or third goal, a captivated audience is so much more fulfilling than a distracted one!

*This article is compiled from different Peace Corps publications addressing job searching, career exploration, and the transition back. Please contact Returned Volunteer Services at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) for cites. *

## Online Employment Bulletins

- *Environmental Career Opportunities*
- *International Career Employment Weekly*
- *Public Health Jobs Worldwide*

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

Passwords are for RPCV  
use only.



To reflect on your Peace Corps experience you may want to consider the following questions.

1. What problems/needs did you identify at your site?
2. Briefly describe a situation in which you helped solve one of these.
3. Explain how you showed leadership in solving one of these problems.
4. How did you show /enhance teamwork to solve one of these problems?
5. What contribution did you make regarding a new organizational decision or change?
6. Describe a situation in which you achieved a goal by using techniques you learned in Peace Corps training.
7. How did you solve a problem by following instructions/cultural standards of your host country supervisor or colleagues?
8. How did you improve something for the organization you were assigned to?
9. What did you do to help others solve problems or reach their goals?
10. How did you obtain or save money or other resources?
11. How did you train others to solve problems or achieve goals?
12. What happened when you made mistakes and what did you learn from them?
13. What, if anything, would you have done differently if you could do it over again?
14. What problem did you help solve or helped others solve that you are proudest of?
15. How can you or others measure the benefits of you problem solving contributions?

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

**Disclaimer:** When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.