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

HOT Resources

See below for additional information to help you find a job:

The Directory of Executive Recruiters 2000

by LLC Kennedy Information, et al. Kennedy Publications, 1999
A comprehensive listing of executive recruiters containing information on more than 13,000 recruiters organized by industry, expertise and geography.

The 2000 What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career Changers

by Richard Nelson Bolles
Ten Speed Press, 1999
This classic career planning book provides information and exercises to improve and expedite the job search.

America's Fastest Growing Jobs, 6th edition

by J. Michael Farr
Jist Works, Inc., 2000
This book provides details on the best jobs at all levels of education and training.

A Foot In The Door: Networking Your Way into the Hidden Job Market

by Katherine Hansen
Ten Speed Press, 2000
A job-hunting guide on how to establish professional and personal connections during the job search.

Acting Editors

Elvira May
and
Jeffrey McWilliams, RPCV Kenya

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

Where to Look For a Job

by RPCV Erika H. Cummings (Russia, 1994-96)

Excerpt from the 2000 edition of the *Business Careers Manual* published by Returned Volunteer Services

There are many ways to search for a job. The more traditional ones are discussed below. Be creative and don't limit yourself. Although this may seem unusual, one job seeker handed out her résumé at a train station in New York to commuters. She knew that many of those stepping off the trains were executives of large corporations. Another approach is joining a business organization such as a chamber of commerce, and letting members know that you are a job candidate when introduced at their meetings. Some job seekers create short videos of themselves called video résumés, in which they describe their educational background, experience, special skills, and talents on film.

Personal Contacts/Networking

Networking is probably one of the most effective tools to finding a job. Meeting people, establishing a good rapport, and asking for help are required skills in today's world. If you established contacts while abroad, now is the time to write to them. Family, friends, acquaintances, neighbors, professional colleagues, and local business people, such as your lawyer, doctor, and minister can be great referrals. They may have good contacts or know of available jobs that might be of interest to you.

"There's nothing wrong with calling or e-mailing someone in the business whom you admire and asking them for advice," says RPCV Dale Sellen (Liberia, 1965-67), owner of the Scandia Down Shop, a bedroom linens retail shop.

Many nonprofit organizations in your area, such as women's resource centers or even churches and syna-

gogues provide counseling, career development classes, and sometimes job placement services free or at a nominal cost. Professional associations are often used for building networks. The best way to become known is to get involved with the organization. Become an active participant in their operations and projects rather than a bystander.

Classified Ads

Many job openings never make it into the classified ads section of your local newspaper. Nevertheless, at least scan the ad section in the Sunday edition. You just may find an interesting job that suits your qualifications. It also gives you an idea which companies are hiring in your neighborhood. Answer the ad promptly and follow up if a contact is available. Your *Career Resource Manual* includes suggestions on how to proceed effectively with the follow-up. Professional journals and trade magazines are also good sources for finding a job.

Internet Resources

Information technology is revolutionizing the way people look for jobs. In fact, computerized job services and electronic recruitment on the Internet are taking over the industry. The World Wide Web provides access to databases 24 hours a day, seven days a week. For the newcomer, cyberspace can be quite overwhelming at first because of the tremendous amount of information available. If you have not "surfed" the Web lately, start familiarizing yourself with this technology. Spend some time exploring how to use job banks, how and where to submit your résumé online, how to research

companies, and how to use chat rooms. Develop your computer search skills by learning how a computer reads résumés and screens applicants. Most Web sites lead you through the process with explanations and examples.

Résumé database services provide employers from around the world with instant access to posted résumés. Employer databases enable job seekers to access company names and profiles. After connecting to your Internet provider, start out by exploring several search engines. Use the search button in your Web browser to locate job banks. If you have already picked a specific site, type the address in the space provided and click "go."

Within minutes you have access to jobs all over the country or in the metro area of your choice. These and other search engines will also provide links to cities, information on moving and relocation, companies, and anything else that you need to know to assist you in your job search.

If you decide to post your résumé online, check out several résumé database services. Some provide this service free of charge. Make sure your name and address are not accessible to just anyone on the Internet. Use a post office box or a special e-mail address for this purpose. Other database services charge a fee for posting your résumé on their site. This fee should include protecting your identity by replacing your name and address with a code.

Once you have narrowed your search, locate the home pages of the

PUBLIC SECTOR

AREA FAMILY SUPPORT SPECIALISTS • Florida

Positions available in Seville, Florida City/Homestead and Labelle/Moorehaven with RCMA Beyond Borders. Duties: coordinate home visits, parent involvement, and community development activities for RCMA families; provide reflective team supervision, technical assistance, information exchange; and collaborative activities for rural poor and migrant families. Qualifications: bilingual (English/Spanish); bachelor's or master's; strong verbal and written communication skills; organizer; critical thinker; experience with multicultural groups required. Salary: to \$28K. To apply send your résumé by 10/6/00 to: Michael Toops, Project Director, RCMA Beyond Borders, P.O. Box 668, LaBelle, FL 33901; fax: (941) 674-4516; e-mail: <miket@rcma.org>.

PROGRAM COORDINATOR • Washington, DC

Position available 10/23/00 through 3/23/01 at the FP-7/01 level with the Peace Corps Office of Domestic Programs. Duties: plans and facilitates overseas telephone calls between PCVs and U.S. classrooms; responds to e-mail and telephone inquiries about Peace Corps Day and the Agency's 40th anniversary; maintains database. Qualifications: excellent written and oral communication skills; careful attention to detail and ability to effectively handle multiple projects simultaneously; experience with the Peace Corps' World Wise Schools program is a plus. Salary: \$13.97/hour plus cost of living allowance increase effective in January 2001. Send cover letter and résumé by 10/11/00 to: Peace Corps Day Coordinator, Domestic Programs, 2nd Floor, 1111 20th Street, NW, Washington DC 20526; fax: (202) 692-1421.

FOREST ECOLOGIST • Minneapolis, MN

Position available with the Community Forestry Resource Center at the Institute for Agriculture and Trade Policy (IATP), an independent, nonprofit research, education and advocacy organization devoted to improving the economic, environmental and social well being of rural peoples, communities and regions. Duties: collaborates with existing forestry cooperatives to address ecological issues related to forest certification and forest management of private lands. Qualifications: bachelor's degree in forest ecology, forestry or related field; experience with non-industrial private forest owners on issues related to forest management, forest habitat typing, ecologically-based land management, community-based forestry and forestry certification a plus; ability to work with diverse individuals and organizations; willingness to travel and work nights and weekends. Please send résumé and cover letter by e-mail (preferred) to: <pguillery@iatp.org>; or mail to: P. Guillery, IATP, 2105 1st Avenue South, Minneapolis, MN 55404.

FIELD ENGINEERS • Navajo Reservation, AZ/NM

Positions available with the Indian Health Service, a division of the U.S. Public Health Service. Duties: manage water and sanitation projects on the Navajo Reservation, including engineering design and construction supervision. Qualifications: BS or higher in civil or environmental engineering. For information on how to apply contact: Rick Gelting, Office of Environmental Health, PO Box 9020, Window Rock, AZ 86515; phone: (520) 871-1350; fax: (520) 871-1462; e-mail: <richard.gelting@navajo.ihs.gov>.

PUBLIC HEALTH PREVENTION • Atlanta, GA

Positions available with the Public Health Prevention Service (PHPS) of the Centers for Disease Control and Prevention (CDC). PHPS offers a three-year experience in applying public health science and theory to building prevention programs. Two six-month assignments at CDC are provided the first year and a single assignment in a health department the second and third years. Qualifications: interest in public health; a master's degree related to public health; U.S. citizenship. One year of public health work experience desirable. Salary: \$34K with benefits. Submit applications by 1/15/01 to: PHPS, CDC, 1600 Clifton Road, NE, Mailstop D18, Atlanta, GA 30333; phone: (404) 639-4087 or (888) 496-8347; Web site: <www.cdc.gov/epo/daph/phps>.

PARK RANGER • Alamo, TX

Position available at the GS-5/7 level with the U.S. Fish and Wildlife Service at Santa Ana National Wildlife Refuge, on the U.S. - Mexico border. Duties: serves as refuge liaison to volunteers, general public, schools, and other groups; opens and closes visitor center; provides information and interpretive services to visitors; operates bookstore; supervises lower grade park ranger and volunteers; develops public use programs; prepares monthly and annual reports. Qualifications: Spanish helpful. Application deadline: 10/18/00. To apply, see announcement at Web site: <www.usajobs.opm.gov>. For further information, contact: Jeff Howland at (956) 787-3079 ext. 122; e-mail: <jeff_howland@fws.gov>.

BUDGET ANALYST • Washington, DC

Position available at the GS - 11/12/13 level with USDA/Farm Service Agency (FSA) to work with a variety of major activities related to the Commodity Credit Corporation (CCC) budget. Duties: coordinates and implements credit reform legislation for export guarantee programs, including debt restructuring, and the Dairy Recourse Loan Program; serves as a backup to the analyst responsible for formulating, justifying, and executing the budget for FSA programs. Interview in Washington is required prior to selection. Call (703) 812-6339 for announcement # FO-FSA-254 which shows qualifications, requirements and mailing addresses. Applications must be postmarked by October 16.

*VARIOUS • Washington, DC

Entry-level positions available as economists, computer specialists, and statisticians with the Bureau of Labor Statistics. Duties: monitor consumer prices, producer prices, international prices, locality pay, salaries and benefits, employment for the nation, industries and occupations, productivity for the nation and industries occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: noncompetitive eligibility; US citizen; BA/BS in appropriate field; math and statistics courses required. Send cover letter and résumé to: Angela Mason, Bureau of Labor Statistics, 2 Massachusetts Ave., NE, Room 4280, Washington, DC 20212-0001; phone: (202) 691-6615; fax: (202) 691-6610.

PRIVATE SECTOR

PROGRAM COORDINATOR • Washington, DC

Position available with Visions in Action. Duties: recruits and interviews overseas volunteers; edits and publishes volunteer manuals, newsletter, and guides; recruits and manages U.S. office interns; updates Web site; coordinates advertising, visits east coast campuses; liaises with offices in Africa and Mexico; manages office; attends activist rallies and meetings regarding human rights issues. Qualifications: master's degree; nonprofit management experience; at least one year of international development work experience in Africa or Latin America; fluent in Spanish and/or French; commitment to grassroots social justice movements. Send cover letter, résumé, and three references via e-mail to the director of Visions in Action at: <visions@igc.org>; or by mail to: Visions in Action, 2710 Ontario Road, NW, Washington, DC 20009.

EXECUTIVE ASSISTANT • Washington, DC

Position available with America's Clean Water Foundation (ACWF). Duties: serves as personal assistant to the president and executive director of two environmental nonprofit organizations that deal specifically with water quality improvement and water pollution abatement. Qualifications: organized; able to multi-task and to work unsupervised; good writing skills; adept at working with people; able to flourish in a fast paced work environment; computer skills in Word, Outlook, Excel, and PowerPoint; familiarity with Access a plus. Some travel can be anticipated (generally within the US). Salary \$35-40K. For more information e-mail Dianna Williams, Human Resources Officer at: <d.williams@acwf.org>.

DIRECTOR • Glendale, AZ

Position available with Thunderbird, The American Graduate School of International Management. Duties: identifies, researches, screens, cultivates, solicits, and stewards the institution's corporate constituency to generate corporate sponsorship funds as well as corporate philanthropic contributions; coordinates campus wide corporate and foundation giving activities. Qualifications: two to five years' comprehensive development management or corporate sponsorship experience; proven track record in securing five figure plus gifts from corporations and foundations; extensive experience with gift and pledge processing, prospect research, donor acknowledgment, and benefit and recognition programs; strong strategic planning, reporting and prospect management skills; a strong understanding of the strategic marketing, course-related marketing and philanthropic needs of corporations and foundations; familiarity with international issues; bachelor's degree required, master's degree preferred; willingness to travel extensively. Please submit résumé 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>.

SALES REPRESENTATIVE • Des Moines, IA

Position available with Personnel Inc., a manufacturer of meat processing equipment. Duties: represents manufacturer primarily in Asian markets. Qualifications: BA/BS (advance degree desirable); mechanically inclined; have a stable work history; successful sales experience; ability and aptitude for 50% international travel; experience abroad and ability to speak a foreign language beneficial. For more information, please contact Jack Textor; phone: (515) 243 7687; fax: (515) 243-3350; e-mail: <pinjcjt@ix.netcom.com>.

PEACE CORPS JOBLINE



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

Check it out online!

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

***PROGRAM MANAGERS • Washington, DC**

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

ASSOCIATE DIRECTOR • Atlanta, GA

Position available with The Carter Center, a nonprofit institute chaired by former U.S. President Jimmy Carter. Duties: assists with strategic direction, policy formation, development strategy, and management of the Conflict Resolution Program, including budget, fundraising, and daily management; conducts applied research; coordinates public relations and marketing functions of the program, including publications, expert meetings, and projects conducted with the Center's Public Information Office. Qualifications: a master's degree and five years of related international conflict resolution experience is required; a doctorate degree and nine years of program related experience including senior program management responsibilities is preferred. To apply, please send a cover letter and résumé to: The Carter Center, c/o Human Resources Department, One Copenhill Avenue, Atlanta, GA 30307; fax: (404) 420-3818; e-mail: <scallah@emory.edu>; Web site: <www.cartercenter.org>.

PROJECT COORDINATOR • Chevy Chase, MD

Position available with the Innovation Center for Community and Youth Development, a division of the National 4-H Council. Duties: manages all logistical program coordination and evaluation activities of specific center initiatives; manages office materials, schedules, and files; researches and secures facilities for trainings and meetings; coordinates travel accommodations with vendors; schedules, conducts, and prepares all materials for project conferences, workshops, and meetings; writes project updates and reports. Travel required. Qualifications: excellent written and verbal communication skills; knowledge of or ability to learn software to produce project schedules, timelines, graphs, and other project management tools; college degree or equivalent work experience; bilingual a plus; experience in nonprofit program development, research or evaluation and rural community work a plus. Salary: mid \$30K. For more information contact Trenny Jefferson, National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, MD 20815; phone: (301) 961-2961; fax: (301) 961-2894.

PROGRAM DIRECTOR • Washington, DC

Position available with the National Council for Science and the Environment, a nonprofit organization that works to improve the scientific basis for environmental decision-making. Duties: oversees Web-based population and environment initiatives; works with developing country scholars and U.S. based counterparts. Qualifications: experience working on population and/or environment issues; fluent in French and/or Spanish; commitment to objectivity and scholarly excellence. Send cover letter, résumé, writing sample, recent and required salary information to: Dr. Peter Saundry, Executive Director, National Council for Science and the Environment, 1725 K Street, NW, Suite 212, Washington, DC 20006.

***MARKETING ASSOCIATE • New York, NY**

Position available with the Rainforest Alliance's Conservation Agriculture Program. Duties: implements the marketing strategy for the Conservation Agriculture Network ecolabels in the U.S. and Europe; increases the concept of environmental and social certification. Qualifications: bachelor's degree preferred; three years marketing and sales experience in agricultural commodities or food products; ability to communicate in Spanish (or Portuguese) and English; experience in and understanding of international conservation; willingness to travel at least 50% of the time. Send résumé to: Rainforest Alliance, 65 Bleecker St., 6th Floor, New York, NY 10012; fax: (212) 677-2187; e-mail: <halbuquerque@ra.org>.

CASE MANAGER • Buffalo, NY

Position available with Journey's End Resettlement Services, Inc. (JERS), a nonprofit which oversees and directly assists in the resettlement of Cubans and Haitians in the Western New York area. Duties: processes and maintains case files, reports, evaluations, and records; supervises one other employee. Qualifications: BS/BA in related field; own transportation; fluency in Spanish and English required. Salary in low \$20's with benefits. Send résumé to JERS, PO Box 885, Buffalo, NY 14213. Or phone Robert Roggie at: (716) 882-4963.

VARIOUS • U.S. and Abroad

Positions available with the Gallup Organization. Duties: help companies grow by attracting new customers and building powerful workplaces for talented employees. Qualifications: a desire to make the world a better place. For more information about current career opportunities visit the Web site at: <www.gallup.com/employment>; or contact: Jami Pogue, The Gallup Organization, 301 S. 68th Street Pl., Lincoln, NE 68510; phone: 800-288-8593; e-mail: <jami_pogue@gallup.com>.

PROGRAM COORDINATOR • Vermont

Position available with the Vermont Youth Conservation Corps (VYCC), a conservation/education/training program for 16-24 year olds in which crews of young adults and leaders manage nine Vermont State Parks. Duties: interviews, hires, and supervises adult crew leaders; teaches outdoor leadership, park operations, and management skills to staff; evaluates and supports program through extensive field visits; manages administrative logistics; promotes and markets program through outreach and recruiting. Qualifications: strong desire to change young people's lives; crew leading or supervisory experience in a conservation work/education or related program; excellent written and verbal communication skills; must be highly motivated, well organized, and possess excellent time management skills. Salary: \$20-24K plus benefits. To apply, contact Jenna Potash at: 800-639-VYCC and request a job description and application packet. Interviews begin fall, 2000. For more information visit the Web site at: <www.vycc.org>.

PREVENTION SPECIALIST • Boston, MA

Position available with Massachusetts Prevention Center. Duties: develops primary prevention programs with 26 suburban/small city communities around Boston; assists community leaders in public health planning, survey design, data analysis, and coalition building. Qualifications: must have MPH or related degree plus five years demonstrated experience in public health work; Spanish, Portuguese, and/or Chinese language skills preferred. Send cover letter, résumé, and references by 10/6/00 to: Judith Foley, Massachusetts Prevention Center, 552 Massachusetts Ave, Suite 203, Cambridge, MA 02139; e-mail: <jfoley@preventioncenter.org>.

TEACHERS • Gallup, NM

Positions available with Gallup Junior High School. Duties: teach geography or English special education, computer assisted language program (CALP), pre-algebra, or algebra to grades eight or nine; plan lessons; manage classroom; participate in committee and departmental functions. Qualifications: innovative and self-motivated individuals with a personal orientation towards collaborative decision-making and shared accountability; able and willing to sponsor and/or coach co-extracurricular activities. Contact: James Cammon, Principal, Gallup Junior High School, 680 South Boardman, Gallup, NM 87301; phone: (505) 726-1450, ext. 32200; fax: (505) 722-7343.

DEVELOPMENT OFFICER • Baltimore, MD

Position available with the West Africa Region of the JHPIEGO Corporation, an affiliate of Johns Hopkins University, which works to advance reproductive and maternal health programs worldwide. Duties: assesses national family planning program training needs; designs projects to establish clinical family planning training; negotiates funding with collaborating agencies. Qualifications: RN (or other clinical background); OB/GYN experience; MPH or similar background; family planning service delivery or training required; French fluency. Send résumé stating job number 1424-00 with salary requirements to: The Johns Hopkins University, HR Office, 2021 East Monument Street, Baltimore, MD 21205; fax (410) 614-9805; e-mail: <hr@jhpiego.org>.

TEACHERS • Washington, DC

Short-term positions available with The National Youth Leadership Forum on Law, a nonprofit education organization. Duties: teach high school students during six-day forums on law. Qualifications: BA/BS; experience working with students; knowledge of current events; high energy level and the ability to work long hours. Training is provided. Background check required. Forums run from late October to mid-November. For more information, visit the Web site: <www.nylf.org>. Send résumé and cover letter ASAP via fax to: (202) 777-4178; or email: <pkelly@nylf.org>.

RESEARCH ASSISTANT • Washington, DC

Position available with the Graduate School of Education and Human Development at George Washington University. Duties: assists with a teacher-training project part-time at a professional development school site in Silver Spring, MD, and part-time on-campus. Qualifications: experience in recruitment, budgeting, office administration, grantsmanship, and writing preferred; experience in education a plus. Benefits include free tuition and a four-day week. Salary: low \$30s. Fax résumé ASAP to: Dr. Shirley Thomas at (202) 739-0614.

MANAGER • Silver Spring, MD

Position available with the American Hiking Society, a recreation-based conservation organization, dedicated to establishing, protecting and maintaining foot trails in America. Duties: drafts as well as implements plans; works as a member of a team, as well as independently on building corporate and foundation relations. Qualifications: self-starter; should have at least three years of experience on a fund raising team; strong communication skills (verbal and written); knowledge of cause-related marketing strategies. Benefits include retirement match; discounts on outdoor gear; generous vacation. Some travel required. Send résumé to: Corporate Relations Manager Search, American Hiking Society, 1422 Fenwick Lane, Silver Spring, MD 20910. Web site: <www.americanhiking.org>.

PROGRAM ASSISTANT • Rosslyn, VA

Position available with AMA Technologies, Inc. providing program and administrative support to USAID's Office of Private and Voluntary Cooperation. Duties: drafts correspondence; tracks program budgets; organizes conferences and meetings; writes and edits reports; performs research; types, files and faxes documents. Qualifications: word processing and spreadsheet experience required; experience with MS Office and graphics programs a plus. Salary: mid \$20s, plus benefits. Fax résumé to: (703) 741-0567; e-mail: <mariclarke@earthlink.net>.

ELECTRICAL ENGINEER • Dallas, TX

Position available with Nordex USA, Inc., a Danish/German company that makes utility scale wind turbine generators (WTGs). Duties: performs all aspects of technical support of sales, installation and maintenance of WTGs; contacts with clients, performs strategic planning; markets WTGs; negotiates contracts with utilities. Qualifications: knowledge of basic software; able to learn wind industry software; proficiency in German or Danish merits a higher salary. Send résumé and letter explaining interest to work with wind energy by fax to: (972) 660-2220; e-mail: <abeling@nordexusa.com>.

OPERATIONS DIRECTOR • Washington, DC

Position available with World Vision International (WVI), a Christian relief organization. Duties: provides management support and supervision to the office administration staff. Qualifications: BA in related field required, master's preferred; five to ten years' of international experience in developing country context required; experience in complex negotiations; strategic thinker and practitioner with an understanding of how to manage in a context of global change; knowledge of the relief and development field and management of U.S. Government funding is required as well as strong and proven management and leadership skills in a collaborative, team-based environment; knowledge and understanding of WVI Partnership and its structure preferred. Extensive travel is required (25% to 35%). For a complete job description or to apply, contact: Ms. Jill Solomon, Recruitment Specialist, Global Recruitment Specialists; phone and fax: (973) 379-7325; e-mail: <jillsolomo@aol.com>; Web site: <www.globalrecruitment.net>.

MANAGER • Philadelphia, PA

Position available with Congreso de Latinos Unidos, Inc., an advocate agency for women. Duties: supervises, coordinates and directs Latina Domestic Violence Program and Womens Community Center. Qualifications: strong supervisory and counseling skills required; excellent communication skills; understanding of the Latino culture; BA/BS or master's; Spanish and domestic violence experience preferred. Send résumé to: Natasha Santiago, HR Manager, Congreso, 719 W. Girard Ave., Philadelphia, PA 19123; fax: (215) 763-8876; e-mail: <natashas@congreso.net>.

SENIOR PROGRAM ASSISTANT • Arlington, VA

Position available with the Drug Management Program (DMP) of Management Sciences for Health (MSH). Duties: provides administrative support; backstops projects; monitors contract compliance and budget; handles communications; performs data entry, file management, and research. Qualifications: bachelor's degree and/or equivalent relevant experience; familiarity with USAID travel and other regulations preferred; experience in accounting or bookkeeping desired; English fluency required; ability to converse in Spanish and/or French preferred; demonstrated competence in word processing, spreadsheet and database applications; willingness to work overtime and travel as needed. Full job description at Web site: <www.msh.org>. Send cover letter and résumé to: Marcia Herrera, Recruitment Officer, Management Sciences for Health, 165 Allandale Road, Boston, MA 02130; fax: (617) 524-2825; e-mail: <jobs@msh.org>.

OFFICE COORDINATOR • Waukesha, WI

Position available with La Casa de Esperanza, a nonprofit multidisciplinary community based organization. Duties: provides phone and reception coverage at behavioral health clinic; operates billing system to insurance providers, title 19, and private pay clients; coordinates basic reports for funders; keeps accurate maintenance of office records and documents. Qualifications: five years of office management experience required; bilingual Spanish/English; computer literate. For a full job description, e-mail: <lacasa@execpc.com>. Send résumé to: La Casa de Esperanza, 410 Arcadian Avenue, Waukesha, WI 53186; fax: (262) 547-0735.

VARIOUS • Milwaukee, WI

Positions available with Reach-Milwaukee Youth Program, a program funded by the Federal Department of Labor to provide educational/vocational services to out-of-school youth 14 to 21 years of age. Openings are in the following areas: program manager, supervisor of service delivery and supervisor of recruitment and enrollment. For more information, visit Web site at: <www.milwjobs.com>; or call the Private Industry Council Job Hotline at: (414) 270-1799; e-mail: <bkeller@milwjobs.com>.

PARALEGAL • Bridgeton, NJ

Position available in the Farmworker Division of Camden Regional Legal Services. Duties: performs investigations, research, interviewing and writing. Qualifications: ability to work evenings and some weekends; good writing skills; fluency in Spanish/English required. Benefits package includes 12 holidays, vacation and personal time. Send résumé to: Joyce Lutz, Human Resources Director, Camden Regional Legal Services, 745 Market Street, Camden, NJ 08102; fax: (856) 964 0228.

***TRAINERS AND NURSES • East Coast**

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

***PROJECT ASSISTANT • Albany, NY**

Position available with the International Development Group of the Research Foundation of SUNY which implements development projects in Latin America, Africa, Russia, and Middle East. Duties: documents and reconciliates budget; coordinates travel logistics; assists field personnel and consultants with personal affairs; develops Web site and promotional materials; assists with proposal process. Qualifications: BA/BS; experience with accounting, managing work groups, Microsoft Office and Web site maintenance; foreign language desired (Spanish, Portuguese, French, Arabic); grants; budgeting; marketing; USAID regulations. Send cover letter and résumé to: Human Resources (ref# 00011DGO1), Research Foundation of SUNY, State University Plaza, N520, Albany, NY 12246; fax: (518) 434-7280; e-mail: <personnel@spo.rf.suny.edu>.

CASEMANAGER • Atlanta, GA

Positions available with International Rescue Committee (IRC), a nonprofit agency which provides resettlement services for persons entering the U.S. as legally admitted refugees. Duties: links new refugees with appropriate employment, educational, health care and other service providers; provides referral, interpretation and transportation assistance; coordinates services with resettlement caseworkers and other program staff; develops referral processes, and builds partnerships with other agencies; increases written resources and information; supports staff in a broad range of programs. Qualifications: university degree in social work or public health; excellent communications skills; previous experience in social work/public health; knowledge of African languages such as Arabic, French, Swahili, and/or Somali preferred. Send résumé, cover letter, and three references to: Peter Herbert, International Rescue Committee, Kensington Office Park, 4151 Memorial Drive Suite 201-C, Decatur, Georgia 30032; fax: (404) 292-5325; e-mail <peter@atl.intrescom.org>.

PROGRAM ASSISTANT • Washington, DC

Position available with East of the River Community Development Corporation, a nonprofit that supports economic development and increased home ownership in the Ward 8 Community of Washington, DC. Duties: performs general office responsibilities and provides assistance to staff with projects. Opportunity for growth/increased responsibility on projects. Send résumé to: Cherry Gillis, Vice President of Operations, ERCDC, 3101 Martin Luther King Ave., SE, 3rd Floor, Washington, DC 20032; Web site: <www.ercdc.org>.

SENIOR PROGRAM OFFICER • Washington, DC

Position available with the CHANGE Project of the Manoff Group. Duties: identifies and/or develops new tools and approaches for changing behavior related to maternal health and survival; manages field applications and evaluations of tools; performs appropriate reporting and documentation. Qualifications: graduate degree; seven years' experience implementing health programs in developing countries; effective planning, management, and implementation skills; familiarity with state-of-the-art approaches to behavior change; familiarity with USAID; willingness to travel. Contact: Aparna Ramakrishnan, 2001 S Street, NW, Suite 400, Washington, DC 20009; e-mail: <manoffgroup@compuserve.com>.

VARIOUS • Washington, DC

Positions available with Mendez, England and Associates (ME&A), an international consulting firm. Positions, duties and qualifications include: program manager with extensive experience managing complex technical assistance projects to implement and manage contract activities; monitoring and evaluation specialist with background in capacity building, data collection, measurement and analysis (master's degree or five years' experience required); communications specialist familiar with USAID development and humanitarian assistance programs; conference specialist with three years' experience; program/administrative assistants; short-term consultants with USAID and PVO/NGO experience. Please fax CVs and salary requirements by 10/4/00 to Recruiter at: (301) 652-3733.

PROGRAM ASSOCIATE • Washington, DC

Position available with Council for International Exchange of Scholars (CIES). Duties: provides logistical support to the senior program officer in the implementation and administration of new Fulbright initiative. Qualifications: BA; at least one year relevant work experience including some administrative work; ability to organize, prioritize, problem solve and manage multiple tasks; excellent computer skills in MS Office applications and Internet research; experience with international education and exchange; excellent oral and written communication and interpersonal skills. Salary \$20Ks. Send résumé, cover letter, salary requirements via e-mail or fax to: Kristen Johnson, Senior Program Officer, CIES; fax: (202) 362-3442; e-mail: <scholars@cies.ii.org>; Web site: <www.ii.org/cies>.

INTERNATIONAL***EFL/ESL TEACHERS • China**

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

ASSISTANT ADMINISTRATOR • Washington, DC

Position available with the Latin American and Caribbean Division of Chemonics, an international development consulting firm which supports USAID-funded contracts. Duties: files, provides logistical support, and formatting and production support for reports, monitors budgets; fields personnel inquiries. Qualifications: BA; one to two years' related experience; fluency in Spanish. Fax résumé to: (202) 955-7540; or email to: <asuca@chemonics.net>.

***ESL INSTRUCTORS • Taichung, Taiwan**

Positions available with the Columbia Consulting Group for RPCVs willing to commit a year or two to provide English instruction to adults. Qualifications: possess at least a BA (any field) with a minimum of two years of proven teaching experience. Salary: NT \$55,000 per month (current exchange rate: US\$1 = NT\$30). Company will provide work permit for qualified applicants, health insurance, paid vacation after one year of service and special incentive bonuses. Please send cover letter with a detailed résumé via e-mail to Jeffrey Conrad, Manager, Language Department, Columbia Consulting Group, at <jeffreyconrad@columbia.com.tw>.

HOT! OPPORTUNITIES**INTERNATIONAL CAREER EMPLOYMENT WEEKLY • Stanardsville, VA**

International Career Employment Weekly (ICEW), a weekly listing of more than 500 international positions, offers one free current issue of ICEW to RPCVs. For more information call: (804) 985-6444, or e-mail: <lisa@internationaljobs.org>, and request an issue to be mailed or an access code to view the issue on the Web.

MANAGER • Singapore

Position available with IMC Global, a marketer and seller of crop nutrients in Asia, Oceania, and Africa. Duties: provides direct support in matters dealing with agronomy, research, fertilizer technology, marketing, promotional conferences, customer service; identifies, evaluates, and executes activities supporting market development; travels extensively. Qualifications: master's degree in agronomy with specialization in soil fertility or related subject; knowledge of tropical soil fertility, soil chemistry, agronomy, fertilizers and farming systems; Word, Excel, and PowerPoint skills. Send résumé to: Michele Miller, 100 S. Saunders Rd, #300, Lake Forest, IL 60045; fax: (847) 739-1668.

PROGRAM MANAGER • Turkmenistan

Position available with Project HOPE, a nonprofit international health and education foundation. Duties: plans, leads, organizes and supervises the development, implementation and monitoring of HOPE's tuberculosis (TB) programs; provides overall administrative management for directly observed therapy (DOTS) pilot sites, as well as TB laboratory development. Qualifications: experience in international health education and management; master's degree in public health; Russian language ability highly desirable; written and oral English fluency required. Contact: Cindy Marino; Project HOPE; Millwood, VA, 22646; phone: (540) 837-2100; fax: (540) 837-9052; e-mail: <recruit@projecthope.org>. Please reference Job # 93-PC.

ASSISTANT/RECEPTIONIST • Washington, DC

Position available with IREX, a nonprofit organization that offers opportunities in field research and professional training exchanges between the United States and the countries of the New Independent States, Central and Eastern Europe, Asia, and the Near East. Duties: provides information about academic exchanges; assists human resources and field operations; processes visas for foreign travel; prepares information packets for prospective employees; signs for and routes deliveries; processes invoices. Qualifications: organized; able to work independently; skilled at handling multiple tasks and adhering to deadlines; a bachelor's degree or equivalent (Russian studies or international relations preferred); strong command of spoken Russian; excellent interpersonal and organizational skills, excellent communication skills, and knowledge of computers and relevant software (MS Office 97) required. Send cover letter and résumé to: IREX/HR/IA 1616 H Street, NW, Washington, DC 20006; fax: (202) 628-8189; e-mail: <hr@irex.org>.

COUNTRY DIRECTOR • Bishkek, Kyrgyzstan

Position available with the American Councils for International Education (ACTR/ACCELS), a nonprofit educational association and exchange organization devoted to improving education, professional training and research within and regarding the former Soviet Union (FSU). Duties: maintains organizational relations; oversees internal operations; provides overall supervision of programs; reports to the newly independent states (NIS) regional director and Washington-based deputy director and program managers. Qualifications: fluent in Russian; Kyrgyz desirable; BA/BS, MA preferred; professional-level program management experience; overseas work/living experience, preferably in central Asia; supervisory experience with supervising foreign national staff preferred; strong written and oral communication skills. Send cover letter and résumé to: Human Resources, American Councils for International Education, 1776 Massachusetts Avenue, Suite 700, Washington, DC, 20036; fax: (202) 872-9178.

TEAM MEMBERS • Falls Church, VA

Positions available with the Disaster Response Team of the American Red Cross. Duties: ready for deployment on a moment's notice, to assist Red Cross Societies responding to disasters. Qualifications: expertise needed in procurement/distribution, water/sanitation, training/education, food/nutrition, or public health. Training is scheduled to begin 11/13/00. For further information, or to send résumé, contact: Jim Reisweber, American Red Cross, 8111 Gatehouse Road, 2nd Floor, Falls Church, VA 22042; e-mail: <reisweberj@usa.redcross.org>.

Continued from front page

companies you want to explore further. You will find detailed information on the history and philosophy of the organization, its products/services, management structure, and financial statements.

By reviewing the electronic help-wanted ads on a regular basis, you will learn which companies are hiring. Contact the companies you are interested in even if your skills don't match the job description. They may need someone with your background for a position that has not yet been advertised. If there are no vacant positions that match your skills, companies usually keep résumés on file for six months. Once you know your way around, an electronic job hunt can significantly reduce the time spent looking for a position.

Many companies and government agencies have developed their own Web sites and databases as well with links to their current job openings. For example, Peace Corps' available positions can be accessed via the Web site: <www.peacecorps.gov>.

Some Internet providers also have their own links to careers. As an example, America Online uses the keyword "Career" to let you access their AOL workplace site. Here you find career resources such as "Career Finder," a question-and-answer guide to helping you with your career choice, information on various professions, a résumé-posting site, and a job-search engine.

Career Counselors

If you need help determining what career path to choose, writing a résumé, or improving your interviewing techniques, you may want to consider hiring a career counselor. Interview several counselors in person before making a commitment. You want someone whose expertise is not only career assessment and development, but who also has expertise in the job-search process. Ask specific questions during the meeting about their background, the success rate of their programs, the estimated timeframe, and the cost of their services. Review any contract carefully before signing.

Executive Search Firms

Executive search firms, employment agencies, job-search firms, and recruiters (also called headhunters) are usually hired and paid by the employer to assist with their hiring process. These agencies make a living by matching employees to employers. That means that their efforts will be concentrated on finding that exact square peg for the company's square hole. Little time is spent promoting the merits of a round peg for a square hole. However, if you have had work experience prior to your Peace Corps assignment, a search firm may prove to be beneficial as it facilitates—and possibly shortens—your job search. Just don't put all your eggs in one basket; keep looking, networking, and surfing the Web to market yourself.

RPCV Bret Hollander (St. Kitts, 1988-90), president of Net Recruiters, believes it makes perfect sense to seek a recruiter when looking for a job:

"If you sell a house, you seek out a real estate agent. If you invest in the market, you seek a financial planner. And if you're looking to get a job, you seek out a good recruiter to help you.

Recruiters know what the market value is of a potential candidate. They know what you're worth in the supply and demand world. For someone who's been in the same job for several years or is just returning from overseas, he or she may not have a concept of what employers are willing to pay and could, thus, undersell themselves."

Peace Corps/Returned Volunteer Services

Returned Volunteer Services (RVS) in Washington, D.C., provides career and transition resources to recent RPCVs through extensive career publications and access to job-search tools at Peace Corps headquarters and the regional offices. More information is located at the following site: <www.peacecorps.gov>.

Recent RPCVs who visit the RVS Career Center in Washington, D.C., may use the computers, telephones, fax machine, and copier, as well as review reference materials, newspapers, magazines, and job listings posted on the bulletin board. Call 800-424-8580, ext. 1430 or (202) 692-1430 for more details or refer to your *Career Resource Manual*.

Peace Corps' regional offices in Atlanta, Boston, Chicago, Dallas, Denver, Los Angeles, Minneapolis, New York, Seattle, and San Francisco also offer assistance to RPCVs through the use of their mini-career centers, including information on job openings in the area. Call the area recruiting office nearest you to find out what resources and assistance are available at 800-424-8580, option 1.

College Career Planning and Placement Offices

The college placement office of your alma mater is an excellent source of information. Career counseling and testing, workshops on topics such as job search strategies, résumé and letter writing, and effective interviewing techniques are routinely offered not just to the graduating class, but to alumni as well. A small fee is usually required to keep your updated résumé in a college data bank, which is accessible to companies interviewing on campus. Check with your alma mater to see if this service is available.

Job Fairs and Career Conferences

Many communities and various organizations regularly coordinate job fairs and career conferences. These events offer great opportunities to network, talk to representatives of companies looking for job candidates, and get a feel for what is available in your field of interest. Make sure you have several updated résumés on hand.

The National Peace Corps Association, a nonprofit organization dedicated to building a network of RPCVs, former staff, and friends of the Peace Corps, organizes a nationwide conference every other year which includes a large career fair. To obtain information about its next conference, visit the Web site: <www.rpcv.org> or e-mail: <npcpa@rpcv.org>.

Editor's Note: For a complete copy of the Business Careers Manual, please send your request via e-mail to: <rvs@peacecorps.gov>.

COUNTRY DIRECTOR • Baku, Azerbaijan

Position available with the Initiative for Social Action and Renewal in Eurasia (ISAR). Duties: oversees and coordinates programmatic, administrative and financial aspects of ISAR's Azerbaijan program, including organizational growth and representation to donor and international community. Qualifications: BA in related field; more than two years' management and program development experience; familiarity with local NGO development; experience in former Soviet Union; excellent communication skills; native English, Russian and/or Azeri language skills. Salary: \$35-37K plus housing and benefits. Start date: 11/15/00. Submit cover letter and résumé to: Michelle Kinman, ISAR-DC, 1601 Connecticut Ave., NW, Suite 301, Washington, DC 20009; fax: (202) 667-3291; e-mail: <michelle@isar.org>.

PROJECT TEAM MEMBER • West Africa

Short-term position available with International Projects Group, Inc. Duties: prepares business plans for small scale infrastructure projects in West Africa; spends approximately one-half of a six to eight week assignment overseas and remainder stateside writing plans. Qualifications: computer skills; financial modeling experience; organizational and writing skills; experience preparing integrated programs or business plans. Contact: W. Earl McClure, International Projects Group, Inc.; fax: (703) 237-7837; e-mail: <projint@erols.com>.

PROGRAM COORDINATOR • Washington, DC

Position available with the Europe and Eurasia Division of ACIDI/VOCA, an international development organization. Duties: provides database support and maintenance; creates queries and reports; provides user support to headquarters and overseas staff; monitors database integrity; coordinates projects; writes proposals and reports; monitors and develops budget. Qualifications: BA/BS; solid knowledge of MS Access 2000, structured query language (SQL), international development experience; excellent communication and organizational skills; experience managing relational databases, knowledge of Visual Basic, and Eastern European and/or Russian language preferred. Send your résumé, cover letter and salary history to: Human Resources, PO Box 77316, Washington, DC 20013; fax: (202) 638-7477; e-mail: <openings@acdivoca.org>; Web site: <www.acdivoca.org>.

ANALYSTS • Baltimore, MD

Positions available with the Latin America/Caribbean Regional Office (LACRO) and the Middle East/North Africa Team (MENA) of Catholic Relief Services, the overseas relief, development and social justice agency of the Catholic community of the United States. Duties: provides support in the areas of resource acquisition and management linkages and analysis, grants administration, and overseas staffing. Qualifications: the LACRO position requires a MA and the MENA a bachelor's - master's preferred; two years of work experience - preferably in a developing country; experience managing financial and material resources; fluency in English and Spanish (for LACRO) required; French or Portuguese preferred; willingness to travel overseas. For more details and to apply online, see Web site: <www.catholicrelief.org>, or contact: Dianne Kvech CRS/Recruitment; phone (410) 625-2220, ext. 3005; e-mail: <dkvech@catholicrelief.org>.

EDUCATION**UNIV. OF NEW MEXICO • Albuquerque & Santa Fe, NM**

Positions available with University of New Mexico/Santa Fe Public Schools Teacher Education Program, a 14-month practicum that will lead to full New Mexico licensure as an elementary or a secondary teacher. Participants who successfully complete the probationary summer pre-service will receive fellowship stipends and prepaid tuition as they team-teach in a SFPS classroom. Qualifications: min. 2.5 GPA; bachelor's or master's liberal arts or other arts and sciences fields. Completed applications, with official transcripts and references must be received by one of the two application deadlines, 11/15/00 and 2/1/01. For program information and for obtaining application packets, contact: Dr. Linda M. Day, Coordinator, UNM/SFPS Teacher Education Program, University of New Mexico, Hokona Hall 116, Albuquerque, NM, 87131-1241; phone: (505) 277-0474; fax: (505) 277-2269; e-mail: <lday@unm.edu>; Web site: <www.unm.edu/~sfip>.

***AMERICAN UNIVERSITY • Washington, DC**

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

TEMPLE UNIVERSITY • Philadelphia, PA

Temple's Fellows Program has openings for RPCV's interested in teaching at the elementary or secondary level. Openings are primarily for chemistry, biology, physics, general science(s), Spanish, math, computer science. Other options or educational specialties can be considered. Start program in Jan., Sept., or May. Rolling admissions process. Program offers 66% tuition remission and assistance with teaching placement. Call or write for details: Dr. David X. Fitt, Ritter Hall 451, Temple University, Philadelphia, PA 19122-6091; phone: (215) 204-6110.

UNIVERSITY OF DENVER • Denver, CO

The Graduate School of International Studies (GSIS) at the University of Denver is offering an MA degree for RPCVs. The Master of Arts in International Administration with the Peace Corps allows students to combine graduate academic work at GSIS with volunteer service through the Peace Corps. Students complete one academic year of course work (72 quarter hours) at the University of Denver. Remaining academic credits (18 hours), will be counted from one's two-year service commitment with the Peace Corps. For more information, please contact: Andrew Burns, Office of Admissions, Graduate School of International Studies, University of Denver, 2201 Gaylord St., Denver, CO 80208; phone: (303) 871-2544 or (877) 474-7236; fax: (303) 871-3585; e-mail: <gsisadm@du.edu>.

***VIRGINIA TECH • Blacksburg, VA**

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

***CERTIFICATE PROGRAM • Madison, WI**

Earn a TEFL certificate in a five-week intensive teacher-training program to teach English in classrooms overseas. The program offers a hands-on approach to teaching and includes practice teaching, ESL class observation, and job placement assistance. The program is part of an ESL school providing opportunities to interact with professional teachers and international students. No foreign language or teaching experience required. For a brochure, contact: Midwest Teacher Training Program, 19 N. Pinckney St., Madison, WI 53703; phone: (800) 765-8577; e-mail: <info@mtpp.com>; Web site: <www.mtpp.com>.

***LONG ISLAND UNIVERSITY • Brooklyn, NY**

Applications are being accepted for admission to the United Nations Graduate Studies Program for the Spring 2001 semester. Qualifications: BA, BS, or an equivalent degree is required. A certificate is awarded upon completion of 24 credits which may be combined with an additional 12 credits for a master's degree in social science or political science. Classes are offered evenings in Manhattan. Selected courses are offered on the Internet. Contact: Dr. Lester N. Wilson, Long Island University, Brooklyn, NY 11201; phone: (718) 488-1041; e-mail: <Lester.Wilson@liu.edu>; Web site: <www.liu.edu/un>.

LOYOLA COLLEGE • Baltimore, MD

The Shriver Peaceworker Program invites applications from RPCVs interested in a full, two-year fellowship (tuition and stipend) while integrating community service, ethical reflection, and graduate study in education at Loyola College in Maryland. The Peaceworker would assist in the development of service-learning programs at Loyola and enroll with other Fellows in a two-year sequence of seminars and practicum in leadership at The Shriver Center, University of Maryland, Baltimore County (UMBC). The program begins on 7/15/01. Applications must be completed for both programs. For a Peaceworker application contact Dr. Peter Antoci at (410) 455-2494. For a Loyola application, contact Fr. Timothy Brown at (410) 617-2309.

UNIVERSITY OF MARYLAND • College Park, MD

The Shriver Peaceworker Program of the University of Maryland, College Park (UMCP), seeks RPCVs interested in integrating community service, ethical reflection, and graduate studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships that address the areas of education, juvenile justice, and health or community development. RPCVs must apply and be admitted separately to the Urban Studies program at The University of Maryland (please call Dr. Sidney Brower at (301) 405-6796 for an application to Urban Studies). The Peaceworker assistantship covers tuition, stipend and health insurance. Completed applications to both the Peaceworker Program and UMCP are due by 1/15/01. The program year begins in July. For a Peaceworker application, contact: Dr. Peter Antoci, Associate Director, Shriver Peaceworker Program, The Shriver Center, UMBC, 1000 Hilltop Circle, Baltimore, MD 21228-5398, or you may download information at the Web site: <www.shrivercenter.org>.

UNIVERSITY OF OREGON • Eugene, OR

Resource Assistance for Rural Environments (RARE), a Peace Corp's Fellows/AmeriCorps Program, is accepting applications for January 2001 placements. Deadline for applications is 11/10/00. RARE participants assist in the development and implementation of projects relating to community and economic development, watershed and natural resource planning, policy coordination, and delivery of social services in Oregon's rural communities. Living stipend and medical insurance are provided. Participants are eligible to receive an educational award of \$4,725 upon completion of service. Write to: RARE Opportunities, 1209 University of Oregon, Eugene OR, 97403; phone (541) 346-2879; email: <rare@darkwing.uoregon.edu>; Web site: <darkwing.uoregon.edu/~rare>.

UNIV. OF PENNSYLVANIA • Philadelphia, PA

The Post-Baccalaureate Pre-Health Program at the University of Pennsylvania is designed with mature, socially conscious students in mind. The practical/theoretical approach combines classroom work in science and hands-on volunteer experience at area medical centers. Early admissions arrangements with several medical schools available. Flexible full or part-time study, day or evening classes, affordable tuition. Program directed by an RPCV. For information and application, contact: Pre-Health Programs, University of Pennsylvania, College of General Studies, 3440 Market St., Suite 100, Philadelphia, PA 19104-3335; phone: (215) 898-3110; e-mail: <prehealth@sas.upenn.edu>; Web site: <www.sas.upenn.edu/CGS>.

SUL ROSS STATE UNIVERSITY • Alpine, TX

Located in the Davis Mountains, near Big Bend State National Park, and the border of Mexico, Sul Ross State University (SRSU) provides graduate programs in education (counseling), business administration, arts and social sciences, and range and animal science. SRSU offers a limited number of graduate assistantships to interested RPCVs. For more information, please contact: Dr. Trace Pirtle, Director of Student Support Services, Sul Ross State University, Box C-122, Alpine, TX 79832; phone: (915) 837-8203; e-mail: <tpirtle@sulross.edu>; or Jeffrey Healey (RPCV-Africa); phone: (915) 837-8429; e-mail: <jjeffreyhealey@hotmail.com>; Web site: <www.sulross.edu>.

PEACE CORPS' FELLOWS

GEORGE MASON UNIVERSITY • Fairfax, VA

Teach overseas via George Mason University's Fast Train Program, an alternative route to elementary and secondary teacher licensure and international school teaching. Program consists of six courses, taken over a one-year period, either full or part-time. Tuition for the elementary program is charged at the in-state rate (\$562.50/class). Participants can enroll in any semester with no application deadline. A master's degree is available with five additional classes. For more information, please visit the Web site: <gse.gmu.edu/fasttrain> or contact: Jack Levy or Lynn Walker Levy, Fast Train, George Mason University, MS 4B3, Fairfax, VA 22030-4444; phone: (703) 993-3689; fax: (703) 993-3336; e-mail: <jlevy@gmu.edu > or <llwalker3@gmu.edu>.

*SAN FRANCISCO STATE • San Francisco, CA

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

UNIVERSITY OF ARIZONA • Tucson, AZ

The School of Planning offers a Master's in Planning at the University of Arizona. In collaboration with the Peace Corp's Fellows/USA program, graduate students have the opportunity to bring their unique skills back home and gain practical experience working for under-served communities in the U.S. Selected Fellows receive a graduate tuition scholarship covering non-resident tuition and are placed with organizations such as the City of South Tucson, neighborhood, regional, and tribal organizations. These part-time paid positions allow RPCVs to continue working in the field while simultaneously pursuing a degree. While completing the master's, students choose from three concentrations within the program; (1) international/borderlands planning; (2) land use/community development; (3) community design. For more information, contact: Olivia Hanson, Admin Assistant, School of Planning; phone: (520) 621-9597; fax (520) 621-9820; e-mail: <planning@u.arizona.edu>.

WESTERN ILLINOIS UNIVERSITY • Macomb, IL

Western Illinois University is seeking RPCVs for Spring 2001 and Fall 2001 enrollment in their Fellows/USA Program in rural community development leading to a master's degree. Academic programs include: MBA, economics, community health and health services management, geography (rural and regional planning), political science (public administration), and recreation, park, and tourism administration. Fellows spend one year assigned to a rural community working full-time on local development projects, such as downtown revitalization or organization building. Fellows receive a graduate assistantship during campus coursework, and a monthly stipend during the community internship. Contact: Carolyn Lawrence, Illinois Institute for Rural Affairs, 503 Currens Hall, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800-526-9943 or (309) 298-2268; fax (309) 298-2142; e-mail: <CA-Lawrence@wiu.edu>; Web site: <www.iira.org/fellows>.

AMERICORPS/VISTA

OUTREACH COORDINATOR • New York, NY

Position available with Project Enterprise, a peer-lending organization that provides microloans and technical assistance to low-income entrepreneurs. Duties: improves tools to measure impact; finds guest speakers and mentors; fundraises; recruits new borrowers. Qualifications: excellent research and writing skills; knowledge of computer databases; ability to communicate professionally in person and in writing; comfortable with public speaking; Spanish fluency a plus; bachelor's degree required. Benefits: living stipend, medical coverage, childcare and education grant. Send résumé to: Vanessa Rudin, Executive Director, 2303 7th Avenue, New York, NY 10030; phone: (212) 690-2024; fax: (212) 690-2028; e-mail: <pe@projectenterprise.org>.

TEACHING INTERNS • New York, NY

Positions available with Teachers for Tomorrow, a community based nonprofit organization that recruits and trains teachers dedicated to the improvement of urban public schools and the success of children. Duties: teaches during a full-time, yearlong apprenticeship. Qualifications: bachelor's degree in any area of study. Salary: \$15K stipend plus AmeriCorps award. For further information contact: Donna Sulpy, Managing Director, 230 Park Avenue, Suite 1000, New York, NY 10169; phone: (212) 808-6549; fax (212) 808-3020; e-mail: <tft@interport.net>; Web site: <www.teachersfortomorrow.org>.

VISTA MEMBER • San Diego, CA

Positions available with ACCION San Diego, a nonprofit micro-business lending organization. Duties: creates contacts with newspapers, radio stations, community centers, nonprofits, flea markets, business owners and banks; writes articles; gives presentations; identifies potential grant donors; writes proposals; refines a business training program for clients. Qualifications: bachelor's degree; community outreach and writing experience; organizational and networking ability; computer literacy; business knowledge, Spanish a plus. Benefits: living stipend; medical; educational grant. Send résumé to: Susan Lamping, Director of Lending, ACCION San Diego, 1250 6th Avenue, Suite 500, San Diego, CA 92101; fax (619) 685-1470; email: <sjlamping@aol.com>.

COORDINATORS • Anchorage, AK

Positions available with Nine Star Enterprises, a nonprofit organization dedicated to developing individual and group potential for success through quality education, job preparation, and computer skills training. Increased accessibility coordinator duties: researches and develops grants to provide facilities with increased accessibility for individuals with disabilities. Literacy opportunities coordinator duties: coordinates and maintains a variety of literacy-based programs. Send résumé to Dawn Maye-Myers, AmeriCorps*VISTA Leader, Nine Star Enterprises, 125 W. 5th Ave., Anchorage, AK 99501; phone: (907) 279-7827; fax: (907) 279-3299.



Opportunities For Additional Overseas Experience! CRISIS CORPS IS LOOKING FOR COMMITTED RPCVS

As part of the Peace Corps' commitment to expand its contribution in the fight against the spread of HIV/AIDS, Crisis Corps Volunteers will be sent to a number of African countries throughout 2000 and 2001 to work with a wide range of HIV/AIDS projects. Assignments will encompass a variety of sectors, from NGO strengthening to HIV/AIDS curriculum development, and other activities in support of reducing the incidence and impact of HIV/AIDS in Africa. RPCVs who have served/worked in Africa and have successfully completed their Peace Corps service are encouraged to apply to the Crisis Corps.

RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application form 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> to request an application. For more information on the Crisis Corps, please visit their Web site.

Internet Tips

For job hunting and career services, visit these World Wide Web sites:

<www.careerpath.com>	<www.careersite.com>	<www.careerweb.com>
<www.careershop.com>	<www.careermag.com>	<www.acinet.org>
<www.careerbuilder.com>	<www.monster.com>	<www.hotjobs.com>

Get your job search on track with Returned Volunteer Services'
Career T.R.A.C.K. Transitions, Readjustment, Assistance, Careers, Know-how
<www.peacecorps.gov> (click on "Returned Volunteers")

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HOLIDAY CLOSING

The Peace Corps will be closed on Monday, October 9, 2000, in observance of Columbus Day.

October Career Series Presentation

What and When:

October 11, 2000, 12 Noon – 1:30 p.m.

RPCV Paul Slattery (Chile, 1965–67), a management consultant with 25 years of U.S. and international experience, will discuss the vital role of Emotional Intelligence (EQ) outside the boundaries of traditional Intelligence Quotient (IQ).

RPCVs will be able to participate in a group exercise that integrates Peace Corps experiences into résumés, cover letters, inquiry letters, marketing letters, and interviews as they relate to the five EQ areas (self-awareness, emotional self-regulation, motivating oneself, empathy, social relationships).

Where:

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

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

2000 CAREER SERIES

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HOTLINE NOTICE

When did you end your Peace Corps service?

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

Please note: The National Peace Corps Association is offering partial subscriptions until 6/1/01 when current *Hotline* issues become available online. For further information, contact the NPCA at (202) 293-7728; e-mail: <nPCA@rpcv.org>.