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

HOT RESOURCES

Check out the information below to learn more about NPCA and Peace Corps:

National Peace Corps Association
1900 L Street, NW, Ste. 205
Washington, DC 20036
Phone: 202.293.7728
Fax: 202.293.7754
www.rpcv.org

Peace Corps
Paul D. Coverdell
Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526
Phone: 800.424.8580
www.peacecorps.gov

For virtual career fairs, visit the following websites:

www.careerfairs.com/
www.bestjobsusa.com/
www.jobweb.com/
www.cfg-inc.com/

Elvira May
Acting Hotline Editor

Robin Solomon
RPCV Kazakhstan
Acting 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
Fax: 202.692.1431 or 1421
Website:
www.peacecorps.gov/rpcv/hotline

New Initiatives Aid Returned Volunteers in Reaching Out to Their Communities and Future Volunteers

Returned Peace Corps Volunteers (RPCVs) who want to reach out to their communities and classrooms will now have an easier time doing so under a new agreement signed last month between the Peace Corps and the National Peace Corps Association (NPCA).

As part of the new agreement, the Peace Corps and the NPCA are developing a program to help match RPCVs with individuals interested in presentations about Peace Corps service. Within this new program, a website will be developed to allow returned Volunteers to be matched up with nearby teachers, community members, and organizations to share their Peace Corps experience.

Additionally, the website will help the NPCA locate RPCVs willing to assist Peace Corps regional offices with recruitment on community college campuses and at other colleges and universities. Participating RPCVs will have access to an electronic speaker's kit and other resources to help prepare for the presentations.

Under this agreement, the NPCA will also organize three jobs fairs. The first will be held in Miami, Florida, on January 30, 2004. The

second career fair will take place in the spring at a location yet to be determined. The third will be held in Chicago during the NPCA Conference (August 5-8, 2004). The goal is to offer RPCVs in three regions of the country the opportunity to participate in job fairs similar to the biannual career fairs organized by Returned Volunteer Services at Peace Corps Headquarters in Washington, D.C.

The D.C. career fairs have been well attended by both employers and RPCVs. Their success can also be demonstrated by the positive feedback employers provide after each event, the increased requests of potential employers to participate in future career events, and reports from RPCVs that the fairs helped them find employment. Recently, RPCV James Joiner, Jr. (Kenya, 1999-2001), reported that he received "an ideal job" with the General Services Administration (GSA) after attending a Peace Corps career fair. Joiner is being trained to assume management-level positions through GSA's management intern program.

"Over the past 40 years, returned Volunteers have advanced the mission of the Peace Corps in countless ways," said Peace Corps Director Gaddi H. Vasquez.

"Through this cooperative agreement, we can provide additional opportunities for returned Volunteers and help to recruit the next generation of Volunteers."

"This is a great opportunity for the NPCA community to work together with the Peace Corps to strengthen the third goal," said NPCA President Kevin F. Quigley, regarding the Peace Corps' goal to help promote a better understanding of other peoples on the part of Americans. "We are excited to be providing career resources to returning Volunteers and to be expanding our global education outreach into classrooms in communities across the country."

The National Peace Corps Association is a nonprofit organization of RPCVs, former staff members, and friends. Currently, there are more than 12,000 members and 147 affiliated groups. The NPCA was founded in 1979 and incorporated in 1983 as the national alumni association for people who have served as Volunteers and staff. The NPCA has and continues to carry out the third goal of the Peace Corps: To help promote a better understanding of other peoples on the part of Americans.

"You have to have confidence in your ability, and then be tough enough to follow through." -Rosalynn Carter

PUBLIC SECTOR

DATABASE ASSISTANT • Washington, DC

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

GRANTS MGT SPECIALIST • Alexandria, VA

Position available with the Food and Nutrition Service at USDA, GS-0501-09/11. Duties: coordinates grant solicitation, evaluation and award process for FNS's discretionary grant programs; monitors post-award progress of grants; provides written and oral grant policy guidance to FNS Headquarters and Regional staff; helps evaluate regional oversight and state implementation of program and grant rules. Deadline for applications: 10/27/03. For full vacancy announcement (FM-050-03-0) call: 703.305.1474; website: www.fns.usda.gov/hr. Send application or questions to e-mail: paulette.marko@fns.usda.gov.

PROGRAM SPECIALIST • Washington, DC

Position available with the USDA Forest Service, Office of International Programs. Duties: works at an entry level on conservation and natural resources

projects in Russia, Europe, Eurasia and the Middle East; prepares grants and agreements; administers travel arrangements; monitors budget expenditures; writes program development and reporting documents. Qualifications: Russian language capability; experience living and working in Russia, Europe or Eurasia would be helpful; U.S. citizenship required. Deadline: 10/15/03. Interested individuals should e-mail their résumés to Liz Mayhew, e-mail: lmayhew@fs.fed.us.

TRNG/OUTREACH SPEC • Washington, DC

Position available with USAID's Bureau for Democracy Conflict and Humanitarian Assistance, Office of Conflict Management and Mitigation. Duties: serves on CMM's Information, Research and Training Team, creating awareness and promoting learning opportunities for USAID staff and partners working in the area of conflict management and mitigation. Qualifications: M.A.; minimum five years' experience with training design, delivery and facilitation; demonstrated experience in the creation of successful information, training and outreach materials; familiarity with precepts of multiple adult learning methodologies and curriculum development techniques; experience in budgeting, planning and conducting events; knowledge of the organization and operation of USAID and foreign assistance preferred; overseas experience in developing countries preferred; U.S. Citizen; excellent writing and editing skills. Send résumé and cover letter (with reference to "pos#KV3187pc") to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org; website: www.aed.org/employment/openings/grade6/3187-6.html.

OCC HEALTH NURSE • Kittery, ME

Position available with Naval Ambulatory Care Center. Duties: provides occupational health nursing

services to employees by assessing, diagnosing and standardizing medical protocols; determines need for counseling and medical referrals; conducts prenatal counseling; manages the workers compensation program; provides occupational health support of the health promotion and wellness program; supervises nurses, medical clerks and corp staff. Qualifications: occupational health nursing experience or Ph.D. in nursing or equivalent; licensed registered nurse; certified occupational health nurse specialist by ABOHN; U.S. citizen. Deadline for applications: 10/29/03. Contact Joann Toliaferro at phone: 215.408.5268 for online application information or send résumé with SSN to Human Resources Service Center – Northeast, Attn: DH-PNS-03-0610-NR, 111 S. Independence Mall East, Philadelphia, PA 19106.

PRIVATE SECTOR

PROGRAM OFFICER/AFRICA • Washington, DC

Position available with the International Foundation for Election Systems. Duties: manages staff and one or more field offices, focusing on the Democratic Republic of Congo; designs, implements and manages projects; recruits, supervises, and evaluates personnel; writes project proposals with accompanying budgets; reviews expense and time reports; conducts briefings in support of IFES activities; writes for IFES publications. Qualifications: M.A. in international relations, public policy, political science or a related field with a minimum of two years functionally related professional experience, or a similar B.A./B.S. with a minimum of four years functionally related professional experience; written and oral communication skills in English and French; familiarity with regional politics and cultures; proficiency in word processing, spreadsheet and project management applications. Deadline for applications: 11/01/03. Send cover letter and résumé (indicating Program Officer/Africa in subject line) to e-mail: jobs@ifes.org.

DEVELOPMENT AGENT • La Crosse County, WI

Position available with the University of Wisconsin Extension. Duties: strengthens communities and local governments through educational programming; helps communities address their economic development, tourism, river-based economies, water quality and land use challenges. Qualifications: M.A.; at least one degree in a related area such as business or economic development, community development, political science or natural resource management required; experience working with local governments and community-based organizations preferred. Deadline for applications: 10/29/03. Submit cover letter (include position title and county), résumé, contact information for three professional references, and all transcripts to Cooperative Extension Personnel 249 Extension, 432 N. Lake St., Madison, WI 53706; phone: 608.263.1945; e-mail: ces.jobs@uwex.edu; website: www1.uwex.edu/ces/personnel.

EXECUTIVE DIRECTOR • New York, NY

Position available with the Coalition for Asian American Children and Families, a non-profit

HOT! OPPORTUNITIES

CLARK UNIVERSITY • Worcester, MA

One full-tuition fellowship is available to an RPCV through the graduate programs in International Development, Community, and Environment at Clark University. This fellowship can be applied towards an M.A. in International Development, Geographic Information Sciences for Development and Environment, Community Development and Planning, or Environmental Science and Policy. Programs are designed for applicants interested in careers in conflict and development, gender and development, community-based development, environmental impact assessment, or natural resource management. Deadline for applications: 1/15/04. Contact Admissions, IDCE Programs, Clark University, Worcester, MA 01610; phone: 508.793.7201; fax: 508.793.8820; e-mail: IDCE@ClarkU.edu; website: www.clarku.edu/departments/idce.

COMMUNITY REPRESENTATIVES • Various US

Positions available part-time with ASA International, a placement and supervision service for international teens. These home-based positions are tailored for people with a strong cultural interest in doing something rewarding for their community while earning a supplemental income and overseas travel incentives opportunities. Qualifications: enjoy teens and have a strong desire to learn about different cultures and feel at ease networking within their community to secure quality host families. Full training and support provided by branch offices within the U.S. Contact Tiffany Adams, phone: 877.283.5470.

children's advocacy organization. Duties: responsible for fundraising, financial management, public relations, research, program planning, evaluation, strategic planning, and government relations. Qualifications: M.A. relevant field; experience in fundraising, public policy, nonprofit management; Asian American issues; leadership; reputation in non-profit sector; Asian American community and/or child advocacy. Salary commensurate with experience. Deadline for applications: 10/22/03. Send résumé and cover letter with salary history and requirements to e-mail: search@cacf.org; website: www.cacf.org.

CASE MANAGER · Belle Glade, FL

Position available with the Farmworker Council. Duties: provides direct social services to migrant and seasonal farm workers; conducts intakes and needs assessments; maintains case files; coordinates other social services. Deadline for applications: 10/30/03. Send résumé to the attention of Corinne Danielson, Executive Director, fax: 561.533.6099; e-mail: corinned@farmworkercouncil.org; website: www.farmworkercouncil.org.

ADMINISTRATIVE ASST · Washington, DC

Position available with MSI, an international development consulting firm, to work on a USAID contract, GDA: Global Development Alliance. Duties: tracks meetings and schedules; maintains key documents; manages travel; escorts visitors; manages office. Qualifications: current U.S. Government Secret Security Clearance (or less than one year expired to be able to reactivate quickly); B.A./B.S.; minimum two years' work experience; proof of writing skills; computer and database management skills; organizational and clerical skills; positive disposition on the phone and in person; experience with USAID preferred. Send résumé and cover letter to e-mail: gritchley@msi-inc.com, Attn: GDA; website: www.msiworldwide.com.

PROGRAM ASSOCIATE · Rosslyn, VA

Position available with DevTech Systems, Inc. Duties: works on a team providing technical and administrative assistance to the USAID Office of Women in Development under the Safe Schools Program. Qualifications: knowledge/interest in international development, especially gender-related issues; relevant M.A. or B.A. and three years equivalent experience; one to two years working abroad in international development; experience with maintaining/using administrative systems for electronic/hard copy data tracking and reporting; demonstrated writing/editing and interpersonal communications skills; competency in cross-cultural teamwork and computer skills; ability to respond quickly and efficiently to USAID requests; eligibility for USAID security clearance and/or USAID experience and fluency in another language preferred. Deadline for applications: 10/24/03. Send résumé and cover letter to e-mail: jobs@devtechsys.com.

ASSOC PROGRAM MGR · Washington, DC

Position available with Population Services International. Duties: assists program managers for east/southern Africa in: country/project backstopping; donor relations; contract compliance;

Career Information Consultants Latest Edition of Publication and CD-ROM Now Available!

Returned Volunteer Services (RVS) produces a *Career Information Consultants* (CIC) directory. The publication lists professionals in specific career fields (many of whom are RPCVs) who have agreed to answer career-related inquiries on a voluntary basis. Chapters of the directory provide the names and contact information of professionals in fields that include, but are not limited to: agriculture and environmental sciences, business, communications, education, and government.

The updated 2003 edition of the *Career Information Consultants* directory has been published, and a CD-ROM version of the publication is also available. Over 1,500 participants are included in this 369-page edition.

If you would like a copy of the directory, contact RVS at rvs@peacecorps.gov. Please let us know if you are willing to serve as a career information consultant. We want to keep the publication growing and hope to update and reprint it again next year.

research; new business development; proposal and grant writing; developing annual work plans; budget preparation and tracking; other programmatic and administrative duties. Entails 15-25% overseas travel. Qualifications: entrepreneurial and dynamic with an interest in private sector approaches to development; minimum of two years' work experience in developing country; fluency in second language (French, Spanish, Russian, or Portuguese); M.A. or equivalent in relevant subject; private sector work experience; background in marketing, family planning or public health sectors; experience with international donor community. Apply at website: www.psi.org.

EC EDUCATION SPECIALIST · Columbus, NM

Position available with the Ben Archer Health Center. Duties: responsible for supervision of all EC activities. Qualifications: A.A. in early childhood education; NM license; bilingual (Spanish/English); three years direct experience; NM driver license and reliable transportation. For more information, see the website: bahcnm.org.

INTL PROGRAM COORDINATOR · Chicago, IL

Position available with the Field Museum in conservation education. Duties: works with ECP team in conservation education program implementation focused in Peru; helps to build capacity and provide support to international partners in the development and implementation of biodiversity conservation education programs; assists with the coordination and organization of the international education program initiatives; provides fulfillment, as needed for community action projects; answers requests for follow-up from community based, school-based and adult-based conservation programs; learns content, techniques, methods and goals of conservation education existing programs; assists with their international translation and adaptation; prepares materials, supplies, and equipment for partners, educators and community-based organizations; provides support to director and to partners to increase networking opportunities and to develop partner and education mentoring relationships; develops awareness and understanding of CCUC's asset mapping work to integrate ECP efforts seamlessly and more effectively; builds on CCUC's contacts and local knowledge. Qualifications: Spanish speaking;

technologically literate; adaptable, flexible, outgoing; bachelor's degree in conservation biology or international environmental education; one to three years related work experience. Deadline: 10/31/03. Contact Carol Fialkowski, fax: 312.665.7433; e-mail: cfialkowski@fieldmuseum.org.

DIR HUMAN RES · Yarmouth Port, MA

Position available with the International Fund For Animal Welfare (IFAW). Duties: enhances organizational effectiveness through staff development and personnel administration of over 250 staff worldwide; directs, manages and evaluates human resource development policies, programs and practices; provides strong leadership and management skills; identifies development needs; formulates human resource initiatives; manages and institutionalizes implementation; evaluates progress in line with cost effective development practices; oversees administration, facilities and general office management. Qualifications: degree in human resources management with minimum of 5 years' managing and evaluating HR/learning enhancement programs; ability to develop, manage and evaluate long-term plans and programs based on centers of excellence in the HR field; 8-10 years' experience applying the principles and practices of HR management in non-profit/global setting; SHRM Certified Senior Professional (SPHR) preferred. See website: www.ifaw.org (under "Get Involved").

VARIOUS · Washington, DC

Positions available with the World Wildlife Fund, leading international efforts to conserve life on earth. Current openings include a Congo Basin Forest Project Compliance Officer and a Research Associate for the Center for Conservation Innovation and the Macroeconomics Program Office. For information on the required qualifications and how to apply, visit the website: www.worldwildlife.org/jobs/.

YOUTH DEVELOPER · Washington, DC

Position available with the Latin American Youth Center. Duties: assists in the enrollment of 140 young people in an integrated HIV/AIDS and substance abuse education/prevention program; takes part in all phases of the project, including participant recruitment, retention, implementation and evaluation; conducts school-based and on-site

workshops for male youth; assists the Senior Youth Developer with co-ed activities and orientation sessions for parents of youth participants; supervises one male peer facilitator; participates in related activities at the LAYC and in the community. Qualifications: fluency in Spanish and English. Send résumé and cover letter to Amanda Kerpsie, Prevention Team Leader at phone: 202.462.5696; e-mail: amanda@mail.layc-dc.org; website: www.layc-dc.org.

OUTREACH SPECIALIST • Washington, DC

Position available part-time with the Self Reliance Foundation. Duties: serves as a bilingual (English/Spanish) Information and Referral Specialist for the National Hispanic Resource Helpline; helps link US Latino's to affordable, bilingual community services in their community using web-based database. Qualifications: excellent Spanish speaking abilities; computer and Internet skills; ability to juggle multiple tasks. Hours: M-F 1pm-6pm, \$12 an hour through 1/10/04. Contact Maite Arce, phone: 202.661.8087; e-mail: maite@hrn.org.

NATIONAL SERVICE MGR • Brooklyn, NY

Position available with Habitat for Humanity, a nonprofit organization for affordable housing. Duties: responsible for AmeriCorps National Direct program and for the State AmeriCorps*VISTA program; funding and management of all national service programs; recruitment of national service members; training and orientation for all National Service members; all required evaluation and grant reporting. Qualifications: five years' experience with nonprofit organizations and two years experience in volunteer management, training, or human resources; strong preference for candidates with two years of experience working in corporation for national service programs. Salary: \$35- 40K. Send résumé to Jerry Polner, Finance Director, Habitat for Humanity NYC, 334 Furman St., Brooklyn, NY 11201; phone: 718.246.5656, ext. 302; e-mail: jpolner@habitatnyc.org.

IMMIGRANT COMMUNITY ORGS • OH, FL

Positions available with several local congregation-

based, grassroots community organizations committed to social justice. Duties: identify, train, and challenge local leaders to surface community issues and build strategic winnable campaigns on issues of injustice; build the organization by reaching out to prospective churches and neighborhood groups; develop funding as needed. Qualifications: B.A./B.S. in social sciences; bilingual fluency in Spanish and English. Salary range: \$26-30K. Deadline for applications: 12/01/03. Send résumé to Ben MacConnell, 820 New York, Lawrence, KS 66044; phone: 785.841.2680; e-mail: ben@thedartcenter.org; website: www.thedartcenter.org.

WRITERS AND REVIEWERS • Various

Positions available with Axiom Press, the publisher of CultureGrams (educational reports describing 181 countries). Duties: write or review an educational report for a specific country on a contract basis. Writers receive \$800 for creating a new report. Reviewers receive \$150 for providing feedback on a report's accuracy. Qualifications: native to the country or non-native full-time inhabitant in the country for at least two and a half of the last four years. Deadline for applications: 12/01/03. Visit the website for a list of countries needed and online application form. Contact CultureGrams Editors, Axiom Press, 333 South 520 West, Ste. 360, Lindon, UT 84042; website: www.culturegrams.com/submissions.

PROJECT DEV MGR • Washington, DC

Position available with the American Soybean Association's World Initiative for Soy in Human Health. Duties: implements project concepts with PVOs and NGOs relating to food distribution and industry development in LDCs; develops sponsoring organization relationship with US-based PVOs' multilateral organizations. Qualifications: an international developmentalist with food aid or food security project experience; B.S. in international relations plus five years' relevant work experience; knowledge of USAID and/or USDA funded programs desired; entrepreneurial aptitude desired. EOE M/F/D/V. Send résumé and cover letter to Human Resources, American Soybean Association, 12125 Woodcrest Executive Dr., Suite 100, St. Louis, MO 63141; e-mail: dodd@soy.org; website: www.wishh.org.

BIOLOGISTS • AK

Positions available to observe and sample catches onboard commercial fishing boats off Alaska. Duties: collect representative samples of the catch; sort, record and measure different species. Qualifications: B.S. in biology or natural sciences; college level statistics course; flexible attitude. Training provided. Salaries and room and board provided while on contract. Send résumé and transcripts to Saltwater Recruiting, 132 Theo Dr., Talent, OR 97540; phone: 541.535.5308; fax: 541.535.5651; e-mail: mary@saltwaterinc.com; website: www.saltwaterinc.com.

OUTREACH DIRECTOR • Washington, DC

Position available with Recording for the Blind and Dyslexic, which provides educational materials in recorded formats to individuals with print

disabilities. Duties: builds awareness of the company's services; recruits members; designs and implements all educational outreach activities. Qualifications: B.A./B.S.; at least three years' experience in education, special education, or human services required; understanding of public school education, sales or marketing experience, computer skills, and excellent organizational, interpersonal, and communication skills required; should be self-directed and goal-oriented. Send cover letter, résumé, and salary requirements to 5225 Wisconsin Ave., NW, Ste. 312, Washington, DC 20015; fax: 202.244.3146; e-mail: washingtondc@rfd.org.

PROGRAM MANAGER • Greenville, MS

Position available with the Christian Children's Fund, Inc. Duties: sets programmatic direction; supports, implements, communicates and makes decisions within the area; builds strong and sustainable membership organizations; directs, manages and is accountable for area operations. Deadline: 10/29/03. Contact the Christian Children's Fund, Human Resources, 2821 Emerywood Parkway, Richmond, VA 23294; fax: 804.756.2732; e-mail: humanresources@ccfusa.org; website: www.christianchildrensfund.org.

EXECUTIVE DIRECTOR • Washington, DC

Position available with the Fair Labor Association. Duties: ensures that day-to-day operations of the organization work smoothly and meet organization's mission; provides professional advice to staff and managerial direction for primary functional areas; prepares strategic and financial plans; develops and monitors operating budgets and audits; implements and administers personnel policies and processes; represents the association in meetings with governmental, corporate, NGO and university constituents. Qualifications: managerial experience with a labor rights organization, corporate social responsibility, or non-profit/association sector; demonstrated prudence, resourcefulness and sound judgment; strong interest in and commitment to international human and labor rights and to the philosophy and strategy of the FLA. Deadline for applications: 10/20/03. Send cover letter, résumé and references to e-mail: associationrecruiting@comcast.net.

GRANT MGMT SPECIALIST • Westport, CT

Position available with Save the Children, an international relief and development agency. Duties: supports the Director of Grants Management and Manager of Subgrants; responsible for proposal, grant, and amendment review; maintains agency grant database; manages the closeout process; trains. Qualifications: B.A./B.S. and five years' experience working with a PVO; knowledge and creativity in using Access, Word, and Excel; knowledge of OMB Circulars A-110, A-122, A-133, USAID Standard Provisions; ability to speak in front of groups; excellent written and oral communication skills; previous training experience preferred. Send résumé and salary requirements to fax: 203.221.4077; e-mail: jmcguane@savechildren.org.

PHONE INTERVIEWERS • Wheaton, MD

Positions available with Reda International, a survey research firm. Perfect for newly returned volunteers

Career Assessment Help Available to RPCVs

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

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

who want to re-enter the workforce. Qualifications: motivated; team-oriented; excellent verbal skills. Flexible hours available. No sales. Conveniently located at the Wheaton Metro Station (red line). Send résumé and cover letter to fax: 301.946.1911.

INTERNATIONAL

TECHNICAL TRAINERS • Ecuador

Three positions available with Peace Corps Ecuador. Duties: design and implement a 10 to 11 week pre-service training in conservation of natural resources, animal production, and sustainable agriculture. Qualifications: fluency in English and Spanish; field work, cross-cultural and professional experience, and education in the particular area; experience in small business development, income generation, and training; knowledge of participatory planning and gender issues; work experience in Ecuador and the Peace Corps preferred. Contract period is 01/12/04 to 05/07/04. Deadline for applications: 11/12/03. Send résumé and cover letter indicating desired position and related experience to Peace Corps Ecuador, APCD/ Training Manager, Casilla 17-08-8624 Quito, Ecuador; phone: 593.2.227.6300; fax: 593.2.227.3763; e-mail: mmurphy@ec.peacecorps.gov.

IN-COUNTRY REP • Belize

Position available with EcoLogic Development Fund, dedicated to conserving the biological diversity of Latin America. Duties: responsible for representing EcoLogic in Belize; provides direct support to EcoLogic's partner, the Sarstoon Temash Institute for Indigenous Management. Qualifications: a university degree in a field related to natural resource management, coastal management, or economic development; five years' managerial experience working in or with the nonprofit sector; fluency in English and Spanish; proven track record securing financial support from multilateral and bilateral agencies. Deadline for applications: 10/28/03. For further information, visit website: www.ecologic.org.

CONTROLLER • Pago Pago, American Samoa

Position available with the American Samoa Treasury Department. Duties: prepares Comprehensive Annual Financial Report. Qualifications: GAAP/GASB required; CPAs with governmental accounting experience preferred. Salary range \$50-80K with benefits including housing, vehicle, relocation and travel. Deadline for applications: 10/31/03. Send cover letter and résumé to Jack Kachmarik, Territorial Office of Fiscal Reform, Nu'uuli #26-500, Box 50018, Pago Pago, American Samoa 96799; phone: 684.699.1330; fax: 684.699.5005; e-mail: asdro@samoatelco.com.

COMMUNITY SERVICE STAFF • Various

Positions available with Visions Service Adventures. Duties: mentor teens and supervise project sites; lead recreational activities; facilitate cross-cultural experiences; oversee daily living in safe, challenging environment. Qualifications: minimum 22 years old; experience leading/teaching teenagers; team player mindset; cooperative, positive, safety-conscious, and community spirited work attitude; standard first aid, CPR, water safety certifications; WFA/WEMT at some sites; advanced

Considering Graduate School After the Peace Corps?

Denver-area RPCVs and people interested in joining the Peace Corps are invited to attend an information session on graduate school opportunities during and after Peace Corps service.

Meet and talk with Fellows/USA and Master's International participants and the program coordinator from the University of Denver.

Fellows/USA offers lifetime eligibility for graduate fellowships to most RPCVs. Programs combine course work in a wide range of subjects and practical internships in underserved U.S. communities. Master's International combines graduate studies with Peace Corps service.

Tuesday, October 28, 2003

7 p.m. to 8:30 p.m.

University of Denver, International House, 220 South Josephine Street
(one block south of Evans Avenue)
Denver, Colorado

Please call 303.844.7020 to RSVP.

wilderness safety certifications; carpentry/masonry skills; experience living in different cultures; French/Spanish language fluency a plus. Compensation: room, board, travel, salary. Position is six-ten weeks from mid-June. Contact VISIONS, P.O. Box 220, Newport, PA 17074; phone: 717.567.7313; fax: 717.567.7853; e-mail: info@VisionsServiceAdventures.com website: www.VisionsServiceAdventures.com.

DEP FIELD OFF DIR • Port-au-Prince, Haiti

Position available with Save the Children, an international relief and development agency. Duties: handles all financial and administrative management of the Haiti programs; manages and tracks grants/contracts; ensures proper administration of sub-grants; supervises accountants/administrative teams. Qualifications: M.B.A. in a relevant discipline; familiarity with USAID reporting; fluency in French; knowledge of Haitian Creole preferred; willingness to travel regularly to the impact areas required. Send CV to fax: 203.221.4077 (Attn: Job #2205); e-mail: rstanford@savechildren.org.

the Field Naturalist approach. For more information, contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930; website: www.uvm.edu/~wpoleman/fnwebpage.htm.

INTERCULTURAL COMM INST • Portland, OR

Continue to make a difference by considering graduate work through the Master of Arts in Intercultural Relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-one-half to three years to complete, with three two-week residencies in Portland, and core coursework completed at home. RPCVs receive special consideration for admission. Contact by phone: 503.297.4622; e-mail: mair@intercultural.org; website: www.intercultural.org.

YALE UNIVERSITY • New Haven, CT

The Yale School of Forestry and Environmental Studies has prepared students for important positions of environmental leadership worldwide. The school offers M.A. degrees in environmental management, environmental science, forestry, forest science; a one-year M.A. for experienced environmental professionals; joint M.A. degrees in management, law, public health, international relations, developmental economics, and divinity. Joint programs are also established with Pace and Vermont Law Schools. Students may continue their studies through the Graduate School of Arts and Sciences (Ph.D.) or within the School of Forestry and Environmental Studies (Doctor of Forestry and

EDUCATION

UNIVERSITY OF VERMONT • Burlington, VT

The Field Naturalist and Ecological Planning Master's Degree programs at the University of Vermont provide collaborative, integrative, multi-disciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field Naturalist focus mainly on integrating the social dimensions of environmental understanding with

PEACE CORPS FELLOWS/USA



UNIVERSITY OF MARYLAND · Baltimore County, MD

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. Areas of study include information technology; biology; chemistry; economics; instructional systems development; information systems; applied mathematics; intercultural communications; neuro and cognitive sciences; applied ethics; applied physics; policy science; applied sociology. RPCVs must apply and be admitted separately to a graduate program. The assistantship covers tuition, stipend and health insurance. Deadline for applications: 1/15/04. For Peaceworker application, contact at phone: 410.455.1802; e-mail: JOBETAY@hotmail.com.

DUQUESNE UNIVERSITY · Pittsburgh, PA

Duquesne University seeks RPCVs for enrollment in its Graduate Center for Social and Public Policy (M.A.), with programs focusing on policy analysis and administration, conflict resolution and peace studies; and in its Graduate School of Business Administration (M.B.A.). As Peace Corps Fellows, RPCVs receive partial tuition assistance and stipends for their work in inner-city Pittsburgh. Fellows are placed related to their interests and may work in environmental programs, community and economic development, business program development, or housing. Contact Dr. G. Evan Stoddard at phone: 412.396.5179; e-mail: stoddard@duq.edu; website: www.policycenter.duq.edu.

GEORGE MASON UNIVERSITY · Fairfax, VA

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

DUQUESNE UNIVERSITY · Pittsburgh, PA

The Graduate Center for Social and Public Policy educates leaders to design, implement and evaluate policies to solve pressing social and political problems, and teaches leaders to mediate and resolve conflicts. The Center also undertakes research on relevant policies and programs, to seek truth and to disseminate knowledge within a moral framework in order to prepare leaders distinguished by their ethical standards, and guided by a sensitivity to human needs. The Policy Center invites applications from RPCVs for the M.A. concentrations in Policy Analysis and Administration or Conflict Resolution and Peace Studies. Assistantships and tuition waivers are available. For further information, contact The Graduate Center for Social and Public Policy, Duquesne University, Pittsburgh, PA 15282; phone: 412.396.1780; fax: 412.396.1739; e-mail: colignon@duq.edu; website: www.policycenter.duq.edu.

ILLINOIS STATE UNIV. · Normal, IL

Through the Peace Corps Fellows Program in applied community and economic development, RPCVs earn M.A. degrees in economics, politics and government, or sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies across the nation. Fellows awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn a modest income during their second-year internship. Fellows have worked on regional economic development, welfare-to-work programs, grant writing, tourism promotion, business retention and expansion, and projects involving health/wellness, women and social change, cultural awareness and community college outreach. For more information, visit website: www.StevensonCenter.org. Contact the Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790; phone: 309.438.7090; e-mail: StevensonCenter@ilstu.edu.

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

Environmental Studies – DFES). For more information visit the website at: www.yale.edu/environment.

UNIV. OF ST. THOMAS · Minneapolis, MN

The MIM program at the University of St. Thomas incorporates both language and culture into a business program. Instructors have real business experience on the international scene. Areas of concentration include managerial communication, finance, human resources, marketing, manufacturing systems engineering, software engineering and entrepreneurship. You can also customize your degree to suit your needs. The program has two cohort universities in Taiwan and Greece plus many opportunities to study abroad. Courses are offered in the evening to allow you to work while attending the university. For more information contact MIM at phone: 651.962.4840; e-mail: mim@stthomas.edu; website: www.stthomas.edu/mim.

SCH FOR INTL TRAINING · Brattleboro, VT

Build on the intercultural skills developed during Peace Corps service. Continue to work towards bridging differences between people and nations for a more peaceful and sustainable world. Scholarships provided; admission preference given to RPCVs. Applications being accepted for M.A. degrees in Social Justice in Intercultural Relations, TESOL, Conflict Transformation, Sustainable Development, International Education, Organizational Management, or a self-designed option allowing electives from the above. Intensive course work for two semesters. Meaningful, practical experience included. Programs begin in June and September. Contact SIT, Kipling Road, Brattleboro, VT 05301; phone: 802.258.3510 or 800.336.1616; e-mail: admissions@sit.edu; website: www.sit.edu/degree.html.

ANTIOCH UNIVERSITY · Seattle, WA

AUS offers a M.A. degree in Environment and Community for anyone 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. Regional, national, and international students pursue place-based studies and routinely meet in Seattle for course intensives over two years. Contact admissions by e-mail: admissions@antiochsea.edu or jjoichi@antiochsea.edu; website: www.antiochsea.edu/ec.

TEACHER TRAINING · Madison, WI

Earn a TEFL certificate in a five-week intensive on-site teacher training program, which prepares trainees to teach English in classrooms overseas. RPCVs with proof of service receive a 10 percent tuition discount. The program offers a hands-on approach to teaching. Practice teaching, classroom observations and job placement assistance. Midwest is part of an ESL school giving opportunities to interact with professional teachers and international students. No teaching experience

required. For a brochure, contact Midwest Teacher Training Program, 19 N. Pinckney St., Madison, Wisconsin 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mtpp.com.

INTERN/VOLUNTEER

GFW INTERN • Washington, DC

Position available immediately with the World Resources Institute. Duties: works with Global Forest Watch on Internet research; writes country assessments; updates contact database. Qualifications: organized self-starter; excellent written and oral skills; knowledge of MS Word, Excel, PowerPoint, Internet, Database, HTML, Goldmine. Six-month commitment required for 30-40 hours per week. Salary: \$8-12/hour. Deadline: 10/25/03. Contact World Resources Institute, GFW Internship, 10 G St., NE, Ste. 800, Washington, DC 20002; fax: 202.729.7610.

AMERICORPS/VISTA

HEALTH PROMOTION • Virginia, IL

Position available with the Illinois Public Health Association. Duties: assists in planning and leading

activities for youth enrolled in after school programs; assists in developing and coordinating a county-wide emergency preparedness network; provides outreach for Maternal Child Health breastfeeding and obesity initiatives. Qualifications: B.A. in education or health-related field; valid driver's license and reliable transportation; proficiency in Spanish preferred. Benefits are \$10K living allowance for contract period; health insurance; education award; loan deferment possible. Position runs from 10/20/03 through 09/01/04. Contact Jaime Appelwick, Cass County Health Department, Virginia, IL 62691; phone: 217.452.3057.

COMM PARTNER COORD • Brooklyn, NY

Position available with Habitat for Humanity-NYC. Duties: implements and manages a communications system for the Community Partnership Department; produces a "How to" operational manual for local chapters; organizes four networking/training sessions for Habitat's community partners. Deadline for applications: 10/24/03. Send motivation letter and résumé to: Cristina Abi Zeid, e-mail: cabizeid@habitatnyc.org.

CREW LEADERS • UT

Positions available with the Utah Conservation Corps. The first three months of service focus on leadership

training, skill development, local environmental education, and community volunteerism. Then crew leaders will lead crews of six to eight members on cooperative projects with the National Park Service and Forest Service. Projects can be physically intense and require long days outside. Benefits include outdoor leadership experience, a living allowance and a \$4,725 education award. The term of service goes from mid-February 2004 to mid-November 2004. Deadline for applications: 11/7/03. For information or to apply, contact Kate at phone: 435.797.0964; e-mail: katestep@cc.usu.edu; website: www.usu.edu/ucc.

Goodbye Shanta!

This month *Hotline* says "goodbye" to Shanta Swezy (RPCV Kazakhstan), who has served as the Editor/Writer for *Hotline* and the Manager of Returned Volunteer Services since 1997. The whole Peace Corps community appreciates her work over the years, and she will be missed. We wish her luck as she starts a new position at USDA's Food and Nutrition Service as a Program Analyst.

Dosvedanya! Udachi!

Crisis Corps Recruiting Short-Term Volunteers

Guinea

Africare is currently recruiting for the following assignments: 1.) Food and Nutrition Security Worker for a six-month assignment to conduct assessments, ensure targeted districts meet all health and nutrition criteria, conduct research and review program documentation, provide recommendations and plan to help districts succeed, work with staff to complete a hearth model manual/guidebook. 2.) HIV/AIDS Specialist for a six-month assignment to assess program monitoring and evaluation framework related to health/nutrition and HIV/AIDS, assist in developing a template for data analysis, and create a PowerPoint presentation and a brochure. 3.) Agricultural Productivity Specialist to improve the nutritional status of women and children, decrease post-harvest losses, build capacity of local institutions, develop a process to identify and monitor micro-projects, conduct focus groups, assist in the preparation of proposals.

World Food Program is seeking a Food Aid Monitor to work with local staff to monitor and improve the food distribution process, formulate recommendations on process improvement, build the capacity of local staff to perform objective data collection and analysis, assess beneficiaries' use of the WFP food and coping mechanisms to access additional food resources. These positions require successful completion of Peace Corps assignment in West Africa, a degree in health, education, development studies, natural resource management or similar field, knowledge of the Hearth model, experience in data analysis and monitoring and evaluation, and strong computer skills and good spoken AND written French; local language skills desired.

Cameroon

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

Malawi

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

Tanzania

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

Upcoming Assignments

We are currently working with partners in Ecuador for upcoming Crisis Corps assignments. These positions will require Spanish speaking skills and experience in the region. Also in development are IT positions in Africa. Watch this space for more information as these projects come online. RPCVs with relevant skills are encouraged to apply immediately.

Current Crisis Corps Countries

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

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

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

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

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

Peace Corps Week
Promote World Peace and Friendship
During Peace Corps Week
March 1 – March 7, 2004

"The benefits of the Peace Corps will not be limited to the countries in which it serves. Our own young men and women will be enriched by the experience of living and working in foreign lands.... They will return better able to assume the responsibilities of American citizenship and with greater understanding of our global responsibilities." President John F. Kennedy, speaking to Congress, March 1, 1961.

Help celebrate 43 years of making a difference in the world by making Peace Corps Week 2004 a rewarding experience for your community. This is your opportunity to help Americans nationwide increase their understanding of the world and its people. Sign up to participate today! Online registration is available at www.peacecorps.gov/rpcv/peacecorpsday, or complete and mail the reply card attached to your Peace Corps Week brochure to receive a free presentation kit.

If you have any questions, please e-mail us at pcday@peacecorps.gov, or call 800.424.8580 (press 2, then ext. 1961).

Be a Part of Peace Corps Week 2004

October Career
Event
Federal Job Applications
That Get Results

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

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

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

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