

H TLINE

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

HOT Resources

Check out these resources for more information on careers using foreign languages.

Careers for Foreign Language Aficionados and Other Multilingual Types

by H. Ned Seelye and J. Laurence Day
NTC/Contemporary Publishing, 2001

Careers in Foreign Languages

by Blythe Camenson
NTC/Contemporary Publishing, 2001

Great Jobs for Foreign Language Majors

by Julie Degalan and Stephen Lambert
VGM Career Horizons, 2000

Foreign Language Careers

by Wilga M. Rivers and Marguerite Duffy
NTC Publishing Group, 1998

Careers Using Foreign Language Skills

by Verada Bluford, Economist
Office of Employment Projections, Bureau of Labor Statistics, Department of Labor

As this country becomes increasingly involved in foreign trade, tourism, and international cooperative ventures, the number of jobs open to fluent speakers of a foreign language increases.

Generally, two types of jobs use foreign language skills. The first type is often referred to as language-centered jobs. In these positions—such as teacher, translator, and interpreter—people use their foreign language ability as the primary skill. The second type, language-related jobs, comprises of positions in which knowledge of a foreign language complements other skills.

There are relatively few careers for which knowledge of a foreign language alone is sufficient, but there are many jobs of the second type. The combination of a foreign language and almost any other skill is an excellent selling point and often increases the possibility of finding interesting employment. As a complementary skill in business, government service, law, education, the social and physical sciences, the media, and the health professions, foreign language proficiency can be a big advantage in hiring and promotion.

Language-Centered Jobs

Teaching, translating, and interpreting are the main language-centered careers. Many of these jobs, particularly translating and interpreting, require near-native speaking and writing ability. Such ability is usually developed in a home where a foreign language is spoken, although study at a foreign institution or living in a foreign country and becoming immersed in the language and culture also can provide the level of proficiency needed. A

thorough understanding of the culture is also necessary for language-centered jobs and is becoming increasingly necessary for all jobs that use foreign language skills. The job market for language-centered jobs is very competitive.

Teachers. Many people teach foreign languages in elementary schools, high schools, colleges, and universities. Others teach in commercial or government-operated language schools. According to the Modern Language Association, the job market for foreign language teachers, except in the field of Asian languages, bilingual education, and teaching English as a second language (ESL), is competitive. Presently, there is a great demand for teachers of ESL because of the numbers of refugees, immigrants, and foreign students coming to the United States. ESL teaching takes place in elementary schools, high schools, colleges, adult education classes, vocational centers, and in classes for immigrants.

Most ESL instruction takes place in elementary schools. Bilingual and ESL teachers interested in teaching at this level should be certified to teach in primary schools, as all States require such certification. Bilingual teachers must be fully proficient in the dominant language of their students and must be able to teach content areas in that language, while increasing the English skills of their students. They should also be familiar with the culture of their students. Larger universities and many colleges have bilingual education programs to prepare bilingual teachers for certification.

Foreign language faculty members in colleges and universities must have

advanced degrees, usually a Ph.D. degree, although at some junior colleges a master's degree may be acceptable. Competition for these jobs is keen.

Teachers in commercial and government-operated language schools generally must have near-native ability. Many of the positions at commercial schools are part-time.

Translators and Interpreters. Translators and interpreters must have a very high level of proficiency in both the language they are translating from and the language they are translating into. Many interpreters have spoken both English and the foreign language all their lives. Frequently, translators and interpreters can speak three or more languages. For example, interpreters for the United Nations must have a thorough knowledge of three of the UN's six official languages: Arabic, Chinese, English, French, Russian, and Spanish.

People sometimes confuse the work of interpreters with that of translators, but significant differences exist between them. In most cases, translators cannot interpret and only rarely do interpreters translate.

Translators work strictly with the written word. They must have a working knowledge of the subject matter of the work they translate, as well as foreign language fluency. For example, translators of scientific or technical articles must have a knowledge of those subjects. Special training at the university level in translating is often required.

Continued on Page 5

Sam Axelrod
RPCV Ukraine
Hotline Co-editor

Elvira May
Hotline Co-editor

For information on how to place job announcements, contact:

Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or
(800) 424-8580, ext. 1430
E-mail: <hotline@peacecorps.gov>
Fax: (202) 692-1431 or 1421

PUBLIC SECTOR

TEACHERS • Las Vegas, NV

Positions available with sixth largest school district in the nation for the 2002-03 school year. Qualifications: must have completed a teacher preparatory program including student teaching; must be able to meet Nevada licensing requirements. Excellent benefit package and \$2,000 signing bonus. Please submit online interest form at <www.ccsd.net/jobs>.

PROGRAM COORDINATOR • Washington, DC

Position available November 4, 2001 through March 29, 2002 in the Peace Corps Office of Domestic Programs. Duties: assists with all aspects of planning Peace Corps Day on March 1, 2002; plans and facilitates overseas telephone calls between PCVs and US classrooms; responds to e-mail and telephone inquiries about Peace Corps Day; maintains database. Qualifications: excellent written and oral communication skills; careful attention to detail; ability to effectively handle multiple projects simultaneously; experience with the Peace Corps' World Wise Schools program is a plus. Send cover letter and résumé to: Paul D. Coverdell Peace Corps Headquarters, Peace Corps Day Coordinator, Domestic Programs, 2nd Floor, 1111 20th Street NW, Washington DC 20526; fax: (202) 692-1421.

BIOLOGICAL TECHNICIAN, • Tucson, AZ.

Position available with Saguro National Park. Duties: supports park natural resources management; monitors park flora, fauna, urban effects; restores disturbed sites; eradicates invasive plants; manages data. Qualifications: bachelor's degree in life science field; one year specialized work; botanical experience; ability to work in desert environment; knowledge of Sonoran Desert flora; experience with data management and GPS/GIS. Salary: \$25-28K. Please send application or résumé to: Amy Oiseth, Saguro National Park, 3693 South Old Spanish Trail, Tucson, AZ, 85730; phone: (520) 733-5173; e-mail: <Mark_Holden@nps.gov>; Web site: <www.usajobs.opm.gov>

PRIVATE SECTOR

MANAGER • Washington, DC

Position available with the Academy for Educational Development. Duties: manages all administrative facilities for an operation that provides information content services to USAID. Qualifications: bachelors' in business, economics or related field; minimum of five years of professional experience; experience in financial and contractual management of USAID contracts; experience with Scope of Work changes and budget modifications; strong knowledge of procurement regulations; experience with USAID purchase orders and consultant agreements; supervisory experience; computer literate. Send résumé, cover letter and reference position #KV1198pc to: AED/HR, 1825 Connecticut Avenue, NW Washington, DC 20009; fax (202) 884-8413; e-mail: <employ@aed.org>.

FIELD INSTRUCTOR • Loa, UT

Position available at Aspen Achievement Academy. Duties: works with two other instructors at year-round wilderness therapy program; works with a therapist on a team of three instructors and six to nine students; teaches outdoor living, primitive skills, high school curriculum and assist with the therapeutic process. Qualifications: BA/BS or equivalent life experience; experience with outdoor living and/or adolescents; WFR/WEMT and one-year commitment preferred. Salary: \$90/day to start, \$150/day for senior instructors. Send résumé to: Hansel Halverson, P.O. Box 400, Loa, UT 84747; phone: (435) 836-2472; e-mail: <FieldDept@theaspenacademy.com>.

CROP SPECIALIST • Salinas, CA

Position available with Rijk Zwaan Seed Company. Duties: identifies and introduces outdoor vegetable crops in the US and Canada with an emphasis on lettuce. Qualifications: BS or higher in plant science with some genetics; Spanish and/or French is helpful; ability to translate market needs to European research staff. Salary: \$40K-\$50K; vehicle and normal benefit package. Please send résumé to: Rijk Zwaan USA, 22746 Portola Drive, Salinas, CA 93908; fax: (831) 484 9486.

TEACHERS • US South

Teaching positions available through Southern Teachers Agency for public and private schools, especially in small, rural districts. Duties: all involve typical classroom assignments in all K-12 academic areas. Qualifications: bachelor's degree; teacher certification preferred, but not required. Salary: \$20-40K. Send résumé to: Southern Teachers Agency, 7 Elliewood Ave., Suite 2A, Charlottesville, VA 22903-2603; phone: (804) 295-9122; fax: (804) 295-6448; Web site: <www.southernteachers.com>.

OFFICERS • Boston, MA and Washington, DC

Multiple positions available at Management Sciences for Health (MSH), an international nonprofit organization. Duties: manages, tracks, develops and documents immunization activities and finances; serves as a liaison between technical focus areas and country results teams. Qualification: graduate degree in management, public health or related advanced training; minimum of five years experience in managing international health and/or development projects; overseas experience preferred. Send cover letter and résumé to: Marcia Herrera, Senior Recruitment Officer, Management Sciences for Health, 165 Allandale Road, Boston, MA 02130; fax: (617) 524-2825; e-mail: <jobs@msh.org>; Web site: <www.msh.org>.

PROGRAMS DIRECTOR • Sacramento, Ca

Position available with Population Services International. Duties: responsible for project development, financial viability, and fundraising. Qualifications: at least five years of experience in designing and managing social marketing, communications, and/or public health projects; experience and success in new business development and organizational promotion. Send résumé and cover letter to: PSI Sacramento, fax: (916) 731-8533; Web site: <www.psi.org>.

COMMUNICATIONS ASSOC. • New York, NY

Position available with the Rainforest Alliance's Conservation Agriculture Program. Duties: supports the work of the Rainforest Alliance's programs — with an emphasis on the Conservation Agriculture Program (CAP) — through the development and execution of communication strategies; promotes the Rainforest Alliance's eco-label among peers in the nonprofit agriculture community as well as advancing a conservation ethic among the general public. Send résumé to: Rainforest Alliance, 65 Bleecker St., 6th Floor, New York, NY 10012; fax: (212) 677-2187; e-mail: <canopy@ra.org>.

OMBUDSMAN • Seattle, WA

Position available with Fremont Public Association, a nonprofit social service agency serving low-income individuals. Duties: manages department database; provides administrative and volunteer recruitment assistance; troubleshoots server and phone system issues; prepares department reports; budgets and tracks grant contracts. Requires: administrative experience including two years office experience and solid computer knowledge. Please send résumé to: Fremont Public Association, 1501 N 45th, Seattle, WA 98103; phone: (206) 694-6840; Web site: <www.fremontpublic.org>.

INFORMATION OFFICER • Washington, DC

Position available with Labat-Anderson, a consulting company. Duties: supports USAID's Office of U.S. Foreign Disaster Assistance (OFDA). The successful candidate will be assigned to OFDA's Asia regional team. Qualifications: master's degree in regional studies, international development, or a related field, or relevant experience; good writing skills; ability to obtain a secret-level security clearance. Send résumé and cover letter to: LABAT-ANDERSON, Attn: Joe Ponte, 1201 Pennsylvania Ave. NW, Suite 200, Washington, DC 20004; fax: (703) 506-4646; e-mail <recruiter@labat.com>.

PROGRAM COORDINATOR • Washington, DC

Position available at the National Peace Corps Association (NPCA). Duties: coordinates professional development for K-12 network of global educators; assists in program outreach and promotion; assists in grant writing and general fundraising. Qualifications: BA; experience with MS Office; excellent organization, writing and communication skills; Peace Corps or other international/intercultural experience and U.S. classroom teaching experience preferred. Salary: \$25-30K. Send cover letter and résumé to: Anne Baker, National Peace Corps Association, 1900 L Street NW, Suite 205, Washington, DC 20036; fax: (202) 293-7554; e-mail: <globaled@rpcv.org>.

TEACHERS • Low Mountain, AZ

Positions available with Jeehdeez'a Academy. Duties: K-5 education and special education. Qualifications: nine month contract positions; Arizona certification required; preference given to qualified Indian candidates. Contact: Mr. Jim Byrnes, Director or Carolyn Ben at (928) 725-3308 or (928) 725-3427.

VARIOUS POSITIONS • Ashby, MA

Positions available with Shackleton School, an innovative, college-preparatory, residential high school designed to inspire and educate students who have struggled in traditional schools, but who possess unique strengths and potential. Shackleton's program integrates rigorous academics, service opportunities, and learning expeditions, which take students and educators into communities, businesses, cultures, and wilderness areas of North America. Current openings include: education, admissions, operations, finance, and development. Send résumé and cover letter to: Frank Hwang Talent Scout; fax: (978) 386-2385; e-mail: <frank@shackleton.org>.

PROGRAM ASSISTANT • Washington, DC

Position available with the National Democratic Institute (NDI), a nonprofit working to strengthen and expand democracy worldwide. Duties: supports Latin America and Caribbean departments; organizes conferences and workshops; drafts reports, proposals and newsletter articles; recruits qualified international consultants and/or volunteers for regional projects. Qualifications: BA; one year of international development; fluency in Spanish; ability to travel to locations that are difficult to reach. E-mail résumé and cover letter as one document to referring to Source Code NDIWS in subject line to: <ndi@rpc.webhire.com>; Web site: <www.ndi.org>.

DIRECTOR • Glendale, AZ

Position available with Thunderbird Institution. Duties: manages telethon; assists with direct mail campaigns; coordinates special annual giving campaigns; Qualifications: ability to work Sundays and evenings during telethon peak times; strong organizational and multi-tasking abilities; people and customer service skills; three years of fund raising experience; bachelors degree; excellent verbal and written communication skills; familiarity with international issues and a second language desirable. Submit résumés to: Aggie Bednarz, Sr. Manager of Operations, Thunderbird, The American Graduate School of International Management, 15249 N. 59th Ave., Glendale, AZ 85306; phone: (602) 978-7749; fax: (602) 978-8238; e-mail: <bednarza@t-bird.edu>.

RELATIONS SPECIALIST • Alexandria, VA

Position available with Training Resources Group, Inc., an employee-owned professional services firm providing management consulting and training to U.S. government agencies, donor organizations and U.S.-based corporations. Duties: develops and produces letter proposals; provides support in the production of larger proposals; updates descriptive materials such as résumés, produce project budgets and other tasks in the area of business development and marketing. Qualifications: excellent written and communication skills; strong computer skills in word processing and spreadsheets; experience in proposal preparation; interest and background in international development. Salary range: mid-\$30K. Please apply through our Web site: <www.trg-inc.com>.

DIABETES EDUCATOR • Bethel, AK

Position available with a rural native health corporation. Duties: participates in care management and education of diabetic patients; develops, gathers, maintains, and distributes culturally appropriate education materials. Qualifications: degree in nursing, nutrition, or pharmacy from accredited institution; demonstrated experience in cross-cultural health promotion/health education; prefer two years experience in clinical health setting. Working Conditions: Position is based in a typical office/hospital setting but also requires some travel to remote Alaskan villages via small aircraft. Salary Range: \$45-60K. For more information contact: Amber Norgaard, Program Coordinator, (907) 543-6148; e-mail: <amber_norgaard@ykhc.org>.

WILDERNESS INSTRUCTORS • Various

Positions available with Hurricane Island Outward Bound School in Florida, Maine and Maryland. Duties in Maine and Maryland: instruct students ranging in age from 14 to 72 (with the majority under 21) in sailing, sea kayaking, canoeing, backpacking, hiking, and climbing from mid-May through mid-September. Duties in Florida: teach technical skills, focusing on personal and team growth through facilitated challenging experiences for adjudicated and at-risk youth. Qualifications: experience in Outward Bound or outdoor programs, preferably expedition based; sound judgment; effective communication skills; technical outdoor skills; standard First Aid and CPR; enthusiasm and commitment. For more information please contact: Human Resources, Hurricane Island Outward Bound School, 75 Mechanic Street, Rockland, ME 04841; phone: (207) 594-1401, ext 388; e-mail: <employment@hurricaneisland.org>; Web site: <www.hurricaneisland.org>.

PROGRAM ASSOCIATE • Washington, DC

Position available with the Center for International Environmental Law (CIEL), a public interest environmental law organization. Duties are split roughly evenly between: writes and edits program reports; coordinates funding efforts; general administrative duties. Qualifications: strong writing and analytical skills; strong interpersonal and project management skills; bachelor's degree and/or experience in environmental policy, advocacy, and/or international politics; languages, particularly Spanish, are helpful. Salary range: \$28-32K. Please send a cover letter, résumé, and writing sample to: Center for International Environmental Law (CIEL), Attn: Jennifer Federico, 1367 Connecticut Avenue NW, Washington, DC 20036; fax: (202) 785-8700; e-mail: <info@ciel.org>.

AGENT/EDUCATOR • Ladysmith, WI

Position available with University of Wisconsin-Extension. Duties: works with local governments, civic organizations, businesses, and community leaders to identify critical needs in the areas of community development, natural resources management, economic development, and local government. Qualifications: master's degree. Request required application materials from CE Personnel at (608) 263-1945. Application deadline: 10/10/01. Information also available at <www1.uwex.edu/ces/personnel>.

TEACHERS • Cincinnati, OH

Positions available with Harmony Community School, an innovative charter school dedicated the human development of its community members. Harmony is organized to support respect for individuals and commitment to community. Duties: develop program and curriculum informed by individual learning plans; collaborate with team teachers; manage class activities; advise students; document student and professional growth (action research). Qualifications: relevant experience (preferred); commitment to affecting positive change through intellectual development of self and students. Salary comparable to Cincinnati Public Schools. Send résumé to: Long Tran, Dean of Faculty, Harmony Community School, 3653 Michigan Avenue, Cincinnati, OH 45208; fax: (513) 533-4431; e-mail: <aodell@mac.com>.

COMMUNITY ORGANIZERS • Florida

Positions available immediately with two local community-organizing projects committed to social justice in Florida. Duties: identify, train, and challenge local leaders to surface community issues; build strategic winnable campaigns on issues of injustice; build the organization by reaching out to local religious and neighborhood groups; develop funding as needed. Qualifications: BS/BA in social sciences; experience working in diverse setting; fluency in Spanish a must. Salary: \$25-30K. Send cover letter and résumé to: Ben MacConnell, fax: (816) 931-2520; e-mail: <DART@kc.rr.com>.

COORDINATOR • San Francisco, CA

Position available with East Bay AIDS Advocacy Foundation. Duties: develops and refines the organization's operational and program plan; develops a funding plan; coordinates the submission of several grant proposals; implements objectives and activities in the plan. Qualifications: excellent oral and written skills; demonstrated program planning and development skills; proven ability to work effectively with diverse people; experience in grant writing, meeting facilitation, and/or events planning; knowledge of HIV policy issues; BA degree or three years of community organizing. Please forward cover letter, résumé, and a writing sample to: HR Department, fax: (510) 763-9578; e-mail: <mbacenter@aol.com>.

PROGRAM MANAGER • Arlington, VA

Position available with Association for Enterprise Opportunity (AEO), the national association of organizations committed to micro enterprise development. Duties: facilitates communication; develops budgets and timelines for special initiatives. Qualifications: bachelor's degree; two years micro enterprise practitioner experience; computer proficiency; strong project experience. Salary commensurate with experience. Send cover letter and detailed letter of interest to: Bill Edwards, Executive Director, AEO, 1601 N. Kent Street, Suite 1101, Arlington, VA 22209; phone (703) 841-7760; fax (703) 841-7748; e-mail: <bedwards@assoceo.org>; Web site: <www.microenterpriseworks.org>.

***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.

PROGRAM ASSOCIATE • Chicago, IL

Position available with UNO, Chicago's largest Hispanic community-based organization. Duties: assists in developing strategies that support its community-based programs; develops and maintains new programs; writes and submits grants; works closely to coordinate, maintain and enhance community-based programs implemented in Chicago area Hispanic neighborhoods. Qualifications: excellent writing and research skills; strong knowledge of office computer software and Internet; ability to perform on deadline; attention to detail; good people skills; Spanish a plus. Please forward cover letter and résumé to: United Neighborhood Organization c/o Development Associate, 954 W. Washington Blvd., 3rd Floor Chicago, IL 60607, fax: (312) 432-0077; e-mail: <ahernandez@uno-online.org>

INTERNATIONAL

***CORRESPONDENTS • Worldwide**

Positions available with Weissmann Travel Reports, a provider of worldwide destination information. Duties: work on detailed research about what to see and do in a destination; write up descriptions in a lively, original way. Fact checking is also required. Pay is generally US\$100-\$650, depending on the assignment. To see samples of Weissmann Travel Reports, visit <www.weissmann.com>. If interested, please send an e-mail to <weissmanncorrespondents@cahners.com>. Please put the destination you're inquiring about in the subject line, and include a brief description of your background.

PROGRAM OFFICER • Albania

Position available with National Democratic Institute, an international nonprofit. Duties: manages civic forum program; based in Tirana but will travel regularly within the country. Qualifications: five years of organizational management and community organizing experience, including civic education, advocacy strategies for community based organizations, establishing links between citizens and government, communications and media relations; work experience abroad. E-mail résumé and cover letter referring to source code NDIWS in the subject line to: <ndi@rpc.webhire.com>; Web site: <www.ndi.org>.

PROGRAM COORDINATOR • Mozambique

Position available with Save the Children. Duties: handles the administration, fiscal management, and implementation of program goals in USAID grant agreement related to food security; serves as the management leader and as one of the primary field liaisons with provincial host government representatives, donors, partner agencies and local institutions; designs new program activities; assists with the development of funding proposals. Qualifications: masters' in food security technical area, or relevant field; five years overseas experience; background in managing field operations and experience in program design, monitoring and evaluation. Please send résumé to: Save The Children, Dept. 1435/PC/MM, 54 Wilton Rd, Westport, CT 06880; e-mail: <mmyers@savechildren.org >.

VARIOUS • Worldwide

Domestic and overseas positions available with the International Rescue Committee, a leading non-sectarian nonprofit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. Staff and volunteers provide shelter, medical and public health assistance, education, training, and income-generating programs for refugees in nearly 30 countries and 15 offices within the United States. Please visit the IRC Web site at <www.theirc.org> for current opportunities.

CHIEF OF PARTY • Bulgaria

Position available with Development Alternatives, Inc. (DAI), an international consulting firm. Duties: heads USAID-funded anti-corruption project. Qualifications: previous experience managing USAID-funded projects; experience working with civil society organizations to raise public awareness of corruption and to promote citizen participation in government-funded anti-corruption activities; experience working with central government institutions to limit corruption; at least ten years of experience, including at least five years of international experience; knowledge of and experience working on similar issues in Eastern Europe or other countries in transition; higher degree in a related field. Please send a résumé and cover letter to: Edie Tewelde, Development Alternatives, Inc. 7250 Woodmont Avenue, Suite 200 Bethesda, MD 20814; fax: (732) 353-5086; e-mail: <edie_tewelde@dai.com>.

PROGRAM DIRECTORS • Worldwide

Positions available with Cooperative Housing Foundation. CHF is seeking experienced practitioners and managers of micro finance for placement in overseas programs. Duties: program management and implementation; staff supervision; financial oversight and administration; establishing and maintaining relations with international donors and commercial banking partners; new program development. Qualifications: experience in the implementation of programs focused on the delivery of financial services to below median income clients for the purposes of housing improvement and/or small and micro enterprise development; five years of field experience; experience in the commercial banking sector; language proficiency in French, Arabic and/ or Balkan languages. Please send résumés with salary requirements to: CHF, fax: (301) 587-7315; e-mail: <hrrec@chfhq.org>.

VARIOUS • Pago Pago, American Samoa

Positions available for accountants and lawyers with national treasury department. One to two year contracts with salary from \$36-55K plus housing and work vehicle. Please résumé by e-mail to: ASDRO, fax: (011)(684) 699-5005; e-mail: <ASDRO@Samoatelco.com>.

PRINCIPAL • Majuro, Marshall Islands

Position available with Majuro Cooperative School. Duties: manages school budget; develops and implements school policy; recruits staff; manages human resource; develops school plans to maintain the school accreditation. Qualifications: enthusiastic, self-motivated professional with good organizational and people skills. Housing and roundtrip ticket provided. Starting date: 1/1/2002. Contact: Principal, P.O. Box 81, Majuro, Marshall Island, MH 96960; phone: (692) 625-3144; fax: (692) 625-3719, e-mail: <majurocoop@yahoo.com> or <coopschl@ntamar.com>.

HOT! OPPORTUNITIES

NEED A TEMPORARY JOB IN DC AFTER THE HOLIDAYS? • Washington, DC

Positions available with the American Association of School Administrators (AASA) for 20 RPCVs to help administer a national scholarship program. Duties: assist with processing large volume of high school scholarship applications, including checking documentation, reading applications, and packaging them for judging. Qualifications: attention to detail; follows directions well; works independently and as part of team; capable of large amounts of reading; flexible working style; willingness to do a variety of tasks; 40 hr. workweek from 1/6 to 2/15, including one federal holiday. Salary: \$11/hour. Good opportunity for RPCVs to meet other job-seeking RPCVs in a friendly but professional setting. For more information, call: (703) 237-8006; e-mail: <fc@corestaff.com>.

VARIOUS • Worldwide

Positions available at Concern Worldwide for individuals with strong relief and development backgrounds. Positions include: development officers, nutritionists, logistics officers, health program coordinators, and assistant country director positions. Countries seeking new staff include: Angola, Afghanistan, Bangladesh, Burundi, Cambodia, Ethiopia, India, Laos, and Mozambique. Positions include: program advisors and coordinators for candidates with backgrounds in public health, primary health care and child survival programs in Africa. Qualifications: minimum of two years of overseas experience plus a relevant master's degree. For a current listing of available jobs, please visit the Web site at <www.concernusa.org>. Send résumé and cover letter to <benjamin.sand@concern-ny.org>.

COORDINATOR • Vladivostok, Russia

Position available with The Eurasia Foundation. Duties: provides general administrative support; writes and disseminates grantee success stories; edits newsletter in English; develops and maintains Web site; coordinates visits; coordinates RFE outreach events; researches and tracks fundraising prospects; and developing fundraising proposals. Qualifications: fluent spoken Russian (excellent written Russian a plus); strong writing skills; at least one year of fundraising experience; college degree with coursework in Russian language and NIS studies; journalism, public relations, or marketing experience; two to three years in a field office environment. Please send a cover letter, résumé, and writing sample to: Martin Varghese, H.R. Assistant, e-mail: <résumés@eurasia.org>.

EDUCATION

*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>.

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. The application priority date for Fall enrollment is February 1. 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.spea.indiana.edu>.

Continued from front page

Interpreters work with the spoken word and usually perform one of two types of interpreting—simultaneous or consecutive. Interpreters must be exceptionally fluent and have no obvious accent and a pleasing voice. They also must be fast-thinking, especially if they are doing simultaneous interpretation. In simultaneous interpreting, which is practiced at the United Nations and at other international organizations, interpretation follows only three or four words behind the speaker. In consecutive interpreting, the interpreter listens to the speaker, takes notes, and then interprets several sentences or paragraphs.

Language-Related Jobs

An increasing number of jobs require workers who can offer fluency in a foreign language in addition to some other skill. These jobs are much more plentiful but less easily identifiable than language-centered jobs (i.e. teachers, translators, and interpreters).

Non-language-centered jobs that use foreign language skills have varying requirements. For some positions, foreign language competency may be a specific requirement. In other positions, foreign language competency, although not a specific requirement, may be a big advantage in getting the job.

Marketing and Finance. As more businesses expand or market their products abroad, there is an increasing need for people—especially managers and marketing and sales workers—who are fluent in the language of the host country. The knowledge of foreign languages has become so important that many companies provide language training for their employees at the firm's expense. There are numerous career opportunities for graduates with skills in both business and foreign languages, not only in the more traditional roles, but also with management groups in large corporations and private consulting firms. In many cases, however, while knowledge of a foreign language may help get a job, workers may not use their language skills for years until they are at a relatively high level in the company and are sent to manage or sell in another country.

Engineers and technicians with foreign language ability are valued by companies producing machinery or involved in construction, mining, or chemical production when the companies set up plants overseas or work under contract for foreign firms or governments.

Banking and finance are also becoming more international. As companies expand into foreign markets, banking facilities must be established abroad to deal with the new flow of business. When working for an American bank in the United States, the need to know a foreign language might also arise in a branch located in a community where English is not the language most people speak. A bilingual loan officer, for example, would be invaluable in a Spanish-speaking community.

Tourism is a growing industry, and more people are traveling than ever before. Hotel managers, con-

cierges, desk clerks, restaurant personnel, and switchboard operators may all serve international visitors. Sightseeing guides with language ability increase their opportunities for employment although many of these workers, who are relatively few in number, work only part time. Airlines that offer international service also need flight attendants, reservation clerks, and pilots who speak a foreign language.

Clerical. Because so many large corporations carry on business all over the world, there is an increasing need for secretaries and other clerical workers who speak at least one language in addition to English.

Government. The federal government is second only to educational institutions as an employer of individuals with foreign language skills. The government has jobs for people with language skills both in the United States and abroad. Because foreign language proficiency is so important in a number of jobs, the government has established a category of language-essential positions in the Department of State, the Agency for International Development, the United States Information Agency, and various other agencies. There are also language-related positions in other departments, including the Department of Defense, the National Security Agency, the Federal Bureau of Investigation, the Immigration and Naturalization Service, and the Peace Corps.

State and local governments that serve large numbers of citizens who do not speak English also need employees who can speak a foreign language.

International Organizations. International service organizations, both religious and nonsectarian, employ people whose foreign language proficiency supplements other skills, usually in the fields of social work, health care, or administration. Organizations such as Red Cross International, the American Friends Service Committee, and Care, Inc., work in nations around the world and need people with foreign language skills.

Source: This article first appeared in the Occupational Outlook Quarterly.

Internet Tips

The Society of Federal Linguists is a professional organization of U.S. government employees whose occupations require professional linguistic skills: <www.federal-linguists.org>.

The American Council on the Teaching of Foreign Languages is the only national organization dedicated to the improvement and expansion of the teaching and learning of all languages at all levels of instruction: <www.actfl.org>.

This site offers an online resource to 240 language dictionaries: <www.yourdictionary.com>.

***ANTIOCH U. SEATTLE • Seattle, WA**

AUS offers a Master of Arts degree in the environment and community for professionals working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Two options for regional, national, and international students: 1. Seattle weekend option that meets in Seattle for one weekend each month over two years; 2. Limited-residency option that meets for two-week intensives, three times over two years. For information, contact Dr. Jonathan Scherch via phone: (206) 268-4710; e-mail: <schersch@antiochsea.edu>; Web site: <www.antiochsea.edu/ec>.

***THE HELLER SCHOOL • Waltham, MA**

Offering a Master's Program in Health and Human Services Management combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and M.B.A. (human services) are offered on a full-time basis each June, and on a part-time basis each June, September, and January. Students can concentrate in a number of policy areas including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee, and scholarships are available for full-time students. For more information, please call Heller Admissions at 800-279-4105; e-mail: <HellerAdmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

***TEACHER CORPS • University, MS**

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those who are willing to teach in a critical teacher shortage area of the state for two years: free tuition for a master's degree in education, stipend for books, free laptop computer, and support. The master's degree will be completed during the two years of teaching. For more information, call 800-884-7606; Web site: <www.olemiss.edu/programs/mtc>.

U. OF ALABAMA • Birmingham, AL

The University of Alabama at Birmingham School of Public Health offers master's (MPH) and doctoral (PhD) degrees in Maternal and Child Health. Put the leadership skills you developed in the Peace Corps to work in the dynamic public health profession. Students may focus their study on data/analytic skills, policy/advocacy skills, children with special health care needs, perinatal epidemiology, or community-based evaluation. Financial assistance is available to students who meet the eligibility criteria. For information contact Carol Reichle, MCH Program Coordinator, UAB School of Public Health, 1665 University Blvd., Birmingham, AL 35294-0022; phone: (205) 934-3939; e-mail: <creichle@uab.edu>

***CLARK UNIVERSITY • Worcester, MA**

One full-tuition scholarship is available to an RPCV through the international development, community planning, and environment programs (IDCE) at Clark University, resulting in an MA in international development, geographic information systems (GIS), community planning, or environmental science and policy. Programs are for development specialists interested in careers in gender analysis, community-based development, environmental impact assessment, or local management of resources. The intensive 12-month GIS program provides GIS, global positioning system, and remote-sensing skills related to development issues. RPCVs are encouraged to apply by 2/1/01. For an application, contact Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone (508) 793-7201; fax (508) 793-8820; e-mail: <IDCE@ClarkU.edu>; Web site: <www2.clarku.edu/departments/idce>.

ANTIOCH U. • Yellow Springs, OH

Antioch University is announcing the start of its innovative, highly individualized, intensive-residency Ph.D. in Leadership and Change for working professionals who seek advanced study and practice in engaged scholarship and principled leadership. Application deadline for summer start is January 7, 2002. For more information, please contact; Antioch University, (877) 800-9466; e-mail: <office@phd.antioch.edu>; Web site: <phd.antioch.edu>.

PEACE CORPS' FELLOWS

***U. OF SOUTH CAROLINA • Columbia, SC**

The University of South Carolina has fellowships for RPCVs fluent in Spanish to pursue a graduate degree and work with an innovative community development project empowering the growing Latino population in South Carolina. Duties: works on development of cultural competency training; statewide workshops; Spanish interpretation, and translation. Fellowship includes monthly stipend and tuition reduction. Qualifications: bachelor's degree; RPCV; fluent in Spanish; experience working in Latino communities. Contact: Wendy Sellers Campbell, HABLA Project, Center for Child and Family Studies, College of Social Work, University of South Carolina, Columbia, SC 29208; phone: (803) 777-8127; e-mail: <habla@gwm.sc.edu>.

ARIZONA STATE UNIVERSITY • Tempe, AZ

The Peace Corps Fellows Program at Arizona State University has several fellowships available for RPCVs interested in pursuing a master's level degree. ASU will provide tuition waivers and research assistantships, in partnership with surrounding cities in the Phoenix Metropolitan area. Areas of interest will be economic development, community development and housing issues. For more information please contact: Marilyn Singleton or Dr. Marjorie Zatz, Arizona State University, Graduate College, Box 871003, Tempe, AZ 85287-1003; e-mail: <Marilynn.singleton@asu.edu> or <Marjorie.zatz@asu.edu>.

***JOHNS HOPKINS U. • Baltimore, MD**

The School of Nursing offers a program of study for students who possess an undergraduate or graduate degree in a discipline other than nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined BS to MSN Program are available. For more information, contact: Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe St., Baltimore, MD 21205; phone: (410) 955-7548; e-mail: <jhudson@son.jhmi.edu>; Web site: <www.son.jhmi.edu>.

JOHNS HOPKINS U. • Washington, D.C.

Shriver Peaceworker Program invites applications for a full, two-year fellowship integrating community service, ethical reflection and graduate study in Social Change and Development at School of Advanced International Studies (SAIS). Peaceworkers are appointed to community service internships for two years. In addition the student enrolls with other Fellows in a two-year sequence of service-learning practica at The Shriver Center. Completed applications to both programs are due by 1/15/02. The program begins on 7/15/02. You must apply to both programs. For a Peaceworker application contact Dr. Peter Antoci, phone: (410) 455-6398; e-mail: <antoci@umbc.edu>. For a Johns Hopkins University application contact Ms. Margaret Frondorff (202) 663-7701.

U. OF MARYLAND • Baltimore, MD

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies in social work. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. RPCVs must apply to both The University of Maryland, Baltimore (please call (410) 706-3602 for an application to the School of Social Work), and The Peaceworker Program (please contact Dr. Peter Antoci, (410) 455-6398 or <antoci@umbc.edu>). Assistantships cover tuition, stipend and health insurance. Completed applications to both the Programs are due by 1/15/02. The program year begins in July. For more information, please visit: <www.shrivercenter.org>.

MARQUETTE U. • Milwaukee, WI

RPCV's are invited to apply for the Trinity Fellows Program at Marquette University, a 21-month study/work experience offering master's degrees in business administration, communications, economics, English, history, applied philosophy, political science, or public service. Fellows serve their graduate assistantships at selected non-profit agencies in greater Milwaukee. Assistantships include substantial tuition and fee allowances, as well as a monthly stipend. Trinity Fellowships are only available to RPCVs or others who have offered evidence of significant community/public service. Also contact: Dr. Thomas Jablonsky, phone: (414) 288-5300; e-mail: <thomas.jablonsky@marquette.edu>; Web site: <www.peacecorps.gov/gradschool/fellows>.

COLLEGE OF NOTRE DAME • Baltimore, MD

Shriver Peaceworker Program seeks RPCVs interested in obtaining a Masters degree in nonprofit management at the College of Notre Dame of Maryland. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection at The Shriver Center, and are appointed to community service internships. RPCVs must be admitted separately to each program. For the graduate application please contact Ann Breihan (410) 532-5554, or send an electronic message to: <gradadm@ndm.edu>. The assistantship covers tuition, stipend and health insurance. Completed applications to both programs are due by 1/15/02. For a Peaceworker application contact: Shriver Center, phone: (410) 455-1802; Web site: <www.Shrivercenter.org>.

INTERN/VOLUNTEER

YOUNG LEADERSHIP FELLOWS • Russia

The Bureau of Educational and Cultural Affairs (ECA) of the US Department of State and the International Research and Exchanges Board (IREX) announce the 2002-2003 Young Leadership Fellows Program. The YLF Program provides funding for one year of hands-on volunteer work in the Russian public sector, a professional internship, and academic study at a Russian university. Qualifications: US citizenship; bachelor's degree; demonstrated leadership in the public sector; proficiency in Russian. For more information, contact: IREX, phone: (202) 628-8188; e-mail: <y1f@irex.org>; Web site: <www.irex.org/programs/y1f>.

COACH VOLUNTEER • Africa

Position available with Olympic Aid, an athlete driven humanitarian NGO working with child soldiers and refugees. Qualifications: experience playing, organizing, or developing programs for recreation and sport; experience or interest in teaching or coaching sport; experience working with children; ability to work with people of different cultural backgrounds; commitment to sport as a tool for child and community development; bilingualism in any language an asset, but not a requirement. Send a résumé and cover letter to: <info@olympicaid.org>. For further information about Olympic Aid, visit <www.olympicaid.org>.

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>.

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.

Assignments include: 1. Water and sanitary waste systems volunteer for NGO (experience in water and waste management); 2. NGO development (institutional and sustainability development) volunteer (organizational development, management, and strategic planning 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 one to two 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>.

TUTORS • Bronx, NY

Positions available with Teen Works, a counseling, college and career prep, and academic tutoring program for at-risk youth. Duties: tutor any time Monday through Friday, 10 a.m. to 5 p.m. Contact: Sarah Stevenson at (212) 366-4440; e-mail: <sarahjoystevenson@hotmail.com>.

*CONSERVATION ASSOCIATES • Naples, FL

Positions available through The Conservancy of Southwest Florida. Naples Nature Center: environmental policy, land acquisition, Museum of Natural History, summer day camp, school programs, and wildlife rehabilitation clinic. Briggs Nature Center: environmental interpreters. Positions are available on a rotating basis. Applicants must be at least a junior in college or graduates with a background in biology, conservation, wildlife, research, teaching, elementary education, environmental education/science, marine, or related fields. For information, request an application from: Sharon Truluck, Human Resources Director, The Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; phone: (941) 403-4213; e-mail: <humanresources@conservancy.org>.

AMERICCORPS/VISTA

VISTA LEADER • Chicago, IL

Position available with the Illinois Campaign for Better Health Care (CBHC). Duties: fosters collaboration of CBHC VISTA projects across the state; develops outreach and educational materials that can be used in all projects; supports VISTA members in relocation issues; conducts ongoing VISTA recruitment to CBHC; identifies orientation and training opportunities for VISTA members; assists project director with reporting requirements. Qualifications: one year of service as a VISTA member or RPCV status; one-year commitment. Benefits: living allowance of \$1,050/month; comprehensive health benefits; educational award of \$4,725 at end of service or cash stipend. For an application or more information, contact: Dena Mottola, Campaign for Better Health Care, 1325 S. Wabash Ave., Suite 305, Chicago, IL 60605; phone: (312) 913-9449; fax: (312) 913-9559; e-mail: <cbhc@enteract.com>.

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 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. 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.
Paul D. Coverdell Peace Corps Headquarters, 1111 20th St., NW
Shriver Conference Room B
Washington, D.C. 20526
For more information, please contact
Elvira May, RVS, at (202) 692-1445.

VISTA LEADER • Baltimore, MD

Position available with Greater Homewood Community Corporation, a non-profit dedicated to community development. Duties: recruits; supports VISTA supervisor; prepares new material; creates and maintains VISTA database; acts as liaison between VISTAS and staff. Qualifications: RPCV; program management experience. Send résumé to Susan Flieschmann 3503 N. Charles Street, Baltimore, MD 21218; phone: (410) 261-3501; fax: (410) 261-3506; e-mail <ggese@greaterhomewood.org>.

LEADERS • Chelan, WA

Two VISTA leader positions available in a lakeside community surrounded by the Cascade Mountains. Duties: help implement literacy programs to serve struggling readers across North Central Washington; promote the success of VISTA/AmeriCorps members through training/mentoring and ensure smooth operation of the Washington Reading Corps project. Leaders earn a \$918/month living allowance and education award of \$4,725 upon successful completion of service. Contact: Intermountain AmeriCorps, Box 2800, Chelan, WA 98816; phone: (509) 682-4550, ext. 28; e-mail: <ndrew1@ncesd.org>.



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>.

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.