

# H TLINE

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

## HOT Resources

The following publications and Web sites offer useful information on career fairs.

*The Complete Job-Search Handbook: Everything You Need to Know to Get the Job You Really Want*  
by Howard E. Figler  
Owl Books, 1999

*Discover Your Passion: An Intuitive Search to Find Your Purpose in Life*  
by Gail A. Cassidy  
Tomlynn Publications, 2000

*Résumés in Cyberspace: Your Complete Guide to a Computerized Job Search*  
by Pat Criscito  
Barrons Educational Series, 2001

These are just a few examples of Web sites with career event information:

<[www.bestjobsusa.com](http://www.bestjobsusa.com)>  
<[www.careerfairs.com](http://www.careerfairs.com)>  
<[www.cfg-inc.com](http://www.cfg-inc.com)>  
<[www.idealists.org](http://www.idealists.org)>  
<[www.naacpcareerfair.com](http://www.naacpcareerfair.com)>  
<[www.nytimes.com/jobfair](http://www.nytimes.com/jobfair)>  
<[www.womenforhire.com](http://www.womenforhire.com)>

Shanta Swezy  
RPCV Kazakhstan  
Hotline Editor

Sam Axelrod  
RPCV Ukraine  
Hotline Assistant

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](mailto:hotline@peacecorps.gov)>  
Fax: (202) 692-1431 or 1421

## Ten Tips for Attending a Career Fair

by Elvira May, Program Specialist  
Returned Volunteer Services

Going to a career fair is one of the best ways to search for a new job. Career events are designed to bring employers and candidates together in a cost-effective and time-efficient manner. But do RPCVs know the best way to present themselves? The article below offers some suggestions for helping you make the most of any career fair around the country.

**1. Select the type of fair best suited to your qualifications.** For example, recruiting events can be targeted towards health care, high tech, nonprofit, professional, sales, or general jobs, and range from salary to hourly as well as entry- to senior-level positions. To find a career fair in your area, ask a career counselor, review the business bulletin board at a library, check the employment section of the newspaper, or search online via an Internet job locator.

**2. Prepare an outstanding résumé. Recruiters may have a difficult time sorting out and remembering individual candidates after meeting many prospective applicants.** A professional looking résumé must be typo-free, since any error can eliminate you from consideration. Colored, yet conservative résumé paper, such as ivory or watermarked buff, can help set you apart from other job seekers. Plan to bring at least two copies of your résumé for each company you plan to seek out. Also consider preparing more than one version of your résumé if you have multiple job objectives or wish to address the needs of multiple organizations or various po-

sitions. There is no need to bring a cover letter – consider yourself the cover letter to your résumé.

**3. Make plenty of copies of your recommendation letters to pass out to recruiters.** You might consider bringing a leather- or vinyl-bound portfolio to store your résumé, letters of recommendations, and paper for note taking. Take a briefcase if you plan to pick up written material and want to avoid walking around with a plastic bag.

**4. Find out in advance what companies or organizations will be present at the career fair.** Organizations that sponsor career events usually publish a list of attendees on their Web sites and in newspapers or professional publications. You will save a lot of valuable time by identifying organizations that interest you ahead of time. You then can immediately visit with employers while others are still familiarizing themselves with the layout of the career fair.

If you are unable to find out the names of companies beforehand, stroll around the room, pick up company literature, or view the exhibits. After you have familiarized yourself with the space, identify potential employers and then approach specific booths according to your professional needs. Please keep in mind that it is not a good idea to contact companies before the fair—recruiters expect to hear from you after and not before a career fair.

**5. Practice a simple introduction such as, “Hello, my name is \_\_\_\_\_ and I am interested in learn-**

**ing more about the career opportunities with \_\_\_\_\_ (name of organization).”** Rehearsing allows you to walk up to recruiters with confidence and enables you to answer their subsequent inquiries intelligently.

**6. Dress in business or business casual, even if you believe that the employer follows a casual-dress policy.** First impressions count and your appearance—both physical and verbal—will be noted. Speak clearly, maintain eye contact, and ask intelligent questions. Employer representatives appreciate and will make a mental note if you take the time to learn about their companies. This is not the time to ask basic questions, such as, “What does your company do?”

Additionally, if you want to convey a professional image, attend alone. Discourage family members and friends from tagging along. You can always meet them after the event. And please, do not start grabbing “giveaway” items. Talking with company representatives should be your main objective, so take promotional material only when you exit the booth.

**7. Take a few minutes to check out the room and where everything is situated.** Instead of getting into a line at a particular booth, you might approach a company’s table, pick up the printed material, and then quickly take a few steps back. This technique allows you to preview the company’s literature while at the

Continued on Page 5

## PUBLIC SECTOR

### PUBLISHING CONTRACTORS • Stateside

Positions available with Peace Corps' Short-term Assistance Unit. Peace Corps develops technical manuals, handbooks, and other materials for use by Volunteers and staff. Desktop publishers are required to prepare the new materials for printing. Applicants must have proven experience preparing PC PageMaker 6.5 files for offset press printing (quality electronic imaging, color separation, correct pagination, and other final formatting); plus basic document set-up in Word for Windows and Mac. Workspace and equipment will not be supplied by Peace Corps. Qualified applicants should send résumé, cover letter, and salary history to: <STAU@peacecorps.gov>. Please note in the subject line "Hotline Desktop Publishing".

### RECRUITER • Washington, DC

Positions available with the Recruitment Division of the U.S. Department of State. Duties: plan, coordinate, and implement a variety of recruiting functions; develop and maintain relationships with candidates (including high schools, colleges, universities, private and professional organizations, community groups, and other government departments and agencies); represent the department at meetings, conferences, career fairs, and other recruitment events; assist in the design and editing of recruitment brochures and information materials for publication, distribution, or display. For more information, please see the complete vacancy announcement on the Office of Personnel Management (OPM) Web site at: <www.usajobs.opm.gov/wfjic/jobs/VR0625.HTM>.

## PRIVATE SECTOR

### VARIOUS • Worldwide

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

### TEACHERS • US South

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

### PROJECT MANAGER • Washington, DC

Position available with Washington Office on Latin America (WOLA). Duties: coordinates research consultants; coordinates production of book and publications; supports advocacy initiatives through presswork and public events; performs administrative tasks generated by project. Qualifications: BA; experience in project management, publication, and editing; strong skills in staff supervision, communication, and research; fluency in Spanish; Latin America knowledge; commitment to human rights work required. Please send résumé, three references, and writing sample to: WOLA, Project Manager Search, 1630 Connecticut Ave NW, 2nd floor, Washington, DC 20009; fax: (202) 797-2172; Web site: <www.wola.org>.

### TEACHERS • Cincinnati, OH

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

### WILDERNESS INSTRUCTOR • Florida

Positions available with the Hurricane Island Outward Bound School/Southern Programs, a nonprofit organization dedicated to working year round with at-risk and adjudicated youth in a wilderness, residential and home setting. Duties: work in field in team situations; teach and oversee safety of course. Qualifications: CPR; WFR; prior wilderness or residential experience with teens. Send résumé to: Alyse Ostreicher, Staff Developer, HIOBS-Southern Programs, 177 Salem CT, Tallahassee, FL 32301; phone: (850) 414-8816; fax: (850) 922-6721; e-mail: <flrecruit@hurricaneisland.org>; Web page: <www.members.tripod.com/outward.bound>.

### PROGRAM COORDINATOR • Waitsfield, VT

Position available with Project Harmony, a nonprofit professional and training exchange organization. Duties: oversees professional development program for visiting Russians to be hosted by American families; develops and manages program; provides financial oversight; networks with community organizations; writes program reports. Qualifications: strong organizational and communication skills; cultural sensitivity; ability to work as part of a team; Russian language skills and living experience a plus. Send résumé to: Human Resources c/o CC Hosting, Project Harmony, 5197 Main Street Unit 6, Waitsfield, VT 05673; e-mail: <hr@projectharmony.org>.

### STAFF MEMBERS • Haverhill, NH

Positions available with the Becket School, a residential treatment program for boys at risk. Positions include residential counselors, family and community coordinator, individual counselor, treatment coordinators, and educational staff. The Becket School, located on 2,000 acres bordering the White Mountains in New Hampshire, guides and inspires adolescents having difficulties at home, in school or in the community. For brochures and information, contact: Ola O'Dell (RPCV), Director of Staff Recruitment, PO Box 101, Haverhill, NH 03765; phone: (802) 234-6801; fax: (802) 234-6881; e-mail: <olaodell@quest-net.com>; Web site: <www.becket.org>.

### PROGRAM COORDINATOR • Baltimore, MD

Position available with JHPIEGO Corporation, an affiliate of Johns Hopkins University. Duties: assists with international program management; provides administrative and financial support to ongoing projects. Qualifications: bachelor's degree and international program management experience; excellent administrative, organizational and communication skills required; French language ability preferred. Send résumé referencing job number H014852 to: JHU Résumé Processing Center, P.O. Box 3687, Scranton, PA 18505; fax: (877) 262-0646; Web site: <jobs.jhu.edu>.

### PROJECT ANALYST • Ann Arbor, MI

Positions available with RRSI, a nationally known resource management consulting firm. Duties: performs research, fieldwork, and task management of consulting projects for public and private sector. Qualifications: technical or liberal arts bachelor's degree with environmental experience and interest; excellent writing and communication skills. Salary \$25 - 40K depending on qualifications. Please send résumé to: JD Lindeberg, 416 Longshore Drive, Ann Arbor, MI 48103; phone: (734) 996-1361, ext. 241; e-mail: <jdl@recycle.com>; Web site: <www.recycle.com>.

### \*ENV. EDUCATORS • Outer Banks, NC

Positions available with Sound to Sea, Trinity Center's Environmental Education Program. Duties: learn about the five major habitats on the island and the coastal cultures and utilize hands-on activities to teach multidisciplinary curriculum; create programs and classes for diverse populations; raptor and aquaculture projects in progress; overnight duty one night every two weeks; will be trained in Basic First Aid and CPR. Qualifications: ability and desire to work with elementary school students through senior adults in small group and lecture situations; creativity; flexibility; previous teaching experience helpful. Salary: \$190/wk includes room, board, and medical insurance. Send DOS and cover letter requesting application to: Maggie Riley, Program Director, Sound to Sea Program, P.O. Drawer 380, Salter Path, NC 28575; phone: (252) 247-5600; fax: (252) 247-3290; Web site: <www.trinityctr.com/soundtosea>; e-mail: <soundtosea@starfishnet.com>.

**SENIOR FINANCE MGR • Washington, DC**

Position available with National Cooperative Business Association. Duties: responsible for the financial resources of all international dev. grants and contracts, including field-based accounting systems, financial reviews, and coordination of compliances. Also responsible for the development and review of budgets, proposal review, preparation, review of sub grants, and subcontracts. Qualifications: min. 8 years of experience; FS-3 French or Spanish; excellent computer accounting software skills (spreadsheet and word-processing); degree in accounting, business, or related field. Salary: low-to mid -40Ks. Please send résumé and cover letter to: National Cooperative Business Assoc., 1401 New York Ave. NW, Suite 1100, Washington, DC 20005; fax: (202) 628-6726; e-mail: <pspangler@ncba.org>.

**DIRECTOR • Oak Park, IL**

Position available with AFL-CIO Working for America Institute. Duties: develops and runs a comprehensive program to assure that union-sponsored workforce development programs truly help workers across the employment spectrum succeed in finding, keeping, and advancing in the better jobs. Qualifications: BA; 10 to 15 years' experience that includes labor movement and substantial workforce development experience; knowledge of current best practices in workforce development; experience designing, starting, and running effective workforce development programs, including running programs within a union context. To apply, please send a cover letter and résumé to: Jennifer Wheeler, The Himmelfarb Group, 1119 Pleasant Street, Oak Park, IL 60302; phone: (708) 848-0086; e-mail: <jennifer@himmelfarbgroup.com>.

**DEVELOPMENT DIRECTOR • Washington DC**

Position available with Lutheran Volunteer Corps (LVC). LVC recruits and places full-time volunteers in service positions in nine cities across the country. Duties: raises funds; promotes events; publicizes LVC. Qualifications: proficiency with computers and databases; experience with desktop publishing and Web site management helpful. Salary: \$26-32K. For more information, contact: Jennifer Maloney, Executive Director, LVC, 1226 Vermont Ave NW, Washington, DC 20005; phone: (202) 387-3222; fax: (202) 667-0037; e-mail: <staff@lvchome.org>.

**ADVOCACY MANAGER • Washington, DC**

Position available with the Basic Education Coalition. Duties: enhances the understanding of public officials, donor organizations, and private entities of the fundamental importance of basic education in developing countries and to increase resources available for basic education. Qualifications: bachelor's degree; minimum of five years experience working in or with institutions of government; knowledge of the policy making process; knowledge of development and international issues; ability to think and write clearly, creatively, and persuasively; proficiency in computer technology applications. Please send résumé with cover letter and reference position #KV1243-PC to: AED/HR, 1825 Connecticut Avenue NW, Washington, DC 20009; fax: (202) 884-8413.

**TRAINING SPECIALIST • Oakland, CA**

Position available with the National Service Leadership Institute of the Corporation for National Service. Duties: serves as a trainer, curriculum developer, facilitator, and trainer of trainers for staff of national service, nonprofit organizations, and community volunteering programs. For additional questions, call (202) 606-5000, extension 332 (Voice); (202) 565-2799 (TDD); Web site: <www.nationalservice.org>.

**PROGRAM OFFICER • Washington, DC**

Position available with The Eurasia Foundation. Duties: reviews grant requests; makes recommendations on grant decisions; monitors grant-funded projects in public administration and civil society; works with other program staff in Washington and in the field to develop new programs in those concentrations and supports outreach activities; develops programmatic expertise in one or more program concentrations. Qualifications: graduate degree in a relevant field; fluency in Russian; work or study experience in the NIS of five years; excellent writing skills and analytical ability. Please send résumé to: Martin Varghese, Human Resources Assistant, The Eurasia Foundation, 1350 Connecticut Ave NW, Suite 1000, Washington, DC 20036; fax: (202) 234-7377; e-mail: <resumes@eurasia.org>.

**\*CASEWORKERS • Baltimore, MD**

Positions available with The Choice Programs, nonprofit community-based programs working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-orientated service and educational plans; develop activity plans; does informal counseling, advocacy, and monitoring of these youth. Qualifications: some evening and weekend work; bachelor's degree; automobile and valid driver's license required. Salary: \$21K and AmeriCorps Education Award (\$4,725). Send résumé and cover letter to: Sherry Smith, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: (410) 354-4938.

**\*ASSISTANT • Washington, DC**

Positions available with the American Association of School Administrators (AASA) for 20 RPCVs to help administer a national scholarship program. 40 hour work week from 1/6/02 to 2/15/02, including one federal holiday. Duties: assist with processing large volume of high school scholarship applications, including checking documentation, reading applications, and packaging them for judging. Qualifications: attention to detail; follows directions well; works independently and as part of team; capable of large amounts of reading; flexible working style; willingness to do a variety of tasks. Salary: \$11/hour. Good opportunity for RPCVs to meet other job-seeking RPCVs in a friendly but professional setting. Also opportunity to sharpen office skills. For more information, call: (703) 237-8006; e-mail: <fc@corestaff.com>.

**\*WILDERNESS INSTRUCTORS • Various**

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

**RESEARCH SPECIALIST • Washington, DC**

Position available with Save the Children. Duties: provides managerial support to field offices and partners in pursuit of research objectives; develops, implements and evaluates research with emphasis in Latin America and Africa; prepares annual reviews of strategic plans and research progress. Qualifications: MD in pediatrics and/or master's or relevant training; five years' experience in quantitative, operations, evaluation, epidemiological and/or demographic research; experience in management of field based program and research activities; ability to develop and implement review systems; five years' experience working in international development. Please forward résumé to: Save the Children, Dept: 1447/JM, 54 Wilton Road, Westport, CT 06880; fax: (203) 221-4077; e-mail: <jmcguane@savechildren.org>.

**LEADERSHIP PROGRAM • Nationwide**

The Knowledge is Power Program (KIPP) is seeking innovative school leaders to apply for the Fisher School Leadership Program; a one year intensive school leadership and management training program designed to equip dedicated teachers who are interested in starting their own school with the necessary tools to succeed in leading and managing their own KIPP Network School. As a Fisher Fellow, you would receive invaluable leadership and management training at the Haas School of Business at Berkeley, school start-up assistance, and technical support, and a \$45K stipend. Travel costs and housing expenses are included. Qualifications: bachelor's degree; teaching experience in grades K-12. Visit the Web site at: <www.kipp.org> for further information or to download an application.

**FIELD ORGANIZER • Texas**

Position available with Texans for Safe Roads. Duties: directs three statewide coalitions to promote sound transportation policy; recruits community leaders and organizations including environmental, health and safety groups to state coalition; maintains regular contact with coalition members; activates members to write, meet and phone members of Congress. Please fax résumé to: Michelle Rydz, (701) 795-9404.

**COMMUNITY NURSES • New York, NY**

Two positions available with the Institute for Urban Family Health, a nonprofit health care organization dedicated to providing care to the underserved. Health Care for the Homeless Program in Manhattan seeks a RN to provide services to women and children at a family shelter and services to mentally and physically ill seniors at a transitional shelter. HIV Care Program in the Bronx seeks a RN Health Educator to work with team providing care to HIV positive persons, assist patients with treatment regimens and adherence to care and treatment and organize monthly group health education forum. Send résumé to: Elisa Wallman, fax: (212) 989-2840; e-mail: <EWallman@Institute2000.org>.

**\*INSTRUCTORS • San Jacinto Mountains, CA**

Positions available with Pathfinder Ranch Outdoor Education School, a nonprofit organization affiliated with the Boys and Girls Club of America. Duties: classes include freshwater, forest and animal ecology, entomology, ethnobotany, geology, rock-climbing, canoeing, archery, challenge course, etc; assist with evening programs, meals, and overall program operation. Qualifications: college degree; teaching experience; ability to teach environmental and recreational subjects. Benefits: \$270-300/week plus room and board, pro-deals, professional development. Starting date: January 3, 2002. Send résumé and application to: Julie Faulkner, 35510 Pathfinder Rd. #104 Mountain Center, CA 92561; phone (909) 659-2455; fax (909) 659-0351; e-mail: <oedirector@pathfinderranch.com>.

**ADMINISTRATOR • Washington, DC**

Position available with TCG International, LLC (TCGI), an organization that provides short- and long-term technical assistance in the areas of housing policy, housing finance, municipal and infrastructure finance, and urban services. Duties: prepares expressions of interest and proposals; prepares invoices; tracks reimbursements and payments; manages talent bank; participates in implementation of USAID's Microfinance Services program. Qualifications: MBA degree with two to three years of experience; affinity with international development; willingness to relocate to Washington, D.C. area; excellent communication skills. Please send cover letter and résumé to: TCG International, LLC, Attn: Ms. Karolijn van Ginneken, 1012 N Street, NW, Washington, DC 20001; fax: (202) 667-3035; e-mail: <vanginneken@thecomunitiesgroup.com>.

**FIELD INSTRUCTOR • Loa, UT**

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

**PROJECT COORDINATOR • Milwaukee, WI**

Part-time position available with Center for Blind and Visually Impaired Children and the Badger Association of the Blind. Duties: assists in the creation and coordination of activities for a new program addressing specific issues relating to school age children who are blind and visually impaired and their families. Qualifications: successful record in the area of project management, computer competency, strong communication, interpersonal skills and an entrepreneurial spirit; background as a high-level administrative assistant or experience in education or in the human services field. Please send a cover letter, résumé and salary requirements to: Victore Coordinator, Center for Blind and Visually Impaired Children, Attn: Linda Bell, 5600 W. Brown Deer Rd., Milwaukee, WI 53223; fax: (414) 355-3547; e-mail: <lbell0001@ameritech.net>.

**PROJECT ASSOCIATE • Alexandria, VA**

Position available with the American Medical Women's Association's Reproductive Health Initiative. Duties: assists in the development of an international exchange program for medical school students and faculty focused on international reproductive health; provides research, administrative, and logistical support to all aspects of the project; researches topics for the development of a model curriculum. Qualifications: international experience in developing countries; strong Internet and Microsoft Office skills; Excellent verbal and written communication skills. Salary: mid- to upper-\$20Ks. Please send résumé, and three references to: Mette Karlsen, AMWA/RHI, 801 N. Fairfax Street, Suite 400, Alexandria, VA 22314; fax: (703) 549-3864; Web site: <www.amwa-doc.org>.

**ASSOCIATE • Washington, DC**

Position available with La Clinica del Pueblo, a nonprofit free clinic serving Latinos. Duties: prepares and writes quarterly newsletter, annual report, donor letters, and some grant proposals; maintains donor database; updates periodic Web page and full production of publications; develops media relations and PR strategies for agency. Qualifications: good writing and organizational skills; desktop publishing experience; bilingual Spanish/English a plus. Salary: \$32-36K. Please fax a résumé and cover letter to: Acting Development Director, (202) 332-0085; e-mail: <awilson@lcdp.org>.

**FAMILY CARE PARENTS • Various**

Couples needed by CHARLEE Family Care, Inc. to provide a family milieu for neglected, abandoned, and abused children ages 6-17. Qualifications: B.A.; past experience with children preferred; strong commitment to family values; ability to work together as an effective team; desire to bond with the children in their care; create a family environment while living with 6 children. Salary: \$25-30K annual salary per couple includes room/board plus medical/dental benefits. Send résumés to: Lynn Sinjem, Regional Program Director, 13701 Calimesa Blvd., Yucaipa, CA 92399; phone: (909) 795-5788; fax: (909) 795-9243.

# HOT! OPPORTUNITIES

## CAREER FAIR

**What:**

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

Please bring copies of your résumé for distribution.

**When:**

Wednesday, October 31, 2001  
5 P.M. - 8 P.M.

**Where:**

Paul D. Coverdell Peace Corps Headquarters  
1111 20<sup>th</sup> Street NW  
Shriver Conference Rooms A, B, and C  
Washington, D.C. 20526



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

## INTERNATIONAL

### VARIOUS • Pakistan and Tajikistan

Positions available with Relief International (RI) for experienced project management, medical, and logistics personnel. Duties: implements relief projects for Afghan refugees; sets up and manages implementation of a variety of humanitarian projects. Qualifications: strong team players with a good understanding of the humanitarian environment and relief programming priorities; project management experience in international humanitarian contexts; experience in logistics management; good technical skills combined with a strong ability to manage people; experience in purchasing, stock control, resource management, strong planning and reporting skills; experience in operating in insecure environments. Please send résumé, cover letter and two professional references: fax: (310) 572-7790; e-mail: <HR@ri.org>; Web site: <www.ri.org>.

### TEACHER/RECRUITER • Taif, Saudi Arabia

Position available with a military school. Duties: teaches English; recruits EFL instructors to teach English to Saudi Arabian military cadets. Qualifications: BA in English, linguistics or modern languages and a minimum of four years of formal teaching experience. Salary: \$43K plus relocation benefits, medical/dental coverage, vacation travel allowances and furnished western style housing; paid schooling for dependent children. Initial two-year contract is renewable in one-year increments. Send résumé and cover letter to: EFL Employment International, P.O. Box 360, Tewksbury, MA 01876.

### FIELD REPRESENTATIVE • Leon, Nicaragua

Position available with sister city organizations. Duties: coordinates sister city activities; facilitates communication between U.S. and Nicaraguan communities; oversees micro enterprise projects and cultural exchanges; works with U.S. and Nicaraguans to design and implement projects; manages finances; reports on projects and finances; makes presentations in U.S. Qualifications: fluent in English and Spanish; excellent communication and interpersonal skills, knowledge of community organizing, proficient in e-mail and bookkeeping. Compensation: living stipend, car, office, annual trip to US, health insurance. Send cover letter and résumé to: James Moran, 306 West St., Pittsfield, MA 01201; phone/fax: (413) 445-5246; e-mail: <bamistad@berkshire.rr.com>.

### VARIOUS • Worldwide

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

### RESEARCH ANALYST • US Virgin Islands

Position available at the University of the Virgin Islands. Duties: conducts research on forages, pasture establishment and rehabilitation and grazing management; assists with grant writing; presents and publishes research results at scientific meetings. Qualifications: masters degree in agriculture or related area; major in agronomy with emphasis on forage crops; experience with research and production in forage crops; knowledge of statistics, experimental design and computers required; strong knowledge of forage-livestock systems research and lab methods for plant and soil analysis is preferred. Salary: \$28-43K. Send letter of application, up-to-date résumé, three letters of recommendation, and college transcripts to: James Rakocy, Director, University of the Virgin Islands, RR2 Box 10,000, Kingshill, St. Croix, USVI 00850.

### ADMIN. OFFICER • Tbilisi, Georgia

Position available with the American International Health Alliance. Duties: supervises administrative and support staff; coordinates financial and budgetary activity; coordinates logistics for US and NIS exchange visits and conferences and workshops; develops human resources; supervises all contracts. Qualifications: fluency in Russian (Georgian also a plus); BS/BA degree; one to three years management experience in the former Soviet Union; ability to prepare detailed program documentation; knowledge of general accounting procedures; experience in financial management; good technical command of computers and databases. Please send cover letter and résumé to: AIHA, Attn: HR, 1212 New York Avenue NW, Suite 750, Washington, DC 20005; fax: (202) 789-0519; e-mail: <aiha@aiha.com>.

### PROGRAM ASSISTANT • Venezuela

Position available with the National Democratic Institute (NDI), a nonprofit working to strengthen and expand democracy worldwide. Duties: implements program to engage citizens in state-level politics. Qualifications: BA, master's preferred, in international relations or related field; excellent analytical, oral and written communications skills; Spanish fluency; seven years experience working with civic organizations/political parties. Salary: low to mid \$30Ks. E-mail résumé and cover letter referring to source code NDIWS in subject line to: <ndi@rpc.webhire.com>; Web site: <www.ndi.org>.

### REGIONAL COORDINATOR • East Africa

Position available with Global Education Partnership. Duties: manages program and finances for Kenya and Tanzania divisions; trains and supervises in-country staff; monitors project; develops small businesses; raises funds; reports to U.S. office. Qualifications: experience working in rural East Africa; proven leadership ability and excellent communication skills; good math, computer, and basic accounting skills; knowledge of Kiswahili preferred. Salary: \$800-\$1,000/month plus yearly round-trip airfare. Please send résumé and cover letter to: Mark Carr, International Programs Director, Global Education Partnership, 1718 M Street, NW - PMB 151, Washington, DC 20036; e-mail: <santomarkus@yahoo.com>.

*Continued from front page*

same time provide you with the opportunity to listen to questions that recruiters may ask. Listen to the responses and be prepared to answer the same questions yourself.

**8. Ask yourself, "Am I interested in this company?" and "Am I qualified for the position(s)?"** If your answer is no to one or both of these questions, then you will save valuable time by not standing in line. If the answer is yes to both questions, then it is time to join the line. You will seem focused and able to articulate your potential role in furthering the company's goals.

**9. While waiting in lines to meet recruiters, strike up brief conversations with those in front and back of you.** Waiting in a long line does not necessarily mean that you are wasting your time. These encounters can lead to networking opportunities. Ask job seekers about recruiters they have met and what they liked or disliked about individual companies. You may also want to ask about their own job searches. These questions can provide you with leads to other organizations, thus expanding your network prospects. Conduct yourself professionally at all times and don't let your guard down. Your behavior is being evaluated whether you speak to a representative or are waiting in line.

**10. Do not forget to take business cards from company representatives you meet.** This helps when you are ready to send "thank you" notes to recruiters by mail or via e-mail indicating your ongoing interest. Keep the message short and focused. You should thank them for taking time out to meet with you, mention that you would appreciate the opportunity to discuss possible employment opportunities, and that you will follow up shortly to arrange a time to meet.

## Did You Know?

Recruiters at a job fair are seldom the actual hiring managers. They are most often human resources recruiters selecting potential candidates for follow-up interviews with the hiring managers. Their goal is to determine if you are an appropriate candidate for their work environment, but not qualify you for an actual position.

Although job offers may not be extended at career fairs, these events can bring you closer to meeting potential employers. If you are well prepared, visiting a career event should enhance your employment chances and help you achieve your career goals. Good Luck!

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*Editor's note: Careers fairs are held domestically, overseas, and in cyberspace. The Peace Corps in Washington, D.C., sponsors quarterly career fairs—and the next one is scheduled for October 31, 2001, at headquarters. To find out more about this event and others coming up, or to order publications designed for the job search, visit the Peace Corps Web site at [www.peacecorps.gov](http://www.peacecorps.gov) (click on "Returned Volunteers") or call Returned Volunteer Services at (202) 692-1445.*

## PROGRAM LEADERS • Worldwide

Positions available with Horizons International. Duties: lead high school students on community service programs to English-speaking islands in the Caribbean, Puerto Rico, Mexico, Ecuador, Costa Rica, Alaska, Hawaii, Utah, or Iceland. All expenses covered in addition to honorarium. For information, contact: World Horizons, P.O. Box 662, Bethlehem, CT 06751.

## INTERN/VOLUNTEER

### INTERPRETERS • New York, NY

Positions available with NY-Columbia Presbyterian Medical Center's Volunteer Interpreter Corps. Excellent opportunity to serve one of NY's most prestigious medical communities. Qualifications: fluency in Spanish, Russian, or sign language; minimum 4 hours per week, Monday through Friday, 9 a.m.-5 p.m. Meal vouchers provided. Please contact: Ariel Lenarduzzi, (212) 305-9607; e-mail: <arl9002@nyp.org>; Web site: <www.nyp.org>.

## EDUCATION

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

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

### \*CLARK UNIVERSITY • Worcester, MA

One full-tuition scholarship is available to an RPCV for an MA through the International Development, Community Planning, and Environment (IDCE) Department. Programs are for development specialists interested in careers in community-based development, environmental impact assessment, gender analysis, or local management of resources. Three graduate programs: international development, community development, and environmental science and policy are 18 to 24 months. The intensive 12-month GIS program provides GIS, global positioning system, and remote-sensing skills related to development issues. RPCVs are encouraged to apply by 1/15/02. Please contact: Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone (508) 793-7201; fax (508) 793-8820; e-mail: <IDCE@ClarkU.edu>; Web site: <www2.clarku.edu/departments/idce>.

### \*U. OF NEW MEXICO • New Mexico

Teaching internship positions available with University of New Mexico/Santa Fe Public Schools Teacher Education Program, a post baccalaureate 14-month academic/practicum that will lead to full New Mexico licensure as an elementary or a secondary teacher. Participants who successfully complete the probationary summer pre-service will receive fellowship stipends and prepaid tuition as they team-teach in a SFPS classroom. Qualifications: 2.5 GPA; bachelor's or master's degree in liberal arts or other arts and science field. For information or application materials, contact: Dr. Linda M. Day, Coordinator, UNM/SFPS Teacher Education Program, University of New Mexico, Hokona Hall 116, Albuquerque, NM, 87131-1241; phone: (505) 277-0470; fax: (505) 277-2269; email: <lday@unm.edu>; Web site: <www.unm.edu/~sfip>.

### U. OF NEW MEXICO • Gallup, NM

UNM's College of Education offers a Master of Arts Degree Program in elementary or secondary education with a TESOL emphasis. This is a 36-hour program designed to be completed by the practicing teacher in two years, including summers. Admission deadline is 2/28/02 for the next cohort, which begins in summer 2002. Participants secure teaching positions in the Gallup-McKinley County School system, a rural district with a predominantly Native American student population. A special induction support component is provided for new teachers in their first three years of teaching. Contact: Dr. Pat Stall, UNM-G, 200 College Road, Gallup, NM 87301; e-mail: <patstall@unm.edu>

### \*MISS. TEACHER CORPS • University, MS

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

### \*ANTIOCH U. • Seattle, WA

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

### \*THE HELLER SCHOOL • Waltham, MA

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

### \*INDIANA UNIVERSITY • Bloomington, IN

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science degree to RPCVs as preparation for careers in the nonprofit, private, or public sectors. The application priority date for Fall enrollment is February 1. Contact: The School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800-765-7755; e-mail: <speainfo@indiana.edu>; Web site: <www.spea.indiana.edu>.

### \*AMERICAN U. • Washington, DC

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

### NONPROFIT MGMT. • Baltimore, MD

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





**GRADUATE ASSISTANT • Texas and Niger**

Position available at Texas A&M University. Duties: researches spatial modeling of soil water balance using remote sensing and indigenous land use knowledge to predict effects of sporadic rainfall on crop production and opportunities for mitigation. Research will be in Niger, and course work at Texas A&M University. Qualifications: background in soil or crop science, programming, and geographic information systems; experience in developing countries; knowledge of French; ability to work with international scientists will be advantageous. For more information contact: Dr. Bill Payne at <w-payne@tamu.edu>. Admission requirements can be found at <www.tamu.edu>. Department of Soil and Crop Sciences information can be found at <www.soilcrop.tamu.edu>.

**U. OF MARYLAND • College Park, MD**

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection, and graduate studies in Community Planning and Urban Studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. RPCVs must apply and be admitted separately to the Urban Studies program at The University of Maryland (call Sidney Brower at (301) 405-6796 for an application to Urban Studies). The assistantship covers tuition, stipend and health insurance. Complete applications to both Programs are due by 1/15/02. For a Peaceworker on-line application contact <www.Shrivercenter.org>, or call (410)455-1802.

**PEACE CORPS' FELLOWS**

**\*ARIZONA STATE U. • Tempe, AZ**

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

**\*JOHNS HOPKINS U. • Baltimore, MD**

The School of Nursing offers a program of study for students who possess an undergraduate or graduate degree in a discipline other than nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. Majors include, but are not limited to: nurse practitioner; clinical specialist, community health nursing, joint MSN/MPH. For more information, contact: Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe St., Baltimore, MD 21205; phone: (410) 955-7548; e-mail: <jhuson@son.jhmi.edu>; Web site: <www.son.jhmi.edu>.

**Crisis Corps in Need of Volunteers**

**El Salvador Post-Earthquake Assistance**

Crisis Corps is recruiting Volunteers to aid El Salvador in earthquake recovery and reconstruction efforts. RPCVs must have experience in Latin America (preferably Central America). Assignments require a three-to four-month commitment. Excellent Spanish skills are required.

Current assignment: Water and sanitary waste systems volunteer for NGO (experience in water and waste management).

**Please note: Crisis Corps anticipates additional assignments for November/December in El Salvador.**

**HIV/AIDS Africa Assignments**

The following assignments require previous African work experience, a six-month commitment, and HIV/AIDS work/volunteer experience. Additional qualifications listed.

**Kenya:**

- 1. Community HIV/AIDS education volunteer for international NGO (experience with theatre; workshop planning and facilitation; and one year work or volunteer experience in HIV/AIDS).
- 2. Project management volunteer for NGO (two years of community and NGO development experience and one to two years work or volunteer experience in any HIV/AIDS field).

**Malawi:**

- 1. Organizational and staff development volunteer for youth-oriented volunteer-staffed NGO (experience with a community based organization and HIV/AIDS programs in Africa).
- 2. Organizational development volunteer for community-based AIDS and orphan care organization (experience working with a community-based organization in HIV/AIDS and office and personnel management skills).

**Togo:**

- 1. Technical assistance and training volunteer for family planning NGO (project management and evaluation, HIV/AIDS, and workshop facilitation experience, fluent French).

*RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application and additional position information can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/rpcv/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.*

**AMERICORPS/VISTA**

**VARIOUS • Maine**

AmeriCorps positions available throughout the state of Maine in the fields of environmental education, water and air quality monitoring, and field team positions. Qualifications: four-year degree or equiv. experience; US citizens or resident alien status. Benefits: annual living stipend of \$9,000, health insurance, deferred federal student loans, extensive training, and an educational award of \$4,725. For more information or an application, contact: Maine Conservation Corps, Attn.: Christine Wolff, 124 State House Station, Augusta, ME 04333-0124; phone: (207) 287-6914; fax: (207) 287-3342; e-mail: <christine.wolff@state.me.us>

**AMERICORPS POSITIONS • Nevada**

Positions available ASAP in Reno and Lake Tahoe. Duties: assist teachers and students in low-income schools and communities; engage students in their education through self-reliance and community development; assist VISTA volunteers in a literacy program. Benefits: monthly stipend of up to \$791; educational award; medical coverage; professional development and training. One-year commitment. Contact Florence Phillips at: (775) 888-2021 and e-mail résumé to: <pfphillaway@aol.com>.

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

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

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DISCONTINUE       SEND HOTLINE TO NEW ADDRESS (*Hotline can't 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., Second Fl., Peace Corps, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.

### October Career Event

#### “International Management Careers: Opportunities and Strategies”

Marcella Simon Peralta, former foreign service officer and director of career services for the MBA programs at George Washington University and American University in Washington, D.C., will explore international career opportunities. She will address the questions: What, in today's global economy, is an international manager? Who hires international managers? Where do you go to research international job opportunities?

#### When and Where:

**October 24, 2001**  
**12 noon-1:30 p.m.**  
**Paul D. Coverdell Peace Corps**  
**Headquarters, 1111 20<sup>th</sup> St. NW**  
**Shriver Conference Room A**  
**Washington, DC 20526**

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

#### VISTA POSITIONS • Asheville, NC

Positions available with Save the Children's America Reads. Duties: mobilize needed resources to support 22 community partners in seven southeastern states. 60 VISTAs support Save the Children partners in these sites with literacy programs. Please contact: Jenna Delattibodier (828) 277-1311 ext 302; e-mail: <Jenna1203@aol.com>.

#### \*VISTA LEADER • Baltimore, MD

Position available with Greater Homewood Community Corporation (GHCC), a dynamic umbrella CBO dedicated to community development programs in youth, education, neighborhoods, literacy and the environment. Duties: promotes the success of VISTA members through training and mentoring; ensures smooth operation of GHCC VISTA projects; assists program coordinator in management of program through development of outreach and training materials. Qualifications: one year of service as PCV. Benefits: \$918 a month living allowance; education award of \$4,725 at end of service; comprehensive health insurance. Send résumé to: Susan Fleischmann, 3503 N. Charles Street, Baltimore, MD 21218; phone: (410) 261-3503 fax (410) 261-3506; e-mail: <sfleischmann@greaterhomewood.net>.



### Holiday Closing

In observance of Veterans Day, the Peace Corps will be closed on Monday, November 12, 2001.

### Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in the *Hotline*, please send your suggestions to <hotline@peacecorps.gov>. Thanks!

### HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in September 1999, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to the Web site <www.peacecorps.gov/rpcv/hotline/index.html> to download issues in Portable Document Format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.