

H TLINE

A Bulletin of Career, Educational, and Reentry Information and Opportunities for RPCVs
Compiled by the Peace Corps Office of Domestic Programs

HOT RESOURCES

Career Event

Career Fair
February 2005
Washington, DC

Returned Peace Corps Volunteer FAQs

For answers to frequently asked questions, such as:

“How can I get assistance with financial and medical issues?”

“How can I get a copy of my description of service (DOS)?”

“How can I stay connected with the Peace Corps?”

visit

www.peacecorps.gov/rpcv/faqs

Peace Corps HOTLINE

Heather Groome
Interim 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

PUBLIC SECTOR

BUDGET ANALYST • Riverdale, MD

Position available with the United States Department of Agriculture, Animal and Plant Health Inspection Service. Duties: reviews analytical reports; facilitates meetings and presents training sessions on budget execution related activities; works with team members to provide agency allocations, status of funds, account management, and annual close activities. Some travel is required. For more information and to apply, e-mail speechman@APHIS.USDA.GOV.

PROGRAM ASSISTANT • DC

Position available with the Program Services Unit of the Office of the U.S. Global AIDS Coordinator (S/GAC), U.S. Department of State. Duties: helps provide country program support through work with country team leaders; helps facilitate country team communication and coordination between program service's staff and

in-country partners; provides support to assist in the facilitation of interagency coordination by assisting in organizing meetings, conferences, and support to technical working groups; assists with the daily operations of the Program Services Unit through work with databases, review of documents, filing, and organization of information; works directly with the unit director to maintain daily calendar, organize appointments, and provide basic administrative support including arrangement of travel orders, reviewing mail, and coordinating appropriate response and establishment of effective filing and tracking system of documents; attends meetings conducted by the director with subordinate staff; ensures safeguarding and maintenance of classified information; performs other related duties as assigned. For more information and to apply, e-mail William Dilday at DildayW@state.gov.

INTERNATIONAL ECONOMIST • DC

GS 11/12 position available with the U.S. Department of Agriculture and U.S.

Agency for International Development (USAID). Duties: assists USAID Bureau for Policy and Program Coordination in providing technical assistance on international economic issues related to multilateral and bilateral donor coordination; analyzes trends in poverty reduction, food security, global climate change, trade, and regional integration to facilitate cooperation among donors; facilitates interagency communication on bilateral aid and trade issues. Qualification: must be a U.S. citizen. Deadline: 9/30/2005. For information and to apply, e-mail pdjobs@fas.usda.gov.

LABOR INVESTIGATOR • Cincinnati, OH

GS 5/7/9 position available with the U.S. Department of Labor, Office of Labor-Management Standards. Duties: conducts criminal and civil investigations; analyzes financial records; works with a team in a close-knit federal agency to protect the rights of union members. Qualifications: ability to analyze written and numerical data; ability to interview and inter-

Peace Corps Responds to Hurricane Katrina With Crisis Corps Volunteers

Responding to Hurricane Katrina, Peace Corps Director Gaddi H. Vasquez announced an agreement was signed with the Federal Emergency Management Agency (FEMA) to provide Crisis Corps Volunteers to support the emergency relief operation in the Gulf Coast region.

RPCVs interested in being considered for up to a 30-day assignment as a hurricane response CCV should visit www.peacecorps.gov and click on the “Response to Hurricane Katrina” link.

act with a wide variety of people; ability to report findings in a clear and comprehensive manner. Training provided. Salary: \$28K–\$43K with promotion potential to the GS 12 level starting at \$63K. Send résumés to District Director Lesta Chandler, 36 East Seventh Street, Suite 2550, Cincinnati, OH 45202; phone: 513.684.6840.

UNITED NATIONS POSITIONS • Various locations

Positions available with the United Nations for junior professional posts. Qualifications: U.S. citizen required; degree in architecture, demography, library science, science technology, security, or statistics required. To qualify, must take UN exam on 2/28/2006. Deadline: 9/30/2005. For more information and to apply, visit www.un.org/Depts/OHRM/examin/exam.htm.

MEDICAL OFFICER • Tanzania

GS 13/14 position available with the Global AIDS Program (GAP), Center for Disease Control and Prevention, Health and Human Services. Program activities include laboratory capacity and training, primary prevention programs for HIV-related sexually transmitted diseases and tuberculosis, voluntary counseling and testing, training programs to increase the knowledge of healthcare workers in the country about HIV and AIDS treatment issues, HIV/AIDS surveillance and infrastructure development. Duties: implements strategic program activities in the field of HIV infection as conducted by GAP; responsible for activities related to the development, implementation, and evaluation of GAP's HIV/AIDS prevention; responsible for care and treatment programs that will be implemented in collaboration with the Ministry of Health (MOH), its national AIDS committee, nongovernmental, multinational, and bilateral organizations; assists the MOH to in-

crease its capacity to design, implement, institutionalize, and evaluate care and support activities for people living with HIV/AIDS. Deadline: 9/30/2005. For more information and to apply, visit <http://www2.cdc.gov/hrmo>.

EPIDEMIOLOGIST • Tanzania

GS 13/14 position available with the Global AIDS Program (GAP), Center for Disease Control and Prevention, Health and Human Services. Program activities include laboratory capacity and training, primary prevention programs for HIV-related sexually transmitted diseases and tuberculosis, voluntary counseling and testing, training programs to increase the knowledge of healthcare workers in the country about HIV and AIDS treatment issues, HIV/AIDS surveillance and infrastructure development. Duties: implements strategic program activities in the field of HIV infection as conducted by the Global AIDS Program (GAP); responsible for activities related to the development, implementation, and evaluation of GAP's HIV/AIDS prevention, care and treatment programs that will be implemented in collaboration with the Ministry of Health (MOH), its national AIDS committee, nongovernmental, multinational, and bilateral organizations; assists the MOH to increase its capacity to design, implement, institutionalize, and evaluate care and support activities for people living with HIV/AIDS. Deadline: 9/30/2005. For more information and to apply, visit <http://www2.cdc.gov/hrmo>.

EPIDEMIOLOGIST • Luanda, Angola

GS 14/15 position available with the Global AIDS Program (GAP), Center for Disease Control and Prevention, Health and Human Services. Duties: provides epidemiologic advice and consultation as a nationally and internationally recognized expert in HIV infection as it applies to women and children; serves as the chief of party for all GAP activities in

the country; responsible for supervising a staff of medical epidemiologists, public health advisors, supervisory medical research technicians, research nurses, social workers, research assistants, and a secretary. For more information and to apply, visit <http://www2.cdc.gov/hrmo>.

PUBLIC HEALTH ADVISOR • Georgetown, Guyana

GS 13/14 position available with the Global AIDS Program (GAP), Center for Disease Control and Prevention, Health and Human Services. Duties: serves as the assistant director for operations; functions as the principal management person for all GAP activities in the country of assignment; responsible for program planning and evaluation, formulation and implementation of policy and program, management of resources, property, contracts, memorandums of agreement, and procurement activities. For more information and to apply, visit <http://www2.cdc.gov/hrmo>.

BUSINESS DEVELOPMENT MGR • DC

Position available with the Australian Trade Commission. Duty: provides consultancy services to Australian companies seeking to do business in the U.S. government market. Qualifications: minimum five years' business development or marketing experience and preferably working in the U.S. government market as a contractor or consultant; demonstrate successful commercial track record; appropriate contact network in the U.S. government sector; experience working with small- to medium-sized businesses. For more information, visit www.austrade.gov.au. E-mail cover letter and résumé to AustradeHRUS@yahoo.com with "PC and BDMDC" in the subject line.

OFFICE MANAGER • Los Angeles

Position available with the Australian Trade Commission. Duties: manages the financial property and other administrative activities of the office; responsible for financial operations of the post, including preparation and monitoring of budgets, processing of invoices, banking and regular reporting on the financial status of the post; administrative and financial support for the marketing team; purchases supplies and equipment. Qualifications: formal training in accounting or significant accounting experience required; previous administrative or office management experience required. For more information, visit www.austrade.gov.au. E-mail cover letter and résumé to AustradeHRUS@yahoo.com with "PC and LAOM" in the subject line.

REGIONAL ACCOUNTING ASSISTANT • Los Angeles

Position available with the Australian Trade Commission. Duties: processes accounts payable and credit card transactions for the North American offices; gives support to the regional office in other areas of finance and administration. Qualifications: good accounting skills; minimum two years' experience in accounting, finance, or related field; ability to work with computer-based accounting packages; proficiency in computer applications; ability to handle complex issues; superior organizational and research skills; flexibility and willing-

HOT! OPPORTUNITIES

PEACE CORPS CAMPUS REPRESENTATIVE • Ames, IA

Iowa State University seeks a part-time Peace Corps campus representative. Position runs from 1/2006 to 5/2006. Duties: informs the university and Ames community of Peace Corps service opportunities through a variety of outreach activities, including participation in campus fairs, classroom presentations, information meetings, bulletin boards, presentations at campus organization meetings, in-office advising, electronic communication, and website maintenance; works closely with the Peace Corps recruiter office in Minneapolis and will be an integral part of the study abroad center at Iowa State University. Qualifications: previous Peace Corps service required; full-time enrollment at Iowa State University during the 2005 school year; excellent communication skills; ability to work with limited supervision. Receive a graduate assistantship. Send cover letter, résumé, and two references to Jane Edwards at Study Abroad Center, 256 Memorial Union, ISU, Ames, IA 50011-1130; e-mail: jedwards@iastate.edu; phone: 515.294.3215.

PEACE CORPS CAMPUS RECRUITER • Charlottesville, VA

Position available at the University of Virginia (UVA) for the 2005 academic year. Duties: works with the Mid-Atlantic regional recruiting office to coordinate, design, and implement recruiting activities to increase awareness about Peace Corps programs; evaluates applications and conducts personal interviews; works with local RPCV groups. Qualifications: RPCV enrolled in a graduate program at UVA; excellent oral and written communication skills; initiative and ability to work independently; able to maintain regular office hours, 10 to 20 hours/week. E-mail cover letter and résumé to Heather Lee, Recruitment Coordinator, at hlee@peacecorps.gov; phone: 202.692.1053.

ness to undertake varied tasks. For more information, visit www.austrade.gov.au. E-mail cover letter and résumé to AustradeHRUS@yahoo.com with "PC and Accounting Assistant" in the subject line.

AGRICULTURE AND FARM BUSINESS MANAGEMENT EDUCATOR • Syracuse, NY

Position available with Cornell Cooperative Extension of Onondaga County. Deadline: 9/21/2005. For more information, visit <http://www.cce.cornell.edu/careerops/pa385.htm>. Send résumé to Agriculture Educator Position, CCE 220 Herald Pl. 2nd Floor, Syracuse, NY 13202.

EXECUTIVE DIRECTOR • Valhalla, NY

Position available with Cornell Cooperative Extension Westchester County. Duties: responsible for development and maintenance of effective working relationships among the association, its staff, and Cornell faculty; provides leadership for association relations with legislators, local government leaders, funding agencies, community leaders, and special interest groups. Qualifications: MS required; minimum six years' experience required. Deadline: 10/14/2005. For more information, visit <http://www.cce.cornell.edu/careerops/pa380.htm>. Send letter of intent, résumé, and transcripts to PA#380, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

EXECUTIVE DIRECTOR • Auburn, NY

Position available with Cornell Cooperative Extension Cayuga County. Duties: responsible for development and maintenance of effective working relationships among the association, its staff, and Cornell faculty; provides leadership for association relations with legislators, local government leaders, funding agencies, community leaders, and special interest groups. Qualifications: MS required; minimum six years' experience required. Deadline: 9/30/2005. For more information, visit <http://www.cce.cornell.edu/careerops/pa380.htm>. Send letter of intent, résumé, and transcripts to PA#380, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

PRIVATE SECTOR

SALES MANAGER • Seattle

Position available with ADS Environmental Services. Duties: responsible for the complete regional sales activity in the wastewater collection and water distribution systems municipal market. Qualifications: degree in engineering preferred; registered professional engineer and previous work experience in water and wastewater systems preferred. Send résumé to attention: Human Resources, 4940 Research Drive, Huntsville, AL 35805; fax: 256.430.6633; e-mail: careers@adsenv.com.

PROGRAM DIRECTOR • Brooklyn, NY

Position available with Cool Culture, a nonprofit organization dedicated to increasing low-income families' access to museums, botanical gardens, and zoos in New York City. Duties: oversees the organization's professional development workshops; creates new educational programs. Qualifications: minimum five years' experience in

education or museum programming required; background in early childhood education preferred. Salary: \$45K. E-mail résumé and cover letter to Alexandra Mayers, Executive Director, at lmayers@cool-culture.org.

PROGRAM ASSOCIATE • DC

Position available with IFES and the Women's Legal Rights Initiative in India. Duties: provides support for a range of gender and law issues related to abused women and women's rights; reviews and submits field expense reports to supervisor for approval; generates financial tracking and budget reports; supports recruitment and mobilization of consultants and employees for field assignments. For information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

CHIEF EXECUTIVE OFFICER •

Grand Rapids, MI

Position available with the Girl Scouts of Michigan Trails Council. Duties: leads a staff of 32 with a \$2.5 million budget; serves more than 11,000 girls. Duties: minimum eight years' executive experience over budgets, human resources, funding, and property management. E-mail CV to executive.source@jtwworks.com; fax: 800.451.1451.

COUNTRY MONITOR • Calverton, MD

Position available with Macro International, Inc. Duties: manages large-scale countrywide demographic research studies in the areas of fertility, family planning, and maternal and child health; provides technical assistance, including design and execution of surveys, statistical analysis, and dissemination of findings. Qualifications: MA or PhD; prior experience in demographic or health surveys or other data collection efforts required; 30 percent international travel required; fluent in Spanish, French or Portuguese preferred. For more information and to apply, e-mail hrw@orcmacro.com with "CM/BB" in the subject line.

TRAINING COURSE MANAGER •

Rosslyn, VA

Position available with Pharmaceutical Education and Research Institute. Duties: recruits speakers; coordinates content, materials, and promotes 15 to 20 training programs annually. Qualifications: strong organization, communication, and project management skills; ability to analyze and solve problems; proficient in MS Office required; experience working with volunteers is required; teamwork and flexibility required; BA; some travel required. E-mail cover letter with salary requirement and résumé to HR@peri.org; fax: 703.276.0069.

PROGRAM COORDINATOR • DC

Position available with IFES. Duties: provides support to staff with the implementation of IFES strategic plan; administers current projects; explores new business opportunities; assists in efforts to generate program work and other special projects for the division; contributes to analytical reports and critical project evaluations; provides training and some oversight to program assistants; assists in budget development processes; establishes, maintains, and develops productive working relationship with field staff, subordinates, and consultants at large. For information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

GRANTS COORDINATOR • Richmond, VA

Position available with Christian Children's Fund, Inc. Duties: acts as key contact for all matters related to new grant development; works with managers to coordinate grant proposal preparation and management; seeks new grant opportunities; ensures quality of proposals/reports and timely submission and compliance of projects to donor's reporting and finance requirements. For more information, visit www.christianchildrensfund.org. E-mail cover letter and CV or résumé to humanresources@ccfusa.org.

PROGRAM AND POLICY REPRESENTATIVE • DC

Position available with the Christian Children's Fund, Inc. (CCF). Duties: serves as liaison between CCF and the Washington, DC-based NGO and U.S. government humanitarian community; develops strong relationships with key U.S. government offices and NGOs and represents CCF's interests. For more information, visit www.christianchildrensfund.org. E-mail cover letter, salary history, and résumé to humanresources@ccfusa.org.

HOSTEL STAFF • Portland, OR

Part-time position available with Northwest Portland International Hostel. Duties: registers travelers; provides information; provides house keeping. For more information, visit www.2oregonhostels.com. Send cover letter and résumé to Britta Dietrich, 2185 NW Flanders, Portland, OR 97210; fax: 503-827-0880.

CHIEF FINANCIAL OFFICER • Dover, DE

Position available with Delmarva Rural Ministries. Duties: establishes, implements, maintains, and coordinates all aspects of the finance and accounting department's goals, policies, procedures, methods, and controls. Qualification: BA, MBA, or C.P.A. preferred. Send cover letter and résumé with salary requirements to Delmarva Rural Ministries, Inc., 26 Wyoming Avenue, Dover, DE 19904.

Join an RPCV 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 and country/dates of service.

PEACE CORPS FELLOWS/USA



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

Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management. Renee Hairston, phone: 412.268.1909; e-mail: hairston@andrew.cmu.edu.

DePaul University

Chicago, IL

Elementary and high school special education certification. Justin Speer, phone: 312.362.6911; e-mail: jspeer@depaul.edu.

Duke University

Durham, NC

Public policy (MPP) with option to earn joint degrees in professional or PhD programs; international development policy (PIDP) with several concentration options. MPP: Chuck Pringle, phone: 919.613.7325; e-mail: MPPadmit@duke.edu; PIDP: Stephanie Alt Lamm, phone: 919.613.7356; e-mail: pidpinfo@duke.edu.

Duquesne University

Pittsburgh, PA

Social and public policy, business administration, conflict resolution, peace studies. Dr. Evan Stoddard, phone: 412.396.5179; e-mail: stoddard@duq.edu.

Florida Institute of Technology

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer). Dr. Tom Marcinkowski, phone: 321.674.8946; e-mail: marcinko@fit.edu.

Fordham University

Bronx, NY

International political economy and development. Dr. Henry Schwalbenberg, phone: 718.817.4064; e-mail: iped@fordham.edu.

George Mason University

Fairfax, VA

Elementary education and English as a second language master's and PhD programs. Lynn Walker Levy, phone: 703.993.3602; e-mail: lwalker3@gmu.edu.

George Washington University

Washington, DC

Transition special education, secondary education. Dr. Jeanne Embich, phone: 202.973.1061; e-mail: jembich@gwu.edu.

Illinois State University

Normal, IL

Applied economics, political science, sociology with sequences in applied community and economic development. Phone: 309.438.7090; e-mail: stevensoncenter@ilstu.edu. Beverly Beyer, phone: 309.438.8685; e-mail: babeyer@ilstu.edu.

Indiana University

Bloomington, IN

Master of Public Affairs (MPA) in comparative and international affairs; economic development; nonprofit management. Master of Science in Environmental Science (MSES) in applied ecology; environmental chemistry, and water resources. Jennifer Forney, phone: 812.855.2840; e-mail: jjforney@indiana.edu.

Johns Hopkins University

Baltimore, MD

Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: orourke@son.jhmi.edu.

Loma Linda University

Loma Linda, CA

Public health, including global health, humanitarian assistance, and reproductive health. Dr. Juan C. Belliard, phone: 909.588.1000, ext. 47696; e-mail: jbelliard@llu.edu.

Marquette University

Milwaukee, WI

Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Carole Ferrara, phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu.

New Mexico State University

Las Cruces, NM

Public health, border health, health education, social work, nursing. Dr. Sue Forster-Cox, phone: 505.646.2183; e-mail: sforster@nmsu.edu.

New School University

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management. Susan Morris, phone: 212.229.5311, ext. 1106; e-mail: smorris@newschool.edu.

Northern Arizona University

Flagstaff, AZ

Business. Ted Bouras, phone: 928.523.7387; e-mail: ted.bouras@nau.edu or mba@nau.edu.

Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy. Dr. Michael H. Lang, phone: 856.225.6339; e-mail: mlang@camden.rutgers.edu.

Seton Hill University

Greensburg, PA

Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular-fiction writing. Jenell Krymowski, phone: 724.838.4283; e-mail: krymowski@setonhill.edu.

Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program. Dr. Catherine Rielly, phone: 603.644.3156; e-mail: ced@snhu.edu or c.rielly@snhu.edu.

Teachers College, Columbia University

New York, NY

Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4025; e-mail: PCFellows@tc.edu.

NURSE CASE MANAGER • Somerville, NJ

Position available with Community Visiting Nurse Association. Duty: oversees clinics and regional tuberculosis care in regional TB clinic. Qualifications: experienced full-time nurse; public health experience; knowledge of tuberculosis disease process; strong leadership skills required. E-mail résumé to epost@communityvna.org; phone: 908.725.9355, ext., 2209.

BRANCH MANAGER • Bronx, NY

Position available with Dress for Success. Duties: oversees professional women's group; provides onsite supervision. Qualifications: fluent in Spanish is preferred; BA; minimum three years' nonprofit work experience; postgraduate degree preferred; excellent computer skills; excellent oral

and written communication skills; supervisory skills preferred. Salary: \$35K with benefits. For more information, visit www.dressforsuccess.org/newyork. Send cover letter and résumé to Sandra Genaro, Program Director, 32 E 31st Street, 7th Floor, New York, NY 10016; fax: 212.684.0021; email: Sandra@dressforsuccess.org.

PROGRAM ASSISTANT, MIDDLE EAST AND NORTH AFRICA • DC

Position available with Management and Engineering Technologies International, Inc., (METI) based in Washington, D.C., with the USDA Forest Service International Programs. Duties: works on Middle East and North Africa natural resource projects; develops work plans and reports; organizes travel; monitors and reconciles

budgets. Qualifications: experience working with government, NGO, and private sector is required; language skills in Arabic and/or Hebrew preferred; natural resources background preferred; experience living and working in the Middle East and North Africa preferred; must be a U.S. citizen. METI has excellent benefits including a 401K plan. E-mail résumé to mrosalez@meticorp.com; fax: 915.772.2253; website: www.meticorp.com.

COORDINATOR • Calverton, MD

Position available with Macro International, Inc., and the President's Emergency Plan for AIDS Relief (PEPFAR). Duties: develops and implements country performance monitoring and evaluation strategies for population, health, and nutrition programs. Qualifications: expertise in HIV

and/or infectious disease monitoring and evaluation experience in developing country settings required; PhD or MA with significant experience required; 20 to 30 percent travel required; language skills in French, Spanish, or Russian preferred. For more information and to apply, e-mail hrw@orcmacro.com with "BB/PEPFAR" in the subject line.

COOKIE DECORATOR • Bethesda, MD

Part-time position available with Bundles of Cookies. Duties: decorates and fills daily cookie orders based on customer request; maintains quality control and integrity of designs. Qualifications: highly artistic and previous drawing background experience required; available to work a minimum of three days per week, between the hours of 8:00 a.m. to 8:00 p.m. Salary: \$8.50/hour. E-mail qualifications letter and availability to info@bundlesofcookies.com. No phone calls.

SPECIALIST • Raleigh, NC

Position available with East Coast Migrant Head Start Project. Duty: provides leadership and direction in the development of family and community partnerships to support the educational success of the children of migrant agricultural workers in six centers. Qualifications: MSW or MS in human services or related field preferred; minimum three years' experience required; BA/BS in human services with extensive relevant experience required; fluent in Spanish and English preferred; ability to travel within the state; some weekend and evening hours required. Salary: \$35K-\$45K with benefits. Deadline: 9/23/2005. E-mail résumé to Christine Alvarado, Head Start Administrator, at alvarado@ecmhsp.org.

PHYSICIAN • Rockville, MD

Position available with WESTAT. Duties: assists with national health and nutrition study; participates as part of a large medical team. Qualifications: licensed in at least one state required; minimum one year commitment and full time travel required. Competitive salary, meal and travel allowance, three to four weeks' vacation per year, and subsidized health insurance available. For more information and to apply, phone 800.937.8284 or e-mail CV to beverlygeline@westat.com.

SALES REPRESENTATIVE • West Bridgewater, MA

Position available with Equal Exchange. Qualifications: excellent communicator; creative, detail-oriented, and work well in a fast-paced environment; previous experience with sales and social justice preferred. Deadline: 9/25/2005. For more information, visit www.equalexchange.com/careers. E-mail application, cover letter, and résumé to cross@equalexchange.com.

VICE PRESIDENT OF INTERNAL AUDIT • GA

Position available with Habitat for Humanity and the PACE Group. Duties: provides identification and assessment of risk; provides risk management and internal control assurance; provides regulatory and corporate compliance assurance; responds to

urgent events; fosters awareness of risk and control across the organization; provides effective management of audit fees through coordination with external audit firm; provides training and development of auditors as a source of future management talent; directly supervises over three reporting titles. Qualifications: minimum six to ten years' related experience; CPA and/or CIA preferred, BA For more information and to apply, e-mail dlogan@thepacegroup.com; phone: 662.842.1818.

INTERNATIONAL

MONITORING AND EVALUATION SPECIALIST • Trinidad

Position available with Macro International Inc. Duties: supports the monitoring and evaluation of the special program on sexually transmitted infections (SPSTI) of the Caribbean regional epidemiology center; supports the HIV/AIDS monitoring and evaluation activities across all other departments; researches, designs, and produces project report for SPSTI. Qualification: MPH, MS, MA, or equivalent in public health or related fields; minimum three years' experience in monitoring and evaluation and/or HIV/AIDS. For information and to apply, e-mail hrw@orcmacro.com, with "BB/M and E CARIB-BEAN" in the subject line.

ELECTION ADMINISTRATION SPECIALIST • Cairo, Egypt

Position available with IFES. Duties: provides technical leadership and assistance to the administration of the electoral process program; in coordination with the chief of party, works closely with the newly created Egyptian Electoral Committee; administers training programs for the committee members; provides guidance and comparative analysis on independent election commissions; develops and coordinates exchange programs for committee staff; advises on the national dialogue process on electoral reform; works with academics, political activists, and intellectuals. For information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

CHIEF OF PARTY, SENIOR ELECTION ADVISOR • Yerevan, Armenia

Position available with IFES. Duties: provides technical assistance for electoral systems and processes for the upcoming 2005 to 2008 local and national elections in Armenia; assists with voter registration activities. For information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

FIELD LIAISON SPECIALIST • Abuja, Nigeria

Position available with IFES. Duties: assists in building sustainable electoral institutions that ensure a free, fair, and transparent process; helps to leverage gains in the transparency, credibility, and efficiency of the electoral process and to extend development of the process into new areas. For information and to apply, e-mail jobs@ifes.org; phone: 202.350.6700.

POLICY DIRECTOR • DC

Position available with World Wildlife Fund (WWF). Duties: promotes conservation of the Amazon Basin through development and implementation of a regional policy strategy focusing on infrastructure and protected areas; works to positively influence investments of regional, multi- and bi-lateral institutions active in the Basin. Qualifications: graduate degree in environmental policy, natural resource management, international development, or related field required; minimum 10 years' field experience working on conservation and sustainable development in the Amazon Basin preferred. Position initially based in Washington, DC, with potential relocation to Brasilia. For information and to apply, visit www.worldwildlife.org/about/jobs.cfm.

FOOD PROGRAM MANAGER • Aceh, Indonesia

Position available with Save the Children. Duties: responsible for developing, expanding, and managing the agency's food planning, distribution, and monitoring program; develops assessment, verification, and targeting criteria; streamlines and strengthens the newly introduced Ration Card System; oversees coordination of warehousing, truck tasking and food delivery, logistics, inventories, and records of food supplies. Qualifications: minimum 10 years' experience working in developing countries and emergency environments assessing and managing food programs; knowledge of general free food distribution processes; fluent in English and Bahasa/Achinese preferred. Position runs for six months. For information and to apply, visit www.savethechildren.org/careers/index.asp.

DEPUTY SECTOR HEAD • Indonesia

Position available with Save the Children. Duties: assists in designing and implementing reconstruction plans for schools, health facilities, and houses; works with education, health, livelihood, and protection sectors to ensure continuity and consistency in reconstruction efforts; assists in construction, site coordination, and supervision of large team and local staff; assists in the preparation of spatial urban plans for new villages, program proposals and budgets, and capacity building with staff; assists with monitoring and evaluation efforts; attends donor and NGO meetings. Qualifications: BA in civil engineering, architecture, or related field required; minimum five to eight years' experience in construction design and management; experience in supervision of technical engineering and construction staff.; CAD and MS Office Suite proficiency; fluent in English; language skills in Bahasa preferred; significant travel required. For information and to apply, visit www.savethechildren.org/careers/index.asp.

HEALTH PROGRAM MANAGER • Bajuni Islands, Somalia

Position available with World Concern. Duty: manages the rehabilitation and expansion of the Primary Health Care Network. Qualifications: proven experience in health sector management in areas of conflict, natural disasters, and developing countries; understanding of sphere standards and appropriate need for assessment methodology; experience communicating with NGOs, governmental agencies, and

Crisis Corps Recruiting Short-Term Volunteers

Ecuador

CEMOPLAF requests two Latin America RPCVs with strong background in HIV/AIDS and public health for two six-month **HIV/AIDS** assignments in Quito. Qualifications: both assignments involve a travel component; strong Spanish language skills required. One position will focus on pre- and post-test counseling and the other on HIV/AIDS education.

Jamaica

The **Ewarton Community Development Action Committee (ECODAC)** requests one Crisis Corps Volunteer to serve for a six-month assignment as a **Curriculum Coordinator**. Duties: adapts and synthesizes the national technical and vocational curricula to meet the needs of out-of-school students, with particular emphasis on males acquiring critical employable skills; assists training instructors in curriculum implementation, resource acquisition, and management of these resources. Mandatory Qualifications: BA in technical vocational education or similar relevant field.; successful completion of Peace Corps Volunteer service in Africa/Caribbean region; high level of oral and written English skills; experience with curriculum development; experience training trainers; competence in computer applications including Word and Excel Database creation.

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.

Togo

Association Espoir pour Demain (AED) requests one Crisis Corps Volunteer for a six-month assignment as a **Clinical Technical Assistant**. Duties: assists and trains members, medical personnel, and psychosocial staff in designing and implementation of routine consultation and monitoring program, including the creation of a confidential medical record system; assists in training of teams of community health workers to conduct routine home visits to PLWHA to provide psychosocial support and monitor medication regimens, clinical symptoms, and weight; provides technical guidance (clinical and programmatic) in the implementation, monitoring, and evaluation of the programs; assists in capacity building of AED/Kara to provide its services on a region-wide basis with formation of satellite groups in prefecture capitals. Mandatory Qualifications: advanced degree in nursing or medicine, including RN, PA, NP, MD or equivalent; training or experience in public health approaches to HIV/AIDS; RPCV focus on HIV/AIDS in Africa; oral and written French proficiency. Desired Qualifications: advanced degree in public health, including an MPH., MS, PhD, or equivalent; clinical experience in comprehensive HIV/AIDS care and treatment; familiarity and/or experience with community-based health approaches in resource-poor settings.

Uganda

The Kids League Uganda requests one Crisis Corps Volunteer for an assignment as an **HIV and Education Trainer**. Duties: mentors the program coordinator in the area of HIV/AIDS education and prevention and conducts trainings with volunteer coaches; develops youth appropriate HIV training materials and develops ways to integrate health education into sports. Qualifications: East Africa RPCV; excellent skills and previous experience in teaching and planning HIV/AIDS; or experience in education activities and work with youth and sports.

Zambia

Men Make a Difference (MENDIF) requests one Crisis Corps Volunteer to serve as a **Business Development and Financial Management Advisor** for a six-month HIV/AIDS-related assignment. Duties: conducts trainings; reviews and improves on existing resources to enhance effective mentoring and encourage self-reliance through income generation. Qualifications: Africa RPCV; degree in business administration with a major in accounting and financial management; one year experience with HIV/AIDS program and resource mobilization; prior training and capacity building experience.

private foundations at the highest levels; frequent travel to Nairobi required. For more information, visit www.worldconcern.org. E-mail résumé to hr@worldconcern.org.

SPANISH TEACHER AND HISTORY TEACHER • Ecuador

Positions available with GlobalQuest. Duties: leads and teaches a mobile, semester-long interdisciplinary program for U.S. high school and gap-year students; teaches Spanish or culture and history to a group of 12 students at varying levels; works with teaching team and students for other academic support; coordinates logistics of program. Interviews will be conducted in in Cuenca, September 24 through 28 and in Quito, October 4 through 6. For information and to apply, visit www.gquest.org.

ENGLISH TEACHER • Quito and Galápagos Islands, Ecuador

Position available with Ecuadorian Juniors Helping Children. Duties: teaches English for 10 months in Quito or 4 months in Galápagos. For more information and to apply, e-mail liebevero@hotmail.com.

ENGLISH TEACHER • Lianyungang, China

Position available with Aston Educational Services. Duty: teach English. For more information and to apply, e-mail Bruce Blanch at teachinchina.aes@gmail.com.

ENGLISH TEACHERS • Yinchuan, China

Positions available with Aston Educational Services. Duty: teach English. For more information and to apply, e-mail Christopher Brantley at cbrantley@aesincorp.com.

INTERN/VOLUNTEER

CONSTRUCTION VOLUNTEERS • Tivoli, NY

Positions available with Common Fire Foundation. Duties: assist in the building of the Hudson Valley Housing Co-op. Qualifications: construction, carpentry, masonry, electrical or other building experience preferred. Minimum one week commitment preferred. Room and board available. For more information and to apply, e-mail Sophie Alexander at sa586@riseup.net.

ENVIRONMENTAL EDUCATION VOLUNTEERS • Stevenson, MD

Volunteer positions available with the Irvine Nature Center. Duties: conduct environmental education programs for children and adults. Internships and volunteer positions available to lead nature activities at Baltimore City schools and on-site nature walks for kids. Stipend available. For more information and to apply, phone Bonnie Gallo Minkler at 410.484.2413, ext. 24 or e-mail minklerb@explorenature.org.

SUICIDE/CRISIS HOTLINE

TELEPHONE WORKER • Pittsburgh, PA

Internships available with CONTACT Pittsburgh. Qualifications: access to own transportation. For more information, visit www.contactpgh.org. To apply, e-mail mmmckinley@contactpgh.org; phone: 412.820.0100.

TEACHER VOLUNTEERS • Twin Cities, MN

Volunteer positions available with CommonBond Communities. Positions include helping children with academics, ESL and citizenship tutoring for

adults, computer help, and aiding people in finding jobs. For more information and to apply, phone Lynea at 651.290.6226; e-mail: geinert@commonbond.org.

EDUCATION

TEACHER • Philadelphia

The Philadelphia Teaching Fellows is a unique initiative of the School District of Philadelphia to recruit, select, and train outstanding professionals and recent college graduates to become teachers in the schools in communities that need them the most. Fellows will teach while attending classes to earn their teaching certification. For more information and to apply, visit www.philadelphiateachingfellows.org.

TEACHER • New York City

The NYC Teaching Fellows is recruiting and hiring candidates for both the midyear and June 2006 Teaching Fellows program. Join a select group of talented individuals who will teach high-need subject areas, including math, science, special education, Spanish, and bilingual education. Use diverse experience to positively affect the lives of students while working toward a subsidized MA in education. Prior teaching experience or coursework in education is not required. For information and to apply, visit www.nycteachingfellows.org.

M.A. IN SUSTAINABLE DEVELOPMENT • Sri Lanka

In response to the December 2004 tsunami, the School for International Training is partnering with Sarvodaya, one of the most respected local development NGOs in Sri Lanka, to offer a 12-month, service-learning-based MA degree in sustainable development. The program will take students into the field with Sri Lankan development professionals and into the communities affected by the tsunami. Learn best practices in development while having a direct and tangible impact on the disaster. The one-year program begins 1/2006. For more information and to apply, visit www.sit.edu/srilanka.

*FELLOWSHIP • Worcester, MA

Clark University offers at least one full-tuition fellowship, worth \$40K to RPCVs in the graduate program called International Development, Community, and Environment (IDCE). This fellowship can be applied toward an M.A. in international development, geographic information systems for development and environment, community development and planning, or environmental science and policy. Programs are designed for applicants interested in careers in conflict and development, gender and development, community-based development, environmental justice, GIS, or natural resource management. Application deadline: 1/15/2006. For more information, visit www.clarku.edu/departments/idce. For an application, contact Admissions, IDCE Department, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: idce_inquiry@clarku.edu.

*NATUROPATHIC DOCTOR • Tempe, AZ

Southwest College of Naturopathic Medicine (SCNM) offers a four-year professional degree program resulting in a doctor of naturopathic medicine.

Graduates are educated in the same basic sciences as an MD, including holistic, nontoxic approaches to therapy with an emphasis on disease prevention and optimizing wellness. SCNM waives application fees for qualified RPCVs and offers a \$1K scholarship each fall quarter. Spring quarter begins 2/13/2006. For more information and to apply, phone 888.882.7266, ext., 210; e-mail: admissions@scnm.edu; website: www.scnm.edu.

AMERICORPS/VISTA

YOUTH SERVICE LEADER • Oakland, CA

Position available with Youth Service California. Duties: develops programs to train youth as community service leaders and decision makers; recruits and supports volunteers; plans orientation and training; coaches VISTA members by phone and e-mail. Qualifications: completed one year of AmeriCorps*VISTA or two years of Peace Corps; BA or BS; capacity to lead diverse persons; ability to work independently and complete projects; writing and organizational skills; U.S. citizen or legal permanent resident required; reliable transportation. Receive a \$12K living stipend and a \$4,725 education award. Send résumé to an@yscal.org and complete application at <https://recruit.cns.gov>, job identification, "CA318130-8".

FUNDRAISER VISTA • Anchorage, AK

Position available with Mary Magdalene Home Alaska. Duties: secures additional funding for the transitional living program; develops volunteer management program. Qualifications: computer skills; fundraising experience; public speaking experience; recruitment experience; skills in writing and editing. Receive a living stipend, relocation allowance, and an end-of-service cash award or education award. E-mail cover letter and résumé to sheila_osullivan@commerce.state.ak.us; phone: 907.269.4561.

VISTA LEADER • Newark, DE

Position available with Delaware Mentoring Council. Duties: responsible for VISTA recruitment and statewide marketing campaign; assists with the management of the program including providing support and guidance to all VISTA members. Qualifications: minimum one year of service with VISTA or is a returned Peace Corps Volunteer; BA or equivalent; willingness to work as part of a team; demonstrated leadership skills required. For more information and to apply, e-mail ullmann@udel.edu.

COMMUNITY AND SPECIAL NEEDS VOLUNTEER • Glenmoore, PA

Position available with Camphill Soltane. Duties: lives, learns, and works with developmentally disabled youths, ages 18 to 25, and international volunteers; engages in

cooking, biodynamic farming, imaginative academics, arts, sports, community-building, and cultural life. Qualifications: demonstrates initiative and team skills. Benefits include room and board, stipend, health insurance, and AmeriCorps education award of \$4725. Deadline: 9/30/2005. For more information and to apply, phone Anne-Marie McMahon (RPCV) at 610.469.0933; e-mail: amcmahon@camphillsoltane.org; website: www.camphillsoltane.org.

ENVIRONMENTAL EDUCATOR, VOLUNTEER LEADER • Maine

Position available with Maine Conservation Corps. Qualifications: four-year degree or equivalent experience; good communication, writing and public speaking skills; commitment to environmental issues and community service. Ten-month positions receive a stipend of \$10,200. Six-month positions receive a stipend of \$5,400. Benefits include health insurance, wide range of training and networking opportunities, and an AmeriCorps education award. For more information and to apply, phone 207.287.4931; e-mail: corps.conservation@maine.gov.

Peace Corps Medical Officers Needed

The Peace Corps seeks NPs, PAs, and MDs with independent practice experience to serve as Peace Corps medical officers (PCMOs) worldwide.

PCMOs are paid contractors who provide healthcare, education, and counseling and manage the Peace Corps Volunteer healthcare programs in their country of assignment.

Starting salary is \$62K. Positions require valid license and national certification. Applicants with overseas work experience will be most competitive.

For more information, visit the Peace Corps website, www.peacecorps.gov, click on "Professional Medical Opportunities"; phone 202.692.1535; or e-mail pamorecruitment@peacecorps.gov

Peace Corps

Washington, DC 20526

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

Return Service Requested

Presorted
First Class Mail
Postage & Fees paid
Peace Corps
Permit No. G 264

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.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND *HOTLINE* TO NEW ADDRESS (Sorry, we cannot send *HOTLINE* overseas.)

Name

Address

City

State

Zip Code

Country/Dates of Service

E-mail Address

To submit an address change, visit www.peacecorps.gov/rpcv/records and click on "Update Your Records." You can also send address changes or unsubscribe requests to rpcvupdate@peacecorps.gov. Or, fill out the information above, cut out the box, and mail it to **RPCV Database Manager, 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street NW, Washington, DC 20526**. Please allow four to six weeks for any changes to take effect.

Career Publications

*Business Careers,
Careers in Agriculture,
Careers in Teaching,
Environmental Careers, and
International Careers*

You can download these publications at
www.peacecorps.gov/rvs/publications

Discover Career Assessment Software

To help you assess your career-related interests, abilities, and job values, Returned Volunteer Services offers *Discover*, an online software program administered through ACT, Inc.

This questionnaire-based program will help you determine career options that are a good match for you. *Discover* will also help you develop effective résumés, cover letters, job applications, and interviewing skills.

E-mail Returned Volunteer Services at rvs@peacecorps.gov for a free password.

Peace Corps Career Centers

A career center with job postings, resource books, computers, fax machines, and phones is available at our Arlington, VA/ Washington, DC, recruitment office. Smaller career areas are available in our other regional recruitment offices.

Contact them for more information at www.peacecorps.gov

Online Employment Bulletins

*Environmental Career
Opportunities*

*International Career
Employment Weekly*

Public Health Jobs Worldwide

E-mail rvs@peacecorps.gov to receive the passwords. Please specify which publication(s) you want. Passwords are for RPCV use only.