

H TLINE

A Bulletin of Career, Educational, & Reentry Information & Opportunities for RPCVs

HOT RESOURCES

Check out the information below to help you in your career planning:

What Color Is Your Parachute?
2003 Edition: A Practical Manual for Job-Hunters and Career Changers

by Richard Nelson Bolles
Ten Speed Press, 2002

Finding a Career That Works for You: A Step-by-Step Guide to Choosing a Career and Finding a Job

by Wilma R. Fellman
Independent Publishers Group, 2000

The Occupational Outlook Handbook, revised every two years, is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their work lives. For a copy, go to www.bls.gov/oco/home.htm.

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For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or 800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1431 or 1421
Website:
www.peacecorps.gov/rpcv/hotline

Ten Career Myths Held by PCVs and RPCVs

Henry Ford said, "The School of Experience is the best school—but by the time you graduate you are too old to use it." Too many people, not just Peace Corps Volunteers (PCVs) and returned Peace Corps Volunteers (RPCVs), make mistakes in their career planning, and by the time they correct them they have lost valuable time—maybe years. Following are some myths that need to be nipped in the bud before you waste time because of them.

MYTH 1: In order to succeed in a career, you should have a good picture of what you want to do early in life.

Few can predict where they want to be or what they want to do 10 years from now, or even three years. Often the best we can do is to develop a reasonable job objective each time we are in the job market and launch the best possible campaign to get that job.

Most people change jobs or occupations many times in their lifetime. But, as the old Chinese proverb says: "A journey of a thousand miles begins with a single step." You need to determine the best direction in which to move and make that first step. Later, your career goals may be more refined, or radically changed, as you look for jobs and have interviews. Many end up in some very

exciting jobs that they never knew existed a few years before.

MYTH 2: By studying your interests, abilities, and values, you should be able to pinpoint the type of job that is just right for you.

Like ready-made shoes from a store, jobs are only going to roughly fit your interests, abilities, and values. Even those "dream jobs" have negatives such as employers who decide at 4:30 p.m. that you must work on Saturday.

Everything you have done in life has probably included an element of compromise, and you have learned to take the good along with the bad. Your goal is to find the career field, the employer, and the job that has the most pluses and the fewest minuses, as far as you are concerned. And there are a lot of exciting possibilities.

MYTH 3: My career field will probably be related to my past experiences and contacts.

Few can predict where career paths will lead, and many of us will end up in fields about which we know very little today. Contacts, chance work assignments, new technology, and your likes and dislikes on early jobs may move you far from your original goals.

A lot of exciting career options may pop into your life—ones that

you never heard of. Ask a group of young people what they want to do and many will say, "actor, singer, dancer," for that was what they did for recreation in high school. Few will make it to the top in those fields, and many will work in such areas as inventory control, pension planning, or direct-mail advertising. You might, for example, end up managing a state foundation for the arts, helping a famous person write his or her memoirs, or find an exciting overseas job developing new markets for American products.

MYTH 4: Without a firm career goal in mind, it's impossible to launch a job campaign.

Ask 100 Americans if they have a career goal and probably 70 will fumble around before they admit no. Most of us, however, have some good ideas about what we like and dislike, and these lead to general career objectives. We interview for jobs in those areas.

Employers, however, expect applicants to be able to verbalize their plans in a clear and convincing manner. You should be able to cite logical career objectives—closely related to the job in question. If, for example, you were exploring jobs in bilingual teaching, international banking, or overseas

PUBLIC SECTOR

TEACHERS • MS

Positions available with Mississippi Teacher Corps, a two-year program for non-education majors that helps fill "critical-needs" areas of Mississippi. Duties: teach at high-school level. Qualifications: no previous education coursework or experience required. Benefits are full scholarship for a Masters in Education from the University of Mississippi (completed during the two-year program); full pay and benefits (starting salary: \$26K); free textbooks; housing and stipend during the initial summer training; teacher certification; continuous field support. Deadline: 3/12/04. Download application at website or write to Mississippi Teacher Corps, School of Education, P.O. Box 1848, University, MS 38677; phone: 800.884.7606; e-mail: mtc@olemiss.edu; website: www.mtcorgs.net.

CAMPUS RECRUITER • Columbia, MO

Position available with the Peace Corps at the University of Missouri (MU). Duties: develops and implements a program to increase awareness of the Peace Corps within Columbia and MU; coordinates all Peace Corps-related activities (information sessions, career fairs, group presentations, and recruitment campaigns); organizes and facilitates regular meetings with area schools, student clubs, and organizations on campus; evaluates applications and interviews potential volunteers; interacts with local RPCV group. Qualifications: RPCV with acceptance for graduate studies at MU College of Agriculture, Food, and Natural Resources; excellent communication skills with ability to work with minimal supervision; 20 hours per week throughout the year. Send letter and résumé to: Don Spiers, 114 ASRC, University of Missouri, Columbia, MO 65211; phone: 573. 882.6131; e-mail: spiersd@missouri.edu.

CAMPUS RECRUITER • Flagstaff, AZ

Position available with the Peace Corps at Northern Arizona University. Duties: works with the Los Angeles Regional Peace Corps Office to help coordinate recruitment campaigns on campus; recruits potential PCVs; increases awareness of the Peace Corps on campus and northern Arizona. Qualifications: graduate student at NAU; RPCV; able to maintain regular office hours (average of 20 hours/week). Contact Laura Hoffman at phone: 928.523.5583; e-mail: peacecorps@nau.edu.

PRIVATE SECTOR

CASE MANAGER • Washington, DC

Position available with ChristHouse, a 32-bed medical facility serving homeless men and women. Duties: works with patients to obtain entitlements; coordinates patient care and discharge planning; assists patients in participation for recovery programs; refers patients for appropriate treatment from mental health service providers; participates in HIV/AIDS and alcohol/drug educational programs. Qualifications: commitment to serving homeless persons; ability to work effectively as part of an interdisciplinary medical team; B.A. in social work, B.S.W., or commensurate experience. Salary in mid/high 20s. Send cover letter and résumé to Personnel, 1717 Columbia Road, NW, Washington, DC 20009; fax: 202.232.4972; e-mail: administration@christhouse.org; website: www.christhouse.org .

ESL TEACHERS • AK

Positions available with Lower Kuskokwim School District. Duties: teach English language development to limited English proficient elementary students in a Yup'ik Eskimo village on the Bering Sea coast. Qualifications: full public school teaching credentials; eligibility for an Alaska

Teaching Certificate; ESL training and experience preferred. Salary: \$39K-\$69K. Because of limited teacher housing, these positions require that you share a two-bedroom house with another teacher. Send résumé, letter of interest, and list of references to Gary Baldwin, LKSD, Box 305, Bethel, AK 99559; phone: 866.543.4887; fax: 907.543.4900; e-mail: gary_baldwin@lksd.org; website: www.lksd.org.

SR. PROGRAM OFFICER • Washington, DC

Position available with International Foundation for Election Systems. Duties: manages current programs in Angola, Kenya, Malawi, and South Africa and helps develop new business opportunities for IFES; pursues development of new concepts with local and international partners, donors, and other relevant governmental and non-governmental actors; monitors and analyzes events and U.S. foreign policy objectives throughout the region; provides region-wide management oversight to ensure coordination and cross-fertilization among all programs. Qualifications: master's in international relations, political science, management, or public administration, or a related field; minimum five years of functionally related professional experience; bachelor's degree acceptable with minimum of seven years of related experience of which two cumulative years will have been spent implementing a project in country; flexible personal schedule and willingness to travel; strong familiarity with regional politics, culture and U.S. assistance programs is required; proficiency in a regional language; skill at prioritizing and completing multiple tasks; experience in areas of personnel, project, and budget management; excellent written, oral, and cross-cultural communication skills; proficiency in MS software applications, including Word, Excel, and Project. Deadline for applications: 11/01/03. Send résumé and cover letter to e-mail: jobs@ifes.org ("SPO Africa" in the e-mail subject line).

MULTIPLE POSITIONS • Washington, DC

Positions available with the World Wildlife Fund. Positions include: HR director of employment and performance management; director of facilities and administration; controller; regional forest officer for Latin American and the Caribbean. Website: www.worldwildlife.org/jobs.

PROJECT ADMIN. • Washington, DC

Position available with The Institute for Public-Private Partnerships, Inc., a small international firm. Duties: assumes oversight of a portfolio of international development projects; assists in budgeting for new business cost proposals. Qualifications: bachelor's degree; two to three years of international development project experience preferred; effective communication skills; spreadsheet and budgeting experience with international donor-funded projects highly desired. Send résumé to e-mail: hrdept@ip3.org; website: www.ip3.org.

HOT! OPPORTUNITIES

PEACE CORPS WEEK DATABASE ASSISTANT • Washington, DC

Full-time position available 12/15/03 through 3/18/04 in the Peace Corps Office of Domestic Programs assisting with Peace Corps Week (March 1 through March 7). Duties: enters data from incoming reply cards sent in by RPCVs; responds to e-mail and telephone inquiries about Peace Corps Week; maintains database. Qualifications: excellent written and oral communication skills; careful attention to detail; ability to handle multiple projects simultaneously; data entry experience. Salary: \$15.90/hour (FP-7/01). Send cover letter and résumé to Peace Corps Day Coordinator, Domestic Programs, 2nd Floor, 1111 20th Street NW, Washington, DC 20526; fax: 202.692.1421.

SCHOLARSHIP PROGRAM ADMINISTRATION • Washington, DC

Twenty positions available with The Discover Card Tribute Award Program. Duties: help administer national high school scholarship program; assists with processing large volume of scholarship applications—document screening, classification and packaging. Qualifications: detail-oriented; follows directions well; works independently; team player; can read large amounts of material; flexible; willing to do variety of tasks. 40-hr week: Beginning around 1/08/04 (TBD), lasting for two weeks, including MLK holiday. Salary: \$11/hour w/ some benefits; near metro stop. Great opportunity for job-seeking RPCVs to network and sharpen office skills in friendly, professional setting; phone: 703.237.8006; e-mail: fc@corestaff.com.

PARALEGAL • Washington, DC

Position available with Whitman-Walker Clinic, a nonprofit provider of HIV-related pro bono legal services. Duties: works in public benefits and a broad range of civil legal matters; excellent writing, organizational, computer, and interpersonal skills; ability to multi-task. This position requires one evening per week and access to a car. Qualifications: B.A. or equivalent professional experience; Spanish speaking skills are strongly preferred; sensitivity to HIV/AIDS and gay/lesbian issues. The salary range for this position is \$27K to \$35K. Please fax résumé to: 202.797.4431; e-mail: resumes@wwc.org.

HOUSEPARENTS • NH

Position available with The Lukas Community, a small residential community for developmentally disabled adults. Duties: lives and works full-time with developmentally disabled adults; provides personal care; performs household and land chores; participates in and leads daily therapeutic activities. Qualifications: strong commitment to the well being of these people, as well as the community. The community and program is shaped by the principles of anthroposophy, as developed by Rudolf Steiner. Benefits include two days off per week; room and board; transportation; salary; medical/dental; retirement; eight weeks of vacation per year. Deadline for applications: 11/1/03. Contact David Spears, The Lukas Community, P.O. Box 137, Temple, NH 03084; phone: 603.878.4796; fax: 603.878.4111; e-mail: lukas@monad.net; website: www.lukascommunity.org.

INVESTMENT REP. • Various USA

Positions available with Edward Jones as an investment representative. Build a business and run it from your branch office in a location of your choice. Build relationships with clients and help them reach their financial goals by recommending appropriate investments and services. If you are an accountant, teacher or lawyer, visit the website and apply directly to e-mail: recruit@edwardjones.com; website: www.jonesopportunity.com/us.

ENVIRONMENTAL ED. • Stevenson, MD

Internships and volunteer positions available with the Irvine Nature Center. Duties: conducts environmental education programs for children and adults; leads nature activities at Baltimore City schools and on-site nature walks for kids. Get hands-on experience, learn about nature. Stipends available. Contact Kristy Streett, phone: 410.484.2413, ext.15; e-mail: streettk@explorenature.org.

SHEPHERDING • Townsend, MT

Position available with Round Grove Ranch. Duties: herds sheep this winter on the open range. Qualifications: must be able to hike; ability to perform heavy lifting; work singly in isolated areas for up to five months. The work starts in mid-October and runs through March, with the option of staying through the summer. Will work with trained dogs. Lives full-time in a sheep wagon that is heated with a wood stove. Camp-tender provides groceries and will train a willing novice. Work starts before sunrise and is finished at sunset, seven days a week. \$650 per month plus room and board. E-mail: kingalls2@juno.com.

PROGRAM ASSOCIATE • Washington, DC

Position available with the International Research and Exchanges Board (IREX), a U.S. nonprofit organization specializing in higher education, independent media, Internet development, and civil society programs in the United States, Europe, Eurasia, the Near East, and Asia. Duties: provides administrative and programmatic support for one or more of IREX's Internet programs in Eurasia; edits program news stories from overseas staff; manages program statistics and contributes to program reports; updates and expands the program information resources; monitors program trainings, program expansion, web content development, and other program components; prepares and tracks wire transfers to overseas offices; maintains correspondence with overseas staff on diverse program issues. Qualifications: bachelor's degree; excellent interpersonal and organizational skills; skilled at handling multiple tasks and adhering to deadlines; excellent communication skills, both oral and written; knowledge of the countries and cultures of the former Soviet Union; knowledge of Russian preferred. Submit cover letter and résumé with a subject of "PTD/PA/DS 33-03" to e-mail: resumes@irex.org; fax: 202.628.8189.

SR. PROGRAM ASSISTANT • Arlington, VA

Position available with Management Sciences for Health Center for Pharmaceutical Management (CPM) for the Enhancing Access to Medicines (SEAM) Program. Duties: provides administrative support for the SEAM program, including assisting with electronic communications and information dissemination; processes invoices; tests and implements software; prepares proposals; acts as point of contact for M.S.H. software clients; performs general clerical tasks as needed. Qualifications: bachelor's degree or equivalent relevant experience; excellent organizational, oral, and written communication skills; strong attention to detail; proficiency in MS Office applications; experience or interest in developing, testing, and implementing of software programs helpful. Send cover letter and résumé to Marcia Herrera, Senior Recruitment Officer, Management Sciences for Health, 891 Centre Street, Boston, MA 02130; fax: 617.524.1363; e-mail: jobs@msh.org; website: www.msh.org.

ASSOCIATE • Washington, DC

Position available with the World Bank. Duties: provides support to regional working groups on disability issues; coordinates activities related to a planned major conference on disability and development scheduled for December 2004 around the international day of disabled persons; communicates to Bank staff about the importance of including disabled people in development, and demonstrates what can be done by showcasing Bank and external activities; identifies qualified consultants relevant to the work of the regions; other activities as identified by the advisor on disability and development. Qualifications: bachelor's degree; understanding of issues concerning vulnerable groups with a focus on disability; personal experience with disability preferred; excellent communication and writing

skills; attention to detail; further knowledge of one of the following areas: accessibility, inclusive education, and CBR; second language preferred. Contact Marco Nicoli, Knowledge Management for Disability and Development, phone: 202.473.0304; fax: 202.522.6138; e-mail: MNicoli@worldbank.org.

HEAD OF SCHOOL • Friday Harbor, WA

Position available with Spring Street School to begin in 7/04. The school is a grade 6-12 coed day school founded in 1995 with a current enrollment of 75 students. Spring Street School's innovative program is designed to challenge students through a combination of intense academic pursuit and a diverse array of experiential learning opportunities. The school places emphasis on creating thoughtful, kind, and intellectually curious lifelong learners. Deadline for applications: 11/15/03. Send letter of interest and CV to e-mail: search@springstreet.org; website: www.springstreet.org (under employment).

***COMMUNITY ORGANIZERS • Nationwide**

Positions available with PICO, a national network of congregation/community-based organizations. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their communities; tap values and strengths of faith-driven people. Issues include housing, health care access, education, safety. Qualifications: desire to make a difference; organizing experience; bachelor's degree; Spanish desirable. Send résumés to: Jim Keddy, PICO California Project, 930 Alhambra Blvd., Ste. 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: PICOcalifornia@aol.com.

COMMUNITY ORGANIZER • Grand Junction, CO

Position available with Western Colorado Congress to work with membership on Colorado's Western Slope. Qualifications: ability to work with people from diverse backgrounds; strong communication skills; ability to travel and attend evening and weekend meetings; experience with political campaigns, legislatures and government agencies, the media, and fundraising also helpful; experience in organizing or nonprofit organizations focused on environmental or social change issues preferred. Salary based on experience (low to mid 20s); four-weeks paid vacation; health insurance; pension plan, sabbatical program after five-years. Deadline for applications: 10/15/03. Send cover letter, résumé, short writing sample, and references to Matt Sura, Director, Western Colorado Congress, P.O. Box 1931, Grand Junction, CO 81502; phone: 970.256.7650; e-mail: sura@wccongress.org

INTERNATIONAL**SOLICITATION OF RÉSUMÉS • Various**

Positions available with MetaMetrics, a small firm providing international technical services to USAID and the World Bank. Seeking junior, mid-level, and senior personnel for future project proposals and potential short-term and long term assignments.

Qualifications: international experience in the areas of democracy and governance, rule of law, health, education, and small/micro-enterprise development are sought. Skilled professionals are encouraged to submit their résumés to be maintained on MetaMetrics' roster of associates and consultant database to be considered for future opportunities. For more information on the projects of MetaMetrics, anticipated needs, and contact information, please visit the website: www.metametrics.com.

TEACHING/LEADERSHIP • Thailand

Positions available with GlobalQuest, a nonprofit educational organization which offers international semester programs to high-school seniors and recent graduates in Thailand. Duties: build and lead a small community of learners in Thailand. Qualifications: teaching and community building experience at the high school level; knowledge and appreciation of Thai culture, history, and current events; able to speak Thai confidently. Salary \$9-\$16K per semester, year-round opportunities. Send résumé to Sheila Sullivan, 60 Warwick Street, Portland, ME 04102; e-mail: sheila@gwi.net; website: www.gquest.org.

DEMOC. SUPP. • Europe, Balkans, Central Asia

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development, democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required.

Apply online at www.pae-react.com. For general employment information, contact Leslie Smith in the Recruiting Office, phone: 703.248.1674 or 800.405.7593.

VARIOUS POSITIONS • Bukavu, DRC

Positions available with Food for the Hungry International (FHI). Refer to the website for specific jobs at www.fhi.net/involve/employment.html. The incumbent will be responsible for management, planning, budgeting, control, reporting. Qualifications: B.S./B.A. in accounting/finance; M.B.A. preferred; three years of managerial finance experience ideally with an international NGO; excellent computer skills – MS Office, accounting software, and Sun System; familiar with USAID/OCHA donor reporting procedures; French required, Swahili a plus. Candidates must realize and accept that this is a high risk posting. Because of the war and the isolation of the region, communication and transportation are limited, making it more difficult to access traditional coping mechanisms in a high stress environment such as contact with family and friends. This is a non-family post. Deadline for applications: 10/14/03. Send résumé and cover letter detailing how your experiences fulfill each requirement (MS Word attachments) to FHI/DRC HRD, e-mail: drc_cvs@fhi.net; website: www.fh.org/findout/CorpID.shtml.

ECO-LODGE OPERATIONS • Quito, Ecuador

Position available at Sani Lodge, the only indigenous-owned lodge in the Ecuadorian Amazon. Duties: assists with operation of the lodge; escorts guests to the lodge; leads field excursions into the jungle; facilitates interaction between community members and guests; helps maintain office operations. Qualifications: Spanish

fluency; ability to work independently; field experience. Compensation: training; monthly stipend; in-country travel. One-year commitment, flexible start date. Send cover letter and résumé to Tom Quesenberry, e-mail: info@sanilodge.com.

PROGRAM OFFICERS • Uganda

Positions available with IRM, a 501(c)3 nonprofit working in Africa, Asia, and Latin America in sustainable development and natural resource conservation. IRM seeks candidates for program officers and short-term assignments in: NGO and community-level capacity building; community sustainable economic development and institutional analysis; conflict management and multi-stakeholder facilitation. Qualifications: fluency in English; capability in local languages is a plus; five years of international conservation and development experience; work experience in Africa. Send CVs to Alejandra Ona at e-mail: Alejandra@irmgt.com; fax: 202.293.386.

POPULATION FELLOWS • Worldwide

The Population Fellows Programs offer two-year professional fellowships to individuals with a recent graduate degree and experience in population/reproductive health or population-environment. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a professional-level stipend and benefits. Contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfps.

Peace Corps Week March 1 – March 7, 2004

Sign up to participate. Respondents receive a free Peace Corps Day presentation kit, which includes souvenirs for the audience, a poster, and other materials to help prepare for and promote the day.

Online registration is available at www.peacecorps.gov/rpcv/peacecorpsday

Or complete this form and mail to:

Peace Corps Day, 1111 20th Street, NW
Paul D. Coverdell Peace Corps Headquarters
Washington, DC 20526
Fax: 202.692.1421

If you have any questions, please contact us at pcday@peacecorps.gov or call 800.424.8580, press 2, then ext. 1961.



Please reply by
January 15, 2004

Name: _____

Former name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Is this a change of address? Please check: Yes _____ No _____

E-mail address: _____

Home phone: _____

Work phone: _____

Country and dates of service _____

PRIVACY ACT NOTICE: The collection of this information is authorized by the provisions of the Peace Corps Act (22 USC 2501 et seq.). Information will be used to involve former Volunteers in agency affairs and may be released to returned Peace Corps Volunteer groups, the media, and others for use in the recruitment process. Providing this information is voluntary.

RVS PUBLICATIONS UPDATE

New editions of the following RVS career manuals are now available online in PDF format:

Careers in Agriculture
Environmental Careers
International Careers

Download the entire manuals from the Peace Corps website:

[www.peacecorps.gov/
index.cfm?shell=resources.former.carres.rvspubs](http://www.peacecorps.gov/index.cfm?shell=resources.former.carres.rvspubs)

Coming in fall of 2003:

The Graduate School Guide

TEACHER • Shanghai, China

Positions available immediately at new American school for foreign children living in China. Teachers are needed to teach pre-K through 8th grade classes. The curriculum will follow that of the California public school system's. Benefits include annual roundtrip between the U.S. and Shanghai, room and board, and medical coverage during the school year, and tour to out-of-town tourist attractions. Commitment must be made for the entire school year (now through next June). Send résumé to e-mail: PeterTC@comcast.net.

*INTL HEALTH AND EDUCATION • Israel

In collaboration with Columbia University's health sciences division, the medical school at Ben Gurion University of the Negev offers a four-year medical degree in international health and medicine. The program is taught in English and enrolls students who seek a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. Medical Licensing Exam and are expected to complete residencies in the United States. The program is approved by the U.S. Department of Education. Contact the admissions office at 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; e-mail: bgcu-md@columbia.edu; website: cpmnet.columbia.edu/dept/bgcu-md

EDUCATION

UNIVERSITY OF THE PACIFIC • Stockton, CA

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a Master of Arts in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other

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marketing, you would need to explain for each position how your skills, experiences, and interests are closely related to the job involved.

MYTH 5: Hard work is the key to finding the best job and advancing in your career.

Right, we can hardly call this a myth. But hard work alone is not the key. The real key to success is working smart, doing the important things well, and not wasting time on insignificant activities. How do you learn to work smart? By using common sense, by learning what your employer considers the key elements in your work, and by educating yourself about job hunting by reading books such as the *Complete Job Search Handbook*, by Howard Figler, or *Guerrilla Tactics in the New Job Market*, by Tom Jackson.

If you are looking for a federal job, for example, don't waste time on interviews until you have spent the half hour or so it takes to understand the special hiring status of returned Volunteers. Then, take some copies of the regulation to the interview. Chances are the agency representative never heard of them. Your copy may greatly expedite your hiring.

MYTH 6: Unemployment is such a problem these days. I'll never get a job.

Sitting on your atoll reading *Newsweek* you may assume that much of America is jobless. This is for the same reason that many overseas readers of American media assume that Chicago is full of gangsters or that all Americans like professional football. This is nonsense, as is the tendency to read too much into poor economic reports.

The rate of unemployment for college graduates, for example, over the last decade has been about two to four percent—roughly one-third less than the national average. The rate is equally low for persons with enough talent to pass screening by the recruitment unit in the Peace Corps.

MYTH 7: Employers react negatively to the Peace Corps experience. A corollary to this might be: Peace Corps service temporarily retards career development.

Few employers are opposed to the idea of the Peace Corps. What they may find difficult, however, is the bridge between your Peace Corps Volunteer experiences and their jobs.

You must break down your Peace Corps experiences into career skills that mean something to the employer. This means citing tasks such as planning, managing, expediting, selling, reporting, motivating, developing, organizing. It is your responsibility to "translate"

your Peace Corps experiences into skills and language appropriate for employers.

MYTH 8: It is so hard to tell about jobs before you go to work for an organization that it doesn't make sense to be so selective about prospective employers.

You can get a lot of information about an organization through research before you ever walk in the door. And this is the kind of research that will make you a much stronger job candidate. Look at reports, talk with customers or those served, and see if you or your friends have contacts already with the organization.

If you get a job offer, you can always ask to revisit the organization and talk with prospective supervisors and colleagues before you make up your mind.

MYTH 9: The best person gets hired for the job, so why interview in places where my qualifications are only average?

Actually, the best person does not always get hired for the job. The person who best demonstrates knowledge of the employing organization and its needs, who verbalizes a clear career goal related to those needs, and who is most liked by the interviewer gets hired. Remember that organizations do not make hiring decisions based on rigid standards; those decisions are made by individuals.

The record shows that the world has millions of jobs, good jobs, for people just like us. Over 100 million people work in America today. Jobs don't just go to the "best and the brightest," they go to people who can express a clear career goal and who work smart on the job. That is why it is so important to work at the process of career planning and why, we repeat, if you follow the exercises in your *Career Resource Manual/RPCV Handbook*, you should be ahead of most job seekers in the United States.

MYTH 10: Because I have so little experience, I can't impress employers.

Employers know that at one stage in life all of us are young and lack much job experience. No one who has served overseas with the Peace Corps falls into the "no experience" category.

If you had little prior experience before joining the Peace Corps, your best strategy may be to impress employers with your sincere interest in their organization, a good sense of where you are going, and how those two things fit together.

Note: Article reprinted from the 2001 Career Resource Manual/RPCV Handbook published by Peace Corps' Returned Volunteer Services. A new edition of the publication will be produced in 2003-04.

commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Phone: 209.946.2836; e-mail: kjaggears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

FELLOWSHIPS • Various

IREX is pleased to announce the 2004-2005 grant opportunities for U.S. scholars. IREX's U.S. scholar programs are funded by the United States Department of State Title VIII Program, the National Endowment for the Humanities, John J. and Nancy Lee Roberts, and IREX's own Scholar Support Fund. IREX supports the following programs: Individual Advanced Research Opportunities Program (IARO). Deadline: 11/1/03. Grants of up to \$40K for up to nine months to U.S. scholars for research in the social sciences and humanities in Europe and Eurasia.

Applicants can choose from fellowships in policy research and development or fellowships in the humanities. The Caucasus Regional Policy Symposium. Deadline: 12/1/03. In collaboration with the Woodrow Wilson Center for International Scholars, will be administering a symposium to bring together senior and junior U.S. scholars to discuss a variety of political, economic, historical, and cultural topics related to the Caucasus and its relationships with neighboring Russia, Turkey, and Iran. Junior scholars will be chosen based on a national competition. Short-Term Travel Grant Program (STG). Deadline: 2/1/04. Grants of up to \$3K for up to two months of independent or collaborative research in Europe and Eurasia for postdoctoral scholars and professionals with terminal degrees. John J. and Nancy Lee Roberts Fellowship Program. Deadline: 3/15/04. A single grant of up to \$30K for research projects lasting up to 12 months. This year, applications will be accepted for research only on primary, secondary, and higher education in the Middle East. Eligibility

requirements vary by program. Please contact IREX for applications and more information on these and other programs by e-mail: irex@irex.org; phone: 202.628.8188; website: www.irex.org.

UNIV. OF THE PACIFIC • Stockton, CA

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a Master of Arts in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Phone: 209.946.2836; e-mail: kjaggears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

OHIO UNIVERSITY • Athens, OH

Ohio University Center for International Studies offers interdisciplinary master of arts in international affairs degree in African, Southeast Asian, Latin American, international development, or communication and development studies. Qualified RPCVs have competitive advantage for scholarships, assistantships. Foreign language area studies (FLAS) fellowships available. Deadline for applications: 1/1/04. Visit the website: www.ohiou.edu/internationalstudies; e-mail: International.Studies@ohiou.edu; phone: 740.593.1840.

PEACE CORPS FELLOWS/USA



WESTERN ILLINOIS UNIVERSITY • Macomb, IL

Western Illinois University is seeking RPCVs for enrollment in its award winning Fellows/USA Program in community development leading to a master's degree in geography (rural and regional planning); political science (public administration); economics; community health; recreation, parks, and tourism administration; or business administration (MBA). After completing all campus course work, Fellows spend 11 months assigned to a rural community working fulltime on a variety of community development projects. The program offers outstanding financial benefits, a supportive team approach, and excellent job placement upon graduation. Please contact Carolyn Lawrence, Peace Corps Fellows Program, 503 Currens Hall, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800.526.9943 or 309.298.2268; fax 309.298.3216; e-mail: CA-Lawrence@wiu.edu; website: www.peacecorpsfellows-wiu.org.

GEORGE MASON UNIVERSITY • Fairfax, VA

GMU's School of Education offers both an elementary licensure program and an ESOL program. Both have optional master's in education. Start fall, spring semester, or summer (ESOL only); after taking some of the courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$1,000 stipend. Fellows also have the option of teaching internationally. Fellows may be completing course work while working in the schools. Tuition is charged at the in-state rate. Students who are out of state must pay an additional \$25 per credit hour. Contact Jack Levy or Lynn Walker Levy, phone: 703.993.3689 or 703.993.3602; e-mail: jlevy@gmu.edu or lwalker3@gmu.edu.

JOHNS HOPKINS UNIV. • Baltimore, MD

The School of Nursing offers a program of study for those students who possess an undergraduate or graduate degree in a discipline besides nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined BS to MSN Program are available. Majors include, but are not limited to: nurse practitioner, clinical specialist, community health nursing, and joint MSN/MPH. For more information, contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe Street, Baltimore, MD 21205; phone: 410.955.7548; e-mail: jhson@son.jhmi.edu; website: www.son.jhmi.edu.

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in underserved U.S. communities. Find out more at www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

INTERN/VOLUNTEER

INTERNSHIP • Scotts, MI

Positions available with Tillers International for the 2004 season. The educational center focuses on teaching low-capital appropriate technologies for rural areas. Tillers' program features ox and horse-powered farming and support skills in blacksmithing and woodworking. Qualifications: educational support experience in teaching, writing, photography, video, or desktop publishing a plus. Draft animal skills are taught on the job as well as farming, gardening, blacksmithing, and woodworking. A great environment for broadening skills for international rural development. Openings for February or early March through November. Modest stipend and housing provided. Send résumé, letter of application, and phone numbers for two references to Tillers International, 10515 East OP Avenue, Scotts, MI 49088; phone: 269.626.0223; e-mail: tillersox@aol.com; website: www.wmich.edu/tillers/.

EXECUTIVE DIRECTOR • VA

Position available with The Center for the Prevention of Genocide. Duties: sustains the charity and manages its influential early warning system; coordinates emergency crisis procedures and oversees the writing and publishing of journals and country reports. Qualifications: retired professional with Foreign Service, nonprofit, or human rights experience; strong executive

background; fundraising and grant-writing experience and organizational skills. Contact Richard O'Brien, phone: 703.528.5338; e-mail: info@improvetheworld.org.

PROJECT COORDINATOR • Stamford, CT

Positions available with Building with Books. BwB has built dozens of schools in nine developing countries with the help of students in the United States. Students contribute to the construction by helping to raise funds. We currently build in Mali, Nepal, Haiti, Nicaragua, and Burkina Faso. Duties: supervises the construction of the schoolhouse; ensures that the project runs efficiently and that the school is built according to plan, schedule, and budget; documents daily life in the village with slides and video; posts weekly web updates and facilitates e-mail exchanges between students in the village and students in the United States. The PC must commit to two years of service. Qualifications: B.A. degree, preferably in related field; cross-cultural experience; community service and volunteer experience; proficiency in 35mm photography and experience with video cameras; ability and willingness to live in primitive conditions (i.e., no electricity, no running water, few modern medical facilities); access

to a car while in the United States; proficiency in one or more of the following foreign languages: Spanish, French, Haitian Creole, Bambara, Moré, and Nepali. Qualifications: well-organized; mature; adventurous; outgoing; resourceful; flexible; self-motivated and creative; capable of finding solutions to difficult problems on their own. Send a cover letter and résumé to Alex Agosti, VP International Programs, fax: 203.961.5087; e-mail: aagosti@buildingwithbooks.org; website: www.buildingwithbooks.org.

AMERICORPS/VISTA

FELLOWSHIPS • North Lake Tahoe CA/NV

Position available with The Parasol Community Foundation. Qualifications: bi-lingual Spanish/English applicants encouraged to apply. Commit for a year of full-time service, receive health benefits including dental, and receive an education award upon successful completion. Deadline for applications: 10/15/03. Contact Marjie Merriam, phone: 775.298.0100; e-mail: marniem@parasol.org; website: www.parasol.org/AmeriCorps_summary.htm.

HOTLINE NOTICE

Current *Hotline* copies are available online free of charge. Go to www.peacecorps.gov/rpcv/hotline/current.pdf to download the latest issue in portable document format (PDF).

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail: hotline@peacecorps.gov. Thanks!

Crisis Corps Recruiting Short-Term Volunteers



Cameroon

Architect/construction manager to collaborate with local architect on the design of building to be used as education/research station. Required: Africa RPCV with architecture or building design degree, experience with construction using appropriate technology, advanced French required.

Malawi

Nutrition PRA trainer of trainers position to assist in creation of strategic plan to incorporate nutrition and PRA techniques into current programs. Required: nutrition background with emphasis on children under the age of five, experience in project design, and strategic planning.

Tanzania

HIV/AIDS Initiative: One six-month radio instruction assignment to help write master plans, assist with scriptwriting for the programs, incorporate interactive teaching methods, and assist with program evaluation. Required: Africa RPCV with Kiswahili language skills and experience in the following areas: education and youth development, Life Skills, and program evaluation. Begins late August/early September.

Upcoming Assignments

Crisis Corps anticipates additional HIV/AIDS and program development assignments throughout Africa over the next several weeks. All RPCVs with appropriate skills are encouraged to apply.

Current Crisis Corps Countries

Volunteers are presently serving in the Federated States of Micronesia, Guinea, Kenya, Malawi, Namibia, and Tanzania.

Because of mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to crisiscorps@peacecorps.gov. An application and additional position information can be downloaded from the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

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 and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

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Country/Dates of Service		E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes cannot be made without this form or over the phone. Please allow four to six weeks for any changes to take effect.

October Career Event

Federal Job Applications That Get Results

Jesse C. Freese will present a workshop on writing effective federal job applications. He is a senior recruiter for U.S. Foreign Disaster Assistance, the office within USAID responsible for providing non-food humanitarian assistance in response to international crises and disasters.

Freese will offer advice, hints, and insights on how to best complete federal forms and draft documents answering job-related questions, including KSAs.

When and Where:

October 23, 2003
12 Noon to 1:30 p.m.
Paul D. Coverdell Peace Corps Headquarters
1111 20th Street, NW
Shriver Conference Room A
Washington, DC 20526

For more information, please contact
Elvira May, Returned Volunteer Services,
at 202.692.1445.

Career Assessment Help Available to RPCVs

Effective October 1, 2003, Returned Volunteer Services (RVS) will offer "Discover," a career-decision software program administered through ACT, Inc., to all RPCVs. The questionnaire-based program is designed to assess career-related interests, abilities, and job values to help you consider career options that are a good match for you. In addition, you can learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

Please send an e-mail message to RVS at rvs@peacecorps.gov to receive a password to access the online career assessment service.

Program Manager National Peace Corps Association

One-year contract available to manage classroom speaker match program. Candidates should have working knowledge of database and web management and marketing to education communities. Full details at www.rpcv.org.