

HOTLINE



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

HOT RESOURCES

Career Events

October 13—Washington, D.C.
 October 19—Washington, D.C.
 November 4—Bethesda, Md.

See display ads in this issue for details.

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions, such as:

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

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

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

visit

www.peacecorps.gov/index.cfm?shell=resources.former.formervolfaq.

Peace Corps HOTLINE

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

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

PUBLIC SECTOR

ESL TEACHERS • Arlington, VA

Positions available with Arlington Education and Employment Program (REEP). REEP is seeking part-time ESL instructors for its non-intensive general ESL and family literacy programs. Classes meet from October 5 through December 16, 2004, on Tuesday and Thursday from 6:30–8:30 p.m. (family literacy) or 7:00–9:00 p.m. (general ESL) at various locations throughout Arlington. Deadline: currently interviewing. Interested applicants should submit a résumé and cover letter to Cheryl Fuentes at cfuentes@arlington.k12.va.us.

TEACHERS • MS

Positions available with the Teacher Corps, a two-year program that offers a full scholarship for a master's in education from the University of Mississippi, full pay and benefits (starting salary: \$30,000), textbooks, housing, stipend during summer training, teacher certification, and continuous field support. No previous education coursework or experience is required. The program is administered by an RPCV. For more information, contact

at phone: 1.800.884.7606; e-mail: mtc@olemiss.edu; website: www.mtcors.net; or write to Mississippi Teacher Corps, School of Education, PO Box 1848, University, MS 38677-1848. Deadlines: 2/15/2005; 4/15/2005. To apply, contact us or download an application from www.mtcors.net.

TEACHERS • Las Vegas, NV

Positions available with the Clark County School District in Las Vegas, Nevada. Qualifications: bachelor's degree with a completed approved teacher education program, including student teaching. The Nevada Department of Education requires U.S. citizenship or permanent residency to be eligible for licensure. Deadline: 6/30/2005. Apply online at www.ccsd.net/jobs.

H.S. MATH/SCI. TEACHERS • CA

Positions available with Barstow Unified School District. Located halfway between Los Angeles and Las Vegas, Barstow's climate and location provide two of the prime ingredients for year-round recreation. Family conveniences include shopping centers, a sports park, and a community hospital. Salary: \$36K–67K plus health benefits. Deadline: open until filled. Con-

tact Sharon Fann at 760.255.6041 or Sherri Getman at 760.255.6016. website: www.barstow.k12.ca.us.

AGRICULTURE AGENT • WI

Positions available with the University of Wisconsin: Bayfield and Ashland Counties—agriculture agent, specializing in home and commercial horticulture and agriculture business development; and Waushara County—agriculture agent, specializing in farm business management. Duties: plan, coordinate, and evaluate educational programs directed at community needs. Qualifications: related experience; master's degree. Submit cover letter (include position title and county), résumé, contact information for three professional references, and undergraduate/graduate transcripts to Cooperative Extension Personnel, 249 Extension, 432 N. Lake St., Madison, WI 53706; e-mail: ces.jobs@uwex.edu. For more information, visit www.uwex.edu/ces/personnel.

TEACHERS • Philadelphia, PA

Positions available with Philadelphia Teaching Fellows. No education experience or coursework required. The Philadelphia Teaching Fellows is a unique initiative of the School District of Philadelphia to recruit, select, and train outstanding professionals and recent college graduates to become teachers in communities that need them most. Teaching fellows will become part of a “New Year” cohort, assuming full-time teaching responsibilities in January. Fellows will teach while attending classes to earn their teaching certification. Applications are being accepted immediately, and interviews are limited. Deadline: 11/8/2004. Visit www.philadelphiateachingfellows.org.

OCTOBER CAREER FAIR

Sponsored by Returned Volunteer Services

Meet and talk one-on-one with representatives from more than 20 organizations that are interested in hiring returned Peace Corps Volunteers.

Wednesday, October 13, 2004
 4 to 8 p.m.

Paul D. Coverdell
 Peace Corps Headquarters
 1111 20th Street, NW
 Washington, DC 20526
 Shriver Conference Rooms A, B, C

For more information, contact Patricia Licata at 202.692.1443.

PRIVATE SECTOR

HEALTH PROG. MGR. • DC

Position available with the Education For Employment (EFE) Foundation.

Duties: manages all aspects of EFE nursing school development in Egypt; evaluates proposals; monitors project development; manages budgets; oversees and recruits staff; assists in the development of other potential programs in the health sector. Qualifications: Ph.D. or master's degree in nursing or related field; five years' experience in design, implementation, and evaluation of relevant educational programs; expertise in ICT education highly desirable. Deadline: 10/22/2004. Send résumé and references to Awais Sufi, managing director; e-mail: employment@efefoundation.org; fax: 202.464.5204.

***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 Boulevard, Suite 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: info@picocalifornia.org.

***TEACHERS • DC area**

Part-time positions available with the Princeton Review. Duties: teach the following test types: SAT, LSAT, GMAT, GRE, and MCAT. Starting salary is \$15–20/hour. All positions have flexible hours, and classes typically meet evenings and weekends. For complete job details, contact at phone: 866.877.7737;

website: www.princetonreview.com (click the employment link).

HOSTEL STAFF • Portland, OR

Position available with Hostelling International. The hostel is part of the worldwide network and is located in Portland's trendy historic district. Duties: registers travelers; provides information; cleans; assists with facility upkeep. Thirty to thirty-five hours/week. Starting wage: \$7.25/hour. Shared two-bedroom apartment and utilities provided at a subsidized rate of \$400/month. Deadline: 10/7/2004. Send cover letter and résumé to Jim Kennett, 2185 NW Flanders, Portland, OR 97210; fax: 503.827.0880; e-mail: jkennett@juno.com. More information at www.2oregonhostels.com.

LEADERS/SUMMER ABROAD • Various locations

Positions available with the Experiment In International Living. Lead high school students to one of 26 countries for three to five weeks next summer. Programs focus on the homestay, but include components of community service, language learning, travel, ecological study, art, and peace and conflict study. Qualifications: B.A./B.S. or equivalent experience; in-country experience; foreign language skills; experience working with high school students; sound health; organizational and logistical skills; sense of humor. All transportation and programmatic expenses, in-country costs, health insurance, and training are covered. Leaders receive \$100/week honorarium. Deadline: 2/18/2005. Contact at 800.345.2929; e-mail: eil@worldlearning.org; website: www.usexperiment.org.

ACCOUNTING ASSISTANT • Washington, DC

Position available with IFES–Democracy at Large. Duties: supports finance department; assists with accounts payable, payroll, and maintains filing systems; processes invoices; processes employee and consultant expense reports and enters into Deltek; enters payment wires, updates daily wire log; reviews employee timesheets and enters into Deltek. Qualifications: minimum of two years' college or two to three years' work experience in financial services; associate's degree preferred; introductory accounting experience preferred; detail oriented and organized; ability to prioritize, take direction, and meet deadlines; team oriented; experienced with Microsoft Excel, Word, etc. Send résumé and cover letter to jobs@ifes.org, indicating "Accounting Assistant" in subject line.

COORD. EARLY CHILDHOOD TRNG. • DC

Position available with Reading Is Fundamental (RIF). Duties: coordinates RIF's early childhood training programs; provides expertise and professional judgment for the design of video-training modules; contributes plans and promotes RIF's Train the Trainer program. Qualifications: M.Ed. in early childhood education or equivalent combination of education and experience; three to five years as a trainer; experience working with caregivers/educators, designing training curricula, and managing training logistics; bilingual (Spanish and English); superior oral and written skills. Submit résumé and salary requirements to Human Resources, 1825 Connecticut Avenue, NW, Suite 400, Washington, DC 20009; fax: 202.673.0077; e-mail: Employment@rif.org.

BILINGUAL NURSE • Washington, DC

Position available with La Clínica del Pueblo. Duties: assists professional staff in providing clinical services in assigned clinics. Qualifications: graduate of an accredited professional nursing school and licensed RN with current District of Columbia license; two years' experience in related work; bilingual—Spanish and English; two years' experience working in a Latino community preferred. Send cover letter with salary requirements and résumé to La Clínica del Pueblo, Admin, 2831 15th Street, NW, Washington, DC 20009; fax: 202.332.0085; e-mail: RESUME@LCDP.ORG.

PROJ. SPEC. EXTERNAL RELATIONS • MD

Position available with Innovation Center for Community and Youth Development. Duties: maintains resource development monthly reporting and organizational monitoring tracking systems; coordinates projects, meetings, events, and processes with the president and vice president, interacting with board members and internal and external customers; maintains efficient, timely, and high-quality written and oral communication with internal and external partners. Deadline: October 15. To apply, e-mail cover letter and résumé to tjefferson@theinnovationcenter.org.

PROGRAM ASSISTANT—IRAQ • Washington, DC

Position available with IFES–Democracy at Large. Duties: reviews and submits field expense reports; generates financial tracking and budget reports; supports recruitment and mobilization of employees; maintains project records; researches and provides

HOT! OPPORTUNITIES

NATURAL RESOURCES SPECIALIST • PA

GS-9 position (recreation planner) available with the Allegheny National Forest. Duties: participates in the development of natural resource plans and policies for the organization; prepares or assists in the preparation of environmental analyses, assessments, and environmental impact statements; collects data for recreation resource databases; maintains a current inventory of facilities and sites; writes site-specific mitigating measures for environmental documents; prepares guidance for implementing land-use plans within the assigned area of responsibility. For more information, contact Carol Burd at 814.927.6628, ext. 133. This job is also posted on www.usajobs.opm.gov.

INTERNATIONAL RECRUITER • MD

Position available with Development Alternatives, Inc. Duties: participates in recruitment for long-term projects and proposals; tailors candidate CVs and develops strategic recruitment campaigns. Visit www.dai.com for full job description. Qualifications: B.A./B.S.; two years' full cycle recruiting experience; strong organizational and writing skills; fluency in a foreign language a plus. Send cover letter and CV to Development Alternatives, Inc., 7250 Woodmont Avenue, Suite 200, Bethesda, MD 20814, Attn: OHR; fax: 732.358.5072; e-mail: ohr@dai.com.

***CHEMONICS INTERNATIONAL • Washington, DC**

Positions available with Chemonics International. The entry-level program seeks dedicated, detail oriented, proactive individuals for careers in international development. Qualifications: advanced degree in international studies or related field strongly preferred; one to two years' administrative work experience is required; knowledge and/or participation in Peace Corps or USAID activities; foreign language skills preferred; Microsoft computer skills, such as Excel, Word, and PowerPoint, and strong oral and written communication skills required. Chemonics offers excellent benefits and training with great opportunities for advancement. Apply online at website: www.chemonics.com.

support in proposal development process; drafts, edits documents; plans and expedites airline, hotel, and visa arrangements. Qualifications: B.S./B.A. in political science, international affairs, or related field; one year of progressive experience at the administrative and clerical level preferred; ability to prioritize, take direction, and meet deadlines; experienced with Microsoft Excel and Word; familiarity with USAID regulations helpful. Send cover letter and résumé to jobs@ifes.org, referencing Job Requisition #22-04 Governance/PA-Iraq in the e-mail subject line.

GEOLOGIST/HYDROGEOLOGIST • NV, CA

Position available with ECO:LOGIC Engineering, a water, wastewater, and storm-water quality specialist consulting firm. Qualifications: degree in geology or hydrogeology (B.S. required, master's in hydrogeologic field preferred); experience in ground-water monitoring system design, well design, interpretation of geophysical data; and demonstrated knowledge of geochemistry, aquifer-testing methods, and geologic field techniques; California professional geologist registration desired or ability to obtain California registration by comity within six months of hire. Send résumé to Neal Colwell, ncolwell@ecologic-eng.com. Reference "Hydrogeologist" in subject line.

ENVIR. ENGR.—WATER TREATMENT • NV, CA

Position available with ECO:LOGIC Engineering, a water, wastewater, and storm water quality specialist consulting firm. Duties: permits, designs, and studies public water systems for private and municipal/public clients. Qualifications: civil or environmental engineer; bachelor of science in engineering required, master's in engineering field preferred; experience in water-system design, and demonstrated knowledge of the following: treatment design, distribution system hydraulics, and surface-water treatment rule; must be able to sit for professional engineer exam in California within approximately one year of hire. Send résumé to Neal Colwell, ncolwell@ecologic-eng.com, Reference "Water Engineer" in subject line.

ENVIR. WASTEWATER ENGINEER • NV, CA

Position available with ECO:LOGIC Engineering, a water, wastewater, and storm-water quality specialist consulting firm. Duties: permits, designs and studies wastewater treatment and disposal systems for municipal/public and industrial clients. Qualifications: civil or environmental engineer; bachelor of science in engineering required, master's in engineering field preferred; experience in wastewater system design, and demonstrated knowledge of treatment design, wastewater characterization, and source-control programs; California professional registration desired or ability to obtain California registration by comity within approximately six months of hire. Send résumé to Neal Colwell, ncolwell@ecologic-eng.com, reference "Wastewater Engineer" in subject line.

SENIOR PROGRAM ASS'T. • Washington, DC

Position available with Population Services International. Duties: provides headquarters support to PSI's social marketing programs in southern Africa and reports to the region's program managers and regional director; works with program management to provide general administrative and programmatic

support to PSI's ongoing programs. Deadline: 10/15/2004. Apply online at www.psi.org.

SCIENCE CAMP INSTRUCTORS • OR

Positions available February to November 2005 with Oregon Museum of Science and Industry (OMSI). Duties: teach ecology, geology, astronomy, or wilderness skills to students ages 8 to 18 in residential outdoor science school programs (spring and fall) and science camps (summer). Salary: \$50–75/day. Qualifications: B.A./B.S. in natural science; teaching experience; residential camp experience; ability to develop and implement lesson plans in variety of subjects; current first-aid/CPR certification; commercial driver's license, lifeguard, wilderness first-responder preferred. Deadline: 12/15/2004. Send cover letter and résumé to Travis Southworth-Neumeyer, Program Coordinator, OMSI Science Camps, 1495 SE Water Avenue, Portland, OR 97214; fax: 503.239.7838.

PROGRAM COORDINATOR, MATH • DC

Position available with For Love of Children's Neighborhood tutoring program. Duties: develops guidelines for student assessment and provides technical assistance with assessment report; supervises three to four part-time site coordinators; refines and implements NTP's copyrighted math curriculum. Qualifications: college graduate with classroom or equivalent experience working with children; some experience supervising is strongly preferred; a background in data evaluation and a working knowledge of Excel is ideal. Position available until filled. Send résumé and cover letter to Mhernandez@flocdc.org or mail materials to Mindy Hernandez, NTP, 1816 12th Street, NW, Washington, DC 20009.

INTERNATIONAL PROJECT ASS'T • MD

Position available with the international division of Sheladia Associates Inc. Duties: checks invoices, formats résumés, maintains correspondence and files, and assists with database. Sheladia has large projects in Mali, India, and Afghanistan, as well as smaller projects in Africa and South Asia. The position does not involve international travel. There is a strong opportunity for career advancement. Sheladia is Metro accessible. Deadline: October 31, 2004. Send résumé and cover letter by e-mail to dzell@sheladia.com. Only finalists will be contacted. No phone calls please.

SR.PROG.ASS'T. BUDGETS/CONTRACTS • VA

Position available with Management Sciences for Health, a nonprofit international public-health management organization. Duties: assists with budget preparation, contracts administration, and compliance with donor regulations for Rational Pharmaceutical Management Plus program contracts. Qualifications: ability to prepare detailed line item budgets and advanced skills in MS Excel and Word. Experience with USAID contracts and Spanish or French preferred. Note: no relocation allowances are available. View full description at www.msh.org. Comprehensive benefits package. Send résumé and cover letter, indicating position of interest, to Marcia Herrera, Senior Recruitment Officer, Management Sciences for Health, 891 Centre Street, Boston, MA 02130; or fax to 617.524.1363; or e-mail to jobs@msh.org.

4-H YOUTH DEVELOPMENT EDUCATOR • NY

Position available with Cornell Cooperative Extension of Westchester County. Qualifications: youth development professional with M.S. degree. Visit www.cce.cornell.edu/careerops/pa337.htm for full position description. Deadline: 10/30/2004. Send letter of intent, résumé, and transcripts to PA#337, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853.

STAFF ASSOCIATE—AFRICA DIVISION • MA

Position available with World Education, a nonprofit organization working in Africa, Asia, and the United States. Duties: provides administrative assistance, particularly financial support, to the Africa division; understands USAID-funding mechanisms; prepares cost proposals/budget; participates in other activities and assumes additional tasks as requested. Will work closely with second staff associate and director of finance. Qualifications: bachelor's degree; finance management skills; excellent writing and communication skills; strong organizational skills; computer proficiency; fluency in French. Send cover letter and résumé to Jenn Berberian, World Education, Inc., 44 Farnsworth Street, Boston, MA 02210-1211; fax: 617.482.0617; e-mail: jberberian@worlded.org.

PROGRAM COORDINATOR • Washington, DC

Position available with Visions In Action. Duties: general management of international volunteer program, including volunteer recruitment and selection; financial management; intern supervision; communication with staff and volunteers overseas; evaluation of volunteer impact; editing and updating booklets, guides, and brochures; coordination of mailings, production, and distribution of newsletter; updating website; and writing proposals and reports. Qualifications: two years' working in Africa or Latin America, B.A./B.S. required, master's degree and/or Spanish or French preferred. Must be able to manage a variety of duties in a small office. Position is part time, 25 hours/week, but may go to full time pending funding. Deadline: November 1. Send cover letter, CV, and three references by e-mail to visions@visionsinaction.org.

COMMUNITY OUTREACH COORD. • DC

Position available with Conservation International for a community outreach and communications and education specialist to support field-based programs. Duties: researches environmental communications/education programs and participatory communication methodologies; assists with M&E needs; and coordinates administrative duties and fundraising. Qualifications: B.A./B.S. or master's in education or environment-related field. Fluency in Spanish and English a must (Portuguese and/or Mandarin a plus). Minimum three years' related experience in the developing world. Salary range: \$25–30K. Send cover letter and résumé to 1919 M Street, NW, Suite 600, Washington, DC 20036; or to e-mail: education@conservation.org, attn: Ms. Daniela Lerda Klohck.

CENTER DIRECTOR • Melbourne, FL

Position available with ELS Language Center. Duties: reports to district and is responsible for all operations concerning the Language Center; promotes and maintains a pleasant work and study environment; keeps informed of regulatory requirements and policies and ensures compliance; establishes

PEACE CORPS FELLOWS/USA



Peace Corps Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a *partial* list of universities and subject areas. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or write to fellows@peacecorps.gov.

University of Arizona Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: gehlers@u.arizona.edu.

University of Cincinnati Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design. Dr. Johanna Looye, phone: 513.556.4943; e-mail: looyejw@email.uc.edu.

University of Denver Denver, CO

International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration. Andrew Burns, phone: 303.871.2544; e-mail: anburns@du.edu.

University of Maryland-Baltimore Baltimore, MD

Social work with dual-degree options in Jewish studies, law, business administration, and public health. Dick Cook, phone: 410.706.1882; e-mail: dcook@ssw.umaryland.edu.

University of Maryland-Baltimore County **Shriver Peaceworker Program** Baltimore, MD

All programs of University of Maryland at Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc. Joby Taylor, phone: 410.455.6398; e-mail: joby.taylor@umbc.edu.

University of New Orleans New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community devel-

opment, land use/environment, historic preservation, urban anthropology, and nonprofit management. Dr. Marla Nelson, phone: 504.280.3110; e-mail: mnelson@uno.edu.

University of North Texas Denton, TX

Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management. Dr. Martin Jaeckel, phone: 940.565.4630; e-mail: mjaeck@scs.unt.edu.

University of Oregon Eugene, OR

Community and regional planning. Megan Smith, phone: 541.346.3881; e-mail: smith@darkwing.uoregon.edu.

University of South Carolina Columbia, SC

Multidisciplinary program (written/oral proficiency in Spanish required). Wendy Sellers Campbell, phone: 803.777.8879; e-mail: wendy.campbell@sc.edu.

International business administration. Reena Lichtenfeld, phone: 803.777.6749; e-mail: rlichten@moore.sc.edu. (program in development)

University of Wisconsin-Milwaukee Milwaukee, WI

Business administration, economics, geography, history, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: heuler@uwm.edu.

University of Wisconsin-Stevens Point Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, soil and water science. Dr. Michael Dombeck, phone: 715.346.3946; e-mail: mike.dombeck@uwsp.edu or Dr. Tim Ginnett, phone: 715.346.4191; e-mail: tim.ginnett@uwsp.edu.

University of Wyoming Laramie, WY

American studies with concentrations in education, geography, history, or literature. Dr. Eric Sandeen, phone: 307.766.3898; e-mail: esandeen@uwyo.edu.

Western Illinois University Macomb, IL

Business administration; community health; economics; geography; health services management; political science; recreation, park, and tourism administration. Thom Anderson, e-mail: tk-anderson@wiu.edu; Carolyn Lawrence, e-mail: ca-lawrence@wiu.edu; phone (for both): 309.298.2268.

Western New Mexico University Gallup, NM

Elementary, secondary, or special education, counseling, educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: maguirep@cia-g.com.

Wichita State University Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher certified), comprehensive social studies, special education (if already teacher certified). Judith Hayes, phone: 316.978.6580; e-mail: judith.hayes@wichita.edu.

Xavier University of Louisiana New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education. Dr. Rosalind Pijaux Hale, phone: 504.520.7498; e-mail: rhale@xula.edu.

relationships with partner schools; develops and implements customer service and public relations activities; oversees executive programs. Qualifications: bachelor's degree, M.A. preferred. At least three years' managing an ESL or educational program with full supervisory responsibilities. Cross-cultural or international experience. Experience in sales and fiscal management preferred. Fax or e-mail applications to Donald R. Back, District Director, ELS Language Center, 4200 54th Avenue South, St. Petersburg, FL 33711; phone: 727.864.7820; fax: 727.867.5345; e-mail: dback@els.com.

EQUINE EDUCATOR • Middletown, NY

Position available with Cornell University for equine professional with M.S. degree in animal science. For full position description, visit www.cce.cornell.edu/careerops/pa350.htm. Deadline: 10/30/2004. Send letter of intent, résumé, and transcripts to PA#350, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853.

BOOKKEEPER OFFICE ASSISTANT • AK; UT

Position available with Alaska Mountain Guides. Duties: performs bookkeeping half time and assists operation manager in managing international adventure travel company half time. Summer in Alaska, Winter in Utah. Deadline: November 15, 2004. Send résumé and cover letter to Darsie Culbeck at e-mail: climb@alaskamountainguides.com.

ASSISTANT MANAGER • Skagway, AK

Position available with Alaska Mountain Guides. Duties: assists the manager in running rock-climbing tour for cruise ship passengers. Computer and interpersonal skills important. April through October. Deadline for applications: December 15. Send résumé and cover letter to Darsie Culbeck at e-mail: climb@alaskamountainguides.com.

RESIDENTIAL COUNSELOR • Washington, DC

Position available with Latin American Youth Center. Duties: conducts placement assessments, provides crisis intervention, and conducts individual,

group, and family counseling; provides referrals to program participants. Qualifications: master's in social work, counseling, or related field; at least two years' experience working with adolescents; experience in substance abuse field a plus; complete medical, child abuse, and criminal clearances; driver's license; fluent in English and Spanish; excellent written and oral communication; strong organizational skills; ability to relate to culturally diverse population. Send résumé and cover letter to LAYC, Independent Living Program, 1419 Columbia Road, NW, Washington, DC 20009 or via fax: 202.518.2358, attn. Steve Chaplain.

SHEEPHERDER • Townsend, MT

Position available with Round Grove Ranch to herd sheep with trained dogs on the open range. Applicants need to be physically fit and capable of living alone in isolated areas for up to four months at a time. Live in a sheep wagon heated with a wood stove, with no electricity or running water. We will train a willing novice. Work starts just before sunrise and ends at

sunset, seven days a week in all kinds of weather in some of the most spectacular scenery that Montana has to offer. Room and board plus \$650 a month.

FRENCH PRE-K TEACHERS/ASS'TS. • DC

Positions available with the French Maternal School, a French immersion preschool. Must speak French at a native level. Full-time and part-time openings available now. Deadline: 10/30/2004. Contact Peggy at 202.333.2255; e-mail: ppacot@yahoo.com.

CONTRACTS ANALYSTS • Washington, DC

Positions available with ACDI/VOCA. Duties: researches and interprets FAR, AIDAR, CFR, especially 7CFR1499 and 3019, and OMB circulars; manages auditable master files for contracts; reviews the improvement/development of policies/procedures to support and facilitate adherence to federal regulations and contract terms. Qualifications: B.S. in business or finance; strong knowledge of U.S. government contracting, FAR, AIDAR, CFR, and the governing regulation procedures; USDA and USAID experience; 5+ years' experience in government contracting; overseas experience and foreign language skills. Send résumé, cover letter, and salary history to HR/CA-USDA, PO Box 77316, Washington, DC 20013; fax: 202.638.7477; e-mail: websitwww.ACDIVOCA.org.

FAMILY HEALTH POSITIONS • Durham, NC

Positions available with Family Health International (FHI), a nonprofit international public health organization, manages research and field activities in more than 70 countries to meet the public health needs of some of the world's most vulnerable people. Positions include: associate director; resource development associate director; clinical research manager; director, research utilization; senior clinical research manager; senior epidemiologist; senior research associate (economics); senior research clinician. For more information about these and other positions, visit www.fhi.org.

MARKETING/DEV. DIR./DEV. ASSOC. • CO

Positions available with Safehouse Progressive Alliance for Nonviolence. The marketing/development director implements marketing, development, and fundraising efforts. Qualifications: demonstrated success in fundraising; management and supervisory experience; B.A.; five years' experience in nonprofit development. Salary: \$38K-42K. The development associate provides administrative support for all development efforts and prepares foundation and government grant proposals and periodic grant reports. Qualifications: B.A.; two years' experience in grant writing; knowledge of Microsoft office products; two years' experience with fundraising software; attention to detail. Salary: \$32K. Generous benefits package includes health insurance, paid vacation and holidays, and retirement plan. For more information, visit www.safehousealliance.org.

INTERNATIONAL

ASSISTANT MANAGER • Cozumel, Mexico

Position available with Alaska Mountain Guides. Duties: assists manager in running a rock climbing tour for cruise ship passengers. Spanish language and

business skills helpful. Deadline: November 15. Send résumé and cover letter to Darsie Culbeck at e-mail: climb@alaskamountainguides.com.

DEPUTY FIELD OFFICE DIRECTOR • Nicaragua

Position available with Save the Children (SC). Duties: supervises and guides the design, planning, and implementation of SC's programs in Nicaragua; secures financial support; supervises and participates in project evaluations; supervises the preparation and submission of progress reports to donors. Qualifications: B.A., master's preferred; five years' experience in a developing country; five years' experience with SC foundation or similar agency; proven capacity in teambuilding and leadership training; track record in designing, planning, and evaluating development projects; experience with multidisciplinary and multicultural staff; fluency in Spanish and English. Send résumé and salary requirements to jmcguane@savechildren.org.

CHILD PROTECTION ED. PROG. MGR. • IRAQ

Position available with Save the Children. Duties: oversees child protection and education interventions; identifies key survival and development needs of children and establishes new activities to support community-based protection and education programs; responsible for program design, proposal development, grants management, budget monitoring, and narrative reporting; represents Save the Children in technical working groups and in sector coordination. Qualifications: advanced degree with more than three years' field experience; experience must include demonstrated ability to manage projects, including budget monitoring, narrative reporting to donors, building partnerships, and fundraising; fluency in oral and written English required; Arabic a plus. Send résumé to lacelbal@dc.savechildren.org.

LEGISLATIVE ADVISOR • Iraq; Jordan

Position available with the State University of New York Center for International Development. Duties: provides direct technical assistance on legislative strengthening, including staff/MP training, rules/procedures, voting/communications systems, MP orientation, legislative library management, and drafting; manages consultancies; responsible for technical/financial reports, and coordination with prime contractor. Qualifications: thorough knowledge of legislative process, functions, staffing, information systems, services; experience in Iraq or nearby countries preferred; political acumen and cultural sensitivity; familiarity with Islamic law and culture; proficiency in Arabic and English preferred; knowledge of USAID/other donors; excellent communication skills; MA/MS/MPA preferred. Send résumé and cover letter to SUNYCID@spo.rf.suny.edu and refer to "Iraq Legislative Advisor" in subject line.

TUBERCULOSIS SPECIALIST • Uzbekistan

Position available with Project HOPE, an international, nonprofit health education organization. Duties: leads the design, implementation, and monitoring of programs focusing on tuberculosis (TB); leads in the assessment of the impact of tuberculosis interventions and activities; raises funds to support

such activities. Travel to program sites is estimated at 25-30 percent. Qualifications: MPH, MD., or other relevant degree; three plus years' experience in international health programming, implementation of TB programs; clinical TB treatment experience preferred; English fluency required, proficiency in Russian preferred. Apply at www.projecthope.org or send résumé to recruitment@projecthope.org; fax: 540.837.9052. Reference Job #584-PC.

IRAQ REPORTING OFFICER • Iraq

Position available with Save the Children. Duties: manages official written reports; serves as the field office point person for communications with other agencies, donors, partners, and program consultants; synthesizes information and prepares written summaries; provides on-the-job training for national staff. Qualifications: bachelor's degree; three plus years experience in international relief or development; understanding of the requirements and standards of major donors, including OFDA, USAID, DFID, EU, and UN preferred; experience in project design and proposal writing desired; strong oral and written English language communication skills required; Arabic language skills preferred. Send résumé to lacelbal@dc.savechildren.org.

HIV/AIDS/BCC SPEC., RHAP • Mbabane, Swaziland

Position available with CEDPA, which is under contract with USAID to provide technical advisors in AIDS, child survival, and basic education. Senior technical advisor: HIV/AIDS prevention/BCC specialist, regional HIV/AIDS program in southern Africa. Duties: provides technical assistance to achieve U.S. government's objectives in combating the HIV epidemic in southern Africa. In collaboration with host government, CAs, USAID missions, U.S. embassies, non-governmental partners, and regional institutions, candidate provides support in the design, implementation, and evaluation of HIV/AIDS prevention/BCC programs throughout the region. Deadline: October 19, 2004. For complete job description and required qualifications and experience, visit www.cedpa.org/jobs/taacs/index.html. Send résumé and cover letter in MS Word to taacsjobs@cedpa.org. Please reference where you saw this job listing.

POPULATION FELLOWS • Worldwide

The Population Fellows programs offer two-year professional fellowships to individuals with recent graduate degrees 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 link family planning and environmental programming in the developing world. Fellows receive a professional-level stipend and benefits. Please contact 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.

INTERN/VOLUNTEER

***ORGANIC FARM INTERNSHIPS • Mendocino, CA**

Positions available immediately to 11/2004 with Old Mill Farm. Duties: work on all aspects of gardening and

farming, including soil prep, harveting, marketing, canning, and animal husbandry; and participate in workshops. Farm grows vegetables and fruits, raises production hogs and sheep, and sponsors a variety of workshops in sustainable living. Qualifications: comfortable working outdoors; interest in sustainability and ability to work with a congenial group of staff ages 25-31. Housing, some food, and a \$250 monthly stipend provided. Share in chores and cooking duties. Contact Barbara Sochacki, PO Box 553, Mendocino, CA 95460; phone: 707.937.0244; website: www.oldmillfarm.org.

INTERNSHIP-SOUTHEAST ASIA • DC

Position available with Global Forest Watch. Duties: assists with GIS and remote-sensing analysis; researches forest and logging issues; assists in fundraising, writing proposals. For more information, visit website: www.globalforestwatch.org/english/about/jobs.htm. Deadline: November 1, 2004. Send cover letter, CV, and writing sample to Global Forest Watch, c/o WRI, Internship GFW Southeast Asia, 10 G Street, NE #800, Washington, DC 20002; fax: 202.729.7686; e-mail: gfw@wri.org. Refer to "GFW Southeast Asia Internship" in subject line.

RESEARCH INTERNS • New York, NY

Positions available with the Center for Immigrant Health at NYU School of Medicine. Duties: assist with recruitment and interviewing of patients; support various aspects of research, including monitoring patients and tracking medical and administrative data. Qualifications: fluency in English and one of the following languages: Spanish, Cantonese, or Mandarin; B.A. or enrolled in graduate or undergraduate program; excellent communication skills; detail oriented, organized, self-motivated, and able to work without supervision. Wage and/or tuition stipend may be available, depending on qualifications and experience. Interested applicants should contact Ms. Yu-hui Ferng via fax: 212.263.8234.

AMERICORPS/VISTA

VISTA/COMMUNITY-UNIVERSITY • NY

Position available with the Rochester Institute of Technology (RIT) in partnership with the NorthEast Neighborhood Alliance (NENA) of Rochester. VISTA member will work with a co-equal community university partnership focused on urban revitalization, community building, youth leadership development, and community-based learning. Duties include strengthening and promoting current programs for youth led by youth in the context of the NENA-RIT partnership. Full program description can be found at www.americorps.org. Deadline: 11/1/2004. Send cover letter and résumé to Meredith Dalton, RIT, 92 Lomb Memorial Dr., Rochester, NY 14623; phone: 585.475.2656; e-mail: MADGLA@rit.edu.

ENVIRON. ED./VOLUNTEER LEADER • ME

Position available with the Maine Conservation Corps, which is dedicated to environmental education, conservation projects, volunteer opportunities, and developing career and leadership skills. Qualifications: four-year degree; good communication, leadership, writing, and public speaking skills; commitment to environmental issues and community service. Ben-

efits: \$10,200/ten months and \$5,400/six months; health insurance, training, networking opportunities, and an AmeriCorps education award. Deadline: 2/1/2005. For more information or to request an application, call 207.287.4931 or e-mail corps.conservation@maine.gov. Send completed applications to Maine Conservation Corps, 124 State House Station, Augusta, ME 04333-0124.

EDUCATION

***BARD CENTER FOR ENVIRON. POLICY • NY**

Bard College offers an innovative graduate program, leading to a master of science in environmental policy, which prepares students for environmental careers in nonprofit organizations, government, and the private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses, and the practical knowledge to understand legal, political, socioeconomic, cultural, and ethical forces influencing policy-making. Small classes taught by distinguished faculty ensure close mentoring of student career preparation. Peace Corps experience qualifies for internship and initial work on master's project while in the field. Dual M.S./J.D. degree with Pace Law School. Contact at phone: 845.758.7073; website: www.bard.edu/cep.

GWU BILINGUAL SPECIAL ED PROG. • DC

The George Washington University is offering full tuition scholarships for a master's degree in curriculum and instruction with a concentration in bilingual special education. The two-year program will begin this fall. Those interested should apply ASAP. For information and/or an application, contact Dr. Amy Mazur at 202.994.1511 or at amazur@gwu.edu.

**Peace Corps
Career Centers**



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

Contact them for more information.

**Career Information
Consultants**

This publication lists RPCVs and other professionals in specific career fields who have agreed to answer career-related inquiries on a voluntary basis. More than 1,500 participants are included in this 369-page revised edition.

To obtain the directory, contact Returned Volunteer Services (RVS) at rvs@peacecorps.gov with a mailing address and indicate whether you would like a hard copy or CD-ROM.

**Online
Employment
Bulletins**



International Career Employment Weekly

Public Health Jobs Worldwide

Environmental Career Opportunities



E-mail rvs@peacecorps.gov to receive the passwords.

Discover Career Assessment Software

Returned Volunteer Services (RVS) offers *Discover*, a career assessment software program administered through ACT, Inc. Free to all RPCVs, the program assesses career-related interests, abilities, and job values to help you consider career options that are a good match for you. In addition, learn how to develop effective résumés, cover letters, job applications, and interviewing skills.



To receive a password to access the online software, send an e-mail to rvs@peacecorps.gov.

Crisis Corps Recruiting Short-Term Volunteers

Dominican Republic

World Vision requests an **Agricultural Assessment Volunteer** for a six-month assignment. Duties: completes an evaluation of damages in agriculture, farming activities, and irrigation infrastructure (irrigation channel system), and submits a report of findings that will serve as a framework for construction activities. Qualifications: agriculture engineer with two years' experience in the development and repair of irrigation channels; experience in construction of gravity irrigation systems and knowledge of soil conservation methods.

World Vision also requests a **Construction Engineer Volunteer** for a six-month assignment. Duties: assists in the supervision of the construction of more than 100 hundred houses; promotes and trains the community to participate in the construction process. Qualifications: degree in civil engineering or professional experience in the construction of houses using cement, aluminum siding, and zinc roofing.

Pan-American Development Foundation requests a **Mitigation Coordinator Volunteer** for a six-month assignment to review funding proposals and to organize, develop, and facilitate training on proposal development. Qualifications: bachelor's degree in business management, agriculture, education, or development studies; experience in education, working with community leaders, training, and developing and writing proposals; fluency in Spanish.

Jamaica

Jamaican Association for the Deaf (JAD) requests a hearing-impaired/deaf **Fast Track Coordinator** for six months. Duties: performs diagnostic assessments of deaf learners; designs individual intervention programs; facilitates staff trainings; prepares reports and documenting processes with the Fast Track program. Qualifications: master's degree in deaf education or linguistics with a focus on sign language or a bachelor's degree in a related discipline with significant experience in teaching English to the deaf in a bilingual environment; excellent written English and ASL skills; ability to work independently with minimal support; highly organized and self directed. Desired qualifications: knowledge of Jamaican patois; experience in remedial education for the deaf.

JAD also seeks a **Strategic Planning Specialist Volunteer**. Duties: provides technical assistance in planning and conducting an impact evaluation of the JAD's 2000–2004 Strategic Focus; helps determine the need for refocusing the organization, formulating strategic plans for 2005–2009, and formulating plans for building public awareness. Qualifications: B.A. degree; excellent skills in written and spoken English; formal training in organizational development and knowledge of the disabled, particularly in programs for the deaf; the ability to work independently with minimal support. Desired qualifications: conversational competence in sign language.

Jamaican Social Investment Fund (JSIF) requests a **Project Officer** for a six-month assignment in its operations department. Duties: provides technical training and support to staff in the effective use of project funds; facilitates trainings on expenditure justification, monthly reporting, project schedule implementation, external contractor management, and contract assessment. Qualifications: bachelor's degree in civil engineering; project management experience; one year of training experience; ability to adapt projects to skills available in the local community. Desired qualifications: master's degree in civil engineering; experience in developing projects from concept to completion; demonstrated skills in value engineering and cost factors.

JSIF also requests two Volunteers for six-month assignments. The **Systems Engineer** position requires experience developing IT disaster-recovery plans and Web-enabled data-aware applications using the Microsoft SQL Server Database, a Microsoft Visual Studio development environment, ASP (Active Server Pages), and VBScript. The **Project Officer** position provides technical training to JSIF staff and requires a civil engineering degree and project management and training experience.

Jamaica Association for Mental Retardation requests an **Institutional Strengthening Volunteer** for a six-month assignment. Duties: develops operational manuals; develops monitoring and evaluation framework; designs a system for staff performance appraisals; and develops a data collection system to measure program impact.

Jamaica AIDS Support requests a **Human Resources Volunteer** with a degree and extensive experience in human resources management. Duties: spends six months interviewing staff and researching laws and policies at similar agencies, culminating in the proposal and creation of a policies and procedures manual.

How to Apply

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

Peace Corps

Washington, DC 20526

OFFICIAL BUSINESS

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When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, NOT to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs

and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (Sorry, HOTLINE cannot be sent overseas.)

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To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to Database Mgr., 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes must be made with this form and not over the phone. Please allow four to six weeks for any changes to take effect.

Development Jobs via Weekly E-mails

Get on the list!

Returned Volunteer Services offers a weekly e-mail listing of 25 to 30 employment and internship opportunities in international development.

Published by **InterAction**, a U.S.-based international development and humanitarian nongovernmental organization, this weekly e-mail listing is available free to all RPCVs.

To receive the weekly job announcements, contact rvs@peacecorps.gov with "InterAction" in the subject line of the e-mail.

Peace Corps Medical Officers Needed

For more information, visit the Peace Corps website: www.peacecorps.gov, click on "Professional Medical Opportunities"; call 202.692.1535; or send an e-mail to pcmrecruitment@peacecorps.gov.

Join an RPCV Listserv

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

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

GRAD SCHOOL AND PEACE CORPS?

Learn how to fulfill your educational goals either during or after Peace Corps service. Meet program participants and university coordinators who will discuss the financial and career benefits of graduate education through the Peace Corps' Master's International and Fellows/USA programs.

Tuesday, October 19, 2004
6 p.m. to 8:00 p.m.
Peace Corps Headquarters
Shriver Hall
1111 20th Street, NW
Washington, DC 20526

Call 202.692.1058 to RSVP
by October 18.

NPCA Career Spotlight Development Alternatives, Inc. (DAI)

November 4, 2004
4:00 to 5:30 p.m.
DAI Headquarters
Bethesda, MD

For more information, visit
www.rpcv.org/careers.