



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Free online career assessment software program, SIGI3. For more information, see page 13

Free online passwords to job bulletins. For more information, see page 14

Free one-year membership in the National Peace Corps Association. For more information, see page 14

Mark your calendars!
Next RPCV Career Event is
December 3–4, 2007

Peace Corps Hotline

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

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

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Umm . . . Hello. I'm Bob. (Panic: What Next?!): The Art of Small Talk for Career Networking

By: Robert Michon, Returned Volunteer Services



So there you are. Standing in a room full of strangers. But not just any ordinary room full of strangers. Not the room full of strangers that imperceptibly grew around you as you sought enlightenment at the end of a delicious bowl of Pad Thai. No. These strangers you have to meet. After all, that is why you are here. 'Tis a networking opportunity and you have to chat-up these folks, many of whom could prove valuable to your network. How to approach (should it be the discreet sideways sashay or the elephantine stomp?) and what to say once you get there (though ... what if they look right through me?!) are the two questions that run roughshod over your waning confidence. How fun is this?!

The truth is that networking is not as tortuous as all that. After all, you already did it for two years while serving as a PCV. Or did you forget that you networked through community representatives, government officials, and donor organizations to identify needs and subsequently develop and leverage a resource base to address those needs? What? That was

for a project with noble goals and right ambition? Not one that is as self-serving and unseemly as networking for a job? The truth, RPCV, is that you are a worthy project and that networking is not only inoffensive, when done courteously, but expected. You've got post-Peace Corps continuation of service on the brain, so let's have at it and talk about networking. Not networking in its structure—for you get that, you understand that it has to get done—but in action: The activity of approaching and introducing yourself to strangers.

As trite as this may sound, the first thing is to remember that these strangers are all people. And people generally like talking to other people. Next, take a look around. Who should you approach for a brief chat? (This is a networking event, so don't latch on to one person for the evening. Most of your chats, out of courtesy to the other who is also networking, will be brief by nature.) Generally, look either for other individuals or for groups of three to four. Try not to intrude upon a twosome as you may be interrupting something private, and

larger groups can be difficult to ingratiate yourself into.

Whether directly approaching an individual or insinuating yourself in the periphery of a group, adopt a pleasant body language that speaks to your equanimity and confidence (even if you have neither of those!): smile through the eyes (and the mouth will follow), make eye contact, and maintain an amicable posture.

And?

Small talk. There it is. The elephant in the room. We sometimes worry too much about what we must say to strangers. That's not a bad thing. Propriety and intention dictate such. However, it should not be disabling. Two points about this: First, you do not need to come up with either the wittiest or most insightful remark. Simply be affable and ready to contribute. Second, there is a school of thought that advises to ask questions and then listen to others talk about themselves. To a degree this is true, yet there is the danger of coming across with a not so hidden

Public Sector

AGRICULTURE AGENT • WINNEBAGO COUNTY, WI

Position available with University of Wisconsin-Extension. Duties: plans, implements, and evaluates culturally competent educational programs to meet identified needs and interests of county individuals, organizations, and communities; backed by university research, incorporates pertinent findings from plant science, agricultural economics, horticulture, dairy science, animal sciences, and natural resources in Winnebago County into educational programs that promote understanding and build the capacity of adults, youth, families, organizations, and communities. For more information and to apply, visit www.uwex.edu/ces/hr.

Private Sector

ELEMENTARY TEACHER • NM

Position available with the Alamo Navajo School Board, Inc. Qualifications: New Mexico certification or ability to obtain reciprocity required. For more information and to apply, e-mail alamohr@alamo.bia.edu; phone: 505.854.2543, ext. 1304; address: Alamo Navajo School Board Inc., P.O. Box 907, Magdalena, NM 87825.

CLIENT SERVICES DIRECTOR • Santa Barbara, CA

Position available with Women's Economic Ventures (WEV). Position begins 12/2007. Duties: develops, delivers, and evaluates WEV programs; leads program team; designs, implements, and evaluates programs; oversees revisions to educational content and delivery methods; supports fund development and grant management. Qualifications: commitment to WEV's mission; knowledge of economic development and entrepreneurship; experience in training design and facilitation; track record of successful management and leadership. E-mail cover letter and résumé to jobs@wevonline.org.

CAMPAIGN DIRECTOR • Various locations

Position available with Community Counselling Services (CCS) Fund Raising. Qualifications: major gifts, transferable consulting, communications, marketing, and strategic planning experience; ability to travel and relocate required. E-mail résumé and salary history to careers@ccsfundraising.com with "Peace Corps" in the subject line; website: www.ccsfundraising.com.

PROGRAM ASSOCIATE • DC

Position available with IREX's Education Programs Division. Qualifications: experience and interest in basic and higher education development, international exchanges, and continuing

education programs; knowledge and experience with project design, grant management, proposal development, and budgeting; international study, work, or living experience; excellent interpersonal and organizational skills; strong computer skills, including Excel; knowledge of Farsi preferred. E-mail cover letter and résumé to resumes@irex.org with "EPD/AM/10-07" in the subject line; fax: 202.628.8189. No phone calls.

SENIOR PROJECT OFFICER/ INTERNET STRATEGY • Seattle

Position available with Forum One Communications. Duties: works closely with influential organizations in Seattle and the Pacific Northwest; provides internet business strategy, online communications, user experience, and technology expertise; develops and manages project goals, resources, and schedules for multiple simultaneous client engagements; actively works with business development managers to expand business with new clients and existing clients as needed. Qualifications: five years' professional experience in a technical consulting environment, with three years' hands-on experience managing large- to mid-scale internet related project; strong demonstrated experience in managing technical projects, including managing project teams and balancing scope, time, and quality; experience in international development, global health, education, or a related sector. For more information and to apply, visit <http://forumone.com/content/jobs/detail/2502>; phone: 703.548.1855; e-mail: bbianco@forumone.com; website: www.forumone.com.

OUTDOOR YOUTH COUNSELORS • Dillwy, VA or Cumberland, MD

Residential positions available with New Dominion School. Duties: work in an alternative school for emotionally challenged boys and girls. Qualifications: valid driver's license; physically able to hike and paddle. Salary: \$23,700 with promotions available after 90 days, full medical benefits, three weeks' paid vacation, 401k options, and full room and board for five days or more. E-mail résumé to amanda.lennox@threesprings.com; website: www.outdoorcounselorjobs.com.

FOUNDATIONS OFFICER • Boston

Position available with Corporate Accountability International's Think Outside the Bottle campaign. Duties: works with deputy director and other senior staff to coordinate and support the grant seeking work of Foundations team; conducts research and outreach to foundation supporters; develops proposals; participates in fundraising drives; increases commitment and

HOT! OPPORTUNITIES

2008 UN NATIONAL COMPETITIVE RECRUITMENT EXAM • New York City

The United Nations is holding a competitive recruitment examination in 2/2008 for those who are interested in entry-level professional posts. A maximum of 40 of the most qualified applicants in each field will be invited to take the exam. Qualifications: U.S. citizen; under 32 years of age. Travel expenses to and from exam site will not be paid by the UN or U.S. government. Deadline: 10/31/2007. For more information and to apply, visit <http://www.un.org/Depts/OHRM/examin/exam.htm>.

ONLINE PROGRAM CONSULTANT • DC

Position available with the National Peace Corps Association. Duties: designs, develops, and prepares an infrastructure for delivering on a national scale a mentor program for returning volunteers through a cooperative agreement with Peace Corps. Qualifications: BA; extensive experience in new media online; excellent organization and communication skills; Peace Corps experience preferred. Mail cover letter and résumé to Vice President, National Peace Corps Association, 1900 L Street, NW, Suite 404, Washington, D.C. 20036; fax: 202.293.7554; e-mail: vp@rpcv.org; website: www.peacecorpsconnect.org.

participation of funders. Qualifications: excellent oral and written communication skills; commitment to social justice; ability to cultivate foundation donors; proficient in Excel and other databases; motivated; ability to multitask; attention to detail. E-mail cover letter, résumé, and three references to jobs@stopcorporateabuse.org.

HOSTEL FRONT DESK • Portland, OR

Position available with Northwest Portland International Hostel and Guesthouse. Duties: registers travelers; takes reservations; provides travel information; cleans; works 30–35 hours/week. Salary: \$8.50/hour. For more information and to apply, e-mail jim@nwportlandhostel.com; phone: 503.827.0405.

NURSE PRACTITIONER • Worcester, MA

Position available with Great Brook Valley Health Center. Duties: provides medical care, health education, urgent care, and early intervention medical treatment within a health center or within a public school setting; provides direct patient care, medical assessment, and intervention; provides triage and assessment; provides health education. Qualifications: valid Massachusetts driver's license; one to five years' related experience; cultural sensitivity. E-mail résumé to Steven Small, at HR@Greatbrook.org; fax: 508.853.8593.

COMMUNITY ORGANIZER •

Tallahassee, FL

Position available with Tallahassee Equality Action Ministry (TEAM). Position begins 11/2007. Qualifications: disciplined, workman-like attitude. Salary: \$30K–\$34K with four- to six-months' training. E-mail résumé to Margie Conley at teamtally@gmail.com; phone: 850.224.2100.

IMMIGRANT ORGANIZER •

Lakeland, FL

Position available with Polk Ecumenical Action Council for Empowerment (PEACE). Duties: builds and strengthens PEACE's reach into the Latino population in Lakeland. Qualifications: passion; strong work ethic; language skills in Spanish and English; desire for a career in organizing. Salary: \$30K–\$34K with four- to six-month months' training. E-mail résumé to Sylus Greene at sylog@hotmail.com; phone: 863.802.8757.

COMMUNITY ORGANIZER •

Louisville, KY

Position available with Citizens of Louisville Organized and United Together (CLOUT). Duties: builds the power of the organization to effectively deal with critical community issues.

Qualifications: passion; strong work ethic; desire for a career in organizing. Salary: \$30K–\$34K with four- to six-months' training. E-mail résumé to Robert Owens at clout@bellsouth.net; phone: 502.583.1267.

CUSTOMER SERVICE TRAVEL

COUNSELOR • Boston

Position available with Grand Circle Travel. Qualifications: customer relations experience; excellent communication and interpersonal skills; enthusiastic about international travel. Email résumé to mLawrence@gct.com; website: www.gct.com.

MEDICAL ASSISTANT •

Portland, OR

Position available with Outside In. Qualification: medical assistant certification required. Salary: \$13–\$15/hour; with benefits. For more information and to apply, visit www.outsidein.org/employment.htm.

TECHNICAL SALES

REPRESENTATIVE • Hudson, MA

Position available with the Alternative Energy Store. Duties: takes incoming phone calls and e-mail inquiries; provides education about and makes product recommendations for solar thermal, electric, and water pumping as well as wind electric systems. Qualifications: excellent computer skills; exceptional customer service abilities. For more information and to apply, e-mail careers@altenergystore.com.

ASSOCIATE PROGRAM OFFICER •

Seattle

Position available with Bill and Melinda Gates Foundation. Duties: responsible for assisting in the development and management of strategies, plans, and a portfolio of high-impact grants that will apply information and communication technologies to key agricultural challenges in Africa and South Asia. Qualifications: advanced degree in a related field; minimum five years' experience in roles requiring excellent consultative and negotiation skills; strong analytical skills and field experience in agricultural development preferred; experience in collaboration and with complex internal and external organizations. For more information and to apply, e-mail roy.steiner@gatesfoundation.org; phone: 206.709.3362.

URBAN PUBLIC SCHOOL PRINCIPALS •

Various locations

Positions available with New Leaders for New Schools. Positions located in Baltimore, California's Bay Area, Chicago, Memphis, Milwaukee, New Orleans, New York City, Prince George's County, MD, and Washington, D.C. Qualifica-

tions: record of success leading adults; K–12 teaching experience. Deadline: 10/25/2007. For more information and to apply, visit www.nlns.org.

INTERVIEWER • Various locations

Position available with Westat. This is a one year position. Duties: administers the health and personal attributes questionnaire for the NHANES study; follows strict research data collection protocol; engages in continuous travel 48 weeks/year. Qualifications: BA in social sciences; fluent in English and Spanish; must undergo a federally mandated background security and driving record check; general computer experience; strong interpersonal skills. E-mail résumé to NHANESJOBS@westat.com; phone: 800.937.8284.

RURAL DEVELOPMENT SPECIALIST • Albuquerque or Santa Fe, NM

Position available with Rural Community Assistance Corporation. Duties: provides training and technical assistance to nonprofit and local, tribal, state, and federal agencies to improve or develop affordable housing projects or programs in rural communities. Salary: \$3,848–\$4,548. For more information and to apply, visit www.rcac.org.

USER SUPPORT SPECIALIST •

Silver Spring, MD

Position available with CHF International. Duties: provides answers to computer users' problems; supplies training and feedback to users to lessen the occurrence of future problems; troubleshoots difficult or unusual situations; suggests workflow improvements to management; assists users in troubleshooting and solving computer software, hardware, phone, fax, and network questions and problems; contacts vendors for assistance in solving IT inquiries. For more information and to apply, visit www.chfinternational.org.

CARE AND TREATMENT ADVISOR •

Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: provides leadership in capacity building of local health systems through the training of health care personnel; strengthens laboratory capacity; improves pipeline analysis of basic commodities and drugs; leads the revamping of the referral systems, particularly from counseling and testing services, PMTCT services, and TB services to care and treatment; provides special attention to the strengthening of pediatric treatment including the integration of AIDS guidance with-

PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: Renee Hairston
Phone: 412.268.1909
E-mail: hairston@andrew.cmu.edu

Columbia University, Teachers College

New York, NY
Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.
Contact: Shelly Chin
Phone: 212.678.4025
E-mail: PCFellows@tc.edu

Cornell University

Ithaca, NY
In Development: City and regional planning (MS)
Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.edu

DePaul University

Chicago, IL
Program temporarily suspended.
Elementary and high school special education certification.
Contact: Justin Speer
Phone: 773.325.7170
E-mail: jspeer@depaul.edu

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Jointdegrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matthew T.A. Nash
Phone: 919.660.7791
Fax: 919.660.1096
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Duquesne University

Pittsburgh, PA
Center for Environmental Research and Education
Environmental science, environmental management, environmental policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.
Contact: Dr. Stanley J. Kabala
Phone: 412.396.4233
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@duq.edu

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).
Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

Fordham University

Bronx, NY
MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.
Contact: Dr. Henry Schwalbenberg
Phone: 718.817.4064
E-mail: iped@fordham.edu

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs.
Contact: Lynn Walker Levy
Phone: 703.993.3602
E-mail: lwalker3@gmu.edu

George Washington University

Washington, DC
Transition special education, secondary education.
Contact: Dr. Jeanne Embich
Phone: 202.973.1061
E-mail: jembich@gwu.edu

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching

assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.
Contact: Dr. Roy Moore
Phone: 478.445.6848
E-mail: roy.moore@gcsu.edu

Humboldt State University

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school.
Contact: Keri Gelenian
Phone: 707.476.4577
E-mail: keri-gelenian@redwoods.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.
Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy and natural resource management, policy analysis; and nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master degree with other programs also available.
Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

Johns Hopkins University

Baltimore, MD
Nursing, public health.
Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Master of Business Administration (MBA) and Master of Accounting (MACC) degrees. Graduate assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.
Contact: Dr. Sheb True
Phone: 770.423.6087
E-mail: strue@kennesaw.edu

PEACE CORPS Fellows/USA



Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health.
Contact: Ron Mataya, MD
Phone: 909.558.4902
E-mail: sphpcinfo@llu.edu

Marquette University

Milwaukee, WI
Business, engineering, communication, educational policy and leadership, English, economics, history, international affairs, philosophy, political science, public service, theology. Benefits: full tuition scholarship and monthly stipend.
Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

New Mexico State University

Las Cruces, NM
Degrees in public health, social work, and nursing, plus joint public health and social work degree.
Contact: Dr. Sue Forster-Cox
Phone: 505.646.2183
E-mail: sforster@nmsu.edu

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.
Contact: Admissions Office
Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.
Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

Rutgers University

Camden, NJ
Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy.
Contact: Sandra Cheesman-Cattefesta
Phone: 856.225.6860
E-mail: scheesma@camden.rutgers.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.
Contact: Dane Zimmer
Phone: 724.838.4209
E-mail: zimmer@setonhill.edu

Southern New Hampshire University

Manchester, NH
Community economic development, international

community economic development, business, National Weekend Program.

Contact: Chuck Hotchkiss
Phone: 603.644.3103
E-mail: c.hotchkiss@snhu.edu

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.
Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design.
Contact: Christopher Auffrey
Phone: 513.556.0579
E-mail: chris.auffrey@uc.edu

University of Colorado at Denver

Denver, CO
School of Public Affairs
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.
Contact: Dr. Christine Martell
Phone: 303.315.2716
E-mail: Christine.martell@cudenver.edu

University of Denver

Denver, CO
Graduate School of International Studies
International administration, international development, international human rights, international studies, international security, global finance, trade, and economic integration.
Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: Nicole.vilegi@du.edu

Graduate School of Social Work

Master of Social Work (MSW) degree with concentration in either clinical or community practice; specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. Need-based awards are also available. Those selected for the Peace Corp Fellows/USA program will receive an additional \$5,000 scholarship.

Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.
Contact: Dr. Margaret Thompson
Phone: 303.871.3947

E-mail: mthompso@du.edu

University of Maryland-Baltimore

Baltimore, MD
Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.
Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvictorson@ssw.umaryland.edu

University of Maryland-Baltimore County

Baltimore, MD
Shriver Peaceworker Program
All programs of University of Maryland-Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.
Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Michigan

Ann Arbor, MI
Ford School of Public Policy
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.
Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment
Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.

Contact: Karen Force
Phone: 734.764.6453
E-mail: kforce@umich.edu

University of Missouri-Columbia

Columbia, MO
Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.
Contact: Donald Spiers
Phone: 573.882.6131
E-mail: SpiersD@missouri.edu

University of Missouri-Kansas City

Kansas City, MO
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours

PEACE CORPS Fellows/USA



tuition remission and possibilities for additional assistance.

Contact: Robyn Turner
Phone: 816.235.5243
E-mail: turnerrob@umkc.edu

University of New Orleans

New Orleans, LA
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson
Phone: 504.280.3110
E-mail: cupa@uno.edu

University of Oregon

Eugene, OR
Community and regional planning, public administration.

Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@darkwing.uoregon.edu

University of Pennsylvania

Philadelphia, PA

In Development:

Fels Institute of Government

Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in Nonprofit Administration, Economic Development & Growth, Politics, and Public Finance. Benefits include a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Michelle Garcia-Navarro
Phone: 215.746.6684
E-mail: garciana@sas.upenn.edu

University of South Carolina

Columbia, SC

Center for Child and Family Studies
Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Teresa Butkus
Phone: 803.777.1365
E-mail: teresab@gwm.sc.edu

Moore School of Business

International business administration, joint degrees.
Contact: Reena Lichtenfeld
Phone: 803.777.6749
E-mail: rlichten@moore.sc.edu

University of Vermont

Burlington, VT

Community and economic development, entrepreneurship; environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Edward R. McMahon
Phone: 802.656.4565
E-mail: emcmahon@uvm.edu

University of Wisconsin-Milwaukee

Milwaukee, WI

Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.

Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwsp.edu

University of Wyoming

Laramie, WY

American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

Western Illinois University

Macomb, IL

Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.

Contact: Karen Peitzmeier
Phone: 800.526.9943
E-mail: pcf@wiu.edu

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership, interdisciplinary.

Contact: Dr. Patricia Maguire
Phone: 505.722.3389
E-mail: wnmupcf@hotmail.com

Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

Yale University

New Haven, CT

International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.

Contact: Alice Kustenbauder
Phone: 203.432.3418
E-mail: International.relations@yale.edu

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in the IMCI protocols. For more information and to apply, e-mail hr@jhpiego.net; phone: 410.537.1800.

QUALITY AND ACCREDITATION ADVISOR • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: provides leadership to support expansion of ART site accreditation and the use of standards-based management and recognition within the context of integrated HIV/AIDS service delivery programs. For more information and to apply, e-mail hr@jhpiego.net; phone: 410.537.1800.

RESEARCH/MONITORING AND EVALUATION ADVISOR • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: coordinates and collaborates with other entities involved in compiling and sharing knowledge on effective programmatic approaches related to HIV, particularly with any task order contractor under project search. For more information and to apply, e-mail hr@jhpiego.net; phone: 410.537.1800.

PREVENTION ADVISOR • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: provides leadership in the scale up of demonstrated effective

programs in prevention; provides new innovations in prevention techniques to reach those most vulnerable to HIV; provides priority-support in increasing access to prevention methods. For more information and to apply, e-mail hr@jhpiego.net; phone: 410.537.1800.

PROJECT DIRECTOR • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: provides technical leadership and managerial oversight for the task order; ensures timely implementation and reporting of activities; serves a leadership role in communicating effective practices for addressing HIV/AIDS on a global level. For

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Crisis Corps Recruiting Short-Term Volunteers

El Salvador

Centro de Protección de Desastres (CE-PRODE) requests one Crisis Corps Volunteer to work as a **Natural Parks and Disaster Preparedness Specialist** for a six month assignment. Duties: implement the Operations Plan for the Natural Protected Area National Park San Diego-La Barra; collaborate in the formation and functioning of the Community Civil Protection Committee for the Prevention and Mitigation of Disasters; support the follow-up to existing local committees for the prevention and control of forest fires in the park; help create an easy, non-technical Risk and Resource Map with communities; help elaborate a Community Civil Protection Plan for disaster prevention and risk mitigation; collaborate in the implementation of Evacuation Drills for floods. Mandatory Qualifications: knowledge of natural protected areas; experience with disaster prevention and risk mitigation plans; able to work independently and with little supervision; knowledge of forest fire prevention and control; fluent in Spanish.

The Salvadoran Foundation for Social Promotion and Economic Development (FUN-SALPRODESE) requests one Crisis Corps Volunteer to work as a **First Aid/Rescue Instructor** for a six month assignment. Duties: support the field coordinator in deciding which equipment to buy for equipping the municipal and community first aid brigades; with the field coordinator, determine the profile of the persons to train and prepare for the brigades; prepare the contents of the trainings on first aid and rescue; provide trainings to the first aid brigade members; support rescue activities when necessary. Qualifications: rescuer, firefighter, emergency worker, first-aid giver, or emergency nurse; experience in rescue in situations of flooding and landslides; strong knowledge of first aid and direct medical care; knowledge of Latin-American culture; speak Spanish. Desired Qualifications: fluent in Spanish; ability to work in a team; have served as a volunteer in Central America.

The Salvadoran Foundation for Social Promotion and Economic Development (FUN-SALPRODESE) requests one Crisis Corps Volunteer to work in a **Risk Mapping** position using GIS skills for a six month assignment. FUNSALPRODESE focuses some of its work on disaster prevention and mitigation

through risk and resource maps, monitoring, early alert systems, and more. Duties: support a technical team in gathering data; process geographic, resources, and risk data—including GPS points—and input this data into risk and resource maps; help the team create four municipal and one micro-regional risk maps using GIS/GPS; train project personnel on how to develop these types of maps. Qualifications: relevant science degree in geography, computer science, or related field; knowledge of risk map preparation; experience working with GIS programs; knowledge of Latin American culture; language skills in Spanish.

The Salvadoran Foundation for Social Promotion and Economic Development (FUN-SALPRODESE) requests one Crisis Corps Volunteer to work as a **Disaster Management Planner** for a six month assignment. Duties: develop and/or updates risk management plans with and for four municipalities and the micro-region of Southern Ahuachapan; support the technical team in processing relevant risk data—such as risk areas, resources, and previous disaster preparation trainings received by the communities; develop workshops to disseminate the risk management plans. Qualifications: social science degree in anthropology, sociology, social work, or related field; experience in disaster preparedness and risk management; experience with disaster action plans; experience giving trainings; knowledge of Latin American culture; language skills in Spanish.

Panama

The **Ministry of Health in Chepo, Panama Este (MINSA)** requests one Crisis Corps Volunteer to work as a **Rural Water System Specialist** for a six month assignment. Duties: assesses damage to community water systems; develops cost-effective design to repair water systems; develops materials list for water system repairs; assists with cost-estimate for water system reconstruction and/or construction using locally available materials; designs and installs appropriate water disinfection methods; supervises construction activities; community follow-up and operations assistance; teaches the importance of preserving watersheds and helps to reforest damaged watersheds; gives support to local Peace Corps volunteers working on rural

water systems; advises and supports the MINSA staff in their managerial roles by helping them to prioritize organize and handle multiple tasks simultaneously; implements monitoring and evaluation systems and developing reporting systems; writes progress reports and train support staff in report writing skills; helps to implement and expand current provincial development plan to reflect current projects and changes based on the aftermath of last year's heavy flooding. Qualifications: RPCV from Latin America; experience in rural water system design including rural gravity fed water systems, basic pumps and sand and/or chlorine filters, construction, maintenance and repair; fluent oral and written Spanish; experience in evaluating, planning, and implementing grassroots training activities and community-based projects; experience conducting training sessions in Spanish with local counterparts; strong organizational skills and ability to work independently or with little supervision; ability to meet physical demands of hiking in tropical climate; academic training in civil or environmental engineering.

Malawi

The Ministry of Local Government and Rural Development in Malawi requests 12 Crisis Corps Volunteers to work as HIV/AIDS Technical Assistants at the district level. Duties: provide HIV/AIDS technical support to the director of planning and development, the district AIDS coordinator and the office of social welfare; assist with development of CBOs through capacity building, training, communication and resource identification; create and modify M&E tools and financial spreadsheets; strengthen relationships among stakeholders. Mandatory qualifications: BA in public health, social sciences, community development, or related fields; experience working with HIV/AIDS related programming, training, capacity building; strong management, strategic planning and program development skills, M&E, report writing; experience living and working in sub-Saharan Africa, preferably Malawi. Desired qualifications: MA in public health, organizational development, or related fields; experience conducting training workshops; knowledge of local languages, including Chichewa.

How to Apply

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

Send Crisis Corps application, résumé, and Description of Service (if available) to crisiscorps@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Crisis Corps, 1111 20th St. NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

more information and to apply, e-mail hr@jhpiego.net; phone: 410.537.1800.

CAMP HOST/WATERFRONT DIRECTOR • Lake Texoma, TX

Position available with All Saints Camp. Duties: schedules programs and activities for groups; acts as main contact upon arrival; hires seasonal staff; manages waterfront activities; maintains aquatic equipment, including canoes, paddle boats, sail boats, and pontoon boats; works four to five days/week. Qualifications: two years' camp experience; lifeguard certification; cheerful disposition. Salary: \$300/week with medical insurance, and room and board. E-mail résumé and three references to Christine Tokarz at ctokarz@allsaintstexoma.org.

LATIN AMERICAN PROGRAMS DIRECTOR • Northampton, MA

Position available with Global Routes. Duties: coordinates the implementation of college teaching internships and high school community service programs in Spanish speaking destinations, including Belize, Costa Rica, Dominican Republic, Mexico, Peru, and Ecuador; recruits, admits, and prepares students for experiential based programs; develops specific program schedules, projects, and budgets. Qualifications: fluent in oral and written Spanish; extensive experience in Latin America; excellent communication and interpersonal skills. Deadline: 11/01/2007. For more information and to apply, e-mail andrew@globalroutes.org

PROJECT SCIENTIST/ENGINEER • Princeton, NJ

Position available with Geosyntec Consultants. Qualifications: five to ten years' experience; BA/BS or MS in engineering, geology, hydrogeology, or related field; P.E. or P.G. license with experience in New Jersey and Pennsylvania preferred; good communication and technical writing skills; ability to travel, perform field work, and manage projects. E-mail résumé detailing experience and qualifications to JoinUs-Princeton@Geosyntec.com with "30229" in the subject line.

ESL/EFL CONTENT DEVELOPER • Various locations

Position available with GlobaLinguist, Inc. Duties: assists in the development of online English as a Foreign Language (EFL) lessons for students all over the world. Qualifications: able to work a minimum of 15 hours/week; two years' EFL/ESOL teaching experience or currently working towards BA in TESOL; EFL/ESOL course design and development experience; materials development experience; proficient in Word and Excel; some EFL/ESOL coursework,

certificate, or degree preferred; website design and maintenance preferred. E-mail cover letter and résumé to laura@wordchamp.com.

INTERNATIONAL EVALUATION ASSISTANT • Calverton, MD

Position available with Macro International Inc. Duties: supports research and evaluation in the areas of human trafficking, child labor, and media surveys; supports the fielding and finalization of international evaluation reports for a variety of clients; supports freelance evaluators and private sub-contractors in their methodology design prior to fielding; supports the report drafting and review process, serving as the interface between clients and evaluators; some travel required. For more information and to apply, visit www.macrointernational.com.

GRANT WRITER/PROGRAM DEVELOPER • Sacramento, CA

Position available with Rural Community Assistance Corporation. Duties: plans, develops, and secures grants, contracts, and investments for the corporation. Qualifications: strong writing and communication skills; creativity; knowledge of community development; five years' applicable experience in rural development. Deadline: 10/19/2007. For more information and to apply, visit www.rcac.org; phone: 916.447.9832.

OUTDOOR SCIENCE INSTRUCTOR • Fossil, Bend & Oregon Coast

Position available with Oregon Museum of Science and Industry. Position runs 2/2008 to 11/2008. Qualifications: BA/BS; teaching experience; first aid/CPR certification; excellent driving record. Salary: \$55-\$75/day with housing. Send cover letter and résumé to OMSI HR, 1945 SE Water Avenue, Portland, OR 97214; fax: 503.239.7818; e-mail: employment@omsi.edu; website: www.omsi.edu.

INFORMATION TECHNOLOGY DESKTOP SUPPORT SPECIALIST • Arlington, VA

Position available with Management Sciences for Health. Duties: provides support to users of new and existing technology and the local area network (LAN); works closely with the support manager and other staff to ensure that MSH's computer systems are maintained to ensure a continuous flow of information on all MSH systems related issues. Qualifications: BA in computer science; strong ability to train users and create documentation; considerable knowledge of hardware and software configuration issues; previous experience installing, maintaining, and troubleshooting Windows XP and Vista, MS Office, and other MSH standard software. For

more information and to apply, visit www.jobs-msh.icims.com.

SURVEILLANCE ADVISOR • DC

Position available with Public Health Institute, Global Health Fellows Program. Duties: provides broad HIV/AIDS-related expertise and guidance in data collection projects and studies that encompass a wide range of advanced topics including statistical methods and research and study design of HIV/AIDS programs and issues. Qualifications: MA or doctorate in public health, health management, epidemiology, demography, or biostatistics; minimum five years' experience managing surveillance and/or survey activities including their design, data collection, analysis, and reporting in international settings. Deadline: 10/29/2007. For more information and to apply, visit <https://www.ghfp.net/recruitment/index.fsp?FUNC=1&PID=110135>.

HEALTH MANAGEMENT INFORMATION SYSTEMS ADVISOR • DC

Position available with Public Health Institute, Global Health Fellows Program. Duties: provides broad HIV/AIDS-related expertise and guidance in program evaluation and monitoring; strengthens USAID's ability to monitor program implementation; documents results; assesses the program impact of USAID's goal to reduce HIV transmission and mitigate the impact of the disease. Qualifications: MA or doctorate in public health, health management, or related field; five years' experience working in public health or related field; minimum of three years' specific experience with Health Management Information Systems. Deadline: 10/29/2007. For more information and to apply, visit <https://www.ghfp.net/recruitment/index.fsp?FUNC=1&PID=110131>.

SENIOR PROGRAM OFFICER • DC

Position available with World Wildlife Fund (WWF). Duties: plans, manages, communicates, and implements project as part of the EpiCenter of Climate Conservation; leads the development of successful terrestrial adaptation field projects; manages other strategic efforts to build WWF's profile and knowledge around adaptation and resilience-building in order to protect nature from the impacts of climate change; works under the supervision of the chief climate change scientist/director of the EpiCenter of Climate Conservation and is part of the WWF Climate Change Global Program Unit. For more information and to apply, visit position number "28037" at www.worldwildlife.org/about/jobs.cfm.

OPERATIONS AND TRAVEL COORDINATOR • Arlington, VA

Position available with Management Sciences for Health. Duties: coordinates and disseminates the SMCS Project Program Management Office (PMO) operational information and systems to the project at large; serves as the PMO international travel coordinator; works closely with contracts, finance, accounting, helpdesk, and facilities staff, in addition to the program manager, to ensure all PMO staff are kept up to date on changed procedures, and that manuals and policies are regularly updated and disseminated; ensures that the requisite internal and external travel approvals are in place, both within SCMS and with USAID; maintains relations with the SCMS travel agents to use best-pricing practices to ensure cost efficiency for SCMS, in addition to ensuring compliance with SCMS and U.S. government regulations. Qualifications: BA/BS; demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet competing deadlines with attention to detail and quality; demonstrated ability to successfully participate on teams that respond to and meet the challenges of working together in a fast-paced work setting with technical staff; fluent in English required; proficient in Spanish or French preferred. For more information and to apply, visit www.jobs-msh.icims.com.

MARKETING AND COMMUNICATIONS SPECIALIST • DC

Position available with Easter Seals. Duties: assists in designing program strategies and producing materials to support AgrAbility project staff in building relationships with businesses and agencies that generate resources that ultimately benefit farmers, ranchers, and farmworkers with disabilities. Qualifications: experience writing, proofing, and editing articles, educational manuals, and training curricula; experience creating and producing marketing, media, and communication products; personal experience or knowledge of U.S. agriculture and farming. Salary: low- to mid-\$40K. For more information and to apply, e-mail Taylor McLean at tmclean@easterseals.com.

DEVELOPMENT OFFICER • DC

Position available with American Councils for International Education: ACTR/ACCELS. Duties: assists in writing, editing, and preparation of proposals for U.S. government, foundation, international development bank, and foreign government sponsored projects; assists in the organization and support of foreign delegation visits to American Councils. Qualifications: BA or MA in pertinent field; minimum two years' professional writing experience, preferably in

a development context; experience with federal and/or development bank proposal writing desirable. Deadline: 10/19/2007. Phone: 202.833.7522; e-mail: resumes@americancouncils.org; website: www.americancouncils.org.

EXECUTIVE ASSISTANT • DC

Position available with METI for US Forest Service, International Programs. Duties: offers support to the director and office; prepares correspondence; coordinates schedules and meetings; edits reports; makes travel arrangements; answers telephones; interacts with agency personnel and external partners; provides project assistance to the operations, technical assistance, policy, and outreach teams. Qualifications: experience with administrative duties; strong communication and computer skills required; knowledge of U.S. government administrative procedures; experience with international organizations preferred; must be a U.S. citizen. Benefits include a 401K plan. E-mail résumé and salary history to mrosalez@meticorp.com with "FS-IP-EA" in the subject line.

DIRECTOR/ASSOCIATE DIRECTOR • New York City

Position available with the Peace Corps Fellows Program at Teachers College. For more information and to apply, visit www.tc.columbia.edu/pcfellows/.

PRODUCT DEVELOPMENT/RESEARCH STATION MANAGER • Salinas, CA

Position available with Rijk Zwaan USA, Inc. Duties: organizes and evaluates lettuce breeding trials; serves as link between U.S. market and breeding department of RZ Europe; provides detailed information on variety performance; determines new breeding goals with staff. Qualifications: BS in agriculture or related field; experience in vegetable seed/industry; strong communication skills; U.S. citizen required. For more information and to apply, e-mail: k.giacalone@rijkszwaan.com; website: www.rijkszwaanusa.com.

COMMUNICATIONS COORDINATOR • Cambridge, MA or Arlington, VA

Position available with Management Sciences for Health (MSH). Duties: contributes to the development and implementation of MSH's communications strategy; provides editorial assistance and administrative support to MSH programs and projects; responsible for the distribution of publications; manages orders, sales, display, and distribution process for all MSH publications; maintains the MSH contacts database and the web-based electronic bookstore. For more information and to apply, visit www.jobs-msh.icims.com.

DIRECTOR • Cambridge, MA or Arlington, VA

Position available with Management Sciences for Health (MSH). Duties: plans, directs, and oversees strategic design, implementation, and measurement of a global, strategic, and competitive HR partners function to position MSH as a leading employer and to support organizational mission, goals, and objectives; provides vision, strategic leadership, and practical experience to design, execute, and measure efforts and activities including delivering HR capacity and infrastructure across the organization, workforce planning and global talent network development, promoting and sustaining employee productivity and retention, and leading HR contributions to business and resource development. For more information and to apply, visit www.jobs-msh.icims.com.

INTERNATIONAL FINANCIAL SENIOR ANALYST • DC

Position available with the American Red Cross. Duties: responsible for financial management support for Asia and Eurasia regional programs in the international services division; potential travel up to 20 percent of the time. Qualifications: BA in finance, accounting, or general business; minimum of five years' experience in the support of financial management activities within international organizations or nonprofit organizations; experience with U.S. government grants, including OMB circulars A-110, A-122, and A-133. For more information and to apply, visit position number "5624BR" at www.redcross.org/jobs.

International

TEACHER • Kampala Uganda

One-year position available with Ambrosoli International School. Position begins 01/2008. Qualifications: graduate teaching degree; primary teaching experience. E-mail application letter, CV or résumé, and four references with contact information to headteacher@ambrosolischool.com; website: www.ambrosolischool.com.

DIRECTOR • Guatemala

Position available with Community Enterprise Solutions (CES). Position begins 01/2008. Duties: oversees all projects in Guatemala; manages foreign staff and volunteers and works alongside Guatemalan staff and entrepreneurs; manages communication with CES founders in the U.S.; minimum two-year commitment. Qualifications: minimum 18 months' experience in Central America; strong oral and written English and Spanish; strong leadership abilities;

great organization and logistics planning skills; small business or entrepreneurial experience; desire to live and work in Guatemala. Deadline: 01/01/2008. For more information and to apply, e-mail georgebglickley@cesolutions.org.

TEAM LEADERS • Guatemala

Temporary positions available with Community Enterprise Solutions (CES). This is a four month position beginning 05/2008. Duties: lead groups of young adults through Guatemala; oversee well-being of participants; manage relationship between CES and all partner organizations; confirm and makes travel arrangements; provide support to director of CES and partner organization. Salary: \$750/month. For more information and to apply, e-mail georgebglickley@cesolutions.org.

RELATIONSHIP MANAGER/

PROJECT MANAGER • Guatemala

Positions available with Community Enterprise Solutions (CES). Positions begin 01/2008. Duties: support Guatemalan entrepreneurs in the field; provide support to various ongoing projects run by CE Solutions; travel within Guatemala based on work plan; minimum eight-month commitment. Qualifications: strong leadership abilities; professional in work and presentation; strong English/Spanish language abilities; desire to live and work in Guatemala. Benefits include free board at CE Solutions volunteer house, work and travel expenses, and possible living stipend of \$250/month. For more information and to apply, visit www.cesolutions.org.

REGIONAL CLIENT SUPPORT •

Amman, Jordan

Position available with CHF International. Duties: acts as the first line of support for a web-based loan management system; manages the client relationship, user support, and business development in the designated region. Qualifications: dynamic; customer service-oriented; ability to work independently with minimum direct supervision as well as a part of a team; ability to communicate with system users and potential clients, as well as to provide necessary feedback and escalate issues to the product management and development team. For more information and to apply, visit www.chfinternational.org.

RESEARCH ADVISOR • Karachi, Pakistan

Position available with Population Services International (PSI). Duties: designs and implements all research activities conducted by Greenstar; manages all quantitative research activities used to design, monitor, and evaluate Greenstar's social marketing program; recruits and builds Greenstar's in-house research depart-

ment; strengthens the capacity and skills of the team to independently implement, manage, and improve research; implements and trains staff on PSI research methodologies for mapping, behavioral tracking, and impact measurement of communication campaigns and qualitative research. For more information and to apply, visit <http://www.psi.org>. No phone calls or e-mails.

COMMUNICATIONS COORDINATOR •

Moshi, Tanzania

Position available with Amani Children's Home. Duties: responsible for all fundraising activities of the home; communicates with donors; writes thank-you letters; manages volunteers; meets with visitors and tourists; manages monthly sponsorship program; writes quarterly newsletters; updates the content of the website. Qualifications: two years' commitment required; BA; excellent oral and written communication skills; professional experience in fundraising or communications; strong interpersonal skills; ability to prioritize and manage a demanding workload; self-motivated and independent. E-mail cover letter and résumé to jobs@amanikids.org.

COUNTRY DIRECTOR •

Bishkek, Kyrgyz Republic

Position available with American Councils. Duties: manages program recruitment process; provides overall supervision of American Councils programs; supervises staff; manages general office administration. Qualifications: fluent in Russian or Kyrgyz; BA and professional-level program management experience. For more information and to apply, visit www.americancouncils.org.

CONVERSATIONAL ENGLISH

INSTRUCTOR • Dnipropetrovsk, Kharkiv, Kiev, and Odessa, Ukraine

Position available with American English Center. Salary: \$2K/seven-week semester with two weeks' training, Russian language lessons, and concierge services. E-mail cover letter and résumé to Jon Pernick at jonpernick@usenglish.kiev.ua; skype: [jonpernick](https://www.skype.com/jonpernick); website: www.AmericanEnglish.ua/jobs.

PEDIATRIC AIDS CORPS DOCTOR •

Bobo-Dioulasso, Burkina

Position available with Baylor International Pediatric AIDS Initiative (BIPAI). Duties: implements the scale up of pediatric and family HIV/AIDS care and treatment services in Bobo-Dioulasso. Qualifications: medical doctor; completed residency training in pediatrics, family medicine, internal medicine, or pediatrics program; fluent in French. Salary: \$40K with housing and student loan debt reimbursement. Send

cover letter and résumé to BIPAI, attention: Dr. Meg Ferris, 6621 Fannin CC 1210, Houston, TX 77030; phone: 832.822.1366; e-mail: mferri@bcm.edu.

RESIDENT DIRECTOR •

St. Petersburg, Russia

Position available with American Councils for International Education: ACTR/ACCELS. Duties: serves as academic and personal counselor; manages program finances; arranges travel. Qualifications: MA or higher in Russian language; U.S. citizen required. For more information and to apply, visit www.americancouncils.org; e-mail: resumes@americancouncils.org; phone: 202.833.7522.

RESIDENT DIRECTOR •

Alexandria, Egypt

Position available with American Councils for International Education: ACTR/ACCELS. Duties: helps develop Arabic testing procedures; serves as academic and personal counselor for program participants. Qualifications: BA or higher in Arabic language, area studies or related field. For more information and to apply, visit www.americancouncils.org.

TEACHERS • Indonesia

Positions available with EF English First. Qualifications: TEFL certificate and/or EFL teaching experience. Benefits include working visa, housing, and vacation package. For more information and to apply, e-mail Haviva.Parnes@EF.com.

Intern/Volunteer

INTERNSHIPS • Seward, AK

Internships available with Alaska SeaLife Center. Benefits include housing and food stipend. For more information and to apply, visit www.alaskasealife.org; phone: 907.224.630; e-mail: volunteer_intern@alaskasealife.org.

Education

SCIENCE AND MATHEMATICS

TEACHING FELLOWSHIPS •

Various locations

Knowles Science Teaching Foundation offers teaching fellowships to those planning to teach science or math in U.S. high schools. Fellows receive a monthly stipend and tuition assistance while enrolled in a recognized teacher credential program. Fellows teaching full-time receive mentor support and materials grants. Fellowships are renewable for five years and include



summer professional development, travel to three annual meetings, and membership in a professional organization. Qualifications: BS/BA in science, math or engineering; enrolling in teacher credential program. Deadline: 01/14/2008. For more information and to apply, visit www.kstf.org; email: teachers@kstf.org.

MIDWEST TEACHER TRAINING PROGRAM • Madison, WI

Earn a TEFL certificate in the five-week intensive on-site teacher training program preparing trainees to teach English in classrooms overseas. There is a 10 percent tuition discount to RPCVs and AmeriCorps/VISTAs with proof of service. Trainees practice teaching, classroom observations, and job placement assistance. No teaching experience required. For more information and to apply, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, Wisconsin 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

MASTERS DEGREE • Fort Collins, CO

Colorado State University offers an MA in global social and sustainable enterprise (GSSE). Scholarships are available for highly competitive MS in business administration. This 18-month program focuses on building enterprises that create positive change in the world. The GSSE gives the ability to take an enterprise to a higher level of environmental, social, and financial sustainability. For more information and to apply, phone 970.491.6937; website: www.csugse.org.

ECHOING GREEN FELLOWSHIP • Various locations

Echoing Green provides a fellowship up to \$90K to support the launch of new projects. For more information, visit www.echoinggreen.org/shouldyouapply.

GRADUATE SCHOOL FUNDING OPPORTUNITY • Fort Collins, CO

The Center for Fair and Alternative Trade Studies offers a research assistantship to one exceptional graduate student interested in this topic. Candidates must apply to the center and gain acceptance into the graduate program. The department offers teaching assistantships and all graduate applications received by 01/15/2008

will be automatically considered. For more information and to apply, visit www.colostate.edu/depts/sociology/cfats/ or www.colostate.edu/Depts/Sociology/graduate/apply.html.

GRADUATE OPPORTUNITIES • at over 80 colleges and universities nationwide

PhD Traineeship Opportunities with \$30K annual stipend plus waiver of tuition and fees. Opportunities available for students pursuing graduate degrees in science, mathematics, engineering, and technology. Integrative Graduate Education Research and Traineeships (IGERT) programs equip Ph. D. scientists and engineers with the technical, professional and personal skills needed to meet the career demands of the future. For more information and to apply, visit www.igert.org; e-mail: questions@igert.org; phone: 866.593.9103.

Americorps/VISTA

VISTA LEADER • St. Louis, MO

Position available with South Grand Senior Ministry. Duties: supervises VISTA volunteers; manages necessary VISTA documents; plans and coordinates VISTA meetings and activities; assists executive director. Qualifications: BA in related field; one year's experience; former VISTA or Peace Corps volunteer; strong organizational skills; responsible; self-motivated; able to handle multiple ongoing projects; need for minimal supervision. Send cover letter and résumé to Holly Staley, 4911 Sutherland, St. Louis, MO 63109; phone: 314.353.9700; e-mail: holly.staley@sbcglobal.net.

DEVELOPMENT ASSOCIATE • Boston

Position available with Generations Incorporated (GI). Duties: performs grant research, planning, and organizing; researches new prospects; leads research regarding community needs; updates statistics and quotes for grants; assists with data management, including updating grant timelines and tracking conversations and contacts; writes grants; Qualifications: BA; strong oral and written communication skills; excellent people skills; must work well with a diverse group of community partners, volunteers, and the GI staff; good organizational

skills and attention to detail; creative thinking; ability to take initiative; ability to work independently; reliability; ability to develop and execute long-term plans with minimal guidance; ability organize layout and copy for advertisements preferred; strong computer skills; ability to learn new computer programs quickly; ability to understand the limitations of modest financial and human resources nonprofit organizations. Salary: \$921/month with \$200/month housing assistance. Deadline: 11/01/2007. For more information and to apply, phone 617.399.4666; e-mail: mhurt@generationsinc.org; website: www.generationsinc.org.

PROGRAM ASSOCIATE • Boston

Position available with Generations Incorporated (GI). Duties: creates a system to improve and simplify the AmeriCorps recruitment process; records best practices; maintains and updates the GI AmeriCorps website information to make it more appealing to future applicants; develops, implements, and evaluates strategies to improve family and parent outreach; tracks and develops reports on family outreach activities through database; assists site coordinators in planning and implementing events. Qualifications: BA required; computer skills in PCs, MS Office: Access, and advanced Excel; interest in system development; strong commitment to service and to the power of intergenerational relationships as solutions to community problems; ability to use critical thinking skills to evaluate situations and projects effectively; ability to work well with a diverse group of stakeholders; strong organizational and time-management skills with attention to detail. Salary: \$921/month with \$200/month housing assistance. Deadline: 12/01/2007. For more information and to apply, phone 617.399.4666; e-mail: mhurt@generationsinc.org; website: www.generationsinc.org.

AMERICORPS MEMBER • Jersey City, NJ

Positions available with International Institute of New Jersey. Qualifications: fluent in Spanish or French. For more information and to apply, phone 201.653.3888, ext. 114; e-mail: jcaster@iinj.org.

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer : When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

Hotline For Returned Volunteers / From the Office of Domestic Programs

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agenda or as an inquisitor. You can lead, but it is best to balance it out with your own contribution.

In that regard, contribution encompasses some preparation. Be informed about the event host and the event theme (e.g., The Brookings Institution hosting, as it recently did, a public event focused on “Transforming Foreign Aid for the 21st Century”). In addition, staying abreast of current events and even popular culture provides fodder both for initial observations and ongoing discussion. And, not the least, have your personal introduction practiced and ready when someone asks about you. At this stage, this is not necessarily your oral resume of 20-30 seconds. Rather, it is who you are, what you do, and why you are there. “Hi. I’m Bob Michon. I recently moved back to the U.S. after working in Lesotho for two years. I very much enjoyed the analysis of foreign aid as it is important both to the work I did in Lesotho and to what I hope to continue working on here.” If someone does not directly ask about you, if with a group, take your cue from the conversation and add to it, or, if with an individual, comment on something obviously common to both of you (but please no wry comment that can be perceived as negative—negativity is seldom well-received by someone who does not know you). Later, perhaps, you will be able to give your personal introduction or even, if the conversation gets more involved, your oral résumé.

Susan RoAne, author of *What Do I Say Next*, offers on her website this list of additional

small talk considerations (<http://www.susanroane.com>):

- LISTEN to what people say instead of planning your next line. They are telling you what they want to talk about and you can take a hint and build MEANINGFUL conversation that is a duo-logue.
- Start small; establish a connection and you will organically build to the bigger topics.
- Share stories that relate to the interests of others because people connect with our stories; not the factoids, features or sales pitches.
- Say something that relates to the common moment, the venue or event: the food, the theme, the parking or traffic, the host.
- Remember, most people are nice and would welcome your pleasant conversation.

Finally, four last things about the art of small talk success. First, remembering names. You know this, so I’ll just repeat what you already know: Say your name clearly and repeat other names as you converse—multiple times if possible—as you look at respective faces.

Second, business cards. If you do not have business cards, order them! Even if neither currently employed or employed in your field of interest, create cards stating your profession/specialty, your higher level degree (if you have one), e.g., M.A. Cultural Anthropology, and your contact information (please get a personal email address and dispense with beeriz4me@email.com).

Business cards are a “must get and give” at networking opportunities. As you exit your conversation, remember to request a business card as you politely offer yours. When receiving the card, take a moment to acknowledge the act. Briefly scan the card for name, organization, and title, and return your gaze to the individual’s face before putting the card in your pocket ... the one not containing your own business cards! Nothing like handing over someone else’s business card to make that brilliant impression!

Which leads to the exit—not from the venue, but from the conversation. As you had an inventory of conversational leaders, have an inventory of graceful conversational exits. “Mary, I’m sure you have others you need to chat with. Thanks so much for your time—it’s been a pleasure. I look forward to chatting with you in the future.”

Finally, if you have reason to follow-up, or if you had indicated that you were going to follow-up in some fashion, then be sure to do so. One thing you may want to do, when you have a chance, is to write on the business card some factoid about the contact so that you can reference it later in an e-mail or telephone conversation. But do follow-up to both bolster and expand your contact base. After all, it is these contacts, or additional ones they beget, that can set you up for that excellent career to continue your service accomplishing the noteworthy in a world that most certainly welcomes it!

Go forward ... and small talk!

Share Your Story

During Peace Corps Week
February 25 - March 3, 2008

When we relate our Volunteer stories to other Americans, we are sharing something special. Join thousands of RPCVs in promoting cultural understanding and global awareness by sharing your story as part of Peace Corps’ 47th anniversary celebration, which kicks off during Peace Corps Week and runs through the end of the year.

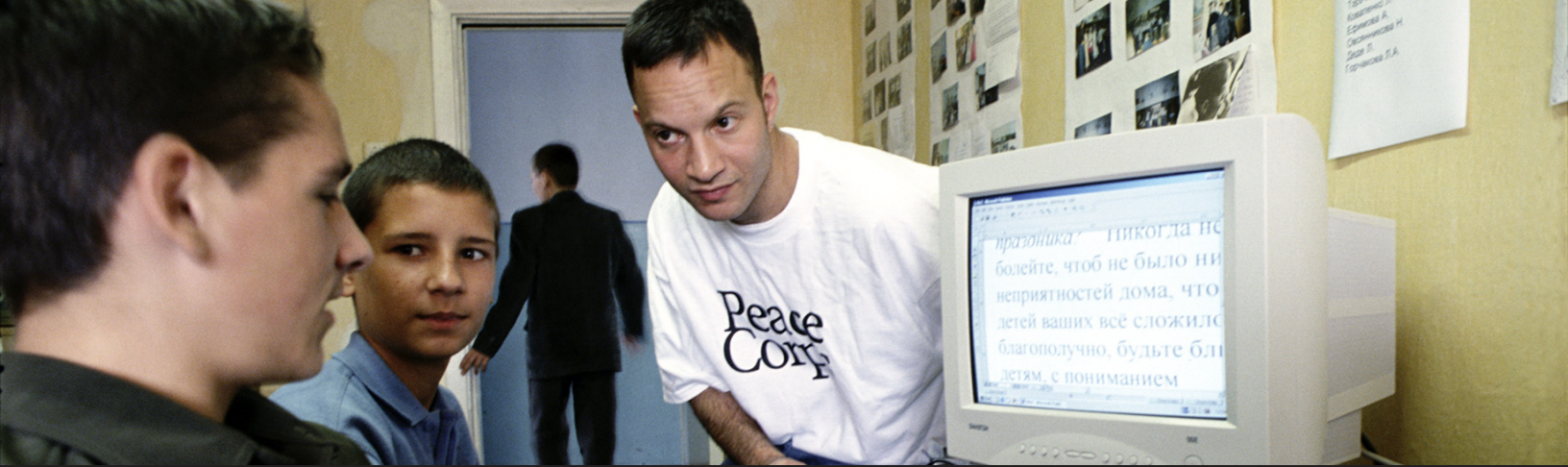


Photo credit: Ed Stiles

Look for the informative Peace Corps Week 2008 brochure with reply card in your mailbox soon!
ONLINE REGISTRATION IS ESPECIALLY ENCOURAGED.

Go to www.peacecorps.gov/pcweek and click on “Register Now” to reserve your presentation kit. The Peace Corps website features regular updates on new ideas, suggestions, and resources to help you prepare and present your Peace Corps Week activity.

RPCVs and Fellows/USA students Lisa Labita and Carrie Abdella present on their service in Nepal as part of Peace Corps Week 2007 at the University of Arizona.



SIGI3 Career Assessment Software: Free for RPCVs!

What is SIGI³?

SIGI³ is a highly interactive career assessment tool that is designed to help you make informed decisions about your field of study and career. SIGI³ will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways.

How do I register for access to SIGI³?

In order for you to register for a SIGI³ account, you must submit to RVS (rvsinfo@peacecorps.gov) an email request containing your full name, country and dates of Peace Corps service.

SIGI³ software integrates self-assessment with in-depth and up-to-date career information that is easy to use and will provides you with a realistic view of the best educational and career options for your future success. This program is a useful tool and while SIGI³ will not tell you what to do with your life, it will generate options, provide information, and teach you how to make decisions. SIGI³ will help create a career plan that's right for you!

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“The logic of the Peace Corps is that someday we are going to bring it home to America.”
President John F. Kennedy, 1961

Go to <http://www.peacecorpsconnect.org/free>
to activate your FREE one-year membership in the National Peace Corps Association
and any of its 130+ groups based on country of service, geographic region,
or interest. Also, explore jobs and graduate programs
through their online Career Center.

All RPCV groups are nonprofit organizations of returned Peace Corps Volunteers, former staff, and friends, and are not part of Peace Corps. This posting is for informational purposes only and should not be considered either as an endorsement or promotion of any particular organization.

online passwords

Returned Volunteer Services offers RPCVs free online passwords to six job bulletins:

- International Career Employment Weekly
- Environmental Career Opportunities
- Public Health Jobs Worldwide
- Alliance for Conflict Transformation
- Ethical Jobs
- InterAction

To receive free online passwords, e-mail rvs@peacecorps.gov. Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.

