

H TLINE

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

HOT Resources

Each regional hub for the Department of Labor Employment and Training Administration below will point you to the nearest One-Stop Career Center.

Region One:

CT, ME, MA, NH, RI, VT, NJ, NY, PR, VI
(212) 337-2139

Region Two:

DE, DC, MD, PA, VA, WV
(215) 861-5200

Region Three:

AL, FL, GA, KY, MS, NC, CS, TN
(404) 562-2092

Region Four:

IL, IN, MI, MN, OH, WI
(312) 353-0313

Region Five:

CO, MT, ND, SD, UT, WY, AR, LA, NM, OK, TX
(214) 767-8263

Region Six:

AZ, CA, HI, NV, GU, AK, ID, OR, WA
(415) 975-4610

Web sites:

www.doleta.gov
www.servicelocator.org

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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 or 1421

The One-Stop Job Search

by RPCV Susan Musich (Costa Rica and Philippines)
M.Ed., CDF, International Career Consultant

It's Monday morning and you're planning to spend the rest of the week on your job search. You've decided that you'd like to attend some workshops, meet with a career counselor to work on some formal assessments of your career interests, review job listings posted around town, check out the local employment center, read career planning books at the library, identify training opportunities, and find a decent computer that you can use to write your résumé and search the Internet.

Feeling a bit overwhelmed and wondering where to begin with so many places to visit? If your answer is "Yes!," then it's time to check out America's One-Stop Career Center System. Just as the name implies, you can conveniently find employment and training services at one location—which offers both in-person and electronic services. To top it off, most of the services will cost you nothing but your time!

What Is A One-Stop?

Combining job search, career, educational, and training resources from various public and private organizations, the One-Stop Career Centers are services and programs combined to meet the varied needs of job seekers and career changers with minimal paperwork.

The traditional state employment services have connected with other resources, including community colleges and public libraries, to offer comprehensive and convenient services for all residents.

One-Stop Career Centers around the country vary, but in general all offer valuable information on training and job

One-Stop Services

- Information about Local, State, and National Labor Markets
- Job and Career Resource Room (computers, faxes, telephones)
- Job Listings
- Hiring Requirements
- Job Referral and Placement and Quality of Education and Training Programs
- Initial Screening for Training Eligibility
- Testing and Assessment
- Job Search Skills
- Assistance in Filing Unemployment Claims
- Other Customized Services at Local Option

search opportunities, including job clubs or networking groups. Some centers have staff to meet with you individually or in groups, while others offer the majority of their services via their own Web site.

Where Can I Find A One-Stop?

One-Stops can be found in even the most remote areas. Some One-Stops offer satellite offices that may be staffed by as few as one or two individuals. Others offer mobile staff and Web services to reach the most rural of areas. Some shopping malls even have kiosks for job seekers to connect to the Internet!

You may have to search a bit to find your local One-Stop, as each One-Stop has its own unique name. A quick glance at the One-Stop Web page turns up names ranging from the Peninsula Job Center in Kenai, Alaska to the Yavapai Employment and Training Network in Cottonwood, Ariz.

The best way to find out about services you can access in your area is to look them up on the Internet or contact the regional office listed in the *Hot Resources* of this *Hotline*.

What Services Are Offered?

One-Stops offer services to both the job seeker and the employer. It's this unique dual service that strengthens their programs and tailors the services to the needs of their local area.

If a One-Stop has staff available, they will commonly provide career counseling, formal career and interests assessments, and training in job search skills. Job search training and workshops may vary from writing resumes and conducting informational interviews to developing interviewing skills and job searching on the Internet.

Many career centers offer a well-developed career library, containing job search books, reference materials, and directories. Many offer a video library and viewing rooms.

As for equipment, most One-Stops offer computers with various software packages, Internet access, printers, fax machines, copy machines, and telephones.

PUBLIC SECTOR

VARIOUS • Lompoc, CA

Positions available at the Federal Correctional Complex in several professional areas. These include pharmacist, clinical nurse, correctional officer, teacher, psychologist, and others. Qualifications: applicants who have not reached their 37th birthday. Salary range varies with each profession, but all positions entitled to locality pay equivalent to 14.37% above the standard government rate. Contact: Federal Correctional Complex, Human Resources, 3901 Klein Blvd., Lompoc, CA 93436; phone: (805) 736-2193; e-mail: <sfobert@bop.gov> or <vjackson@bop.gov>.

COORDINATOR • Washington, DC

Position available with Peace Corps Fellows/USA, a domestic graduate fellowship program for RPCVs. Duties: develops and implements effective program marketing strategies; coordinates publication of articles; updates Web site; edits and publishes newsletters; assists in marketing Fellows/USA to selected groups (including program funders); coordinates production of Fellows/USA marketing materials. Qualifications: familiarity with PC-based computer systems; strong writing skills; marketing, media, and/or desktop publication (Illustrator or PageMaker) experience highly desirable. Salary: \$37-43K. Contact: Fellows/USA Program, (202) 692-1440; e-mail: <fellows@peacecorps.gov>.

PRIVATE SECTOR

*VARIOUS • Salt Lake City, UT

Positions available with The Salt Lake Organizing Committee for the 2002 Winter Olympics in the areas of logistics, grounds services, security, parking, cleaning, food services, and more. Now accepting applications for positions starting in December 2001 and January 2002. For more information or to apply, visit our Web site at <www.saltlake2002.com> and click "Games-Time Employment" or contact the at The Games-Time Employment Center, c/o SLOC, PO Box 45002, Salt Lake City, UT 84111; phone: (801) 212-5627.

TEAM LEADER • Arlington, VA

Position available with John Snow, Inc., a worldwide U.S. Agency for International Development (USAID) contractor dedicated to public health. Duties: provides first line technical oversight and advancing technical/quality standards; identifies organizational and individual performance improvements as well as specific performance improvement interventions. Qualifications: master's degree with at least two years experience; proficient in common software packages as well as written and verbal English, Spanish and/or French skills; experience training methodologies and curriculum development; familiar with USAID performance improvement procedures a plus. Salary: \$55-75K. Send résumé to: Chitra Rana, Administrative Associate, 1616 N. Fort Myer Dr., 11th Fl, Arlington, VA 22209; fax: (703) 528-7480; e-mail: <crana@jsi.com>.

COORDINATOR • Palo Alto, CA

Half-time position available with Volunteers In Asia's (VIA) volunteer programs. Duties: researches and maintains recruitment contacts with Universities, student groups, and other volunteer organizations; organizes recruitment events; promotes VIA's volunteer opportunities; manages database. Qualifications: strong presentation and communication skills; enthusiasm; ability to work independently with limited supervision; interest and/or experience with recruitment or promotions; international volunteer experience preferred. Salary and benefits: \$1160/month; pro-rated medical, dental and vision insurance; small office; casual work environment on Stanford campus; flexible schedule; access to university facilities. Please call: (650) 723-3228; e-mail: <china@viaprograms.org>.

RESEARCH ANALYST • Washington, DC

Position available with the Academy for Educational Development. Duties: serves as a research analyst for USAID's Africa Bureau; provides reference services to USAID staff and development partners in Washington and in the field. Qualifications: U.S. citizenship required; masters degree in international relations, political science, African studies, or other related field; excellent research and writing skills; minimum two to four years' experience related to social, economic, or political development, with an emphasis on Africa. Forward résumé, cover letter and reference position #KV1191pc to: AED/HR, 1825 Connecticut Avenue NW, Washington, DC 20009; fax (202) 884-8413; e-mail: <employ@aed.org>.

*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-orientated service and educational plans; develop activity plans; informal counseling, advocacy, and monitoring of these youth. Qualifications: some evening and weekend work; bachelor's degree; automobile and valid driver's license required. Salary: \$21K and AmeriCorps Education Award (\$4,725). Send résumé and cover letter to: Sherry Smith, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: (410) 354-4938.

ASSISTANT DIRECTOR • Millwood, VA

Position available with Project HOPE (Health Opportunity for People Everywhere). Duties: leads financial analysis, reporting and budgeting; provides training and support to field financial staff on financial systems and reporting; coordinates donor reporting and program cash management; works with regional management to identify opportunities for efficiencies and improved operations. Qualifications: three to five years fund accounting experience or accounting degree; knowledge and demonstrated experience with contractor/donor, especially USAID; Spanish fluency; ability to travel up to 25% of the time required. Send résumé, cover letter, salary requirements to: Human Resources, Project HOPE, Carter Hall Lane, Millwood, VA 22646; fax: (540) 0837-9052; e-mail: <recruit@projecthope.org>.

*SERVICE COMMUNITY • 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: 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; Web site: <www.avenue.org/innisfree>.

CHILD CARE COUNSELOR • Brooklyn, NY

Position available with CAMBA, a nonprofit organization that provides technical assistance and micro loans to small businesses. Duties: coordinates a home day care program. Qualifications: masters' in child development, business, economic development or related field or bachelor's degree with related experience. Send résumé to: CAMBA, Attn. Brian Singer, 1720 Church Ave., Brooklyn NY 11226; e-mail: <brians@camba.org>.

COORDINATOR • New York, NY

Position available with New York Community HealthCorps. Duties: provides statewide program monitoring, recruitment and training services coordination, and technical assistance on evaluation and program development for the NY Community HealthCorps. Qualifications: bachelors degree (masters pref.) with a minimum of three years work experience in health or human services, business, or related field; excellent writing skills essential; solid knowledge of health issues; experience with Internet/proposal development / fundraising helpful. Send cover letter, résumé and salary history to: Cal George, NACHC, 1330 New Hampshire Ave. NW, Washington, DC 20036; fax: (202) 659-0386; e-mail: <CalGeorge3@aol.com>.

PROGRAM MANAGER • Arlington, VA

Position available with Association for Enterprise Opportunity, the national association of organizations committed to micro enterprise development. Duties: plans workshops, sessions and logistics for the AEO Annual Conference; coordinates training events; develops training manuals; explores internet-based training; conducts training sessions. Qualifications: experience in micro enterprise practice and training development; experience in adult learning; excellent communication skills; BS/BA. Send résumé to: Bill Edwards, Executive Director, AEO, 1601 N. Kent Street, Suite 1101, Arlington, VA 22209; phone (703) 841-7760; fax (703) 841-7748.

GENERAL DENTIST • Spokane, WA

Positions available with dynamic, nonprofit organization. Duties: practice dentistry in one of the friendliest cities in the nation. Qualifications: doctorate of dentistry from an accredited dental program and a current Washington State dental license. Reply to: YVFWC, HR department, P.O. Box 190, Toppenish, WA 98948; phone: (509) 865-6175, ext. 2284; fax: (509) 865-2891; e-mail: <markr@yvfwc.org>.

PROGRAM MANAGER • New York, NY

Position available with Rainforest Alliance. Geographic coverage will include the Americas, Western Europe, and Southeast Asia, with potential to expand to Eastern Europe, Russia and Africa. Duties: provides dynamic and creative leadership and coordination for the development and implementation of all activities worldwide; develops and implements non-timber forest product projects and direct research that promotes forest conservation and improves local livelihoods. Please send résumé, salary history and cover letter to: Human Resources, 65 Bleecker Street, New York, NY 10012; fax: (212) 677-2187; e-mail: <canopy@ra.org>; Web site: <www.rainforest-alliance.org>.

PROGRAM COORDINATOR • Arlington, VA

Position with Student Conservation Association (SCA), the nation's leading provider of high school and college-aged volunteers for the conservation of public lands. Duties: coordinates conservation service projects in Anacostia River watershed; develops educational outreach programs; promotes public involvement. Qualifications: bachelor's degree; environmental education and/or conservation service experience; proven ability to lead urban youth; knowledge of local community and environment; first aid/CPR certification. Send résumé and letter of interest to: Program Manager, SCA, 1800 North Kent St., Suite 102, Arlington, VA 22209; email: <nancyo@sca-inc.org>.

PROJECT DIRECTOR • Columbia, MO

Position available in value-enhancement agriculture with the Missouri Agricultural Product Utilization and Incubation Center (MAPUIC). Duties: develops innovative business strategies; writes business plans; conducts feasibility studies; manages staff; writes grant applications; prepares financial analyses of relevant topics such as business systems management. Qualifications: MA/MS in agricultural economics, finance or related field; three years related experience. Contact: Dr. Erin Holleran, phone: (573) 882-2831; e-mail: <umcssuemacs_staff@missouri.edu>; Web site: <emacs.missouri.edu/mapuic>.

FIELD ORGANIZER • Washington, DC

Position available with a highway safety organization. Duties: builds grassroots coalitions to influence sound transportation policy. Qualifications: BA/BS; two to three years experience in community or political organizing. Salary range: \$25-35K. Please fax cover letter and résumé to: Leigh Anne Terry, (703) 535-3322.

PROGRAM ASSISTANT • Fairfax, VA

Positions available with Datex, Inc., an international government contractor. Duties: Provides administrative and program support to USAID office; interacts with advisory group; responds to inquiries; prepares documents; assists with management. Qualifications: BA; three or more years experience; international or governmental contract experience; excellent organizational, communication, computer, and writing skills preferred. Salary: High \$20K to low \$30K. Send résumé to S. Dunnihoo at <intréssumé@hotmail.com>; or fax: (703) 903-9301.

PROGRAM MANAGER • Washington, DC

Position available Capital Children's Museum. Duties: plans and manages all aspects of exhibits and programs within the Science Zone, including an interactive chemistry lab and demonstration area; supervises ten staff; develops activities and science programs for young children. Qualifications: three years of experiential science program development for children; strong organizational and presentation skills; staff management and mentoring; knowledge of chemistry preferred. Salary: high \$30K. Send résumé and references to: CCM, Attn: Director of Guest Experience, 800 Third Street NE, Washington, DC 20002; fax (202) 675-4137.

PREVENTION SPECIALIST • Cambridge, MA

Positions available at a Regional Prevention Center, a resource for health promotion/prevention efforts addressing a range of community health issues and concerns. Duties: works with communities to plan and develop primary prevention services; focus will be on youth development activities and assisting communities with public health planning and coalition building around the issues of substance abuse, HIV/AIDS, and tobacco. Qualifications: MPH or related degree; three years experience in public health work; Chinese, Haitian-Creole, Portuguese, and/or Spanish language skills preferred; data analysis experience desired. Salary mid-\$30K. E-mail letter, résumé, and reference information to: Judith Foley, <jfoley@preventioncenter.org>.

FIELD REPRESENTATIVE • Milwaukee, WI

Position available with the Conservation Fund, a national nonprofit conservation organization. Duties: completes real estate acquisitions in a four county area. Qualifications: the ideal candidate will be from the Milwaukee area; willing to travel frequently and work frequent nights and occasional weekends to accommodate landowners' schedules. Salary: \$40-45K. Interested applicants should send their résumé to: "Milwaukee Field Representative," The Conservation Fund, 30 W. Monroe 18th Floor, Chicago, IL 60603; fax: (312) 332-8412; e-mail: <bcrome@conservationfund.org>; Web site: <www.conservationfund.org>.

COORDINATING DIRECTOR • Eugene, OR

Position available with the Alliance of Forest Workers and Harvesters, a multicultural membership organization promoting environmental and economic justice working in the Pacific Northwest. Duties: recruits grassroots membership; develops local leadership; develops outreach materials; fosters funding relationships; drafts proposals and reports; monitors regional and national policies of concern to forest workers; oversees one staff assistant and relationships with peer organizations. Qualifications: ability to work as part of a multi-cultural team towards consensus; knowledge of forestry issues and commitment to social justice for workers; strong organizational skills; at least two years experience in a position of responsibility in a grassroots organization; fluency in a second language, preferably Spanish. Send cover letter, résumé, and writing sample to: AFWH, P.O. Box 12110, Eugene, OR 97440; phone: (541) 342-6146; e-mail: <alliancefwh@qwest.net>.

JOB DEVELOPER • Raleigh, NC

Position available with Lutheran Family Services. Duties: assists new and ongoing refugee cases in acquiring employment in NC's Research Triangle area; determines suitability for different positions; assists refugees in honing their presentation skills; helps coordinate interviews and on-the-job training; works with employers to cultivate strong relationships and develop new job opportunities for incoming refugees. Qualifications: cross-cultural sensitivity a must; SE Asian, Congo, Horn of Africa language experience helpful; BA/BS necessary, Master's helpful; management exp. helpful. Salary: \$24K. Send résumé and cover letter to: Jeremy Eggleton, Lutheran Family Services, 112 Cox Ave, Raleigh, NC 27605; e-mail: <jeggleton@usa.net>.

STAFF • Washington, DC

Positions available with nonprofit educational organization. Duties: serve as faculty advisors and operations team members to work with high school student leaders in a campus setting. Qualifications: background in education, political science or international relations preferable; seeking enthusiastic, energetic team players with strong communication skills; must be available days, evenings and weekends. Dates of employment: 10/1-12/9. Send résumé with cover letter by 9/7 to: CYLC, NYLC Staff, 1110 Vermont Ave., Suite 320 NW, Washington, DC 20005; fax: (202) 638-4257; e-mail: <NYLCStaff@cylc.org>; Web site: <www.cylc.org>.

VARIOUS POSITIONS • NY and MA

Positions available with Student Conservation Association. Duties: teach environmental education to New York City public school children in both NYC and Massachusetts; carry out lessons for co-ed groups of up to 12 students aged 11-18; lead backpacking and canoe trips. Qualifications: BA/BS in related discipline; current First Aid, CPR and Lifeguard certifications or willingness to obtain; driver's license. Benefits: weekly living allowance, room and board, health insurance, educational award. Contact: Dawn Chavez, Director, Manice Education Center, 68 Savoy Road, Florida, MA 01247; fax: (413) 663-8463; e-mail: <dawn_Christodora@prodigy.net>.

EXECUTIVE DIRECTOR • Washington, DC

Position available with Computer Corner, a nonprofit computer-learning center. Duties: coordinates and implements programming and site management; works with staff and volunteers to effectively link the community with computing services; identifies and recruits children, families, and community members to participate in organizational programming; collaborates with other organizations to link services, programs, and knowledge to the community; recruits and manages volunteers; implements the centers' programming; plans curriculum and educational field trips. Qualifications: BA; experience working with youth and families; excellent computing skills. Salary: \$32-40K based on experience. Mail résumé and cover letter to: Computer Corner, Attn: EDHC, 1500 D Street SE, Washington, DC 20003; e-mail: <harvestingenius@hotmail.com>.

VARIOUS • Washington

Positions available with Fremont Public Association, a nonprofit social service agency serving low-income individuals. Grant writer duties: prepares and submits public and private sector grant proposals. Qualifications: two years experience. Housing Counselor duties: provides crisis intervention, advocacy based counseling. Qualifications: three years experience or BA with one-year experience. To apply and learn more about these job opportunities, call: (206) 694-6840; Web site: <www.fremontpublic.org>.

PROGRAM ASSOCIATE • Washington, DC

Position available with DevTech Systems, Inc. a consulting company. Duties: prepares reports on various issues associated with environmental trade and technology transfer in the region or reviewing such documents; manages EcoLinks website and potentially other websites; works on other technical, management, and administrative tasks as assigned by the Project Manager. Qualifications: minimum of a bachelor's degree in environmental science or international trade. Send résumé to: <Devtech@devtechsys.com>.

FINANCE MGR • Washington, DC

Position available with National Cooperative Business Association. Duties: responsible for the financial resources of all international dev. grants and contracts, including field-based accounting systems, financial reviews, and coordination of compliances. Also responsible for the development and review of budgets, proposal review, preparation, review of sub grants, and subcontracts. Qualifications: minimum eight years of experience; FS-3 French or Spanish; computer accounting software skills; degree in accounting, business, or related field. Salary: low to mid 40s. Please send résumé and cover letter to: National Cooperative Business Assoc., 1401 New York Ave. NW, Suite 1100, Washington, DC 20005; fax: (202) 628-6726; e-mail: <pspangler@ncba.org>.

CASE MANAGER • Chicago, IL

Position available with Kovler Center. Duties: works with immigrant survivors of human rights abuses. Qualifications: previous social service expertise; bachelor's degree; good written English and computer skills, bi-lingual (French or Arabic preferred). Please contact: Scott Portman or Lauren Heidbrink at Kovler Center, (773) 271-6357; fax: (773) 271-0601; e-mail: <kovler@mcs.net>.

COORDINATOR • Washington, DC

Positions available with Joseph's House, eleven-bed home for indigent men with end-stage AIDS and cancer. Duties: supervise and coordinate continuum of round-the-clock nursing; supervise staff RN's and home health aides; work in inter-disciplinary team. Qualifications: current license required; experience w/homeless, AIDS, mental illness, addictions, those who are dying. Contact: Patricia Wudel, (202) 265-7174; e-mail: <pattywudel@aol.com>; Web site: <www.josephshouse.org>.

COMMUNITY ORGANIZER • Various

Positions available with the Briarwood Group. Duties: organize congregations to help set public policy for poor and working class people; address local and regional issues, such as joblessness, crime, urban sprawl, housing, and health care. Qualifications: self-motivated. Immediate positions, after satisfactory training, in Syracuse, NY and Pittsburgh, PA. Positions may be available in the Great Lakes region and east coast of U.S. Salary: \$35-56K. Send cover letter and résumé to: The Briarwood Group, Gamaliel Personnel, P.O. 1374, Hermitage PA, 16148; fax: (724) 981-6670; e-mail: <quality@nauticom.net>.

***ESL TEACHERS • Washington, DC**

Part-time positions available with The International Center for Language Studies (ICLS). Duties: teach group or private classes. Various schedules are available from 9 a.m. to 6 p.m. Qualifications: BA plus overseas teaching experience required. Salaries: competitive. Contact: Barbara Gurr, ESL Coordinator, 727 15th St. NW, Suite 400, Washington, DC 20005; fax: (202) 783-6587; e-mail: <english@icls.com>.

TEACHING ASSOCIATES • Boston, MA

Part-time Positions available with Citizen Schools. Duties: work as (TA) during the school year with 9-14 year old students. Qualifications: experience working with young adults required, experience teaching preferred. 20-30 hour weekly time commitment with a three to four day weekly schedule. Program operates daily from one to six with a slightly earlier or later start time at a few campuses. Salary: \$10/hr. Send résumé to: Gail Sidney, Talent Specialist, 308 Congress Street, 5th Floor, Boston, MA 02210; e-mail: <gailsidney@citizenschools.org>; Web site: <www.citizenschools.org>.

PROGRAM COORDINATOR • Washington, DC

Positions available with the Public Education Network (PEN). Duties: provide technical assistance to the member sites; develop grant proposals and reports; coordinate and develop communications strategies for the Initiative's web page; provide general administrative support to the entire division. Qualifications: bachelor's degree; excellent writing and communication skills; strong organization skills; proficiency with computers including the Internet; must be people-oriented and have public speaking capability. Salary: \$28-40K. Please send a cover letter, résumé, and salary requirements to Jeanette McCall, Public Education Network, 601 Thirteenth St. NW, Suite 900 N, Washington, DC 20005-3808; fax: (202) 628-1893; e-mail: <JMccall@PublicEducation.org>.

HOT! OPPORTUNITIES

All PCVs and RPCVs are invited to attend the following free workshops held during the NPCA's National Conference in Washington D.C.

Check the NPCA's web site for more information <www.rpcv.org>.

Crisis Corps: Serving Again

Friday, 9/21 1-2 pm; National Mall

Sustaining Excellence: Recruiting the Next Generation

Friday, 9/21 2-3 pm; National Mall

Fellows/USA: Education and Career Opportunities for RPCVs

Friday, 9/21 3-4pm; National Mall

Sharing the Peace Corps Experience in American Classrooms

Saturday, 9/22 11 am-12 noon; National Mall

The Peace Corps Today

Saturday, 9/22 1-2 pm; National Mall

Services for Returned Volunteers

Saturday, 9/22 2:30-3:30 pm; National Mall

Registration to the NPCA conference is required for the following events.

RPCV Master Class in Career Self-Determination

Friday 11:30-1:00 American Red Cross

Top Internet Job Sites for RPCVs: A Click and Easy Guide to Finding Your Next Great Job

Saturday 10:30-Noon, American Red Cross

Purpose, Passion & Peace Corps: Do We Ever Really Come Home?

Saturday 1:00-2:00, National Mall

Advancing Your Environmental Career: Graduate School Strategies and Employment Resources for RPCVs

Friday 11:30-1:00 American Red Cross, Saturday 10:30-Noon American Red Cross

Point to Your Future Career: Identify Your Motivating Skills and Interests

Friday 1:30-3 American Red Cross Saturday 10:30-Noon American Red Cross

Job Search Strategies and Guidelines for Submitting Your Résumé via E-mail

Friday 1:30-3:00, American Red Cross

INTERNATIONAL

RANCH MANAGEMENT COUPLE • Mexico

Positions available for couple to manage guest ranch owned by RPCVs in rural setting in the mountains of southern Mexico (Chiapas). Eight rental cabins and camping. Duties: responsible for communication, reservations, reception, basic accounting, and record-keeping, food service, supervision of staff of 10 employees. Qualifications: hospitality experience desirable; good people skills essential; must speak both English and Spanish; serious management responsibility; six-month-minimum time commitment. Compensation: room and board and \$200/month per person. Applications accepted by fax at 52 (967) 30711 or e-mail: <ranchoes@mundomaya.com.mx>; Web site: <www.ranchoesmeralda.net>.

EDUCATION ADVISOR • Egypt

Position available with the Education Development Center, a nonprofit PVO working to improve basic education. Duties: designs and oversees training and materials production for new schools; oversees field office; monitors and evaluates pupil assessment activities; liaises with the prime contractor; recruits, hires and supervises local education field staff. Qualifications: M.A. or Ph.D. in education or teacher training and instructional design; experience working in the Middle East or North Africa; experience with USAID projects; experience in materials design and production; fluency in both Arabic and English. Please send cover letter and résumé to: Helen Boyle, <hboyle@edc.org>.

TEACHER • Taiwan

Positions available with Columbia Consulting Company, an English language learning organization serving adults. Duties: teach English as a Second Language. Qualifications: two years of teaching experience; willing to commit to at least a one-year contract. Salary starts at \$1600 per month. Please send cover letter stating your reason for wanting to teach adults in Taiwan and a résumé to: Peter L. Lee, Director of Studies, <peterlee@columbia.com.tw>.

DIRECTOR • Mexico

Position available with Ashoka: Innovators for the Public, an international non-profit organization dedicated to identifying and supporting social entrepreneurs. Duties: coordinates regional entrepreneur selection process; builds Ashoka fellowship; develop alliances with private sector; promotes profession of social entrepreneurship to diverse audiences; manages staff and budget. Qualifications: seven to ten years relevant experience, including at least three years management experience; excellent communications skills in both Spanish and English; willingness to commit for at least two years. Salary commensurate with experience and local citizen sector salaries. Please send résumé and cover letter to: Ashoka Mexico Director Search, fax: (525) 510-0741; e-mail: <ashokamex@laneta.apc.org>.

DEPUTY DIRECTOR • Westport, CT

Position available with Save the Children. Duties: provides support and supervision to senior field staff in the planning, implementation and evaluations of programs; develops their program and management skills. Qualifications: masters' degree preferred; five to seven years management responsibility for integrated field programs, preferably in Africa; demonstrated experience in proposal development and program implementation working with national staff and partner organizations; strong background in administration, financial and personnel management; experience with USAID funding mechanisms strongly preferred; fluent English required, Arabic preferred. Interested candidates please forward résumé with salary requirements to <mmyers@savechildren.org> and reference the position title in the subject line.

COORDINATORS • Ukraine and Kazakhstan

Positions available with IREX, a US-based nonprofit organization committed to international education. Duties: manage a premier Internet program in the NIS. Qualifications: one to two years of management experience; well organized; skilled at handling multiple tasks; fluency in Russian and/or local language; beneficial skills include past work with US-government programs. Send cover letter and résumé to: IREX- HR/TN-IATP, 1616 H St. NW, Washington, DC 20006; fax: (202) 628-8189; e-mail: <hr@irex.org>; Web site: <www.irex.org>.

TEACHER/RECRUITER • Taif, Saudi Arabia

Position available with military school. Duties: teaches English; recruits EFL instructors to teach English to Saudi Arabian military cadets. Qualifications: BA in English, linguistics or modern languages and a minimum of four years of formal teaching experience. Salary: \$43K plus relocation benefits, medical/dental coverage, vacation travel allowances and furnished western style housing; paid schooling for dependent children. Initial two-year contract that is renewable in one-year increments. Send résumé and cover letter to: EFL Employment International, P.O. Box 360, Tewksbury, MA 01876.

SENIOR ADVISOR • Central America

Position available with CARE USA. Duties: provides technical support to the reproductive health (RH) projects in the Latin American and Caribbean regions; creates and facilitates the implementation of a strategy to advance best practices in CARE's RH program; increases impact and donor support of programs; spearheads efforts to apply models, methods and systems for health management and health finance across CARE's health portfolio. Qualifications: five years related experience; MBA or master's degree in health management, public health, or equivalent; experience in reproductive health programming in the Latin American region; bilingual in English and Spanish. Send résumé and cover letter to: Job # 2927, <hrcordes@care.org>.

Continued from front page

What Online Services Exist?

Job Listings! There are more than 900,000 job listings at America's Job Bank (AJB)—one of the largest lists of job openings in the world! AJB is a virtual, searchable job bank, that links to state job banks. It provides access to jobs with employers in all fields and all sectors. The majority of jobs are in the private sector.

AJB allows you to post up to five different resumes for 60 days. There is no fee involved for the job seeker nor the employer. Employers have full access to the entire résumé file. (ABJ can be found at: <www.ajb.dni.us>.)

Career Information! America's Career InfoNet is an occupational information system that provides local, state, and national labor market information. General information covers the general trends of the current job market; the wages and related trends for your occupation and state; your state's profile, which you can search to learn more about your local economy, demographics, and educational institutions; and resources to link you to other areas relevant to your career interests and goals.

The specific information covers what it takes to work in a specific occupation, such as the skills, tasks/activities, and education/training. You can find detailed wage, occupation, and industry trends for a specific occupation. Further, it links you directly to AJB jobs and employer contact information. (America's Career InfoNet can be found at: <www.acinet.org/acinet>.)

Training Information! America's Learning Exchange is an on-line "superstore" for training and education resources. It helps you find the training and education resources that will help you with your professional career development. The site includes training information that varies from traditional classroom-based training to leading-edge distance learning and Web-based instruction to multimedia instructional materials such as CD-ROMs and video. It includes workshops and seminars and degree programs. You can also search for providers by name, type of organization, or field in which they specialize.

Also, this site provides information on financial aid, and provides consumer information that can help you make decisions about your learning options. America's Learning Exchange can be found at: <www.alx.org>.

The One-Stop Dream Is Now Reality!

The world of work is changing . . . and career services have been reinventing themselves to meet these changes and new demands. One-Stop Career Centers and the supporting virtual information services are meeting these demands and can be easily tailored to meet your own unique needs and interests.

America's One-Stop Career Center System won't guarantee you'll find a job, but it *will* offer you quality services and up-to-date information, and provide or link you to reliable and valuable information that will help you make an informed career decision. You will be happily on your way to finding meaningful work.

VARIOUS • Worldwide

GoConsultancy offers RPCVs the opportunity to make their résumés accessible to top organizations worldwide. Anyone with international development experience can register on-line for free. Subscribing organizations query GoConsultancy's database to fill a range of positions – from entry level to senior management – from short term consultants to permanent staff – from home offices to ex-patriate posts. For more information, contact: GoConsultancy, phone: 888-507-9330; e-mail: <wdc@goconsultancy.com>; Web site: <www.goconsultancy.com>.

HEALTH COORDINATOR • Thailand

Position available with the American Refugee Committee (ARC). Duties: develops, implements and evaluates maternal and child health, family planning, and reproductive health services; develops, documents and implements written health protocols. Qualifications: degree in nursing, midwifery or reproductive child health related field (public health emphasis); knowledge and sensitivity to women's issues; strong communication skills; ability to work in a team-focused environment and previous work experience in a developing country. Submit résumé and cover letter to American Refugee Committee, 430 Oak Grove St., Suite 204, Minneapolis, MN 55403; fax: (612) 607-6499; e-mail: <archq@archq.org>; Web site: <www.archq.org>.

TECHNICAL ADVISOR • South Africa

Position available with Catholic Relief Services. Duties: provides technical assistance to the Southern Africa Region (SARO) and to country programs to expand CRS outreach in response to the HIV/AIDS pandemic. Qualifications: MPH; minimum five years in the developing world in program management positions; experience in HIV/AIDS programming at the field level, with public grant proposal writing, in designing and implementing participatory planning and evaluation methods, and with formal and informal training; professional proficiency preferred in French or Portuguese. Please submit application by e-mail including req. no. I 01 009 and source code PEACE to: <CRS@rpc.webhire.com>; Web site: <www.catholicrelief.org>.

RESEARCH ASSISTANT • Columbia, MO

Positions available at the University of Missouri-Columbia. Two graduate assistantships with an emphasis in the Economics of Bio-based Agricultural Products focus on issues surrounding biological technologies through research in agribusiness and biotechnology. Students will participate in a program of economic theory, innovation management, and quantitative research methodologies, with coursework in biochemistry, plant sciences, and genetics. Students receive a research budget, stipend, laptop, and participate in an industry or government internship program. Send résumé, official transcripts, and letter of application to: Dr. Nicholas Kalaitzandonakes, 125A Mumford Hall, Columbia MO 65211; phone: (573) 882-2831; e-mail: <umcssuemac_staff@missouri.edu>; Web site: <www.emac.missouri.edu>.

***VARIOUS • Worldwide**

Positions available with The Gallup Organization, a world leader in the measurement and analysis of people's attitudes, opinions, and behavior. Focus is on helping companies grow by creating new customers and building powerful workplaces for talented employees. Learn more about current career opportunities at: <www.gallup.com/careers>. Send résumé to: Jami Pogue, The Gallup Organization, 301 S. 68th Street Pl., Lincoln, NE 68510; e-mail: <jami_pogue@gallup.com>.

EDUCATION

***NOVA SOUTHEASTERN U. • Fort Lauderdale, FL**

The Graduate School of Humanities and Social Sciences at Nova Southeastern University (NSU) offers programming in the areas of conflict analysis and resolution, family therapy, family studies, peace studies, and college student personnel administration. Several programs are offered in both residential and online formats. The School features innovative, collaborative post-baccalaureate programs that address academic enrichments and career advancements for students through the humanities, social sciences, and interdisciplinary studies. For more information, please contact NSU at: (800) 262-7978; email: <shss@nova.edu>; Web site: <www.nova.edu/shss>.

***BARD COLLEGE • Annandale, NY**

Bard College offers an innovative graduate program, leading to a Master of Science in environmental policy that prepares students for environmental careers in nonprofit organizations, government, and the private sector. Unique curriculum features integrated application of natural and social sciences to environmental problems and responses as well as practical knowledge necessary to understand the legal, political, socioeconomic, cultural, and ethical forces influencing decision-making. Features include: modular structure of courses; communication strategies, and leadership training. Small classes ensure close mentoring of student career preparations. Peace Corps experience may qualify for internship. Early application enables early start on master's project while in the field. Contact: Bard Center For Environmental Policy, Bard College, Annandale-on-Hudson, NY 12504-5000; phone: (845) 758-7071; e-mail: <cep@bard.edu>; Web site: <www.bard.edu/cep>.

***CERTIFICATE PROGRAM • Madison, WI**

Earn a TEFL certificate in a five-week intensive teacher-training program that 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, 19N. Pinckney St., Madison, WI 53703; phone: 800-765-8577; fax: (608) 257-4346; e-mail: <info@mttp.com>; Web site: <www.mttp.com>.

***INDIANA UNIVERSITY • Bloomington, IN**

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science degree to RPCVs as preparation for careers in the nonprofit, private, or public sectors. Application deadline for spring 2002 semester is 11/1/01. Contact: The School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800-765-7755; e-mail: <speainfo@indiana.edu>; Web site: <www.indiana.edu/~speaweb>.

***AMERICAN U. • Washington, DC**

The International Training and Education Program gives special consideration to RPCVs for their Volunteer experience. This multidisciplinary master's degree program through the Department of Sociology is designed to prepare students for careers in international development; development education; grassroots community development; non-formal and adult education; consulting and training activities; program design and evaluation; global and multicultural education; and foreign student affairs. For more information, contact: Dr. Wendy Bokhorst-Heng, International Training and Education Program, American University, Dept. of Sociology, 4400 Massachusetts Ave., NW, Washington, DC 20016-8072; phone: (202) 885-3723; e-mail: <itep@american.edu>; Web Site: <www.american.edu/cas/sociology/itep>.

INTERN/VOLUNTEER

VOLUNTEER OPPORTUNITIES • Boston, MA

Position available with One With One, an organization that trains and pairs tutor/mentors with international newcomers. Duties: partner and work with a newcomer enrolled in the Office Skills Training Program; help him/her to improve their English and develop the skills and confidence needed to excel in the workplace. Partners meet for three hours/week for nine months, in the evenings or weekends. Weekend training workshops are offered to prepare tutors for their partnerships and provide training and support during the nine-month partnership. For more information, please call: (617) 254-1691; or e-mail: <cateowo@aol.com>.

MENTORS • Washington, DC

Positions available with the National Albanian American Council. Duties: serves as mentors for its Hope Fellowship Program. Women fellows from Kosovo will be involved in a three-month women's leadership training program in Washington, DC. The objective of the program is to foster leadership skills in qualified women who may not otherwise have the opportunity to fulfill their true potential. Ideally, mentors will check in with fellows once a week and develop a relationship of mutual learning and sharing. For more information, please contact: Alysia Johnson at (202) 466-6900; e-mail: <ajohnson@naac.org>.

***WESTERN ILLINOIS U. • Macomb, IL**

The Peace Corps Fellows Program in Community Development at Western Illinois University has several fellowships available for RPCVs interested in natural resource management, land use planning, tourism development, and park administration. Specialized training is provided in community development along with regular degree programs leading to a Master's degree in Recreation, Park and Tourism Administration or Geography. Successful applicants will be awarded a full tuition waiver and a generous financial package. Applications accepted year-round. Contact: Carolyn Lawrence, Peace Corps Fellows Program, 503 Currens Hall, One University Circle, Macomb, IL 61455; phone: 800-526-9943; Web site: <www.peacecorpsfellows.org>.

***ILLINOIS STATE U. • Normal, IL**

The Peace Corps Fellows Program in applied community and economic development at Illinois State University is considering 8/01 and 1/02 admissions. RPCVs earn master's degrees in economics, political science, and sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies in Illinois and nationally. For more information, contact: Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: (309) 438-7090; e-mail: <ucedinfo@ilstu.edu>; Web site: <lilt.ilstu.edu/uced>.

***GEORGE MASON U. • Fairfax, VA**

GMU's School of Education offers an elementary licensure program with an optional Master's in Education. Cohorts begin in January; after taking four courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Those who wish to teach overseas can begin the program anytime. The licensure program consists of six courses that can be completed in one year while working in the schools. All tuition is charged at the in-state rate (currently \$553 per course). Contact: Jack Levy or Lynn Walker Levy, phone: (703) 993-3689 or (703) 993-3602; e-mail: <jlevy@gmu.edu > or <llwalker3@gmu.edu>.

***U. OF MARYLAND • Baltimore, MD**

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies. Peaceworker enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships that address the areas of education, juvenile justice, health, or community development. RPCVs must apply and be admitted separately to a graduate program. The assistantship covers tuition, stipend and health insurance. Completed applications to both Programs are due by 1/15. Contact the graduate school directly for departmental information and an application, (410) 455-2537. For Peaceworker application contact: (410) 455-1802; Web site: <www.Shrivercenter.org>.

Crisis Corps in Need of Volunteers**El Salvador Post-Earthquake Assistance**

Crisis Corps is recruiting Volunteers to aid El Salvador in earthquake recovery and reconstruction efforts. RPCVs must have experience in Latin America (preferably Central America). Assignments are for six months, with a minimum three- or four-month commitment. Excellent Spanish skills are required.

El Salvador Post-Earthquake Assistance

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Assignments include: 1. Housing construction volunteers (experience with cement block house construction and training experience); 2. Water and sanitary waste systems volunteer for NGO (experience in water and waste management); 3. NGO development (institutional and sustainability development) volunteer (organizational development, management, and strategic planning experience); 4. Post-traumatic stress management volunteers (degree in psychology or clinical social work, minimum two years related professional experience).

HIV/AIDS Africa Assignments

The following assignments require previous African work experience, a six-month commitment, and **HIV/AIDS work/volunteer experience**. Additional qualifications listed.

Kenya: 1. HIV/AIDS trainer volunteer (HIV/AIDS training and ICE development experience); 2. Project management volunteer for NGO (two years of community and NGO development experience and 1 to 2 years work or volunteer experience in any HIV/AIDS field).

Malawi: 1. Organizational and staff development volunteer for youth oriented volunteer-staffed NGO (experience with a community based organization and HIV/AIDS programs in Africa); 2. Organizational development volunteer for community-based AIDS and orphan care organization (experience working with a community-based organization in HIV/AIDS and office and personnel management skills).

Togo: 1. Technical assistance and training volunteer for family planning NGO (project management and evaluation, HIV/AIDS, and workshop facilitation experience, fluent French). 2. Technical assistance and training volunteer for HIV/AIDS advocacy organization (project management and evaluation, HIV/AIDS, and HIV pre and post test experience, fluent French).

RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application and additional position information can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.

AMERICORPS/VISTA**AMERICORPS MEMBER • Homer, AK**

Position available with Kachemak Bay Campus' family literacy program. Duties: tutors adults; teaches childhood; develops materials, maintains public relations; coordinates agency and project; keeps records. Qualifications: Alaska drivers license. Salary: \$800/month plus \$4725 educational award after completion of one year. Deadline for applications: 9/10/01. Send cover letter, AmeriCorps application and résumé to: Carol Swartz, Kachemak Bay Campus, KPC, 533 E. Pioneer Ave, Homer, AK 99603; phone: (907) 235-7743; fax: (907) 235-6375

ECOLOGICAL PROGRAM • Baltimore, MD

Position available with Civic Works, an AmeriCorps youth service program. Duties: develops and oversees job training initiative for underserved Baltimore residents to get jobs in Brownfield phytoremediation and urban ecosystem restoration of vacant lots and other properties. Qualifications: ability to teach ecosystem restoration from a combination of hands-on and classroom experience; relate technical skills to ecosystem concepts; organize trainees and professional trainers; have vision to develop program into a watershed-wide initiative. Contact John Ciekot, 2701 St. Louis Drive, Baltimore, MD 21207; phone: (410) 366-8533 x203; fax: (410) 366-1831.

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:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

Name _____

Address _____

City _____ State _____ Zip Code _____

Country of Service _____ Dates of Service _____

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.

September Career Event

“International Management Careers: Opportunities and Strategies”

Marcella Simon Peralta, former foreign service officer, international marketing representative, and director of career services for the MBA programs at George Washington University and American University in Washington, D.C., will explore international career opportunities in the public, private, and nonprofit sectors. She will address the questions: What, in today's global economy, is an international manager? Who hires international managers? Where do you go to research international job opportunities?

When and Where:

September 19, 2001,

12 noon–1:30 p.m.

Peace Corps, 1111 20th St., NW
Shriver Conference Room B

Washington, D.C. 20526

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

VARIOUS • Washington

Positions available (90) with Intermountain AmeriCorps in north central Washington beginning 9/1/01 on four different projects. Duties: serve needy students in rural schools where poverty and language barriers (Spanish) impact students' success. Qualifications: interest in personal and professional growth; positive interpersonal skills; organizational and time management skills; dependability; confidence; determination; flexibility; adaptability. Members come from all over the United States. Contact: Lesley Van Over, Project Director, phone: (509) 682-4550; e-mail: <lesleyv@ncesd.org>; Web site: <www.IntermountainAC.com>.

AMERICORPS MEMBERS • Nevada

VISTA Leader needed for statewide Literacy Program (based in Reno but will require travel to Las Vegas and Lake Tahoe) and VISTA Volunteers needed for Service-Learning Program in Las Vegas, Virginia City, South Lake Tahoe, Carson City area. One-year commitment required. Benefits include monthly living allowance from \$791-991; \$4725 educational award at end of year's service, relocation allowance, medical coverage, sick/vacation leave, personal and professional development training. Send application and/or resume to: Florence Phillips, phone: (775) 687-9114; fax: (775) 888-2021; e-mail: <pfphillaway@aol.com>.



Celebrate the 40th

For more information and to register for the National Peace Corps Association's activities in conjunction with the Peace Corps' 40th Anniversary in Washington, D.C., September 20-23, go to: <www.rpcv.org/pages/celebrate.cfm>.

Holiday Closing

The Peace Corps will be closed on Monday, September 3, in celebration of Labor Day.

HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in August 1999, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to the Web site <www.peacecorps.gov/rpcv/hotline/index.html> to download issues in Portable Document Format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.