



Hotline

For Returned Volunteers /
From the Office of Domestic Programs

Hot Resources

Highlights

Upcoming 2006
RPCV Career Events

The events will be held at
Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street NW
Washington, DC 20526

Visit
www.peacecorps.gov/rpcv/events
for event updates.

(more information on page 12)

Peace Corps Hotline

Robert Michon
Editor
Manager, Returned Volunteer Services

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

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

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

Join the RPCVNetwork Listserv

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

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

Translating Your Peace Corps Experience, Part II: Mapping your Qualifications

By: Peggy Seufert, Program and Training Specialist



This article is a follow up to the August 23 career workshops where participants shared their accomplishments and identified some key skills that Volunteers develop and strengthen during their Peace Corps Service.

Every Volunteer returns with a collection of stories—personal or professional, frivolous or frightening, silly or serious. Maybe those stories have already been written in letters and journals, or maybe they are still waiting to be told. This article hopefully helps you translate the stories of your Peace Corps service into a set of qualifications that will get you in the door and one step closer to the right place for you at this stage of your life.

Let's start by exploring different paths to identify your accomplishments and then "mapping" your qualifications to the knowledge, skills, and abilities (KSAs) that employers, graduate schools, and other community organizations seek in applicants. One path to discover your meaningful accomplishments is by sharing short stories or "verbal snapshots" about the projects in which you worked. You can do this verbally with a friend or family member. Or you can do this in writing on index cards.

Step 1:

Focus on a specific story in which you learned something important. Try to use a work situation or a challenging experience for learning. Shy away from stories where the listeners "had to be there." In one minute describe the situation or context. What were the expressed

(or hidden) needs? Who were your partners and participants? What resources were available or lacking? What were the assets and challenges you encountered? Which actions or influences of yours were central to the story? How did you maintain momentum or change courses of action? End your story with a statement such as, "I discovered that I could"

Step 2:

Brainstorm a list of the knowledge, skills, and abilities you demonstrated or gained from that experience. Ask your listener to help identify the KSAs related to the story. If working alone, turn over the index card and generate a list of KSAs that emerged from the story.

Step 3:

Repeat with other stories until you are comfortable with your skills and are ready to present yourself in writing and in person.

Most graduate school and job applicants will have to present themselves in written applications, resumes, and cover letters. One model for citing your accomplishments in writing is to use the STAR model, which is a simply structured format for organizing your skills. STAR stands for *Situation*, *Task*, *Actions*, and *Results*. The following questions can help you define and

articulate concrete statements related to your accomplishments and qualifications:

Situation: What was the situation? What problems or challenges did I face? Where?

Task: What needed to be done? How did I get involved? What were the objectives?

Actions: What did I specifically do? What was my role? Was I part of a team?

Results: What were the outcomes? What were the unintended outcomes?

After you have outlined your "STARS", set aside some time to reflect. As above, ask yourself what you learned from the various experiences, and identify the KSAs critical to the accomplishment. These can be technical and interpersonal.

The next step is like *star-gazing*—trying to find the patterns of stars and naming the constellations and celestial bodies. There are as many ways to organize your qualifications as there are stars in the sky. You can consult the skills checklists in your *Career Resource Manual* or reference other online resources such as UM-Duluth's transferable

PUBLIC SECTOR

SCHOOL NURSES • Phoenix

Positions available with Phoenix Elementary School District #1. Duties: work in school-based clinics and on-site student dental services; provide student screening and care. Qualification: bilingual in Spanish and English preferred. For more information and to apply, phone Lynette Cook at 602.257.3904; website: www.phxelem.k12.az.us.

FIELD ENGINEER • Window Rock, AZ

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

PROJECT OFFICER • Boston

Position available with the U.S. Department of Labor, Employment and Training Administration (US DOL/ETA). Duties: manages grants; oversees workforce development; oversees workforce security; provides performance and financial management; supports all phases of the grant life cycle;

works with state and local programs and other entities; conducts onsite reviews. Qualifications: BA/BS; strong writing, analytical, communication, and organizational skills; ability to work effectively in teams; valid driver's license required; may include frequent travel. Salary: \$35K-\$60K. Send cover letter and résumé to Heather Graham, USDOL ETA, JFK Federal Building, Room E-350, Boston, MA 02203; phone: 617.788.0170; e-mail: RO1-RA-BOS@dol.gov.

4-H YOUTH DEVELOPMENT PROGRAM EXTENSION COORDINATOR • Tacoma, WA

Position available with Washington State University. This is a 12-month appointment. Qualifications: BA in a social science or related discipline; two years' experience in youth development; any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis; demonstrated experience in developing, delivering, and managing programs for youth. For more information and to apply, visit position number "4425" at www.wsujobs.com or phone Lisa Clyde, EEO coordinator, at 509.335.2822; e-mail: eeocoord@wsu.edu.

MASTER GARDENER PROGRAM EXTENSION COORDINATOR • Tacoma, WA

Position available with Washington State University Extension. This is a 12-month appointment. Qualifications: BA in social sciences, education, horticulture, administration, or other relevant field; any combination of relevant education and experience may be substituted for the education requirement on a year-for-year basis; minimum two

years' experience with volunteer management or demonstrated success in leadership. Deadline: 9/7/2006. For more information and to apply visit position number "4431" at www.wsujobs.com or phone Lisa Clyde, EEO coordinator, at 509.335.2822; e-mail: eeocoord@wsu.edu.

AGRICULTURE AGENT • Hill City, KS

Position available with Kansas State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based information and educational programs for agriculturally related issues. Issues will include, agronomic and livestock production and economics, environmental stewardship, farm and ranch management, agriculture public policy, horticultural production and management, and natural resources conservation and enhancement. For more information and to apply, visit www.oznet.ksu.edu.

DISASTER OPERATIONS SPECIALISTS AND REGIONAL ADVISOR • Nepal

Positions available with Office of U.S. Foreign Disaster Assistance. Duties: the regional advisor will oversee disaster response activities, and develop and coordinate preparedness, mitigation, and training programs; the disaster operations specialists will assist in grant management and the development of response strategies. Qualification: must be a U.S. citizen. For more information and to apply, visit www.globalcorps.com. For more information, phone Amy Feldman at 202.661.9377; e-mail: afeldman@globalcorps.com. Do not send résumé.

HOT! OPPORTUNITIES

PROGRAM SPECIALIST • Honolulu, HI

GS-9/11 position available with the U.S. Department of Agriculture Food and Nutrition Service (FNS). Duties: monitors and assists with FNS programs in Hawaii and the Pacific Basin. Qualifications: strong oral and written communication skills; strong analytical and problem solving ability required; related experience preferred; overnight travel required. Merit System applications procedures must be followed. Deadline: 9/6/2006. For more information and to apply, visit www.fns.usda.gov or www.usajobs.opm.gov; phone 415.705.1314; e-mail: mavis.buchholz@fns.usda.gov

PROGRAM COORDINATOR • DC

Position available with Visions in Action. Duties: provides general management of international volunteer program: recruitment and selection; financial management; supervises interns; communicates with staff and volunteers overseas; evaluates volunteer impact; edits and updates booklets, guides, and brochures; coordinates mailings and production of newsletter; updates website; provides conference planning; writes proposals and reports. Qualifications: two years' experience working in Africa or Latin America; BA/BS required; MA preferred; fluent in Spanish or French preferred; experience in public health and HIV/AIDS preferred. Deadline: 9/16/2006. E-mail cover letter, CV, and three references to visionscoordinator@yahoo.com.

PRIVATE SECTOR

FINANCE AND CONTRACT ADMINISTRATOR • Bethesda, MD

Position available with Abt Associates Inc. Duties: provides home-office management and coordinates logistical support for project activities; supports the development of project proposals; provides financial management and analysis support by tracking project costs; reviews and approves field accounting documentation; assists field office(s) in preparing and finalizing formal documentation for all prime contract actions including annual budget submissions and quarterly budget reviews from the field; monitors contract compliance with rules and regulations of both the client and Abt Associates; as directed, serves as liaison with project subcontractors. For more information and to apply, e-mail susan_signorella@abtassoc.com; phone: 301.347.5308.

TRAVEL COORDINATOR • Bethesda, MD

Position available with Abt Associates Inc. Duties: provides management and administrative support to the Health Systems 20/20 project, a global technical assistance project to improve health



programs in developing countries; makes travel arrangements for staff and consultant temporary duty assignments, including itinerary preparations, ticketing, hotel arrangements, and visa applications; arranges logistics for short-term activities; processes travel expense reports; processes and tracks consultant expenses; maintains and develops project tracking and reporting systems and databases related to travel and expense reporting. For more information and to apply, e-mail william_swan@abtassociates.com; phone: 301.347.5308.

ASSISTANT DIRECTOR • Sterling, VA

Position available with Loudoun Small Business Development Center, a nonprofit providing counseling service to small businesses. Qualifications: rock-solid small business knowledge; strong interpersonal and communications skills; prior experience in counseling, administration, and training; MBA preferred; knowledge of high tech and/or financial industries preferred; fluent in Spanish preferred. Will consider part-time or flex schedule. Salary (fulltime): \$48K–\$50K. E-mail résumé to sbdc@loudounsbdc.org.

HOSTEL STAFF • Seaside, OR

Position available with Hostelling International. Duties: registers travelers; provides information; cleans and assists with facility upkeep. Qualifications: hard worker; very clean; well organized; respectful, compassionate, and tolerant of diversity. Salary: \$750/month with private room, shared bath and kitchen, paid utilities, free computer, canoe and kayak usage, espresso discount. Send cover letter and résumé to Trung Nguyen, 930 North Holladay Drive, Seaside, OR 97138; fax: 503.717.0163; email: ntrung15@hotmail.com.

HOUSEPARENT • Greensburg, IN

Position available with Edelweiss House, Inc. Duties: follows program which teaches social and life skills; teaches children Christian values. Qualifications: minimum three years' commitment required. Benefits include training and licensing provided, two weeks vacation, and home and expenses provided. For more information and to apply, visit www.edelweiss-house.org; e-mail: inslady.bestservice@juno.com; phone: 800.509.1484.

PROJECT DIRECTOR, LIBERIA • DC

Position available with Creative Associates International, Inc. For more information and to apply, visit www.caii.com.

ACCOUNTING CLERK • DC

Position available with World Learning for International Development. For more information and to apply, visit www.worldlearning.org.

RESEARCH MANAGER • Indianapolis, IN

Position available with Indiana University. Duties: provides direction for the initiation, monitoring, completion, and reporting of clinical studies in collaboration of U.S. universities with MOI University in Eldoret, Kenya; supervises the research staff; performs a variety of personnel functions; responsible for the budgetary and fiscal management, quality assurance, database maintenance, proper documentation and reporting, and compliance with various policies and regulations. Qualifications: MA with two years' experience in clinical research or BA in science or health-related field with four years' experience in clinical research. For more information and to apply, e-mail st2@iupui.edu; phone: 317.630.2660.

OUTDOOR EDUCATOR • Lake Texoma, TX

Position available with JOLT. Duties: develops lessons, projects, and programs; teaches environmental stewardship and activities that incorporate critical thinking, water sampling, microscopic analysis, boat excursions, and dissections. Qualifications: desire to work with diverse populations and small and large groups; creative, flexible, and sense of humor; outdoor education experience preferred. Salary: \$250/week with room, board, medical insurance. Will train first aid, CPR, and water safety. E-mail cover letter and résumé to Christine Tokarz, Program Director, at ctokarz@allsaintstexoma.org; phone: 903.786.3148; website: www.jolt-texoma.org.

REGIONAL PROGRAM DIRECTOR • Lubbock, TX

Position available with Texas Cooperative Extension and Texas A&M University System. Duties: provides leadership for Extension educational programs for the north region; provides vision and regional leadership for development, implementation, evaluation, and interpretation of programs targeting traditional and nontraditional audiences; works cooperatively with other management levels in program planning, county, district, and regional training programs; identifies emerging issues; determines program direction; acquires resources for program enhancement. Qualification: MA in related field. For more information and to apply, visit <https://greatjobs.tamu.edu>.

PROJECT COORDINATOR • Bethesda, MD

Position available with University Research Co., LLC. Duties: supports international health programs in Benin and Jamaica; supports USAID-funded health programs; provides administrative and financial management support; liaises with corporate finance office. Qualifications: fluent in oral and written French and English required; BA in related field required; two years' project support utilizing budgeting and writing skills and applying procedures and regulations required; strong skills in Excel and MS Word required. Salary: \$35K–\$40K. For more information, visit www.urc-

www.urc-chs.com. E-mail cover letter and résumé to hr@urc-chs.com.

ADMINISTRATIVE OFFICER • Bethesda, MD

Position available with University Research Co., LLC. Duties: tracks and analyzes finances, obligations, projections, budgets, and expenditures of global quality assurance health project funded by USAID; supervises and trains project coordinators; works with subcontractors and corporate staff on financial and personnel issues; monitors the deliverables schedule for compliance. Qualifications: immediate need for candidate in DC metro area; BA/MA; minimum five years' relevant experience with USAID or State Department funded programs; knowledge of government regulations required; development experience preferred. Salary: mid-\$50K–mid \$60K. For more information, visit www.urc-chs.com. Send letter and résumé to hr@urc-chs.com.

TUTORS • Garden Grove, CA

Positions available with Five Star Academy, an after-school tutoring center for youth in grades 1–12. Tutors needed in math, history, English, and science. Duties: guides the progress of students; manages small groups of students; helps with homework; prepares for upcoming tests; provides supplemental materials; coaches in study skills; explains concepts; provides mentorship. Qualifications: experience with children; clear communication; thorough knowledge of the subject. Salary: \$15–\$18/hour. Send cover letter and résumé to Five Star Academy, attention: Ashok Garg, 12460 Euclid Street., Suite #203, Garden Grove, CA 92840; phone: 562.682.8198; e-mail: fivestarp@yaho.com.

PROJECT COORDINATOR • DC

Position available with World Wildlife Fund (WWF). Duties: drafts agreements, including contracts and grants for WWF partner organizations that are mainly based in Russia and Asia; provides maintenance of agreements database; oversees and organizes audit ready files; monitors agreements; prepares and sends PDF files, mailing, photocopying, faxing, and other tasks as needed. Qualifications: discretion, independent judgment, team ethos, strong individual accountability and commitment to WWF's mission required. For more information and to apply, visit position number "27046" at www.worldwildlife.org/about/jobs.cfm.

PROGRAM COORDINATOR • DC

Position available with World Wildlife Fund (WWF). Duties: oversees eco-regional level managerial accounting and budgeting for various eco-regional programs. Qualifications: demonstrated leadership in developing and implementing creative administrative and fiscal systems and solutions required; ability to multitask; attention to

Announcements continued on page 6

PEACE CORPS Fellows/USA



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

ARIZONA

University of Arizona

Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers

Phone: 520.621.9103

E-mail: rpcf@grad.arizona.edu

Northern Arizona University

Flagstaff, AZ

Business.

Contact: Jane Thompson

Phone: 928.523.7387

E-mail: mba@nau.edu

CALIFORNIA

Humboldt State University

Arcata, CA

Secondary education program with placement at Academy of the Redwoods—an early college high school.

Contact: Keri Gelenian

Phone: 707.476.4577

E-mail: keri-gelenian@redwoods.edu

Loma Linda University

Loma Linda, CA

Public health, including global health, humanitarian assistance, and reproductive health.

Contact: Lory Alido

Phone: 909.558.1000

E-mail: sphpcinfo@llu.edu

COLORADO

University of Denver

Denver, CO

International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration.

Contact: Susan Nelson

Phone: 303.871.2989

E-mail: snelso30@du.edu

School of Communication: International and intercultural communication.

Contact: Dr. Margaret Thompson

Phone: 303.871.3947

E-mail: mthomps@du.edu

CONNECTICUT

Yale University

New Haven, CT

In Development: International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmental Studies, Management, Law, or Public Health.

Contact: Felicia Spencer

Phone: 203.432.9394

E-mail: Felicia.spencer@yale.edu

DISTRICT OF COLUMBIA

George Washington University

Washington, DC

Transition special education, secondary education.

Contact: Dr. Jeanne Embich

Phone: 202.973.1061

E-mail: jembich@gwu.edu

FLORIDA

Florida Institute of Technology

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski

Phone: 321.674.8946

E-mail: marcinko@fit.edu

GEORGIA

Georgia College & State University

Milledgeville, GA

Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Roy Moore

Phone: 859.257.8204

E-mail: roy.moore@gcsu.edu

ILLINOIS

DePaul University

Chicago, IL

Program temporarily suspended.

Elementary and high school special education certification.

Contact: Justin Speer

Phone: 773.325.7170

E-mail: jspeer@depaul.edu

Illinois State University

Normal, IL

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

Contact: Beverly Beyer

Phone: 309.438.7090

E-mail: StevensonCenter@ilstu.edu

Western Illinois University

Macomb, IL

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

Contact: Karen Mauldin-Curtis

Phone: 309.298.2683 or 800.526.9943

E-mail: pcf@wiu.edu

INDIANA

Indiana University

Bloomington, IN

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

Contact: Jennifer Forney

Phone: 812.855.2840

E-mail: spea@indiana.edu

KANSAS

Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes

Phone: 316.978.6580

E-mail: judith.hayes@wichita.edu

LOUISIANA

University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson

Phone: 504.280.3110

E-mail: cupa@uno.edu

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar

Phone: 504.520.5389

E-mail: rvakbar@xula.edu

MARYLAND

Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke

Phone: 410.955.7548

E-mail: orourke@son.jhmi.edu

Fellows/USA listing continued on next page



Continued from previous page

University of Maryland–Baltimore

Baltimore, MD

Social work with dual-degree options in Jewish studies, law, business administration, and public health.

Contact: Lane Victorson

Phone: 410.706.5316

E-mail: lvictorson@ssw.umaryland.edu

University of Maryland–Baltimore County Shriver Peaceworker Program

Baltimore, MD

All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.

Contact: Dr. Joby Taylor

Phone: 410.455.6398

E-mail: joby.taylor@umbc.edu

MISSOURI

University of Missouri-Columbia

Columbia, MO

Geography, public affairs, political science, rural sociology, social work, agricultural economics, PhD programs. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers

Phone: 573.882.6131

E-mail: SpiersD@missouri.edu

University of Missouri-Kansas City

Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: Liana Riesinger

Phone: 816.235.2291

E-mail: riesingerl@umkc.edu

NEW HAMPSHIRE

Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program.

Contact: Dr. Catherine Rielly

Phone: 603.644.3156

E-mail: c.rielly@snhu.edu

NEW JERSEY

Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.

Contact: Sandra Cheesman-Cattefesta

Phone: 856.225.6860

E-mail: scheesman@camden.rutgers.edu

NEW MEXICO

New Mexico State University

Las Cruces, NM

Degrees in public health, border health, health education, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox

Phone: 505.646.2183

E-mail: sforster@nmsu.edu

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership.

Contact: Dr. Patricia Maguire

Phone: 505.722.3389

E-mail: wnmupcf@hotmail.com

NEW YORK

Columbia University, Teachers College

New York, NY

Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.

Contact: Reed Dickson

Phone: 212.678.4080

E-mail: PCFellows@tc.edu

Fordham University

Bronx, NY

International political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg

Phone: 718.817.4064

E-mail: iped@fordham.edu

The New School

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management.

Contact: Peter King

Phone: 212.229.5400, ext. 1108

E-mail: kingp@newschool.edu

NORTH CAROLINA

Duke University

Durham, NC

Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.

Contact: Duke MPP Admissions Office

Phone: 919.613.9205

E-mail: MPPadmit@duke.edu

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

Contact: Stephanie Alt Lamm

Phone: 919.613.9218

E-mail: pidpinfo@duke.edu

OHIO

University of Cincinnati

Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design.

Contact: Dr. Johanna Looye

Phone: 513.556.4943

E-mail: johanna.looye@uc.edu

OREGON

University of Oregon

Eugene, OR

Community and regional planning.

Contact: Megan Smith

Phone: 541.346.3881

E-mail: smith@darkwing.uoregon.edu

PENNSYLVANIA

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: Renee Hairston

Phone: 412.268.1909

E-mail: hairston@andrew.cmu.edu

Duquesne University

Pittsburgh, PA

Graduate School of Business Administration: MBA, Information Systems Management, Taxation.

Contact: Dr. William Presutti

Phone: 412.396.6269

Email: presutti@duq.edu

Environmental Science; Environmental Management; Environmental Policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.

Contact: Dr. Stanley J. Kabala

Phone: 412.396.4233

E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy: analysis and administration, conflict resolution, peace studies.

Contact: Dr. Evan Stoddard

Phone: 412.396.5179

E-mail: stoddard@duq.edu

Seton Hill University

Greensburg, PA

Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular fiction writing.

Contact: Dane Zimmer

Phone: 724.838.4209

E-mail: zimmer@setonhill.edu

Fellows/USA listing continued on next page

PEACE CORPS Fellows/USA



Continued from previous page

SOUTH CAROLINA

University of South Carolina

Columbia, SC

Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Teresa Butkus

Phone: 803.777.1365

E-mail: teresab@gwm.sc.edu

Moore School of Business: International business administration.

Contact: Reena Lichtenfeld

Phone: 803.777.6749

E-mail: rlichten@moore.sc.edu

TEXAS

University of North Texas

Denton, TX

Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management.

Contact: Dr. Stan Ingman

Phone: 940.565.2298

E-mail: ingman@scs.unt.edu

VERMONT

University of Vermont

Burlington, VT

Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology.

Contact: Edward R. McMahon

Phone: 802.656.4565

E-mail: emcmahon@uvm.edu

VIRGINIA

George Mason University

Fairfax, VA

Elementary education and English as a second language master's programs.

Contact: Dr. Lynn Walker Levy

Phone: 703.993.3602

E-mail: lwalker3@gmu.edu

WISCONSIN

Marquette University

Milwaukee, WI

Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara

Phone: 414.288.5861

E-mail: carole.ferrara@marquette.edu

University of Wisconsin-Milwaukee

Milwaukee, WI

Business administration, economics, geography, history, sociology, urban studies.

Contact: Lisa Heuler-Williams

Phone: 414.229.6155

E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett

Phone: 715.346.4191

E-mail: tim.ginnett@uwsp.edu

WYOMING

University of Wyoming

Laramie, WY

American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen

Phone: 307.766.3898

E-mail: esandeen@uwyo.edu

detail; good organizational skills; demonstrated initiative; flexibility; creativity; good judgment required; ability to work in a foreign language, Chinese or another Asian language preferred; prior overseas experience with an NGO preferred; international travel required. For more information and to apply, visit position number "27040" at www.worldwildlife.org/about/jobs.cfm.

PRIORITY LEADER, MADAGASCAR AND NAMIBIA • DC

Position available with World Wildlife Fund (WWF). Duties: manages and coordinates WWF-US interests in Madagascar and Namibia; develops and helps field staff in-country to implement eco-regional conservation programs; fundraises and promotes the two programs; manages cross-functional team work. Qualifications: MA or equivalent experience in relevant field such as environmental studies, conservation biology, anthropology, or international development required; minimum seven years' experience required, including five years' leading and managing projects and/or teams focused on conservation; community based natural resource management experience; proficient in French preferred; Africa work experience preferred. For more information and to apply, visit position number "27049" at www.worldwildlife.org/about/jobs.cfm.

GRANT DEVELOPMENT MANAGER •

Baltimore

Position available with Lutheran World Relief (LWR). Duties: creates the functions and systems needed to expand and diversify funding from foundations and other institutional donors; finalizes proposals and manages relationships with institutional donors, from planning, submission, to pre-award phases; serves a lead role in the identification and forging of strategic partnerships with donors, peer organizations, and others. Qualifications: two years' international development and relief experience required; demonstrate familiarity and experience with U.S. government regulations and grant making processes; understand international development trends and issues. For more information and to apply, visit www.lwr.org/jobs.

ADMINISTRATIVE COORDINATOR •

Cambridge, MA

Position available with Management Sciences for Health and the Leadership, Management and Sustainability program. Duties: coordinates activities in specific countries or subprojects; ensures that tasks are carried through to completion; responsible for basic administrative tasks, work planning/budgeting, document organization, workshop coordination, travel arrangements, contraction of consultants and organizations, and additional support as needed. Qualifications: BA/BS or equivalent experience; strong organizational skills; fluent in English and Spanish, French, or Portuguese

preferred; excellent interpersonal skills; knowledge of MS Office. For more information and to apply, visit www.jobs-msh.icims.com.

PROGRAM OFFICER • DC

Position available with National Albanian American Council (NAAC). Duties: manages the DC portion of USAID-funded empowerment program in the Balkans; supports staff in the field. Qualifications: BA in international development or social science related-field; MA preferred; experience implementing international programs; passion for and experience working on empowerment programs; excellent writing and analytical skills; experience organizing study tours and writing program reports; creative and inclusive approaches to international development; ability to work in a team and independently. Deadline: 9/15/2006. E-mail cover letter, résumé, and salary history to cschoenberg@naac.org; fax: 202.466.5593.

OFFICE MANAGER • Takoma Park, MD

Position available with the Center for Health and Gender Equity (CHANGE). Duties: provides office administration and reception to financial management; supports the board of directors. Qualifications: minimum three years' related work experience; computer literacy in MS Word, QuickBooks, and Excel; flexibility and solid communication and organizational skills; good team player; able to multitask; highly attentive to

Crisis Corps Recruiting Short-Term Volunteers

Central America

The Crisis Corps is searching for five recently COS'd RPCVs who have served as business, community, or municipal development volunteers. This is a six month assignment. Qualifications: speak fluent Spanish; interested in natural disaster management and reconstruction principals; intense drive and motivation; flexible and can-do attitude; must receive medical clearance. These are excellent positions for RPCVs interested in a career in natural disaster response. For more information, phone Robert Disney at 800.424.8580, ext. 1889.

El Salvador

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

Jamaica

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

The Walkerswood Community Development Foundation requests one Crisis Corps Volunteer to serve as a **Technical Advisor** to help establish sustainable land management practices through the introduction of organic fertilizer using public and private partnerships. This is a six month assignment scheduled to depart September 30, 2006. Duties: plans and implements the overall composting plan; designs and constructs the composting beds and training persons in bed construction; works with

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

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

How to Apply

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

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

detail; strong commitment to the organization's mission and to high-level performance required. Salary: mid-\$30K. For more information and to apply, e-mail change@genderhealth.org.

ASSOCIATE PROGRAM OFFICER • Silver Spring, MD

Position available with CHF International. Duties: provides direct administrative support to program officers in the management and oversight of international development programs from the HQ office; regularly monitors the financial status of programs; prepares and reviews program budgets; coordinates monetary requests from the field offices; provides support for new program devel-

opment activities, including budget preparation, writing, research, and final production of proposals. Qualifications: fluent in English and capabilities in a second language required; familiarity with USAID policies and procedures. For more information and to apply, visit www.chfinternational.org.

DEVELOPMENT AND PROGRAM OFFICER • Attleboro, MA

Position available with Global Health through Education, Training and Service (GHETS). Duties: heads up development and fundraising activities; assists in managing international programs; fundraising and development; grant and foundation prospecting; financial management; program

management; grants and fellowship administration. Qualifications: BA/BS; fundraising and development experience. Salary: \$30-\$35K. E-mail cover letter and résumé to Marion Billings, executive director, at marion@ghets.org; website: www.ghets.org.

ACCREDITATION COORDINATOR • Arlington, VA

Position available with Accrediting Commission of Career Schools and Colleges of Technology (ACCSC). Duties: coordinates team visits to member schools to ensure compliance with the Standards of Accreditation; evaluates accreditation applications and institutional self studies for

compliance; conducts on-site evaluations. Qualifications: excellent writing, analytical, and auditing skills; knowledge of MS Office; fluent in Spanish; must be team-oriented; able to conduct multiple tasks; posses a high level of professionalism and sound judgment; must be able to travel two to three weeks/month. Send cover letter, résumé, and salary requirements to ACCSCT, 2101 Wilson Blvd. #302, Arlington, VA 22201; e-mail: asantalla@accsct.org.

SYSTEM TRAINING COORDINATOR • DC
Position available with American Red Cross. Duties: assesses and documents user training needs in collaboration with field operations staff; researches, prepares, implements, and promotes training manuals and programs necessary to fulfill identified training needs. Qualifications: BA in education or technical discipline or related experience; three to five years' training experience including one to three years as a supervisor. For more information and to apply, visit position number "4579BR" at www.redcross.org/jobs.

ASSOCIATE, QUALITY ASSURANCE • DC
Position available with American Red Cross. Duties: designs and supports the implementation of evaluation metrics and continuous improvement systems for the hurricane recovery program; measures and improves program initiatives on behalf of impacted clients and communities. Qualifications: BA in social services, business, or related field; five to seven years' directly related experience, preferably in quality assurance or program design; thorough knowledge of MS Access required. This is a two year position. For more information and to apply, visit position number "4346BR" at www.redcross.org/jobs.

SENIOR PROGRAM ASSOCIATE • DC
Position available with American Red Cross. Duties: designs and supports the implementation of planning, guidance, and evaluation for the hurricane recovery program. Qualifications: BA in social services or related field; five to seven years' experience, preferably in program management or design. This is a two year position. For more information and to apply, visit position number "4345BR" at www.redcross.org/jobs.

OFFICER, COMMUNITY RECOVERY • DC
Position available with American Red Cross. Duties: responsible for designing and implementing the community recovery component of the American Red Cross' hurricane recovery program; serves as senior member of the program's leadership team. Qualifications: MA in social services or related area; five to seven years experience in program and project management and/or nonprofit coalition building or community relations; knowledge of nonprofit funding structures and quality assurance preferred. For more information and to apply, visit position number "3883BR" at www.redcross.org/jobs.

SENIOR ASSOCIATE, GOVERNMENT RELATIONS • Houston, TX
Position available with American Red Cross. Duties: provides guidance and support for government relations activities in Texas while working under the direction of the government relations officer with specialized responsibilities addressing hurricane preparedness, response, and recovery issues. Qualifications: BA in political science, public policy, or related field; three to five years' directly related government relations experience required and/or experience with working with local or state government officials. For more information and to apply, visit position number "4505BR" at www.redcross.org/jobs.

SENIOR ASSOCIATE, GOVERNMENT RELATIONS • Hattiesburg, MS
Position available with American Red Cross. Duties: provides guidance and support for government relations activities in Mississippi while working under the direction of the government relations officer with specialized responsibilities addressing hurricane preparedness, response, and recovery issues. Qualifications: BA in political science, public policy, or related field; three to five years' directly related government relations experience required and/or experience with working with local or state government officials. For more information and to apply, visit position number "4503BR" at www.redcross.org/jobs.

SENIOR ASSOCIATE, GOVERNMENT RELATIONS • Baton Rouge, LA
Position available with American Red Cross. Duties: provides guidance and support for government relations activities in Louisiana while working under the direction of the government relations officer with specialized responsibilities addressing hurricane preparedness, response, and recovery issues. Qualifications: BA in political science, public policy, or related field; three to five years' directly related government relations experience required and/or experience with working with local or state government officials. For more information and to apply, visit position number "4504BR" at www.redcross.org/jobs.

MISSISSIPPI DEPLOYMENT LIAISON • MS
Position available with American Red Cross. Duties: serves as the Coordinated Assistance Network (CAN) point of contact for Mississippi relief and recovery agencies; responsible for coordination, reporting, and establishing lines of communication with Mississippi relief and recovery agencies. Qualifications: MA in social work or equivalent experience; five to seven years' related casework experience. For more information and to apply, visit position number "4578BR" at www.redcross.org/jobs.

SENIOR PROGRAM COORDINATOR • Baltimore
Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: coordinates and supports program, financial, contractual, monitoring, and administrative functions of the Center and Awards; drafts and/or prepares program reports, work plans, activity charts, budgets, and correspondence as needed; provides administrative support to the Center and Awards. For more information and to apply, e-mail HR@jhpiego.net; phone: 410.537.1800.

WILDERNESS THERAPY INSTRUCTOR • Loa, UT
Positions available with the Aspen Achievement Academy, an outdoor treatment program with an emphasis on therapy, experiential learning, and personal growth. Qualifications: desire, willingness, and ability to provide compassionate, creative, and dedicated care to students; previous experience working with teens and outdoor leadership; WFR/EMT certification desired. E-mail cover letter, résumé, and two letters of reference to Jim Martucci at jmartucci@theaspenacademy.com; address: P.O. Box 400 Loa, UT 84747; phone: 435.836.1212.

EXECUTIVE DIRECTOR • San Francisco
Position available with Women's Institute for Leadership Development (WILD) for Human Rights. Duties: advances agenda of human rights; advocates for implementation of human rights standards; strengthens leadership of young women; has strategic, analytical, management responsibilities. Qualifications: commitment to human rights; 5 to 10 years' experience in management and leadership; knowledge of U.S. political systems and international institutions, including the UN. For more information, visit www.wildforhumanrights.org. E-mail cover letter and résumé to wildjob@comcast.net.

ENVIRONMENTAL EDUCATOR • Tybee Island, GA
Position available with Burton 4-H Center. Duties: teaches environmental education to school children; responsible for teaching daily, animal care, and some camp support work. Qualification: teaching, biology, or environmental science experience required. Benefits include onsite housing and meals provided. Positions run from 9/2006 to 5/2007. Two week training provided, covering environmental education and coastal ecology. E-mail résumé with three references to dweber@uga.edu; phone: 912.786.5534.

CLIENT SERVICES COORDINATOR • DC
Position available with KaBOOM! Duties: responsible for sourcing a high quality applicant pool of child-serving organizations and developing relationships and creating partnerships that align KaBOOM! funding partners' investment interests, the KaBOOM! community build model,



and community needs. For more information, visit www.kaboom.org/AboutUs/CareersatKaboom.org. E-mail cover letter, résumé, and salary requirements to the attention of KaBOOM! human resources at hr@kaboom.org.

EXTRA-CURRICULAR AND AFTER-SCHOOL PROGRAM TEACHERS • New York City

Part-time positions available with Ross Global Academy Charter School, a public charter school that will open 9/2006 in Lower Manhattan with 160 students in grades K, 1, 5, and 6. Duties: teach extra-curricular program from 3:30 p.m. to 4:30 p.m. weekdays and/or after-school program from 4:30 p.m. to 6 p.m. weekdays. Qualifications: innovative and passionate certified teacher. For more information, visit www.rossglobalacademy.org. E-mail program-plan, résumé, and certification status to hr@rossinstitute.org.

SATURDAY PROGRAM TEACHERS •

New York City

Part-time positions available with Ross Global Academy Charter School, a public charter school that will open 9/2006 in Lower Manhattan with 160 students in grades K, 1, 5, and 6. Positions begin 9/9/2006. Teaching positions include math, English, arts/performing arts, foreign languages, and physical education. The program runs every other Saturday each semester from 9:00 a.m. to 12:30 p.m. Qualifications: innovative and passionate certified teacher. For more information, visit www.rossglobalacademy.org. E-mail summarized semester-plan, résumé, and certification status to hr@rossinstitute.org.

INTERNATIONAL PROGRAM DIRECTOR • Ann Arbor, MI

Position available with Central American Ministries. Duties: organizes mission trips and manages projects in Central America. Qualifications: fluent in Spanish; some travel required. Salary: \$25K–\$30K with health benefits. E-mail résumé to bpelcin@camon-line.org.

MANAGING DIRECTOR • Seattle

Position available with Corporate Accountability International. Duties: oversees Corporate Accountability International's fundraising programs to fuel organizational expansion (the development unit focuses on maximizing net revenue from individual donors, national, international and religious foundations, events, direct mail, and online outreach); leads the team responsible for carrying out these programs; secures major gifts directly from individual donors and foundations. For more information, visit www.stopcorporateabuse.org. E-mail letter of interest, résumé, and three to five references to jobs@stopcorporateabuse.org.

ADULT ESL TEACHERS • Arlington, VA

Temporary positions available with the Arlington Education and Employment Program (REEP). Positions run from 9/25/2006 to 12/15/2006. Qualifications: graduate degree in ESL or related field preferred; BA/BS required; experience teaching adult immigrants. Salary: \$21.12/hour. For more information, visit www.reepworld.org. Send résumé to Lead ESL Specialist, REEP, 2801 Clarendon Blvd., #218, Arlington, VA 22201; e-mail: reep@arlington.k12.va.us.

SURVEY ASSISTANTS • Boston

Part-time positions available with the Center for Community-Based Research at Dana-Farber Cancer Institute. Work 20 to 30 hours/week, including weekends and evenings for the Open Doors to Health project. This research study will evaluate an intervention designed to improve rates of colon cancer screening and physical activity among low-income housing site residents. Duties: under direct supervision of the assistant director of evaluation, administers offsite interviews; manages data collection in 12 low-income housing sites located in the Boston area. For more information and to apply, e-mail Ruth Lederman at ruth_lederman@dfci.harvard.edu; phone: 617.632.2189.

BUSINESS DEVELOPMENT MANAGER, CARIBBEAN • Chattanooga, TN

Position available with UtiliSol, LLC. Duties: markets prepaid electric products to utilities as well as manages existing projects and relationships. Qualifications: fluent in Spanish required; strong project management skills required; IT background preferred; experience working in region preferred. E-mail résumé to careers@utilisol.com.

OPERATIONS FINANCIAL MANAGER •

New York City

Position available with Action Against Hunger (ACF-USA). For more information, visit www.actionagainsthunger.org/jobs/employment_en.html#ofmny. E-mail cover letter, résumé, and salary requirements to jobs@actionagainsthunger.org.

PROGRAM OFFICER • DC

Position available with Counterpart International. Duties: works with the division director to make recommendations; assists in the development of new business; implements program activities and program monitoring; reports to the director of Counterpart's Global Health and Child Survival program. For more information and to apply send cover letter and résumé to <http://jobs.counterpart.org>.

PROGRAM ASSOCIATE • New York City

Position available w/AFS-USA Inc, a nonprofit international study abroad organization. Duties: works with over 24 countries; manages reimburse-

ments, stipends, and expenses; provides customer service to all parties; assists in event planning; assists in keeping website current; takes the lead in drafting, editing, printing, and distributing department newsletter; maintains student and program-related files; collaborates with IT department; assists in the production and distribution of program-specific materials for staff and volunteer use; analyzes and distributes data collected from participant evaluations. Fax cover letter and résumé to Tamara Jazbec at 212.299.9090; e-mail: tjazbec@afs.org.

COMMUNICATION SPECIALIST • Calverton, MD

Position available with Center for Communication Programs and Johns Hopkins University. Duties: develops communication strategies and materials; implements short term projects to disseminate DHS and other survey data to multiple audiences primarily in developing countries. Qualifications: MA; minimum two years' relevant communication experience; fluent in French; experience working with developing countries required; ability to travel internationally up to 30 percent of the time in Africa. Deadline: 9/30/2006. For more information, visit position number "25563" at <https://hrnt.jhu.edu/jhujobs>. E-mail CV or résumé to hremail@jhucpp.org.

EMERGENCY RESPONSE

TEAM SPECIALISTS • Various locations

Positions available with CHF International. Duties: serve as short- to medium-term consultants for humanitarian and post-disaster response activities with demonstrated expertise in shelter, water/sanitation, psychosocial programming, camp management, and logistics. For more information and to apply, visit www.chfinternational.org.

PROGRAM ASSISTANT, WEST AFRICA • Little Rock, AK

Position available with Heifer International. Duties: coordinates all programmatic work for area programs and assists with maintaining accountability of HQ and field offices; assists with coordination and development of resources for area programs, including grant proposals and follow up. Qualifications: fluent in French; BA in related field; minimum two years' related experience. Salary: \$15.05/hour with benefits. Deadline: 9/5/2006. For more information, visit www.heifer.org. Fax cover letter, résumé, and application to human resources at 501.907.2820; e-mail: jobs@heifer.org.

INTERNATIONAL

FIELD COORDINATOR • Darfur, Sudan

Position available with American Refugee Committee International (ARC). Duties: works under the direct supervision of the head of field mission; responsible for the over implementation of

all ARC programs and operational activities in the Gereida IDP Camp in South Darfur, Sudan. For more information and to apply, visit www.arcrelief.org.

LOGISTICS AND TRANSPORT COORDINATOR • Darfur, Sudan

Position available with American Refugee Committee International (ARC). Duties: responsible for operations, logistic, warehouse staff, and drivers; manages and oversees the implementation, coordination, and monitoring of logistical services, including procurement, distribution, asset inventory control and management, facilities management, and transport. For more information and to apply, e-mail anthonyi@archq.org.

COMMUNITY HEALTH EDUCATION COORDINATOR • Thailand

Position available with American Refugee Committee International. Duties: develops, implements, and evaluates community health education; assists ARC project coordinators by planning and coordinating community health outreach activities for their project areas; develops documents, and implements written protocols and standard operating procedures. For more information and to apply, e-mail anthonyi@archq.org.

ELECTIONS TECHNICAL ADVISOR • Katmandu, Nepal

Position available with IFES. For more information and to apply, visit www.ifes.org/careers.html; phone: 202.350.6700.

HEALTH COORDINATOR • Darfur, Sudan

Position available with International Rescue Committee (IRC). Duties: provides overall technical support and guidance to the field coordinators and health managers in the implementation of the health program across West Sudan; works to ensure that health program activities are implemented according to the IRC global health strategy; approves work plans and in accordance with the IRC program framework; visits IRC's health program sites in Nyala, Kass, and El Fasher on a regular basis; maintains regular contact with all partners, including the Ministry of Health, UN agencies, and other NGOs. For more information and to apply, visit www.IRCjobs.org.

TEAM LEADER/WRITER CONSULTANT • Khartoum, Sudan

Position available with International Rescue Committee (IRC). USAID/OFDA is expected to publish an Annual Program Statement setting its program priorities in Sudan for Fiscal Year 2007. The focus will be on the provision of emergency health and nutrition services, improved access to water and sanitation, sustainable food security, enhanced livelihoods, and the provision of relief commodities. Duties: coordinates the entire proposal development, review, and submission

process. For more information and to apply, visit www.IRCjobs.org.

GENDER BASED VIOLENCE COORDINATOR • Darfur, Sudan

Position available with International Rescue Committee (IRC). Duties: leads the on-going development of a Darfur-wide program implementation plan; ensures interventions do not endanger staff or IRC operations; develops training modules and a training strategy for IRC and partners to ensure staff development and the delivery of consistent quality services; fosters a team spirit that encourages innovative programming and set up and implement a system to monitor activities and evaluate the impact of interventions. For more information and to apply, visit www.IRCjobs.org.

REPRODUCTIVE HEALTH CONSULTANT • Tanzania

Position available with International Rescue Committee (IRC). Qualifications: registered nurse, midwife, or medical doctor; minimum five years' experience in implementation of reproductive health programs at managerial level; experience in program implementation in refugee context. For more information and to apply, visit www.IRCjobs.org.

ESL TEACHERS • Shanghai and Beijing, China

Positions available with EF English First. This is a one year position. Benefits include free flights, a contract completion bonus, free health insurance, and salary equivalent to a well-paid, local Chinese manager. For more information and to apply, visit www.englishfirst.com.

ENGLISH TEACHER • Lanzhou, China

Part-time position available with Lanzhou Children's Palace. This is a 20 hour/week position. Duties: teaches youth ages 10 to 14 English on weekends. Qualifications: college graduate or TESOL certified. For more information and to apply, e-mail jiangnongxin@yahoo.com.cn; phone: 086.931.876.8335.

HEALTH OFFICER • Lebanon

Position available with International Medical Corps (IMC). IMC is currently initiating a multi-sectoral relief program in Lebanon that includes primary health services, basic medical supplies and drugs, emergency feeding programs for the most vulnerable, water and sanitation activities, and complementary food distribution. In addition, IMC's activities will provide both immediate relief as well as sustainable improvements in the health system, by offering hands-on training to Lebanese medical counterparts. For more information and to apply, visit www.imcworldwide.org/joinourteam.shtml. Reference Peace Corps in application.

TECHNICAL ADVISOR • Nepal

Position available with International Medical Corps (IMC). Duties: supports a funded project tasked

with strengthening the Nepalese Ministry of Health and Population capacity to accomplish the goals in its current strategic plan and with its vision to expand access to and increase use of quality health services by disadvantaged populations. For more information and to apply, visit www.imcworldwide.org/joinourteam.shtml. Reference Peace Corps in application.

COMMUNITY DEVELOPMENT SPECIALIST/GRANT WRITER • Russia

Position available with International Medical Corps (IMC). Qualifications: experience in program development and management; experience working in post-conflict and transitional settings; familiarity with major U.S. and European donor procedures; MA or equivalent experience in business and development; excellent writing skills in English required; knowledge of Russian preferred; minimum two years' consistent working experience with international organizations. For more information and to apply, visit www.imcworldwide.org/joinourteam.shtml. Reference Peace Corps in application.

COUNTRY DIRECTOR • Jakarta, Indonesia

Position available with Financial Services Volunteer Corps (FSVC). Duty: manages all aspects of the organization's program in the country. Qualifications minimum six to eight years' financial services experience in central banking, commercial banking, capital markets, or related field; strong knowledge of the financial sector in Asia required; strong representational and writing skills required; outstanding references required. Deadline: 9/8/2006. E-mail cover letter and résumé to hr@fsvc.org. Reference Peace Corps in application. No phone calls.

PROGRAM MANAGER • Somali Region, Ethiopia

Position available with CHF International. Duties: plans and implements a timely and effective emergency response program in the South Central areas of Somali Regional State of Ethiopia targeting those affected by the drought. For more information and to apply, visit www.chfinternational.org.

COUNTRY DIRECTOR • Monrovia, Liberia

Position available with CHF International. Duties: responsible for overall program management, strategy implementation, financial management, and monitoring; hires, manages, and trains local and expatriate staff; designs training and monitoring components of the program; trains local personnel to manage this component; liaises and coordinates with local partner organizations; manages sub-grants to local partners; travel between Monrovia and field offices to monitor program and ensure effective implementation; produces monthly and quarterly progress reports to ensure quality and revise targets as necessary. For more information and to apply, visit www.chfinternational.org.

ENGLISH TEACHERS • Yingxian, Shuozhou, and Shanxi, China

Positions available with Middle school No.1 of Yingxian. Qualification: fluent in English; BA in English, education or related; TESOL/TEFL certification preferred; enthusiastic about teaching or working with the students. This is a one year contract and may be renewable. Benefits include free flight and room. For more information and to apply, e-mail davidli535@yahoo.com.cn.

SENIOR EDUCATION ADVISOR • Liberia

Position available with Creative Associates International, Inc. For more information and to apply, visit www.caii.com.

ANIMAL SCIENCE

RESEARCH SPECIALIST • St. Croix

Position available with University of the Virgin Islands, St. Croix. Duties: works with research faculty member in research planning, implementation, analysis, and publication (research will involve reproductive physiology of hair sheep, beef, and dairy cattle); supervises animal research in the field, lab, and office; writes reports, manuscripts, and grants; conducts lab analysis of blood samples and semen evaluation; conducts fecal parasite analysis. Qualifications: MA in animal science with emphasis on reproductive physiology; knowledge of management and physiology of both sheep and cattle; experience in lab and field techniques including hormone assays (ELISA), microscopy, semen collection, and minor surgery; knowledge of statistical analysis and microcomputers. Salary: \$36,023-\$40,579 with retirement, group health, and life insurance. Send letter of application, résumé, official college transcripts, and three letters of recommendations with job title and job code "120696" to University of the Virgin Islands, Human Resources Department, #2 John Brewers Bay, St. Thomas, VI 00802-9990.

OPERATIONS COORDINATOR •

Baku, Azerbaijan

Position available with IFES. Duties: provides management support to the country director; manages the administrative operations and staff; oversees office reports; assists country director with the development of strategic documents; works with the country director to expand the project. Qualifications: MA preferred; minimum four years' experience; experienced with MS Excel, Word, and PowerPoint required; experience in proposal development required; some experience in program management; familiarity with USAID regulations and reporting requirements required; experience with research and development. For more information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

ELECTION SPECIALISTS • Baghdad, Iraq

Positions available with IFES. Duty: advise the Independent Election Commission of Iraq (IECI)

on election technical issues as they arise. Qualifications: BA in related field; minimum five years' election experience; excellent communication skills; general project management skills, including project reporting; team player; experience working in a developing country preferred; Arabic language skills preferred. For more information and to apply, visit www.ifes.org/careers.html.

CONVERSATIONAL ENGLISH

INSTRUCTORS • Kiev and Odessa, Ukraine

Positions available with American English Center. Duties: teach various levels of conversational English; lead conversation groups; experience preferred. Training is provided. Benefits include room and language training. For more information, visit www.usenglish.kiev.ua/jobs. E-mail cover letter and résumé to jonpernick@usenglish.kiev.ua.

GENERAL MANAGER •

Tegucigalpa, Honduras

Position available with Prosperity and Democracy LLC. Duties: supports the publication of a fast-growing newspaper. Qualifications: proven leadership experience in newspaper production, circulation, and marketing; strong strategic planning, networking, and financial management skills; reports directly to senior management. E-mail cover letter and CV to jobs@prosperity-democracy.com.

VARIOUS POSITIONS •

Democratic Republic of Congo

Positions available with Action Against Hunger (ACF-USA) Qualifications: skills in water and sanitation, nutrition, program coordination, logistics, and administration. For more information, visit www.actionagainsthunger.org/jobs/positions.html. E-mail cover letter and résumé to jobs@actionagainsthunger.org.

REGIONAL FINANCE COORDINATOR •

Cambodia

Position available with American Red Cross. Duties: coordinates comprehensive financial and administrative support in Southeast Asia; provides financial oversight for programs in Vietnam; coordinates project financial management; manages compliance with donor regulations and American Red Cross policies; directs capacity building efforts of local partner organizations. For more information and to apply, visit position number "3773BR" at www.redcross.org/jobs.

ENGLISH TEACHER • Kiev, Ukraine

Part-time position available with Phoenix Language Center. Work 17 to 20 hours/week. Duty: teaches group and private lessons. Salary: \$8/hour. Position runs from 9/11/2006 to 12/2006. E-mail CV to phoenix7kiev@yahoo.com; phone: 5438.599.6080.

DEPUTY COUNTRY REPRESENTATIVE • Moscow, Russia

Position available with Population Services International (PSI). Duties: helps manage the promotion and implementation of interventions related to HIV/AIDS in high risk groups; helps manage donor relations and public affairs. Qualifications: broad management experience required; skills and background in program implementation, finance, and administration management; excellent diplomacy and communication skills preferred; fluent in English and Russian required. For more information and to apply, visit www.psi.org.

HEALTH MANAGEMENT FELLOWSHIP • Ethiopia

Fellowship available with Yale University and the Clinton Foundation Ethiopia Hospital Management Initiative. Duties: works in partnership with hospital management team in rural Ethiopia to build hospital's management, leadership, operations capacity, and overall systems. Focus areas include budget and finance, operations, quality care, plant maintenance, nursing, planning and evaluation, infection control, and policy. Qualifications: proven ability work in rural poor areas, preferably in Africa; one to five years' health and/or management experience and degree. E-mail cover letter and CV to ehmirecruit@hotmail.com.

INTERN/VOLUNTEER

ENVIRONMENTAL EDUCATION

INTERN • Bledsoe, KY

Internship available with Pine Mountain Settlement School. Spring internship runs from 2/2007 to 5/2007. Benefits include housing in an on-site intern house, all meals provided while students are present, and \$65/week stipend. For more information and to apply, e-mail pat40810@fastmail.fm; phone: 606.558.3542.

LEGAL TRAINER • Lofa County, Liberia

Volunteer position available with CHF International. Duty: works closely with partner organizations in Liberia and conducts trainings to improve their capacity and ability to make a difference within their community. For more information and to apply, visit www.chfinternational.org.

CONSTRUCTION EXPERTS •

Various locations

Volunteer positions available with CHF International and the Construction Practices Unit (CPU). Duties: assist during various stages of program inception through execution, including field assessment, development, startup, and program implementation phases. For more information and to apply, visit www.chfinternational.org.

VOLUNTEERS • Various locations

Volunteer positions available with CHF International. CHF is looking for professionals with a variety of technical backgrounds for short-term international volunteer assignments. These assignments are an excellent opportunity for professionals with substantial experience, but perhaps limited international work exposure, to contribute to CHF's work helping communities around the world. For more information and to apply, visit www.chfinternational.org.

WEB COMMUNICATIONS INTERNSHIP • DC

Internship available with U.S. Environmental Protection Agency and the Office of Web Communications in the Office of Public Affairs. The internship is for class-credit and is unpaid. Duties: assists with best practices for Website development and analytical skills for web traffic reports; coordinates web materials with the release of news. Qualifications: U.S. citizen; full-time college student. For more information and to apply, e-mail Serenety Hanley at hanley.serenety@epa.gov.

ENVIRONMENTAL EDUCATION INTERNSHIPS • Baltimore

Internships available with Irvine Nature Center. Duties: lead nature activities at Baltimore city schools and on-site nature walks for kids. Receive hands-on experience and learn about nature. Positions begin 9/2006. Stipend is available. For

more information and to apply, phone Bonnie Gallo Minkler at 410.484.2413, ext. 24; e-mail: minklerb@explorenature.org.

MARKETING AND OUTREACH INTERNS • San Francisco, CA

Internships available with Foundation for Sustainable Development, a nonprofit working to support grassroots development organizations in the developing world. Internships include two marketing and outreaching interns, one Spanish translator intern, and one intern experience coordinator. For more information and to apply, visit www.fsdinternational.org.

EDUCATION

SCHOLARSHIPS • Monterey, CA

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

AMERICORPS/VISTA

WATERSHED PROTECTION DEVELOPMENT COORDINATORS • TN, VA, KY, AL, PA, WV, MD, and OH

Positions available with Appalachian Coal Country Watershed Team, AmeriCorps VISTA, the Office of Surface Mining, and community watershed groups throughout Appalachian Coal Country. Duties: assist people in low-income communities in addressing issues plaguing the region, including water quality hazards from acid mine drainage, unpermitted sewage discharges from straight pipes, and abandoned mine land issues; create newsletters and press releases; work with citizens to recruit help; clean up illegal dumpsites; restore stream banks; remove litter; monitor water quality. For more information and to apply, visit www.accwt.org.

AMERICORPS MEMBERS • CA

Positions available with AmeriCorps Watershed Stewards Project. Positions run from 1/8/2007 to 12/7/2007. Duties: perform watershed restoration, community outreach, and environmental education in K-12 classrooms. Qualifications: 25 semester units of science and/or equivalent work experience; interest in natural resources and environmental education; U.S. citizen or permanent resident alien. Deadline: 10/6/2006. For information and to apply, visit job number "00ASCCA0051530-0" at <https://recruit.cns.gov/applyform.asp>. ❄️

Continued from page 1

skills survey (http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html), the Skills Zone (http://www.pch.gc.ca/Cyberstation/html/szone2_e.htm), or University of Waterloo's skills identifier (http://www.cdm.uwaterloo.ca/step1_5.asp). However you do it, cluster your identified skills into patterns, or larger frames, that indicate and describe your qualifications.

As you begin to organize your qualifications into the statements for a resume or letter, you will probably find that many accomplishments required a range of skills in leadership, networking and communications, analysis, and organizing and coordination. Please don't forget to include the "R" for *results*. Several well written, succinct and action-oriented statements with *quantifiable* results will make your statements stand out more than a long list of discrete skills. Accomplishments equal results. Although not always easily done, particularly with so many of your Peace Corps accomplishments, try to quantify and be as concrete as possible.

Your qualification statements have to tell your story. You own the story so feel free to use words and expressions that are familiar and comfortable—ones that resonate within you so that you can still feel and understand them whenever you return to them at later dates. Just as you translated your US-based education and skills to your Peace Corps country of service, eventually you will be translating your story into words that "fit" the job announcement or the organizational lexicon that you wish to engage. Begin with your familiar words and expressions and then map, or tune, your qualifications to the specifications or KSAs used by the organization—in job announcements, reports, web sites, or other promotional materials. That will target your application, resume, and cover letter so that the individual picking it up at the other end knows why you applied for that specific job within that particular organization, and *how* you can meet their needs. Good luck, cartographer, may you map your way to success.

Upcoming 2006 RPCV Career Events

October 2, 2006

Diversity Career Fair co-sponsored by USAID, the Department of State, and the Peace Corps
Learn about career opportunities and hiring processes at each sponsoring organization.

October 5, 2006

Graduate School Panel and Fair
Attend a panel on finding the right graduate school and interact with coordinators from institutions participating in Peace Corps Fellows/USA

November 29–December 1

Careers in Public Administration
Attend a career fair focused on public administration and participate in hands-on activities designed to help attendees prepare for industry-related work

*Visit www.peacecorps.gov/rpcv/events for
Peace Corps career event information*

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

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