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A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

HOT Resources

Check out the publications below to help through prepare for the Foreign Service Exam:

Goode's World Atlas, Rand McNally. Any good world atlas will help in reviewing geography and border changes.

The U.S. Constitution. Reading the Constitution will help you prepare for basic U.S. government questions.

Registration for the Foreign Service Officer Written Examination. This booklet provides step-by-step instructions for registration, as well as information about the foreign service, detailed descriptions of exam procedures, and sample test questions. It is available for ordering online.

Study Guide for the Foreign Service Officer Written Examination and Assessment Procedure. This booklet, also available for ordering online, walks you through the testing procedure and offers further sample test questions.

Please note: There is also a recommended bibliography listed on the State Department Web site (see Internet Tips on page 7 for the address).



Shanta Swezy
RPCV Kazakhstan
Hotline Editor

For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or
(800) 424-8580, ext. 1430
E-mail: <hotline@peacecorps.gov>
Fax: (202) 692-1431

The Foreign Service Exam: A Survivor's Story

by Robin Solomon

Editor's Note: No two people will share the same experience when applying for the Foreign Service Exam. In this special issue, however, we hope to at least offer a glimpse of what you might expect as we follow the steps that one applicant took in the exam process. It's no secret that the exam is a rigorous exercise full of hurdles that might be compared to an intellectual marathon. The author herself passed one part of the exam, but failed another. Rather than feel discouraged, she plans to try again. By publishing this personal account, we want to encourage all returned Peace Corps Volunteers to not give up.

Much like the Peace Corps, work as a foreign service officer offers Americans the opportunity to put their skills to work by serving others abroad. The State Department describes the position as follows: "Foreign Service Officers serve in over 165 countries throughout the world, carrying out United States foreign policy and helping to maintain diplomatic relations. Their work involves administrative management, consular services, political and economic reporting and analysis, and public diplomacy."

Registration Information

Last September, I decided to consider the foreign service as a career possibility. In order to apply, you must be a U.S. citizen and between the ages of 20 and 59—and I met both requirements. I started looking online for information about testing. At the State Department Web site, I found all the relevant information about the job of a Foreign Service Officer (FSO), the details of registering for the test, and tips for preparation.

The first part of the exam, the written portion, takes place annually in November in locations all around the world. This year, the exam will be held November 4, 2000. Registration takes place through October 6, 2000 (September 22 if you are overseas), and can be done online or by mail. The State Department provides a registration guide that is helpful in the process (see end of article). After requesting and receiving this guide in the mail, I registered online in half an hour.

I found that the Foreign Service Exam consists of a number of parts. Those who pass the written exam, offered in the fall, move onto an oral exam later the next year. Both of these exams are pass/fail, and the State Department establishes the cut-off score based on hiring needs. Recently, about 3,000 people took the oral exam, and the State Department invited 225 to move onto the next stage of the exam—an extensive background investigation. Following a medical clearance exam and a final review, the successful candidate earns a place on the hiring list, where he or she may remain for up to two years. As openings become available, the State Department pulls in candidates from the hiring list.

The Written Exam

In preparation for the written exam, I concentrated primarily on geography and border conflicts, studying the notes from a geography class I took and poring over a world atlas. I also ordered a publication from the State Department Web site called the *Study Guide for the Foreign Service Officer Written Examination and Assessment Procedure*, which provided sample tests and other useful tips. I kept my nerves in check by not thinking about the exam very seriously beforehand. The main bulk

of my studying took place the night before.

Test day started early and took a great deal of time. The written portion is a standardized test administered by ACT and made up of three sections of multiple-choice questions and one written essay. The essay dealt with topics relevant to international relations. In my essay, I responded to the following topic: language as a means to understanding other cultures. Other topics dealt with such different areas as nuclear proliferation, human rights, and globalization of the media.

The multiple-choice questions were varied. An English expression and usage test measures the tester's command of English grammar. In a form similar to the GRE English section, short passages are used as prompts for various grammar questions.

The next part of the exam was the job-related knowledge test. Questions were asked about U.S. culture, history, government, economy, geography, management principles, and accounting. The sample tests I had taken helped me to prepare for these questions, and the geography review was also key. The only regret I had was my failure to simply read the U.S. Constitution, as I had more than one question such as, "Article III of the U.S. Constitution deals with what aspect of the government?"

The final section of the exam was the biographic information questionnaire. This included multiple choice questions, such as "How many times have you presented a proposal to your co-workers in the past year?" and "How often have you been asked for help with planning social functions in the past year?" The State Department assesses the past-per-

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"The great thing in this world is not where we stand, but what direction we are heading."

—Oliver Wendell Holmes

PUBLIC SECTOR

TRAINING DIRECTOR • Ecuador

Position available with the Peace Corps to manage the in-house training of PC trainees. Duties: responsible for overall management of two 12-week training programs/year with 40-50 trainees per class. Qualifications: at least two years of prior experience in the design and implementation of training activities; experience as a Peace Corps Volunteer is highly desirable, as is knowledge of Peace Corps goals, policies, and procedures; knowledge of training design and implementation with an emphasis on non-formal adult learning; strong organizational and management skills in the operation of a teaching/learning organization; good communication and interpersonal skills. Candidates should e-mail résumé and salary history by 9/30/00 to Nellie Villavicencio at: <nvillavicencio@ec.peacecorps.gov>.

LABOR INVESTIGATOR • Washington, DC

Position available with the U.S. Dept. of Labor, Office of Labor-Management Standards. Duties: conducts civil and criminal investigations and compliance audits of labor unions. Qualifications: bachelor's degree or three years' exp. for GS-5; bachelor's degree and one year specialized experience or one year graduate level education or superior academic achievement for GS-7. Promotion potential to GS-12. Send résumé to: Michael B. Cahir, District Director, DOL-OLMS, 1730 K St., NW, Ste. 558, Washington, DC 20006; fax: (202) 254-8085.

FORESTRY TECHNICIAN • Alamo, TX

Position available at the GS 6/7 level with the Lower Rio Grande Valley National Wildlife Refuge, along the US-Mexico border. Duties: implements the restoration of subtropical forest, shrubland, and savanna on 1000 acres of refuge cropland each year. Qualifications: Spanish fluency required; knowledge of silviculture, tropical forestry, and farming important. For a copy of the announcement #FWS2-00-092, visit the Web site: <www.usajobs.opm.gov> or contact by 9/15/00: Chris Best; phone: (956) 787-3079 ext. 124; e-mail: <chris_best@fws.gov>.

PROGRAM ANALYST • Alexandria, VA

Positions available at the GS 9/11 level with the USDA/Food and Nutrition Service, Child Nutrition Division. Duties: prepares, clears through internal process, and interprets proposed and final legislation, regulations, and policy for the child nutrition programs; responds to congressional and public inquiries; writes issue and briefing papers. Qualifications: bachelor's degree plus one year of experience or master's degree (GS-9); master's degree plus one year of experience (GS-11). Send résumé and write-up on evaluation criteria to: Michael Yost, Human Resources Division, USDA, Food and Nutrition Service, Room 620, 3101 Park Center Drive, Alexandria, VA 22302; phone: (703) 305-2351. Announcement #CN-035-00-0.

CUSTOMER SERVICE • Hyattsville, MD

Temporary position available with the Federal Emergency Management Agency (FEMA). Duties: assists applicants for disaster assistance over the telephone. Qualifications: good customer service skills; basic computer skills required; Microsoft Windows preferred; bilingual Spanish/English a plus. Starting salary \$11.17 to \$13.83 per hour. Fax your résumé to LN at (940) 323-2810. Applications/résumés must contain social security number and citizenship information.

COMMUNICATIONS SPECIALIST • Atlanta, GA

Position available with the National Center for HIV, STD, and TB Prevention at CDC. Duties: interacts daily with local and national media seeking information and/or interviews concerning HIV, sexually transmitted diseases, or tuberculosis; creates and updates press materials; provides conference support; performs some administrative assistance. Qualifications: bachelor's degree in journalism or related major; min. 3.5 GPA; public relations work experience. For application information, call (404) 639-8932.

PRIVATE SECTOR

EXECUTIVE ASSISTANT • Chicago, IL

Position available with United Neighborhood Organization (UNO), a nonprofit working across Chicago. Duties: maintains scheduling for executive director; maintains correspondence and other communications for executive director; coordinates board of directors meetings; develops briefs on policy positions; participates in fundraising activities; follows up on special event assignments. Qualifications: excellent communication skills, good organizational skills, willingness to work some evenings; preferably with BA and bilingual in Spanish and English. Send cover letter and résumé to: Grace Perales, UNO, 954 W. Washington, Chicago, IL 60607; or fax: (312) 432-0077.

PROGRAM ASSISTANT • New York, NY

Position available with the Natural Resources Defense Council (NRDC), a nonprofit environmental organization. NRDC is a membership organization dedicated to protecting the environment and improving the quality of public health. Duties: works on wordprocessing, copying, filing, mailing and faxing; serves as contact person for program information. Qualifications: excellent written and oral communication skills; solid knowledge of wordprocessing and general computer facility required. Salary in the mid \$20s. Forward résumé and cover letter with salary requirements by 10/1/00 to: Dept. PA, NRDC, 40 West 20th Street, New York, NY 10011.

DIRECTOR • Cambridge, MA

Position available with the International Volunteer Programs Association (IVPA), an alliance of 50 nonprofit NGOs that are involved in volunteer exchanges. Duties: coordinates membership activities, such as conferences and joint outreach; facilitates strategic planning and executive committee meetings; fundraising. Qualifications: passion for international volunteerism; strong writing, public speaking, organizational, and event planning skills. Salary: \$25K plus benefits. Send résumé and cover letter c/o: IVPA Executive Committee, P.O. Box 20266, Stanford, CA, 94309; phone: (650) 248-4089; fax: (650) 725-1805; e-mail: <ivpa@lafetra.org>; Web site: <www.volunteerinternational.org>.

WRITING INSTRUCTOR • Boston, MA

Part-time position available with The Department of International Health, Boston University School of Public Health, in a writing program for MPH students. Duties: gives writing workshops; maintains Web site; assists writing specialist. Qualifications: international experience; master's in public health or international relations/education; English or TESOL; adult education or university teaching experience preferred. Send résumé, writing sample, names, and phone numbers of three references, and cover letter by 9/8/00 to: Professor Lucy Honig, Department of International Health, Boston University School of Public Health, 715 Albany St. Boston, MA 02118; e-mail: <lhonig@bu.edu>.

VOLUNTEER SPECIALIST • Arlington, VA

Position available with the American Red Cross. Duties: recruits, tracks, places, trains, and maintains more than 400 volunteers for disaster, health and safety, transportation, and other programs. Qualifications: database management and people skills a must. Salary: \$22-24K. Send résumés to: Director, Programs and Services, Arlington Red Cross Chapter, 4333 Arlington Blvd., Arlington, VA 22203; fax: (703) 527-2705.

ORGANIC HARVEST HELPERS • Buckeystown, MD

Full- or part-time positions available with Nick's Organic Farm. Flexible hours include weekends from August through October at \$8/hour. Qualifications: experience or interest in sustainable/organic farming desirable; ability, or desire to learn; operating farm equipment a plus. Contact Nick Maravell, 8565 Horseshoe Lane, Potomac, MD 20854; phone: (301) 983-2167; cell phone: (301) 535-7768; e-mail: <ncmarave@erols.com>.

DEVELOPMENT ASSISTANT • Washington, DC

Position available with the Christ House, a 32-bed in-patient medical facility for the homeless. Duties: maintains database; assists with Web site; writes correspondence; researches foundations, and administers support to Development Director. Qualifications: computer literate; detail oriented; excellent communication skills. Salary: low \$20s with benefits. Mail or fax résumé to: Personnel, Christ House, 1717 Columbia Road, NW, Washington, DC 20009; fax: (202) 232-4972; e-mail: <sgunn@christhouse.org>; Web site: <www.christhouse.org>.

PROGRAM MANAGER AND CLINICIAN • Newark, NJ

Position available with the North Ward FACES (Family and Children Early Educational Experiences) Consortium, a school-linked effort that integrates education, health, and social services for families with children under the age of six. (La Casa de Don Pedro, Inc. is the lead agency for this collaborative effort.) FACES program manager qualifications: two years of program management experience related to parenting skills and/or early childhood development. Clinician qualifications: certified social worker; two years of case management experience; experience with youth and family issues in a group and individual settings. Submit all résumés to: Raymond Ocasio, La Casa de Don Pedro, Inc., 75 Park Ave., Newark, NJ 07104; e-mail: <rocasio@lacasankwk.org>.

PROGRAM MANAGER • Nassau, Bahamas

Position available 10/1/00 with the United Methodist Committee on Relief's USAID-funded housing reconstruction project. Duties: supervises national staff and volunteers; reports and evaluates; works with government officials, and financial compliance. Qualifications: five years experience in managing/designing shelter/housing reconstruction programs; BS in civil engineering, architecture, or urban planning; experience in logistics planning, procurement practices, and project management; excellent communications skills; familiarity working under USAID or federal contracts; comfortable working within a church structure; 12-month relocation required. Fax résumés to Rebecca Williams, UMCOR, AF/CRB, at (202) 544-4118.

AREA DIRECTOR • Dodge City, KS

Position available with Harvest America Corporation, a nonprofit migrant and seasonal farmworker organization. Duties: organizes community; provides self-sufficiency guidance to program participants; coordinates programs; builds relationships; assists with immigration applications; reports program results; ensures documentation of services provided; assures compliance with policies and procedures; advocates. Qualifications: Spanish/English required. Apply to: Michelle Olson, Director of Program Operations, Harvest America Corporation, 14th and Metropolitan, Kansas City, KS, 66103; fax: (913) 342-2861; e-mail: <molson@harvestamerica.org>.

CENTER DIRECTOR • Washington, DC

Position available for 15 months with the Neighborhood Learning Center. Duties: coordinates all aspects of after-school center; recruits, stewards and maintains students and learning mentors (volunteers); performs outreach to parents, schools and community organizations, maintains and updates after-school curricula, organizes monthly educational, cultural and/or community leadership activities; directs seven-week summer academy. Qualifications: fluent in English; bilingual in Spanish a plus; university degree or equivalent experience required; strong planning and organizational skills; background and/or interest in education, multi-cultural community building, community organizing, mentoring, tutoring, and youth development; high energy, dynamic, positive personality a must. For more information call John at: (202) 842-5116; or fax résumé with daytime phone number ASAP to: (202) 842 5123; e-mail: <jsbranam@msn.com>.

PEACE CORPS JOBLINE

For a listing of Peace Corps staff positions and a vacancy announcement, call INFOWORX at: (800) 818-9579. NOTE: New job vacancies posted by close of business on Fridays.

Check it out online!

All worldwide positions are listed on the World Wide Web at: <www.peacecorps.gov>.



WILDERNESS INSTRUCTORS • Tallahassee, FL

Positions available with the Hurricane Island Outward Bound School/Southern Programs, a nonprofit organization dedicated to working year round with at-risk and adjudicated youth in a wilderness, residential, and home setting. Duties: work in the field; work in team situations; teach; oversee safety of course and help enhance our community. Qualifications: CPR, WFR, and prior experience with teens. All are encouraged to attend an initial training program (occurs four times per year). Programs range from 18 to 30 days in wilderness courses and to 180 days in residential settings. Send résumé to: Alyse Ostreicher, Staff Developer, HIOBS, 177 Salem Court, Tallahassee, FL 32301; phone: (850) 414-8816; fax: (850) 922-6721; e-mail: <alyseo@aol.com>; Web site: <members.tripod.com/outward.bound>.

COORDINATOR • Washington, DC

Position available with Latin American Youth Center, a community-based nonprofit that promotes individual, social, and economic development of Latinos and other minority groups. Duties: assists the director with the day to day running of the division and direct supervision of administrative assistant; coordinates logistics of Saturday sessions; supervises instructors, consultants, volunteers and 40-50 youth; coordinates summer program daily activities; supervises staff and 25-28 students. Qualifications: BA; bilingual in Spanish; knowledgeable of Latino population; organizational skills; reliable; able to work with minimal supervision; conduct presentations to large audiences. Fax résumé to: Jeannette/Cristina (202) 462-5696.

ADMINISTRATIVE ASSISTANT • Arlington, VA

Position available with the Animal Welfare League of Arlington. Duties: interviews potential adopters and reviews adoption applications; conducts home visits and discusses pet issues with applicants to prepare them for pet ownership; provides educational information and offers assistance to both visitors and callers; provides assistance with data-entry and a wide range of clerical duties. Qualifications: strong communication skills; detail oriented; ability to work well with volunteers, staff and general public in a fast-paced work setting. Call for more information: at (703) 931-9241, ext. 250.

PROGRAM SPECIALISTS • Ft. Worth, TX

Positions available for specialists with Catholic Charities, Refugee Services. Assessment and planning specialist qualifications: degree in social work or related field. Client support specialist qualifications: bilingual language ability in a current refugee language. Flexible hours for both positions. Fax or e-mail résumé and salary history to: Katy Burns, Director of Refugee Services, fax: (817) 335-9749; e-mail: <kburns@ccdofw.org>.

EVALUATION SPECIALIST • Kansas City, MO

Position available with Children International, a nonprofit organization. Duties: manages the monitoring and evaluation strategy; provides evaluation support to partner agencies; creates training materials; presents evaluation findings; coordinates implementation assessments. Qualifications: undergraduate degree; fluency in Spanish; previous experience with program evaluation; familiarity with statistical methods and software; excellent communication skills; willingness to travel up to six weeks per year. Send résumé with cover letter to: Dan Pearson, Children International, 2000 E. Red Bridge Rd., Kansas City, MO 64131; fax: (816) 942-3714; e-mail: <damp@cikc.org>.

DEVELOPMENT ASSOCIATE • Washington, DC

Position available with Global Forest Watch (GFW). GFW works internationally using satellite imagery, geographic information systems (GIS), the Internet, and on-the-ground observation to provide accurate information about activities within the world's forests. Duties: coordinates a \$20 million fundraising campaign raising revenue from corporations, foundations, governments, and individuals. Qualifications: two to three years of fundraising experience; superb writing and communications skills. Salary \$40-\$60K. Send résumé to GFW, WRI 10 G St., NE, Washington, DC 20002; fax: (202) 729-7610; Web site: <www.wri.org/joblist> or <www.globalforestwatch.org/english/jobs>.

PLANNER • Bellingham, WA

Position available with the Lummi Nation Comprehensive Water Resources Management Program. Duties: assists with wellhead protection, storm water management, wetland management, and water quality standards; develops a flood damage reduction plan, a spill prevention, a response plan and a conceptual plan for a wetland mitigation bank for the Lummi Reservation; coordinates the Nooksack River Estuary Recovery Project. Closes 9/10/00. Salary DOE. For a complete job description and application form, contact Human Resources Office: at (360) 758-2071.

***SERVICE COMMUNITY VOLUNTEERS • Crozet, VA**

Positions available with Innisfree Village, a life-sharing community of full-time volunteers. Duties: live with and care for adults with mental disabilities; work during the day in the weavery, woodshop, bakery and gardens. Community members live together in family-style homes. Qualifications: ages 21 or older; one-year commitment. Benefits: own room; two days off a week; food and lodging; medical insurance; worker's compensation; \$215/month; 15 paid vacation days at \$35/day. Contact: recruitment, Innisfree Village, 5505 Walnut Level Rd., Crozet, VA 22932; phone: (804) 823-5400; e-mail: <innisfreevillage@prodigy.net>; Web site: <www.avenue.org/innisfree>.

RECRUITMENT ASSISTANT • Washington, DC

Position available with International Resources Group, a development firm specializing in environment, energy, and relief and rehabilitation. Duties: implements, maintains, and improves consultant registration system, including the electronic database, and electronic and hard copy consultant files; prepares résumés and personnel submissions for proposals and projects. Qualifications: BA. E-mail CV and date of availability (subject line must include position title) to Sylvia Megret, Senior Associate, International Resources Group, at <smegret@irgld.com>.

***AFTER-SCHOOL TEACHER • Washington, DC**

Position available ASAP with Asian American LEAD, a nonprofit organization. Duties: works with Vietnamese students in English every day from 4 p.m. to 7 p.m.; implements language sessions; assists students with homework; identifies individual needs in order to provide individual support; organizes and implements extracurricular; provides student progress report. Qualifications: BA in teaching ESL or English or experience in the related field. Salary: \$15-20/hour with 20 minutes of preparation time/teaching hour. Submit résumé and cover letter to: Asian American LEAD, Attn. Anh-Dao Tran, 3045 15th St., NW, Washington DC 20009; fax: (202) 884-0012; e-mail: <atran@aalead.org>.

ADMINISTRATIVE ASSISTANT • Falls Church, VA

Position available with the Capital Chapter of the National Parkinson Foundation, a nonprofit dedicated to serving people with Parkinson's disease. Duties: assists director of operations, chairman and support group specialist on a variety of projects, i.e. monthly newsletters, event planning, support group meetings, website, etc.; maintains member/donor database; provides overall administrative support for the office. Qualifications: BA/BS preferred; strong organizational and computer skills, especially Access/Word; caring, dedicated person with willingness to help and work with people with Parkinson's; ability to multi-task. Salary: mid \$20s plus health insurance. For immediate consideration, fax résumé to: (703) 991-4921; email: <zerihun99@hotmail.com>.

DISSEMINATION SPECIALIST • Bethesda, MD

Position available with the Bethesda Partnerships for Health Reform, USAID-funded and implemented by Abt Associates. Duties: handles order fulfillment; responds to research/reference requests; monitors project e-mail addresses; tracks reports in progress; maintains document archive; writes abstracts, presentation announcements, and Web updates; assists with outreach. Qualifications: BA in international development/communications; master's preferred; minimum three years experience, preferably in editorial/publishing/communications; advanced computer skills; desktop publishing a plus; customer-service oriented; good writing/editing skills. Salary: \$27-33K. Send résumé to: Liz Nugent, PHR, Abt Associates, 4800 Montgomery Lane, Ste 600, Bethesda, MD 20814; fax: (301) 652-3916; e-mail: <liz_nugent@abtassoc.com>.

WEB CONTENT MANAGER • New York, NY

Position available with The Foreign Policy Association. Duties: develops commentary and analysis of foreign policy for newsletters and Web; conceptualizes and develops new features and products; reviews and publishes internal content to the Web; copy edits; develops and maintains content partnerships. Qualifications: strong writing and editing skills; detail-oriented and organized; working knowledge of the Internet, key international affairs sites and policy issues; degree in communications, English, international affairs, journalism, or related experience; prior HTML/web experience a plus. E-mail résumé by 9/15/00 to: Robert Greenan, online project manager, at <rgreenan@fpa.org>.

ART TEACHER • Tohatchi, NM

Position available with Tohatchi High School, 25 miles north of Gallup on the Navajo Reservation. Qualifications: skills in drawing, painting, ceramics, sculpture, and jewelry-making. Teacher certification not essential. For more information contact: Don Wetmore or TJ Bentley, Tohatchi High School, PO Box 248, Tohatchi, NM 87325; phone: (505) 733-2206 or (505) 733-2681; fax: (505) 733-2216; e-mail: <dwetmore@toh.gmcs.k12.nm.us>.

PROGRAM DIRECTOR • Washington, DC

Position available with the Youth EcoDesign Corps, a comprehensive certification program that trains high school students how to become strong and innovative community leaders through hands-on projects in sustainable community development and urban design. Duties: manages and develops the Youth EcoDesign Corps as a model for expansion to other neighborhoods; plans and manages program; develops curriculum recruitment and evaluation. Qualifications: bachelor's degree in relevant field; experience with youth; excellent communication and organizational skills; GIS (Geographic Information Systems) software. Send résumé to: Shaw EcoVillage Project, 1701 6th St., NW, Washington, DC 20001; phone: (202) 265-8899; e-mail: <ShawEcoVillage@ShawDC.com>.

DEVELOPMENT COORDINATOR • Washington, DC

Position available with International Rescue Committee, a nonprofit organization providing services for refugees and victims of oppression. Duties: outreaches to community to generate donations of goods and volunteer support; develops relationships with local community agencies, religious and civic groups, schools, and individuals. Qualifications: BA in communications/business administration; experience in refugee resettlement; knowledge of local community organizations; ability to work independently in a fast-paced multicultural environment. Send résumé and cover letter to: Betty Mizek, IRC, 1612 K Street, NW, Suite 700 Washington, DC 20006; fax: (202) 822-0089.

PROJECT ASSISTANT • Albany, NY

Position available with the International Development Group of the Research Foundation of SUNY which implements development projects in Latin America, Africa, Russia, and Middle East. Duties: documents and reconciliates budget; coordinates travel logistics; assists field personnel and consultants with personal affairs; develops Web site and promotional materials; assists with proposal process. Qualifications: BA/BS; experience with accounting, managing work groups, Microsoft Office and Web site maintenance; foreign language desired (Spanish, Portuguese, French, Arabic); grants; budgeting; marketing; USAID regulations. Send cover letter and résumé to: Human Resources (ref# 0001IDG01), Research Foundation of SUNY, State University Plaza, N520, Albany, NY 12246; fax: (518) 434-7280; e-mail: <personnel@spo.rf.suny.edu>.

CASEWORKERS • Baltimore, MD

Positions available with The Choice Programs, a nonprofit community-based program working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-oriented service and educational plans; develop activity plans; does informal counseling, advocacy, and monitoring of these youth. Qualifications: some evening and weekend work; bachelor's degree required; automobile and valid driver's license required. Salary: \$21K. Send résumé and cover letter to: Sherry Smith-Atiemo, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: (410) 354-4938.

EXECUTIVE ASSISTANT • Washington, DC

Position available with an environmental advocacy group. Duties: supports the president by managing schedule, evaluating incoming correspondence/communications, serving as the liaison with vice presidents, coordinating various group meetings and receptions, developing department meetings agendas, and providing comprehensive administrative support. Qualifications: experience with and enthusiasm about environmental issues. Salary: \$50K plus. Please contact: Rhonda Mask, Recruiter, 1155 Connecticut Ave. NW #800, Washington, DC 20036; phone: (202) 466-8850; or e-mail résumé to: <rhonda.mask@trakstaffing.com>.

HEALTH EDUCATORS AND NURSES • East Coast

Positions available with Farmworker Health Services, Inc., a nonprofit organization that works with community health centers to provide outreach services, quality health care, and education to farmworkers across the US. Duties: works on program development activities and direct services; implementation of training programs for health educators and outreach workers; development of curriculum and resources; assessment of outreach programs; provision of outreach, case management, and/or clinical services. Placements made in various states along east coast; possibility of short-term assignments nationwide. Qualifications: MPH, MSW (or related fields), MSN, or bachelor's and three years project management/consulting experience; fluency in Spanish required. Competitive salaries and comprehensive benefits, including relocation expenses. Send résumé and cover letter to: FHSI Operations Administrator, 1234 Massachusetts Ave., Suite C-1017, Washington, DC 20005; fax: (202) 347-6385.

GRANTS ADMINISTRATOR • Baltimore, MD

Position available with Catholic Relief Services. Duties: supports grant managers in drafting of annual reports and detailed implementation plans; oversees day to day administrative management of Institutional Support Assistance Agreement and Matching Grant. Qualifications: two-year associate degree in finance, accounting, or business administration; BS in accounting or work experience preferred; two years financial administration of US government awards; knowledge of OMB Circulars A110, A122, and A133; understanding of fund-based accounting. For more information and to apply online, visit Web site at <www.catholicroelief.org> or e-mail: <CRS@rpc.webhire.com>; fax: 800-383-0969. (Reference the req. no.)

ADMINISTRATIVE ASSISTANT • Alexandria, VA

Position available with the Society of Satellite Professionals International. Duties: performs word processing and filing; manages database; responds to member requests; handles some financial functions. Qualifications: energetic; self-starter; detail-oriented; well-organized; able to handle multiple tasks; must have knowledge of Microsoft Office, Access, and Excel. Salary DOE. Please fax cover letter/résumé to: (703) 549-9728.

PROJECT ASSISTANT • Bethesda, MD

Position available to work with three senior managers/public health professionals in USAID-funded quality assurance project. Project focuses on global health activities. Duties: supports ongoing work in Russia and Africa. Qualifications: initiative; ability to juggle multiple tasks; writing and budgeting skills; computer skills in Word, Excel and PowerPoint; fluency in French or Russian is desired for telephone and correspondence work. Salary to \$29K. Please e-mail résumé and letter to: <hr@urc-chs.com>; Web site: <www.qaproject.org>.

ONLINE COMMUNITY BUILDER • Washington, DC

Part-time position available with the Morino Institute's Youth Development Collaborative Pilot. Duties: helps foster community participation, engagement, and knowledge-sharing through an electronic mailing list, Web site, electronic newsletter, and other online media; assists with promotion of online community and management of Web site; contributes to facilitation of electronic mailing list; tracks participation; distills and summarizes list information; helps manage discussion; assists in the development of strategy for growth of community. Qualifications: experience managing online community; superior online communication; writing and editing skills; knowledge of and experience with youth-serving organizations and/or K-12 educational experience preferred; excellent e-mail management skills; Web site production and maintenance, including content management; familiarity with listserv software and commands; knowledge of HTML and proficiency with Photoshop; familiarity with Dreamweaver and Cold Fusion; interest in the Internet for social change desired. E-mail cover letter and résumé to: Victoria Vrana, producer, online content at <vrana@morino.org>; Web site: <www.morino.org/ydepilotoverview.asp>.

CONSULTANTS • US and Abroad

Positions available with The Gallup Organization, a world leader in the measurement and analysis of people's attitudes, opinions, and behavior. Duties: give evidence-based advice; develop measurement systems to improve business outcomes; manage client growth and retention. Qualifications: advanced degree required, Ph.D. preferred. Send résumé to: Connie Kreikemeier, Director of Human Resources The Gallup Organization 301 S. 68th Street Pl., Lincoln, NE 68510; phone: (800) 561-5257; e-mail: <connie_kreikemeier@gallup.com>; Web site: <www.gallup.com/employment>.

PROGRAM COORDINATOR • Baltimore, MD

Position available with JHPIEGO Corporation, an affiliate of Johns Hopkins University, working to advance reproductive and maternal health programs worldwide. Duties: provides administrative and programmatic support; coordinates travel, prepares correspondence, reports and technical training materials; writes, researches and compiles program information; edits and proofreads proposal formats. Qualifications: bachelor's degree and administrative experience required; excellent English communication skills. Send résumé stating job number (1552-00) with salary requirements to: The Johns Hopkins University, Human Resources Office, 2021 East Monument Street, Baltimore, MD 21205; fax: (410) 614-9805; e-mail: <HR@JHPIEGO.ORG>.

RESEARCH ASSOCIATE • Rosslyn, VA

Part-time position available The American Institutes for Research, a nonprofit organization which provides applied social and behavior research and technical assistance to clients in developing countries. Duties: assists with a girls' education project in Peru, Guatemala, and Morocco; interacts with field offices; researches existing programs, writes and prepares reports and public relations pieces; performs budgeting and documentation as required by USAID. Qualifications: bachelor's degree; conversational Spanish ability; experience in the developing world; communication and writing skills; ability to handle multiple projects simultaneously with little supervision; French language a plus. Send résumé with cover letter and writing sample to: Human Resources—CIR, American Institutes for Research, 1000 Thomas Jefferson St., NW., Ste. 400, Washington, DC 20007; fax: (202) 944-5454; Web site: <www.air.org>.

MGT. CONSULTANT • Little Rock, AR and Memphis, TN

Position available with alt.Consulting, a nonprofit, economic development firm serving the Southern US by providing professional consulting services to small minority-owned and geographically underutilized businesses. Duties: conducts organizational assessments of businesses and makes recommendations; facilitates strategic and operations planning sessions; assists businesses in securing financing and implements on-site the financial and operations systems necessary for sustainable growth. Qualifications: MBA degree or accounting background is preferred; strong writing, facilitation, and analytical skills necessary; travel required. Contact: Jonathan Harrison; fax: (901) 728-5224; e-mail: <jonathan@altconsulting.org>; Web site: <www.altconsulting.org>.

ESL PROGRAM COORDINATOR • Washington, DC

Position available with the Literacy Council of Northern Virginia, a nonprofit adult educational organization. Duties: coordinates volunteer-based ESL tutoring program; supervises the intake and placement of students with tutors; maintains records of tutors and students; provides assistance to tutors regarding instructional materials and techniques; coordinates program volunteers; schedules workshops and in-service training seminars. Qualifications: good communication and organizational skills; ESL teaching experience; experience in program coordination; proficiency in Spanish a plus. Starting pay range: \$14.00 - \$15.00 hr. plus benefits. Send résumé and cover letter to: Greg Smith, Literacy Council of Northern Virginia, 2855 Annandale Rd., Falls Church, VA 22042; e-mail: <gsmith@pop.dn.net>.

ENVIRONMENTAL OPPORTUNITIES • Various

Positions available with World Wildlife Fund (WWF) to join multicultural team of committed professionals in the following positions: program director, education for nature; program coordinator; species conservation; senior financial manager; communications officer, Latin America and Caribbean program. For more information about these and other job opportunities, visit the Web site: <www.worldwildlife.org>.

ENTERPRISE FACILITATOR • Joseph, OR

Contract position available with Wallowa County Business Facilitation. Duties: provides one-on-one assistance to new and expanding businesses in rural Wallowa County. Qualifications: excellent communication, problem-solving, and networking skills; varied private sector or small business experience; willingness to learn; empathy; commitment to community; ability to work independently. A five-day intensive training program will be provided. A local working board will provide support to the position. Send detailed cover letter and résumé by 9/22/00 to: Wallowa County Business Facilitation, P.O. Box 995, Joseph, OR 97846; Web site: <www.sirulli.com>.

OUTREACH COORDINATOR • Spring Hope, NC

Position available with Harvest Family Outreach Health Center. Duties: supervises outreach staff, including orientation, training, and scheduling; performs outreach / health education and case management for migrant and seasonal farmworkers; provides technical assistance to local agencies to improve services to farmworkers. Qualifications: bilingual (English / Spanish); possession of car and driver's license; ability to work night and evening hours; experience working with underserved populations; outreach and / or health-related experience. Send cover letter and résumé to: Gonzalo Cabral, MD, Medical Director Harvest Family Health Center, 9088 Old Bailey Hwy. Spring Hope, NC 27882; fax: (252) 291-8393.

RESEARCH COORDINATOR • Washington, DC

Position available with national nonprofit organization. Duties: handles all administrative functions of research department, including conference preparation and processing of grant applications with heavy emphasis on database and file management. Qualifications: detail-oriented with strong organizational and customer service skills; computer experience essential; BS or background in research, science, nutrition or related field preferred. Send résumé with salary history/requirements to: JM, AICR 1759 R St. NW, Washington, DC 20009; fax: (202) 328-7226; e-mail: <jmcilveen@aicr.org>.

PROGRAM FINANCE ASSISTANT • Bethesda, MD

Position available with Abt Associates' International Health Area (IHA). Duties: provides financial and administrative support; assists in processing travel expense reports, issue of subcontract work orders, budget planning, oversight and tracking, preparation of work plans, setting up accounts, preparation of financial reports and budgets, and procurement; prepares monthly accruals and quarterly, monthly, and other project reports. Qualifications: bachelor's degree in business administration, accounting; two years' of work experience in budgeting and financial management; excellent computer skills; experience with Excel and accounting software a plus; strong interpersonal and organizational skills; ability to handle multiple tasks simultaneously. Send CV and references to: Steve Mason, International Health Area Abt Associates Inc., 4800 Montgomery Lane, Suite 600, Bethesda, MD 20814; fax: (301) 652-3916.

PROGRAM MANAGERS • Washington, DC

Position available with Population Services International (PSI) supporting programs in Latin America, Africa, Eastern Europe, and Asia in preparation for an overseas post. Duties: backstops; monitors contract compliance; writes project proposals; prepares annual work plans and budgets; relates with donors; travels overseas 15-25% of time. Qualifications: Peace Corps or similar experience; private sector management in marketing or communications; knowledge of USAID and other international donors; graduate level degree; fluency in foreign language. Send résumé to: Attn: RM, PSI, 1120-19th Street, NW, Suite 600, Washington, DC 20036; fax: (202) 785-0120; e-mail: <Recruitment@PSIWash.org>.

TEACHING-PARENTS • Princeton, NJ

Positions available for a married couple with the Princeton Child Development Institute. Duties: live in and supervise a group home intervention program for five adults with autism. Qualifications: at least one candidate should have a bachelor's degree in psychology, education, social work, sociology, or related field. Benefits: private apartment; intensive training; administrative support; career-development opportunities. Salary: \$69,600 per couple plus room, board, business-related travel, and complete fringe package. Send résumé to: Gregory S. MacDuff, Ph.D., Princeton Child Development Institute, 300 Cold Soil Road, Princeton, NJ 08540; fax: (609) 924-4119.

HOT! OPPORTUNITIES

ONLINE GUIDE • New York, NY

The Foreign Policy Association is looking for 35 volunteers to serve as online guides. Duties: provide links and write short topical analysis on the US role in the world, defense, humanitarianism, women, development, population, religion, drugs, technology, health, environment, IMF and World Bank, UN, NATO, globalization, terrorism, human rights, immigration, elections and conflict resolution; other guides will focus on one country or region of the world. Qualifications: knowledge of HTML not required—just a passion for international affairs and a desire to help people learn and find information on the Internet. For more information, visit <www.fpa.org> or e-mail Robert at: <rgreenan@fpa.org>.

INTERNATIONAL

PROJECT DIRECTOR • Morocco

Position available with the Near East Foundation, an international NGO with more than eight decades of experience in the Middle East and Africa. Duties: provides leadership and support for a 20-person team of Moroccan extension workers, with emphasis on programming for women; supervises administrative aspects of program; plans and implements program expansion, including securing donor funding. Qualifications: MA in international development/affairs, agriculture, or related field; three to five years managerial experience in international development (Middle East/North Africa preferred); strong organizational and communications skills; fluent French (Arabic and/or Berber a plus). Minimum two-year assignment with extension possible. Send resumé to: Near East Foundation, 342 Madison Ave., Suite 1030, New York, NY 10173; fax: (212) 867-0169; e-mail: <nef-hq@neareast.org> or <neareast95@aol.com>.

DEPUTY DIRECTOR • Kosovo

Position available with Save the Children, an international relief and development agency. Duties: establishes and maintains financial and administrative management systems along with tracking local and international sub grant expenditures. Qualifications: BA in a relevant discipline with a master's or MBA preferred; five years experience in the implementation and management of multi-sectoral programs and familiarity with USAID reporting and regulatory requirements; excellent English oral presentation skills required; knowledge of Albanian a plus. Send resumé and cover letter with salary requirements to: Save the Children, Dept. 1203/PC/JM, 54 Wilton Road, Westport, CT 06880; fax: (203) 221-4077; e-mail: <jmguane@savechildren.org>.

PROGRAM MANAGER • Johannesburg, South Africa

Position available with Visions in Action. Duties: creates and manages a light construction team made up of at-risk urban youth; hires, disciplines, trains and supervises local staff and youth volunteers; negotiates and manages new subcontracts in basic community construction projects (parks, markets, health clinics, water pumps, etc). Qualifications: construction experience (basic carpentry, masonry, plumbing) and small business knowledge; construction experience in Africa preferred, one-year commitment required. Not salaried but airfare, group housing, insurance, and a modest stipend to cover basic expenses are provided. Send cover letter, resumé, and three references via e-mail to the director at Visions in Action at <visions@igc.org> or by mail: Visions in Action, 2710 Ontario Road, NW, Washington, DC 20009.

DIRECTORS • Uzbekistan and Georgia

Positions available with Counterpart International, a Washington, DC-based nonprofit that manages international development programs. The country director position is in Tashkent, Uzbekistan and the program director position is in Zugdidi, Georgia. Duties: directs management of office budget and staff; seeks new opportunities for program development; liaises with donors/host governments/local and international NGOs; and plans/reports on all program activities. For more information, visit the Web site: <www.counterpart.org/joinus.html>. Send resumé and cover letter by 10/1/00 to: Stephanie Sullivan at fax: (202) 296-9679; e-mail: <ssullivan@counterpart.org>.

*EFL/ESL TEACHERS • China

Positions available with EF Education, an international organization which provides cultural exchange, language study, and travel programs. Positions are located at the EF English First schools in Shanghai and Guangzhou. Qualifications: some teaching experience and experience living in or visiting China. Salary, return flights, visa costs, help with accommodations, support/ongoing training, and prospects for promotion/transfer available. Fax resumé and cover letter to: English First, Attn: Human Resources, EF Education, at (617) 619-1001; or e-mail: <careers@ef.com>; Web site: <www.ef.com>.

NURSING INSTRUCTOR • Saipan

Position available with Northern Marianas College on the island of Saipan, a US Commonwealth in the Western Pacific, for Fall 2001. Qualifications: master's degree from US accredited institution with two years teaching experience, including theory and clinical supervision and two years of clinical experience within the academic specialty; a BSN from a US accredited institution with five years teaching experience in an associate degree program may be considered. Area of practice must include medical/surgical nursing. Applicant must be NCLEX-RN. For more information contact: Kohne Ramon; phone: (270) 234-5498, ext. 1015; fax: (670) 234-0759; e-mail <kohner@nmnet.edu>. Résumés can be sent to: Northern Marianas College, PO Box 501250, Saipan, MP 96950, attn. Human Resources.

Continued from front page

formance of the test-taker in areas relating to the skills needed by FSOs. There are no right or wrong answers, it seemed, and the only option was to answer honestly.

To my surprise, in January I received a letter from the State Department inviting me to continue the exam by presenting myself for the oral assessment in August. I had passed!

The Oral Exam

I started preparing for the oral exam early in the summer. As opposed to the written portion, which focuses on academic knowledge and performance, the oral exam focuses on one's ability to perform the actual tasks of an FSO by means of hypothetical problem-solving situations. To prepare, I read the newspaper and tried to pay close attention to diplomatic matters, noting how the State Department publicly dealt with difficult issues. I also contacted two FSOs I knew to ask questions about the exam. Their best advice was to remain calm and answer questions honestly.

Unlike the written exam, it is difficult to prepare for the oral exam. The candidate receives scores in written and oral communication, information integration and analysis, planning and organizing, judgment, resourcefulness, initiative and leadership, negotiating, working with others, composure, objectivity and integrity, and cultural adaptability. Past experience plays an important role in one's ability to solve problems in difficult situations rapidly and under pressure.

When test day arrived, I arrived at the testing office in Washington, D.C. (where most oral exams take place, although there are other locations around the country), feeling quite sharp in my suit. Despite the look and feel of the situation, I was not going into an interview. On the contrary, the examiners continually stressed the need for anonymity—and stopped any discussions of autobiographical information.

The day began with a group exercise, where six of us presented individual projects and then decided on budget allocations for each. For instance, I lobbied for \$190 million for an educational reform program in the fictional country of Turin, while the man next to me needed \$240 million for a wastewater management project. We had 15 minutes to prepare our presentations, and then 30 minutes to reach a consensus on the budget. Examiners watched

the entire discussion, making notes but not speaking.

After the group exercise, I prepared an oral presentation concerning complications in international adoption procedures. Following prompts given in memos, letters, and State Department information sheets, I presented a "demarche," or a communiqué between the U.S. government and another country's government concerning a diplomatic issue. In my case, the other country's government consisted of my three examiners, and following my presentation, they asked me a series of often hostile questions, challenging my statements of the U.S. position on the delicate diplomatic issue. At the end of the questioning, they told me what their government had decided, and I took notes to prepare a written report back to the U.S. indicating the results of the meeting.

The demarche presentation led directly into a sequence of three hypothetical situations common to the job of an FSO overseas. In the first, I had to deliver my plan of action to stop the illegal use of an embassy's duty-free store by friends of the ambassador. In the second, I gave details on the transportation of the body of a deceased U.S. citizen from my country back to the United States. In the final situation, I planned for the arrival of a visiting poet from the United States. All three problems forced me to think on my feet and respond in a matter of seconds with a concise and diplomatic solution. My responses were then open to challenges by the examiners. This part of the day was by far the most difficult.

The Results

The testing was rigorous, and at the end of the day the examiners invited me into a room to inform me that I had *not* passed. I was given a chance to ask a few questions, and then I set off for home. Despite my disappointment, I actually enjoyed the day. I picked up on certain areas where I could improve, and I anxiously await my scores to further evaluate my own performance.

Testing is free, and there is no limit to the number of times it can be taken, so I've just requested my registration guide for this year's exam. After taking the exam once, I am even more intrigued by the job of a foreign service officer. Armed with one year's experience, I think I'm ready to take the test again. Perhaps I'll see you there in November! To request a registration book, write to: U.S. Department of State, HR/REE, SA-1, 2401 E. Street, NW, 5th Floor, Washington, DC 20522. *

Profile of the most recent Foreign Service Officer Class: 97th Foreign Service Officer Orientation Class, May 8 - June 23, 2000

Gender	Age	Marital Status	Highest Degree Obtained
Women: 18	Range: 22-58	Single: 28	BA: 16
Men: 43	Mean: 31	Married: 23	JD: 8
	Male: 32		MA: 23
	Female: 30		PhD: 4

Previous Federal Work Experience

Agriculture, Air Force, Army, Bureau of Labor Statistics, Coast Guard, Congressional staff, Forest Service, Marine Corps, Navy, Peace Corps, Social Security Administration, State Department, U.S. Trade Representative

Recent Work Experience

administrator/manager, analyst, archeologist, attorney, business/financial consultant, claim adjuster, consular associate, contractor, economist, information management, international organization officer, intern, legislative assistant, Marine Corps officer, museum interpreter, Naval officer, president/owner of company, project manager, researcher, state senate clerk, student, teacher, trade analyst, translator, writer, university professor

FIELD OFFICE DIRECTOR • Jordan

Position available with Save the Children. Duties: responsible for the day-to-day operations of the field office program; represents the agency before host government representatives, donors, partner agencies, local institutions, the media, and home office. Qualifications: master's degree; at least seven years of development experience; supervisory experience in managing and directing field operations; knowledge of Middle Eastern language and culture. Send résumé to: Save the Children, Dept. 1231/MIM/, 54 Wilton Road, Westport, CT 06880; fax: (203) 221-4077.

FOOD SECURITY ADVISOR • Rome, Italy

Position available with the USDA with the Strategy and Policy Division of the World Food Programme of the United Nations (WFP) through the Junior Professional Officer (JPO) program. Duties: provides country offices with technically sound advice; contributes to overall nutrition policy formulation; supports objective of expanding and strengthening nutrition and food security activities. Qualifications: post-graduate degree in human nutrition with strong linkages to rural dev.; two years of experience in a developing country; cultural sensitivity; knowledge of social organization and gender issues in developing countries; good communications skills; ability to work with minimal supervision; basic computer skills; US citizen. Salary \$41-57K. Submit a detailed résumé with information as per the format at the Web site: <www.wfp.org/vacancies/guidel.html>. Send résumé to: <hughesr@fas.usda.gov> or mail by 9/30/00 to: USDA/FAS, Attn. Dick Hughes, 1400 Independence Avenue, SW, Room 3005, Washington, DC 20250-1081; phone: (202) 690-0865; fax: (202) 690-1841.

RURAL LAND-USE PLANNER • Africa, Asia, Latin America

Position available with Innovative Resources Management, a nonprofit working on a range of international development and environment issues. Qualifications: cartography skills; experience with GIS (geographic information system) and LUP (land-use planner) software integrating natural resources management, agricultural, and conservation issues; ability to speak French and Spanish a plus; at least three years of field experience; master's degree preferred. Salary: \$28-33K. Send CV to: Christin Hutchinson, Innovative Resources Management, 2421 Pennsylvania Ave., NW, Washington, DC 20037; fax: (202) 293-8386; e-mail: <brown1irm@aol.com>.

RUSSIA COUNTRY DIRECTOR • Moscow, Russia

Position available with the Institute for Sustainable Communities, a nonprofit organization helping communities around the world address environmental, economic and social challenges. Duties: supervises personnel; guides office operations; communicates project results to funders. Qualifications: US national; creative, strategic thinker; communication and management skills; at least four years managing an international office and program; relevant advanced degree; and fluency in English and Russian. Visit Web site <www.iscvt.org> for job description. Send CV, cover letter, salary requirements by 10/13/00 to: ISC, 56 College Street, Montpelier, VT 05602; fax: (802) 229-2919.

HYDROLOGISTS AND NURSES • Africa, Asia, and NIS

Positions available with Action Against Hunger, a non religious, humanitarian NGO, working in 40 countries, focusing on nutrition, health, food security, water and sanitation. Nurses: supervise primary health care programs; establish and supervise therapeutic feeding centers; conduct nutritional surveys; analyze data and provide recommendations; train national staff in nutrition and health education. Hydrologists: supervise national teams for borehole drilling, water distribution networks designing and setting up, wells construction, latrines, showers and wastewater evacuation conduits, and training of local staff and management of water committees. Qualifications: one year commitment minimum; field experience preferred; adequate degree in related field; working knowledge in two languages (English, French or Spanish). Send CV and motivation letter to: AAH-USA HR Dept, 875 Sixth Ave. Suite 1905, NY, NY 10001; Web site: <job@aah-usa.org>.

EDUCATION**UNIVERSITY OF MASSACHUSETTS • Boston, MA**

UMass-Boston offers a 36-credit hour Master of Arts and an 18-credit hour Graduate Certificate in Dispute Resolution. Course work includes a six-credit internship mediating cases in a district court. Advanced internships are also available in a nonprofit mediation and training firm, a state mediation office, an environmental institute and probate court. Students can specialize in organizational, environmental, ethno-political, and school-based conflict. Graduate assistantships are also available. Applications for spring 2001 accepted until 1/15/01. Contact: Amy Gay via e-mail at <amy.gay@umb.edu>; Web site: <www.umb.edu/disres>.

UNIVERSITY OF MARYLAND • College Park, MD

Graduate assistantships available in the College of Journalism at the University of Maryland. Applications eagerly accepted from RPCVs for public affairs reporting (PAR) program. Completed in as little as 12 months, PAR graduates move on to reporting positions at major metropolitan dailies, magazines, or online media outlets. (Maryland was one of two journalism programs nationwide reporting from the recent national political conventions.) For more information, contact: Greig Stewart, Associate Dean, 1117 JRN, University of Maryland, College Park, MD 20742-7111; e-mail: <gstewart@jmail.umd.edu>; Web site: <www.umd.edu/jour>.

***THE GEORGE BUSH SCHOOL • College Station, TX**

The George Bush School of Government and Public Service at Texas A&M University offers a two-year, masters-level professional education for individuals interested in a public service career leading and managing organizations in the public, nonprofit, or private sectors. Graduates of this degree program gain leadership experience and specialized instruction in one of the following applied areas: public management, business and government interface, environment and natural resources, health policy and management, and international affairs. Fellowships are offered to students who best demonstrate the combination of academic ability, commitment to public service, and leadership potential. Deadline to apply for fall 2001 admission is 1/31/01. For more information, please call The Bush School at (979) 862-3476; e-mail: <admissions@bushschool.tamu.edu>; Web site: <bush.tamu.edu>.

VIRGINIA TECH • Blacksburg, VA

Virginia Tech's Urban Affairs and Planning Program (UAP) offers an accredited master's degree in urban and regional planning and a professional master's degree in public and international affairs with concentrations in international development planning, environmental planning and policy, land use planning, community and economic development, and public and nonprofit management. RPCVs are encouraged to apply and are given preference in both admissions and financial assistance. For more information, contact: Professor John Randolph, Urban Affairs and Planning, Virginia Tech, Blacksburg, VA 24061; phone: (540) 231-5485; e-mail: <energy@vt.edu>; Web site: <www.uap.vt.edu>.

***TEACHER TRAINING PROGRAM • Madison, WI**

Earn a TEFL certificate in a five-week intensive teacher training program which prepares trainees to teach English in classrooms around the globe. The program offers a hands-on approach to teaching and includes practice teaching, ESL class observation, and job placement assistance. The program is part of an ESL school giving you many opportunities to interact with professional teachers and international students. No foreign language or teaching experience required. Call or write for a free brochure: Midwest Teacher Training Program, 19 N. Pinckney St., Madison, WI 53703; phone: (800) 765-8577; fax: (608) 257-4346; e-mail: <info@mtp.com>; Web site: <www.mtp.com>.

***JOHNS HOPKINS UNIVERSITY • Baltimore, MD**

The School of Nursing offers a program of study for those students who possess an undergraduate or graduate degree in a discipline besides nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A Community Outreach Program, Birth Companion Program and a Direct Entry to Combined BS to MSN Program are available. Majors include, but are not limited to: nurse practitioner; clinical specialist; community health nursing; joint MSN/MPH. For more information, contact: Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe Street, Baltimore, MD 21205; phone: (410) 955-7548; e-mail: <huson@son.jhmi.edu>; Web site: <www.son.jhmi.edu>.

GEORGE MASON UNIVERSITY • Fairfax, VA

Teach overseas via George Mason University's Fast Train Program—an alternative route to elementary and secondary teacher licensure and international school teaching. Program consists of six courses which can be taken over a one year period, either full or part-time. Tuition for the elementary program is charged at the in-state rate (\$562.50/class). Participants can enroll in any semester and there is no application deadline. A master's degree is available with five additional classes. For more information, please visit the Web site: <gse.gmu.edu/fasttrain> or contact: Jack Levy or Lynn Walker Levy, Fast Train, George Mason University, MS 4B3, Fairfax, VA 22030-4444; phone: (703) 993-3689; fax: (703) 993-3336; e-mail: <jlevy@gmu.edu>.

INTERN/VOLUNTEER***CONSERVATION ASSOCIATES • Naples, FL**

Positions available with The Conservancy of Southwest Florida. Positions at Naples Nature Center: environmental policy; land acquisition; grassroots advocacy; Museum of Natural History; school programs; and wildlife rehabilitation clinic. Positions at Briggs Nature Center: naturalist. All positions available on a rotating basis. Qualifications: at least a junior in college or graduates with a background in biology, conservation, wildlife, research, teaching, elementary education, environmental education/science, marine, or related fields. Send request for application, and self addressed #10/stamped envelope to: Sharon Truluck, Human Resources Director, The Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; e-mail: <HumanResouces@Conservancy.org>.

HUMAN RIGHTS OBSERVER • Guatemala

Positions available with Guatemala Accompaniment Project for four months to one year. Live in an at-risk community as an international human rights monitor. Qualifications: Spanish fluency or ability to become proficient with study; ability to write reports and undertake monitoring tasks; previous experience in Latin America preferred. Training in non-violence, cultural awareness, Guatemalan history, and human rights reporting provided. Deadline for November training is 9/15/00. Internships are also available in Washington, DC, office. Contact via phone: (202) 265-8713; e-mail: <nisguagap@igc.org>.

PROJECT COORDINATOR • Central Honduras

Volunteer position available with Nuestros Pequeños Hermanos for wastewater aquaculture. Duties: manages two waste stabilization ponds at 600-child orphanage; works with Honduran staff and children; treats wastewater sufficiently for raising fish. Qualifications: 21 years old or older; aquaculture experience; knowledge of alternative wastewater treatment systems; preferably BS or above; strong Spanish skills; openness to working with children. Benefits: room and board; health care; living stipend. Contact by 10/1/00: Amy Schaltegger, Volunteer Coordinator, Nuestros Pequeños Hermanos Apdo. 3223, Tegucigalpa, Honduras, Central America; fax: 011-504-236-7651; e-mail (preferred): <nph1@sdnhon.org.hn>; Web site: <www.sdnhon.org.hn/miembros/nph www.nphamigos.org>.

PEACE CORPS' FELLOWS***SAN FRANCISCO STATE U. • San Francisco, CA**

The Peace Corps Fellows Program aims to facilitate the transition of RPCVs from classrooms in developing countries to US schools with at-risk children. Full-time teaching combined with evening course work leading to a California teacher's credential and/or master's degree in education from any graduate program offered by the College of Education. Current programs include bilingual, elementary, secondary, adult, and special education. Familiarity with the language and/or culture of Latino, Filipino, and other Pacific Island populations, as well as those with a background in math, science and/or special education, are especially encouraged to apply. Applicants should have served at least 50% of service overseas in a self-contained classroom teaching grades K-12. For more information and application, contact: Peace Corps Fellows Program, Attn. Dr. A. Dubin, San Francisco State University, BH 520, 1600 Holloway Ave., San Francisco, CA 94132-4158; e-mail: <fellows@sfsu.edu>.

WESTERN ILLINOIS UNIVERSITY • Macomb, IL

The Peace Corps and Community Fellows Program announces a new initiative, Bridging the Digital Divide in rural Illinois. The program is accepting applications for January 2001 enrollment from RPCVs who have an interest in bringing the advantages of technology to rural low-income communities. Earn a master's degree, usually within two years, in a stimulating, team environment. Academic programs include: MBA, economics, geography (rural and regional planning), community health, political science (public administration), and recreation, parks, and tourism administration. As part of their graduate training, Fellows spend eleven months assigned to a rural community assisting with local projects, such as technology outreach, downtown revitalization, tourism promotion, or recreation development. Good financial benefits and excellent placement record for graduates. Contact: Carolyn Lawrence, 318 Stipes, Illinois Institute for Rural Affairs, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800-526-9943 or (309) 298-2268, fax (309) 298-2142; e-mail <CA-Lawrence@wiu.edu>; Web site: <www.iira.org/fellows>.

UNIVERSITY OF NEW MEXICO • Gallup, NM

The public school systems of Gallup-McKinley County and Zuni are educationally underserved rural areas serving predominantly Native American students in need of dedicated, culturally sensitive teachers. Openings are expected in most subjects at the elementary, middle, junior high, and high school levels. RPCVs become employed as full-time teachers while pursuing a master's degree in education with a literacy emphasis at the University of New Mexico's branch campus. The next cohort of teachers from the Gallup/Zuni/RPCV program will begin in June 2001. For information and application materials please contact: Dr. Pat Stall, Teacher Education, UNM-Gallup Campus, 200 College Road, Gallup, NM 87301.

*ILLINOIS STATE UNIVERSITY • Normal, IL

The Peace Corps Fellows Program in Applied Community and Economic Development at Illinois State University is considering 1/01 and 8/01 admissions. RPCVs earn master's degrees in economics, political science, and sociology by completing one year of full-time classwork and a second year of hands-on consulting work with urban and rural communities and agencies in Illinois and nationally. Fellows eligible for and awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn a modest income during the second-year internship. For more information contact: Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: (309)348-8685; e-mail: <UCEDinfo@ilstu.edu>; Web site: <ilt.ilstu.edu/uced>.

AMERICORPS/VISTA

COORDINATORS • Anchorage, AK

Positions available with the Nine Star Enterprises. Literacy opportunities coordinator duties: maintains literacy-based programs which will extend educational services by reaching underserved populations. Increased accessibility coordinator duties: researches and develops grants which will extend the education and training services by making its facilities more accessible for individuals with disabilities. For more information, please contact: Dawn Maye-Myers or Tommye Byington at <dawnm@ninestar.com> or <tommyeb@ninestar.com> or call (907) 279-7827 or (800) 478-7587.

VISTA MEMBER • Anchorage, AK

Position available at the Division of Community and Business Development office. Duties: assists in the planning of a statewide economic development association; works with strategic planning facilitation; researches and writes grants; facilitates meetings; publishes newsletter; designs and coordinates training, develops policy. Benefits: living allowance plus \$4,725 educational award or end of service stipend. Contact: Alice Stonecipher, VISTA Leader, 550 W. 7th Avenue, Suite 1770, Anchorage, AK 99501; phone: (907) 269-4561; fax: (907) 269-4563; e-mail: <alicesonecipher@yahoo.com>.

AMERICORPS MEMBER • Windsor, NH

Position available with Wediko Children's Services, a residential treatment program and school for children and adolescents with emotional/behavioral disabilities. Duties: assists a therapeutic team of 5-7 adults with 8-10 boys. Qualifications: two or more years of college; ability to work with children at high psychological risk in an intensive treatment environment. Excellent training provided by clinical psychologists, social workers, RNs and special educators. Benefits include: \$1,000 signing bonus, competitive salary, room and board, and \$4,700 Americorps educational award. Send résumé to: Dennis Calcutt, Resource Manager, Wediko Children's Services, RR 2, Box 167, Windsor, NH 03244; fax: (603) 478-2049; e-mail: <dcalcutt@wediko-nh.org>.

AMERICORPS/VISTA TEAM LEADER • Everett, WA

Position available with Volunteers of America. Duties: provides support and leadership to 10-member team of VISTA Volunteers serving in family resource centers throughout Snohomish County (resource centers provide adult and parent education, counseling and referral, as well as after-school and other youth activities); organizes training, social events, networking with other teams, and interagency collaboration; assists with recruiting. Qualifications: RPCV or former Vista; communication, training, and leadership skills. Benefits: \$952 monthly living allowance; \$4,725 education award. Deadline: 9/30/00. National training in DC area 10/9-10/12. Send letter and résumé to: Lorrie Milford, VOA-WW, POB 839, Everett, WA 98206; phone: (425) 259-3191; fax: (425) 259-5601; e-mail: <lmilford@voaww.org>.

OUTREACH EDUCATOR • Wappinger Falls, NY

Position available with Stony Kill Farm Environmental Education Center. Duties: implements state Department of Environmental Conservation education programs; provides water-related outreach programs in schools; develops new curriculum; conducts on site public programs. Qualifications: BA/BS or equiv. in environmental education/related field; strong interpersonal communication skills; computer proficiency; educational programming experience or water conservation studies desired. Benefits: housing; \$400/bi-weekly; living allowance; health insurance; \$4,725 education award. Send cover letter and résumé to: HRVA Program Coordinator, PO Box 699, New Paltz, NY 12561; phone: (914) 255-4758; e-mail: <HudsonAmeriCorps@sca-inc.org>.

AMERICORPS VISTA LEADER • Olympia, WA

Two full-time, 12-month positions available 9/1/00 with the Washington Reading Corps. Duties: assist with developing, implementing, monitoring, and evaluating project assignments and supporting 30 VISTA members. Qualifications: must have dependable car; bachelor's degree preferred; Peace Corps or VISTA experience required. Benefits: health care; travel reimbursement, \$4,725 educational award or \$2,400 cash readjustment allowance. For more information, contact: Adrianna Carter; phone: (360) 943-0780 ext. 626; e-mail: <acarter@communityyouthservices.org>.



Opportunities for additional overseas experience! CRISIS CORPS IS LOOKING FOR DEDICATED RPCVS

Crisis Corps Volunteers are needed to provide short-term assistance in countries devastated by natural disasters in **Nicaragua, Honduras, and Venezuela**.

A number of RPCVs will be needed throughout the rest of year 2000 and into 2001 to work with a wide range of HIV/AIDS-related projects in Southern and East Africa. RPCVs who are interested in HIV/AIDS assignments are encouraged to apply.

Most assignments require strong language skills and all require two years of Peace Corps experience. Assignments generally require a minimum three-month commitment—most Africa projects require six. Latin America assignments will start *before* October 1, 2000 while Africa and Venezuela assignments may begin in October. Opportunities include:

HIV/AIDS Education & Training Volunteers/Africa: RPCVs are needed to work on a range of HIV/AIDS related projects in Africa. There will be various assignments in a number of countries throughout 2000 and 2001, but there are immediate openings in Kenya. For the Kenya assignments, RPCVs who served in Africa and have a background in HIV/AIDS training/ counseling are particularly needed.

Social Work Volunteers/Venezuela & Honduras: RPCVs with a background in social work are needed to counsel people recovering from recent natural disasters. In Venezuela, Volunteers will be working in the shelters established for people who lost their homes in last December's flooding and mudslides. In Honduras, the Volunteer will work in a resettlement community for Hurricane Mitch victims.

Health Education & Nutritionist Volunteers/ Nicaragua & Honduras: NGOs in Honduras and Nicaragua have requested health CCVs with training skills, community health experience and strong Spanish language skills to assist in community outreach programs.

Early Childhood Development Volunteers/Honduras: RPCVs with strong Spanish and experience in preschool/ health education are needed to design training programs that benefit young children living in the shelters for victims of Hurricane Mitch in Tegucigalpa.

Disaster Preparedness Volunteers/Guatemala & Nicaragua: A number of Volunteers are needed to assist vulnerable communities with disaster preparedness and mitigation plans. Training and community organization experience is required and a background in natural resources, environment or agroforestry is desired. The Guatemala assignment is for Guatemala RPCVs only.

Agriculture/Poultry Production Volunteer/Nicaragua: Wisconsin/Partners of the Americas has requested a Volunteer to train rural families in the growth and reproduction of chickens, and to create a plan for an overall pilot chicken production project.

RPCVs interested in these assignments should contact the Crisis Corps ASAP to request an application. Call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.

Internet Tips



U.S. State Department: <www.state.gov>. Follow prompts to Foreign Service Exam, where information on the exam and registration procedures is available.

Order form for the Study Guide: <www.act.org/fswe/index_s.html>. The study guide available at this site provides sample tests and helpful information about the exam.

Registration for the Exam: <actrs8.act.org/fswe_reg>. This site provides access to online and mail-in registration forms.

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. 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 and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Peace Corps, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.

HEALTH CORPS LEADER • New York, NY

Position available with a multi-site community health education and promotion AmeriCorps program. Duties: expands and implements in-service training curriculum; coordinates special events to highlight projects of members, fosters identity through collaborative activities, selection, and training of members. Qualifications: experience with volunteer recruitment and training; special event planning; interest in public health and community development. Benefits: stipend, educational award, health insurance, and loan deferment. Direct inquiries to: Allison Dubois, Coordinator Community HealthCorps, 475 Riverside Drive, Suite 1626, New York, NY 10115; phone: (212) 870-2273; fax: (212) 870-2125; e-mail: <allisondubois@aol.com>.

Attention RPCVs

Reconnect for the Fall

In Gainesville, FL

Reconnect with other RPCVs and join them at the Market Street Pub on Friday, September 15th. For more information, contact Ellen Huntley at (352) 372-6568 or via e-mail at <rpcvgg@afn.org>. Web site: <www.afn.org/~rpcvgg>.

September Career Series Presentation

What and When:

September 13, 2000, 6 p.m. – 8 p.m.

Meet and talk one-on-one with representatives from 20 organizations who are interested in hiring returned Peace Corps Volunteers. Please bring copies of your résumé for distribution.

Where:

Peace Corps
1111 20th St., NW
Shriver Conference Room A
Washington, D.C. 20526

For more information, please contact Elvira May at (202) 692-1445.



Hotline Back Issues Available Online!

You now have the option of downloading back issues of *Hotline* as a PDF file from the Peace Corps Web site: <www.peacecorps.gov>. (Click on "Returned Volunteers" at the top of the home page.)

HOTLINE NOTICE

When did you end your Peace Corps service?

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in September 1998, then this issue of *Hotline* is the last one that will be sent to you.

If you are interested in continuing to receive *Hotline*, however, you may order a subscription through the National Peace Corps Association, a nonprofit organization. The NPCA reproduces *Hotline* and offers subscriptions to RPCVs who ended service more than two years ago.

If you are interested in subscribing to *Hotline* through the NPCA, you may contact them at:

National Peace Corps Association
1900 L St., NW, Suite 205
Washington, D.C. 20036-5002
(202) 293-7728
Web site: <www.rpcv.org>