

H TLINE

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

HOT Resources

These sites will help you get started:

What is a search engine? Search engines allow you to type in a keyword or words, and they scour the Internet for documents containing the information you are looking for. Some of the big search engines are:

<www.google.com>
<www.altavista.com>
<www.hotbot.lycos.com>
<www.webcrawler.com>
<www.excite.com>
<www.yahoo.com>

To learn more about Internet networking, visit:

<is.gseis.ucla.edu>

To get a feel for usenet and how discussion groups work, visit the following Web site and browse through some of the discussion threads:

<groups.google.com>

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For information on how to place job announcements, contact:
Peace Corps
Returned Volunteer Services
Phone: (202) 692-1430 or
(800) 424-8580, ext. 1430
E-mail: <hotline@peacecorps.gov>
Fax: (202) 692-1431 or 1421

The Web: A New Job-Search Strategy for the 21st Century

by RPCV Susan Buchanan (Mongolia)

The Internet has revolutionized job-search strategies in recent years. It offers a new forum of career information and new ways to draw attention to yourself as a potential employee. Taking your job search online will increase your chances of finding the right job by diversifying your options. While the Web has offered a new way of doing things, the five fundamental, old-fashioned ingredients of a successful job search still apply to seeking employment online: 1.) review job leads; 2.) research and contact employers; 3.) network; 4.) prepare and submit your résumé; and 5.) follow up.

The only difference is that now things also can be done electronically, from the comfort of your own home, any time of the day or night. The following sections of this article examine these five components of a successful job search and explain how the electronic medium has offered an additional forum to help you accomplish each one.

Career counselors recommend that you use a combination of resources to conduct your job search—add the online job search to existing opportunities, thus enhancing your chance of landing that great job. This means that you should not forego or overlook professional workshops, job fairs, career centers, and printed classified ads in trade publications and local newspapers. And keep that professional printed résumé on-hand, just in case.

Review Job Leads

In the past, the primary opportunities for finding job openings were by word of mouth, campus career centers, and the local classifieds. The Web has literally opened up a world of new possibilities. You can do a little online research to find out which companies and organizations are hiring, and where they are located across the globe. There are no geographic limits to the Internet, so if you've always wanted to live in Seattle, you can go online and search for job openings in that area. Or maybe you're itching to go overseas again and want to work for a nonprofit. All the information you'll need can be found on the Web. So where do you go online? The following resources are a good place to start:

Online job banks. Online job banks include <monster.com>, <hotjobs.com>, and <ajb.com>. These online companies sponsor Web sites where employers around the world post current job openings. These postings are free for you to peruse and allow you to focus your search on a specific location and career field. Online job banks usually offer the job seeker a variety of career-related information and advice, including résumé and interviewing tips. Many job banks also allow you to post your online résumé for a fee so employers can seek you out, and they provide online community discussions about career opportunities. To find out what online job banks are available, simply type

"online job banks" into the search window of your favorite search engine, and you will find a variety of options.

Recruiters. In today's competitive job market, more and more companies are turning to external recruiters, or head-hunters, to seek out top employees. Some recruiters work to help employers fill general vacancies, while others only focus on industry-specific jobs. Recruiters offer employers a great service: They seek you out, screen you, and post your résumé online. On <vault.com>, you can sign up for free e-mail job announcements so job postings that meet your criteria are e-mailed directly to you! And your résumé can be registered so potential employers can come to you to make a job offer. Research more about online job recruiters by typing "career recruiters" into the search window of your favorite search engine.

Newspapers. Papers across the country post their current classified ads online. Don't forget this option, especially if you have a specific state or town you are interested in exploring. Just go to the local newspaper's Web site and search the classifieds to see who's hiring there.

Professional journals and associations. Professional journals and associations are two other online sources for job leads. If you do not already belong to a professional association in your field, check them

PUBLIC SECTOR

PROGRAM SPECIALIST • San Francisco, CA

Position available with the USDA Food and Nutrition Service in the San Francisco Regional Office Food Stamp Program. Duties: provides policy guidance and oversight for state offices administering the Food Stamp Program. Qualifications: strong communication skills; analytical and problem solving ability; related experience helpful but not required. Grade and salary (\$31-47K) depending on education and experience. Please submit résumé or OF-612 application to: Mavis Buchholz, USDA-FNS, 550 Kearny Street, Room 400, San Francisco, CA 94108; phone: (415) 705-1314; fax: (415) 705-1353; e-mail: <mavis.buchholz@fns.usda.gov>.

PARK RANGER • San Jose, CA

Position available with City of San Jose. Duties: works in park operations, visitor services and protection, interpretation, rescue, fire suppression, and conservation. Qualifications: 60 college units in a related field; see job announcement for other qualifications. Please contact: Pam Helmke, City of San Jose, Human Resources Dept., 801 N. First St., San Jose, CA 95110; phone: (408) 277-4205 or (408) 277-5904; Web site: <www.ci.san-jose.ca.us>.

PUB. HEALTH PARTICIPANTS • Atlanta, GA

The Centers for Disease Control and Prevention (CDC) invites applications for the Public Health Prevention Service (PHPS). PHPS offers a three-year experience in applying public health science and theory to building prevention programs. Assignments include: one year at CDC and two years in a health department. Professionals with an interest in public health, a master's degree related to public health, and U.S. citizenship are encouraged to apply. One year of public health work experience is desirable. Salary: \$36K. For more information, contact: CDC, PHPS, 1600 Clifton Road, NE, Mail Stop D-18, Atlanta, GA 30333; phone: (404) 639-4087; Web site: <www.cdc.gov/epo/dapht/phps.htm>.

TECHNICAL TRAINERS • Ecuador

Positions available with Peace Corps/Ecuador. Duties: design and implement 12-week pre-service training in natural resources, animal production, and sustainable agriculture. Qualifications: English and Spanish fluency; work and cross-cultural experience in the particular area; professional experience and education in the particular area; experience in training; work experience in Ecuador and previous Peace Corps experience are strongly preferred. Contract period is 1/21 through 5/24/02. Closing date: 11/23/01. Please send résumé and a cover letter indicating position you are applying for and related experience to: Peace Corps Ecuador—Program and Training Officer - Casilla 17-08-8624 Quito, Ecuador; phone: 593-2-227-6300; fax: 593-2-227-3763; e-mail: <jcriste@ec.peacecorps.gov>.

PRIVATE SECTOR

ENV. SPECIALIST • Stevens Point, WI

Part-time position available with Wisconsin Center for Environmental Education. Duties: assists with collection and dissemination of environmental education information and resources to K-12 educators in Wisconsin through new and existing networks; creates promotional materials; maintains Web site. Qualifications: BS/BA and background in environmental education or related field required, MS preferred; creativity; strong organizational, computer and interpersonal skills. Salary: \$15K. Please send letter of interest, résumé, copies of transcripts, two letters of reference, and names, addresses, and phone numbers of two additional references to: Phyllis Peri, Wisconsin Center for Environmental Education, 403 LRC, UWSP, Stevens Point, WI, 54481; phone: (715) 346-4950; e-mail: <wcee@uwsp.edu>.

CONSULTANT/TRAINER • Albuquerque, NM

Positions available with Women's Economic Self-Sufficiency Team (WESST), a nonprofit women's business assistance organization. Duties: fill various positions for statewide nonprofit business assistance organization. Qualifications: exceptional entrepreneurial, training and financial management skills; experience in working with low-income and welfare populations; fluency in Spanish or Native American dialect a plus. Please send résumé to: WESST Corp., 414 Silver, SW, Albuquerque, NM 87102; e-mail: <wesst@swcp.org>.

*COMMUNITY ORGANIZERS • Nationwide

Positions available with PICO, a national network of congregation/community-based organizations. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their own communities; tap values and strengths of faith-driven people who want justice in the world. Qualifications: desire to make a difference in the world; experience relevant to organizing; bachelor's degree; Spanish desirable. Send resumes to: Jim Keddy, PICO California Project, 930 Alhambra Blvd., Ste. 200, Sacramento, CA 95816; phone: (916) 447-7959; fax: (916)447-7955; e-mail: <PICOcalifornia@aol.com>.

MANAGER • Philadelphia, PA

Position available with the Latino Workforce Development Taskforce (LWDT), a professional organization whose mission is to improve opportunities and conditions for employment among Latinos. Duties: facilitates and coordinates LWDT work. Qualifications: self-motivated; creative thinker regarding policy and advocacy issues; knowledge of workforce issues and practices; ability to manage complex, long-term initiatives; bilingual speaking ability in Spanish preferred; and master's in public policy or a related field. Salary range: \$36-42K. Please send résumé and cover letter to: Carrie Kitchen-Santiago, Manager of Policy, Research and Development at Congreso de Latinos Unidos, 719 West Girard Avenue, Philadelphia, PA 19123; e-mail: <Carriek@congreso.net>.

CORPS MEMBER • Rural America

Positions available with Teach For America, an organization of leaders who are committed to ensuring that all children have an equal chance in life. Duties: teach for two years in urban and rural areas in the U.S. Salary: \$22-40K. For questions about the application process, please call (800) 832-1230, ext. 225; e-mail: <admissions@teachforamerica.org>; Web site: <www.teachforamerica.org>.

CONSERVATION COORD. • Waterbury, VT

Positions available with the Vermont Youth Conservation Corps. Duties: teaches outdoor leadership, trail maintenance, carpentry, and crew management skills to staff; evaluates and supports program through extensive field visits; assists with administrative logistics; promotes and markets program through outreach and recruiting. Qualifications: crew leading or supervisory experience in a work, education, or related conservation organization; excellent time management and communication skills. Salary: \$21-24K. Please send cover letter, résumé, and three references to: Joe Loga, VYCC Program Director, 92 South Main St., Waterbury, VT 05676; phone (802) 241-1401; fax (802) 241-3909; email: <joevycc@aol.comwww.vycc.org>.

HEALTH FACILITATOR • Frederick, MD

Position available with Way Station, Inc. Duties: works as member of rehab team providing services and support to adult clients in carrying out various horticulture tasks in clubhouse day care program; directs social recreation activities and provides transportation to clients. Qualification: BA/BS in horticulture, human services, or related field; ability to work with people with mental illness; driver's license and vehicle. Salary range: \$21-28K. Please send cover letter and résumé to: Mike Campbell, P.O. Box 3826, Frederick, MD 21705; phone: (301) 662-0099, ext. 1246; fax: (301) 694-9932; e-mail: <mikecampbell6@hotmail.com>.

CORPS LEADERS • Pacific Northwest

Positions available with Northwest Youth Corps. Duties: implement daily environmental education sessions; coordinate camp life; participate in weekend recreation trips; transport crew in 15 passenger van; live with a team of ten participants in a full-time capacity, put in long days and work shoulder to shoulder with the crew while supervising the successful completion of manual labor conservation projects. Please contact: Northwest Youth Corps, c/o Ethan Nelson, 2621 Augusta Street, Eugene, OR 97403; phone: (541) 349-5058; e-mail <work@nwouthcorps.org>.

VARIOUS • Boston, MA

Positions available with high-growth education nonprofit including: manager of individual giving; events coordinator and administrative assistant; database coordinator; citizen schools university assistant; deputy director of 8th grade academy; senior development officer; and teaching associate (part-time). For more information, please call: Gail Sidney, Talent Specialist, (617) 695-2300 ext.144; Web site: <www.citizenschools.org>.

ADMIN. ASSISTANT • Washington, DC

Part-time position available with the SPRY Foundation. Duties: responds to information inquiries at a small nonprofit foundation; schedules meetings and manages meeting logistics; manages and maintains foundation databases. Qualifications: self-starter who is able to communicate clearly, both orally and in writing; interested in working in a fast-paced working environment; detail-oriented; computer and Internet literate. Please e-mail, mail, or fax your cover letter and résumé to: Susan Arnot, SPRY Foundation, 10 G Street NE, Suite 600, Washington, DC 20002; fax: (202) 216-0779; e-mail: <arnots@ncpsm.org>.

CHIEF OPERATING OFFICER • Unalaska, AK

Position available with land development company. Duties: manages the company's \$8M investment portfolio; negotiates long- and short-term leases; leads the charge to define new ways of making money in the face of the declining fishing industry; participates in all aspects of community life in this town of 4,000; works to increase members business skills; demonstrates strong mentorship skills. Qualifications: college degree in business or related field; business background in finance or real estate; understanding of complex organizational dynamics; ability to balance ethical, social, and moral norms with pressures for business expediency. Please send résumé via e-mail to: Julie King, Heidrick and Struggles, Silicon Valley, <jking@heidrick.com>.

DIRECTOR • San Francisco, CA

Position available with SHARE Foundation, a nonprofit that seeks solutions to poverty, underdevelopment and social injustice in El Salvador. Duties: leads development team (grant writer, development associate, and interns) in fundraising efforts such as foundation and religious order grants, direct mail, phone bank and major donor gifts; develops fundraising capacity of board and volunteers. Qualifications: commitment to Latin America and social justice issues; bilingual in Spanish and English. Please send résumé to: Angela Urata, SHARE Foundation, 598 Bosworth #1, San Francisco, CA 94131; e-mail: <angela@share-elsalvador.org>; Web site: <www.share-elsalvador.org>.

PROGRAM ASSISTANT • New York, NY

Position available at The Open Society Institute, a private operating and grant-making foundation. Duties: supports the director in management and administrative responsibilities; monitors grants; assists in assembling application materials; coordinates program initiatives and conference logistics; handles program accounting details; develops reporting guidelines and collects reports from international program coordinators; maintains program files and financial spreadsheets. Qualifications: BA; prior office experience; excellent written, verbal, computer, organizational skills; teaching or working broad experience a plus. Send résumé, cover letter to: Open Society Institute, Human Resources, Code ELP/PA, 400 West 59th Street, New York, NY 10019; fax: (212) 548-4663.

TEACHER • Columbia, SC

Positions available with University of South Carolina. Duties: organize and conduct classes in migrant farm working communities; plan and conduct daily class instruction; develop curricula; schedule classes; provide individual and family support; collaborate with centers of adult education. Qualifications: bachelor's degree; two years teaching experience; fluency in English and Spanish; experience in working with migrant and seasonal farm workers. Contact: Wendy Sellers Campbell, phone: (803) 777-8879; fax (803) 777-1366; e-mail: <wendy.campbell@sc.edu>.

PROJECT ANALYST • Ann Arbor, MI

Positions available with RRSI. Duties: designs, analyzes, and observes construction; manages data; prepares reports; operates equipment; requires field-work in both public and private sector environmental areas. Qualifications: degree in civil, environmental, mechanical or process engineering preferred; experience with communication and CAD a plus. Salary \$25-\$40K. Please send résumé to: JD Lindeberg, 416 Longshore Drive, Ann Arbor, MI 48103; phone: (734) 996-1361, ext. 241; e-mail: <jdl@recycle.com>; Web site: <www.recycle.com>.

DEVELOPMENT AGENT • Ashland, WI

Positions available with U. of Wisconsin Cooperative Extension. Duties: help communities deal with local issues by planning and teaching programs in government education, community economic development, and tourism; provide professional guidance and counsel to program related groups and organizations. Qualifications: bachelor's degree required, master's degree preferred. Please send cover letter, résumé, contact information for three work-related references, and transcripts to: CE Personnel, 249 Extension, 432 N. Lake St., Madison, WI 53706; e-mail: <ces.jobs@ces.uwex.edu>.

PROGRAM OFFICER • Philadelphia, PA

Position available with OIC International. Duties: assists in grants management; backstops country programs; writes grants; designs programs. Qualifications: three years development experience; MPH in international health or related field; Title II experience; excellent communication skills; proven skills in grant writing; French fluency; excellent interpersonal skills; computer proficiency; ability to travel on short notice. Please send letter of interest, résumé, and salary requirements to: OIC International, Attention: SO2 Recruitment, 240 W. Tulpehocken Street, Philadelphia, PA 19144; e-mail: <carla@oici.org>.

COMM. SPECIALIST • Washington, DC

Position available with AFL-CIO Working for America Institute. Duties: carries out all aspects of writing, editing, designing and printing publications. Publications include, but are not limited to, briefing papers, brochures, conference programs, reports to funders, and a quarterly journal. Qualifications: strong writing, editing, and reporting skills; three years of publications-related experience. Salary: \$67,400. Submit application letter and résumé to: AFL-CIO WAI, Communications Recruitment, 815 Sixteenth Street NW, Washington, D.C. 20006; Web site: <www.workingforamerica.org>.

***COMMUNITY SERVICE STAFF • Various**

Positions available with VISIONS, which offers co-ed summer programs in impoverished communities in North and South America, Caribbean, Australia. Duties: mentor teens; help supervise project sites; work on recreational activities and cross-cultural experiences. Qualifications: at least 22; experience with teenagers; strong interpersonal skills; team player; interest in cross-cultural living; minimum standard first aid, CPR, water safety; advanced safety certifications, construction skills, experience living in different cultures are pluses; language fluency required for some programs. Employment: six to 10 weeks beginning mid-June. Contact: VISIONS, P.O. Box 220, Newport, PA 17074; phone: (717) 567-7313; fax: (717) 567-7853; e-mail: <visions@pa.net >; Web site: <www.visionsadventure.com>.

PROJECT ASSISTANT • Silver Spring, MD

Position available with international development nonprofit. Duties: assists department director; supports a staff of nine. Qualifications: BS/BA; strong administrative and organizational skills; advanced knowledge of MS Office applications and databases; strong writing and editing skills, experience arranging and maintaining travel and appointment schedules; experience operating a multi-line phone system; experience maintaining electronic and manual filing systems and a bachelor's degree. For consideration, send a résumé and cover letter with salary requirements to: Cooperative Housing Foundation, fax: (301) 587-7315; e-mail: <hrrec@chfhq.org>.

EXECUTIVE DIRECTOR • Washington, DC

Position available with Global Education Partnership (GEP), an international nonprofit organization working to provide low-income youth in Kenya, Tanzania, Guatemala, Indonesia, and the United States with educational resources and entrepreneurship opportunities. Duties: responsible for the organization's consistent achievement of its mission and financial objectives. Qualifications: master's; strong management, fundraising, and strategic planning ability, plus proven leadership skills. Salary: \$80-95K. Please send résumé, cover letter, salary history and writing sample to: Tony Silard, Global Education Partnership, 1718 M Street NW, PMB 151, Washington, DC 20036; Web site: <www.geponline.org>.

PROGRAM ASSOCIATE • Arlington, VA

Position available with Association for Enterprise Opportunity (AEO), the national association of organizations committed to micro enterprise development. Duties: assists in advancing AEO's work in providing membership development and training and technical assistance to our members and other interested organizations and individuals. Qualifications: bachelors' degree; experience in the domestic micro enterprise field; computer proficiency; membership development and training experience. Send cover letter and detailed letter of interest to: Bill Edwards, Executive Director, AEO, 1601 N. Kent Street, Suite 1101, Arlington, VA 22209; phone (703) 841-7760; fax (703) 841-7748; e-mail: <bedwards@assoceo.org>; Web site: <www.microenterpriseworks.org>.

CAMP DIRECTOR • Rhinebeck, NY

Positions available with Camp Rising Sun, a 70-year-old scholarship camps for youth from around the world with a mission to develop promising young people from diverse backgrounds a lifelong commitment to sensitive and responsible leadership. Duties: shape the development of year-round communities in support of on-site and local programs for youth and educators. Qualifications: passionate about creating positive change in the world through educational work with youth. For more information on the positions or to apply, please send inquiries and résumés along with a cover letter to: Human Resources, <hr@risingsun.org>.

PROGRAM DIRECTOR • San Francisco, CA

Position available with New Pathways. Duties: oversees program efforts to increase the involvement of African American, Latino, and immigrant families in six under-performing public schools; supports increased academic achievement among students. Qualifications: experience in parent organizing and/or teaching, financial management, supervision, and program planning. Starting salary: \$34-37K. Send résumé and letter to: NP Hiring, 601 McAllister, San Francisco, CA 94102; fax: (415) 749-3780; e-mail: <Mary_Stump@sfsv.org>; Web site: <www.sfsv.org>.

INTERNATIONAL

VARIOUS • Ethiopia

Positions available with The Louis Berger Group for RPCVs with experience in one of more of the following areas: agriculture/rural development, micro enterprise, micro finance and watershed activities. Qualifications: bachelor's degree; two years of international experience in Africa; knowledge and sensitivity to working with poor rural farmers. Please send résumé and availability dates to: B. Phillips, Louis Berger Group, 1819 H Street, N.W., Suite 900, Washington, D.C. 20006; e-mail: <bphillips@louisberger.com>; Web site: <www.louisberger.com/berger/now>

ENGLISH TEACHER • Lanzhou, China

Position available with Children's Palace. Duties: teaches English to children. Duties: work 30 hours of work per week. Qualifications: experience teaching children and English as a foreign language; one-year commitment desired. Salary: \$350 per month and paid housing. For more information, contact Dave Washburn at (952) 928-4860, ext. 12; e-mail: <david@childrensheartlink.org>.

ESL INSTRUCTORS • China and Indonesia

Positions available with English First (EF). Duties: teach English as a second language throughout China and Indonesia. Qualifications: college degree; native English speaker; ability to commit to a six-month to one-year contract. English First offers competitive local salaries, roundtrip airfares, paid accommodations, paid medical insurance, and paid vacation. Please send résumé and cover letter along with copy of passport to: Nicole Hayes, <nicole.hayes@ef.com>.

PROTECTION OFFICER • East Africa

Position available with Save the Children. Duties: identifies existing child protection activities; provides training for NGOs/CBOs; assists with program development. Qualifications: advanced degree in a relevant field; three to five years' demonstrated field experience working with child protection, and refugee children; strong oral, written communication and cross-cultural skills; experience in building partnerships and fundraising; knowledge of local languages a plus. Please forward résumé to: Save the Children, Dept: 1447/JM, 54 Wilton Road, Westport, CT 06880; fax: (203) 221-4077; e-mail: <jmcguane@savechildren.org>.

DISEASE ADVISOR • Ukraine

Position available with the Center for Development and Population Activities (CEDPA), a non-profit international organization. Duties: acts as a technical advisor on Infectious Diseases (ID) for USAID, other U.S. government agencies, NGOs, and the countries in the region; develops and implement effective strategies for the region; assists host country counterparts to reform and modernize ID systems. Qualifications: masters' degree in Epidemiology or relevant degree with training in HIV/AIDS, TB and Sties required; seven years of experience managing PH programs; preferably in former Soviet Union countries preferred; experience with USAID and Russian language desirable. Please send résumé, references and salary history to: CEDPA, fax: (202) 332-4496; e-mail: <jobs@cedpa.org>

PROJECT DIRECTOR • Indonesia

Position available with the Trickle Up Program. Duties: establishes micro enterprises, revolving savings, and links to credit among low-income clients; trains and develops network of Papuan NGOs; provides training in Trickle Up model of micro-enterprise, poverty assessment, business training, and disbursement of business capital. Qualifications: fluent Bahasa; experience with project management, grassroots development, capacity building, micro finance; previous experience in West Papus preferred. Please send résumé and cover letter to: Laura Lopez, e-mail: <program@trickleup.org>; Web site: <www.trickleup.org>.

COUNTRY DIRECTOR • Bolivia

Position available with Food for the Hungry International (FHI), a Christian relief and development organization working in over 20 countries worldwide. Duties: responsible for the overall management and oversight of all DRC programs, staff and budget, including provision of seeds, tools, and training to assist local farmers. Qualifications: minimum of two to three years of previous program management experience; educational background related to international relief and development; bilingual; understanding of basic accounting and management practices; proven ability in funding, proposal writing, and contacts with major donors. Résumés/CVs must be sent by e-mail (please use MS Word for attachments) to Buck Deines, <bolivijob@fhi.net>.

VARIOUS • Monteverde, Costa Rica

Positions available with the Cloud Forest School, a private bilingual K-9th grade school as director and teachers. Qualifications: education and administration experience; demonstrated commitment to the environment; bilingual candidates (Spanish and English) should also be devoted to cross-cultural education. Please apply online at <www.cloudforestschool.org> or call 011-506-645-5161.

COUNTRY DIRECTOR • Pristina, Kosovo

Position available with Doctors of the World. Duties: leads field office in Kosovo; oversees project; liaisons with funders, other NGOs and UN agencies; oversees all personnel, finances and security. Qualifications: several years field experience at a management level, MPH or equivalent; experience in health programming; experience with project proposals, reporting and evaluation; MD or other clinical background a strong plus. Send résumé and cover letter to: CD Search, Doctors of the World, 375 West Broadway, New York, NY 10012; fax: (212) 226-7026; e-mail: <duganm@dowusa.org> with subject "CD Kosovo".

GROUP LEADER • Worldwide

Positions available for summer 2002 with Putney Student Travel. Duties: co-lead 16-18 U.S. high school students on a language-learning, adventure-travel, or community-service program in Western Europe, Slovakia, Tanzania, Latin America, the Caribbean, or the United States. Qualifications: desire to involve young people in an intense, small-group experience while introducing them to other cultures; bachelor's degree; fluency in languages of host countries; current first aid certification. Leaders receive a stipend plus all expenses paid. Please send résumé and cover letter to: Paul Campbell, 345 Hickory Ridge Road, Putney, VT 05346; fax: (802) 387 4276; e-mail: <paul@goputney.com>; Web site: <www.goputney.com>.

TEACHERS • Japan

Positions available with the Japan Exchange and Teaching (JET) Program. The JET Program seeks to improve English language education in Japan and to promote internationalization. Qualifications: bachelor's degree and American citizenship; interest in Japan. Salary: \$30K; housing assistance, roundtrip transportation, training, and insurance are provided. Please contact: Embassy of Japan, phone: (800) 463-6538; Web site: <www.embjapan.org>.

SCHOOL DIRECTOR • Mexico

Position available with Kox Kanik, a nonprofit bilingual primary school to create a progressive program in education. Duties: blends traditional education with CyberCreativity; provides scholarships to deserving public school students; develops an afternoon program for public school children and a night literacy program. Qualifications: certificate in primary school education; grant experience; minimum two-year commitment. Salary of \$800/month plus bonuses. Please send cover letter and résumé to: Brenda Alfaro, fax: 52 (9) 80-311-18; e-mail: <aventurabb@prodigy.net.mx >.

out. They offer great career resources, such as workshops, skills enhancement, and opportunities to attend conferences for networking. Professional associations also keep members informed about the latest trends and issues within the field. Most associations have Web sites where they usually post publications and career opportunities. Some of these sites are password protected for members only, while others are available to the public. You can also type the name of your career or professional association into your search engine and see what comes up.

Research and Contact Employers

After you have reviewed a wide range of job leads, narrowing your search to a specific profession and perhaps even a specific geographic location, you are ready to begin researching the companies who have posted job openings. Or maybe you have heard about a specific company and are interested in learning more about it. The following online resources may offer some information about the companies you are considering and will help you decide if you are a good match:

Online Telephone Books. These are sometimes called business directories or the yellow pages, and offer you contact and location information about employers worldwide. Search engines usually include links to online phone directories, but a few examples include:

<www.yip.f2s.com>;

<yellowpages.webguest.com>;

<www.worldpages.com>; and

<marketsearch.zip2.com>.

Industry Sites and Trade Associations. These areas are great online resources for career information. For example, if you are a nurse practitioner, you might visit the site of the National Association of Nurse Practitioners at <www.npwh.org> to find out about current issues and trends in the nursing profession. Often, trade association and industry sites offer information about the largest employers of people in a particular profession, so it's worthwhile to include them in your research strategy.

Employer Web Sites. These sites are probably the most useful to visit after you have narrowed your job search to a specific company. You can find out information you will need to tailor your cover letter and résumé to the company's needs, and you will gain valuable information to discuss during the interview. Some information available on most companies' sites is the annual budget, the size of the staff, the mission, and the latest issues and news. Study all the information you can gather from a potential employer's Web site and be prepared for an interview with thoughtful questions relevant to the company. The hiring official will be impressed that you've done your homework.

Virtual Libraries. Virtual libraries can be another great resource for finding information about career sectors and potential employers on the Web.

Virtual libraries are portals to a wide range of information available on the Internet by category, so searching this way will save you some Web surfing time. Your search engine will uncover several virtual library options, but you can get started with <vlib.org>, which is one of the largest Internet virtual libraries.

Network

The old saying, "It's not what you know, but who you know," is relevant when it comes to opening career doors. Networking is an absolute essential for your job search strategy, and now the Web has made the task a little easier. Information is available on such topics as building an online professional identity and the six-step model of networking. You may also find the following options beneficial for e-networking: usenet newsgroups; chat forums; and listservs and e-mail lists.

All of these options are forms of interactive communication, but there are differences. On usenet newsgroups, you post messages and someone later responds. The information is shared with everyone simultaneously, and you have to visit the site where the discussion is taking place. Chat forums are live conversations usually centered around a specific topic. During chats, people participate in a continual thread of dialogue exchange, and messages are posted online in the order they are sent. Listservs are bulk e-mail lists you have to subscribe to in order to receive others' messages. When you post a message to the listserv, it is sent to everyone who has subscribed.

Usenet. Usenet is a collection of online discussion groups that are sometimes incorrectly called bulletin boards. Participants post information, questions, and comments which can then be read by any person who has access to the discussion group. You can use your search engine to find newsgroups related to your profession, or you may find newsgroups on some of the career and trade association sites you visit. The usenet started as a separate network from the Internet, but with the expansion and integration of the Internet into our daily lives, this network has also been pulled into the Web. The jobs groups will have job listings, posting résumés, and discussions on job hunting. If you go to the newsgroups dedicated to various subjects or topics, you'll also find networking contacts, industry trends, current information, and job listings.

Chat rooms. Because online chats are topical, chat rooms are particularly helpful in developing an online career network because the connections you make with people are instantaneous and relevant. You can use chat rooms to inquire about certain employers, ask relevant career-related questions, and meet like-minded job seekers. *The Wall Street Journal* has an excellent online career resource site at <www.wsj.com> where there are career-related chats and discussion groups.

Listservs and other e-mail lists. Another way to network and learn more about your field and about job opportunities is to use listservs and other e-mail lists. Listservs are interactive, allowing you to receive and post information to the entire list of mail subscribers, while other e-mail lists are intended to be informational, from the source to you. Many of the online job banks offer you the opportunity to subscribe to e-mail lists to receive job postings automatically. Many trade associations also send regular e-newsletters and job announcements to their members. Yahoo Groups <groups.yahoo.com>, formerly called eGroups, is one of the most popular (and free!) e-mail group services. This service allows you to create and/or join e-mail groups about a wide-range of topics. Their employment, business, and finance area is an especially powerful place to go to meet other e-networkers. Visit the site to see what kinds of e-groups are available. The Web site <www.lsoft.com/lists/listref.html> is a front end for the LISTSERV® LISTS database, which contains information about all 52,647 public listservs on the Internet. Updated information is generated automatically.

Prepare and Submit an E-résumé

As previously noted, keep paper copies of your résumé on-hand since your online job search is only one facet of your overall strategy. But also keep an updated electronic résumé on-hand, designed specifically for use on a computer. E-résumés differ in how they read and appear from paper résumés and are much more efficient since they can be scanned for keywords and located by search engines. To learn more about how your e-résumé should look and what it should include, visit Susan Ireland's Electronic Résumé Workshop at: <susanireland.com>. The 16 pages of information is free and includes topics such as the utility of e-résumés, how human resource departments use them, the essential information you need in your e-résumé, how to go about crafting it, how long it should be, and how it should be saved and formatted. She also offers excellent examples of successful e-résumés on the site and lets you know your options for posting your résumé online with job banks (also called résumé banks) and e-mailing it directly to a potential employer. susanireland.com also has free "workshops" on résumé writing and preparing cover letters.

Follow Up

Finally, after your job interview, it is crucial that you follow up with a thank-you note. It is becoming more acceptable to send an e-mail with your thank-you rather than sending a letter through the postal system. It is also a good idea because many hiring officials make a selection within days, or even hours of the interview. Sending an instant note of thanks through e-mail will ensure that you get in a final pitch about your suitability for the position before the selection is made. Don't forget that your e-thank-you should be polite, formal, and free of grammar and spelling errors! Good luck.

EDUCATION

*INDIANA UNIVERSITY • Bloomington, IN

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science degree to RPCVs as preparation for careers in the nonprofit, private, or public sectors. The application priority date for fall enrollment is 2/1/02. Contact: The School of Public and Environmental Affairs, Graduate Programs Office, SPEA 260, Indiana University, Bloomington, IN 47405; phone: 800-765-7755; e-mail: <speainfo@indiana.edu>; Web site: <www.spea.indiana.edu>.

*BRANDEIS UNIVERSITY • Waltham, MA

The Sustainable International Development Program of Brandeis University offers a two-year Master of Arts Degree (one year in residence and one year of practical training, fieldwork or advanced study). SID's programs have gained international recognition over the past eight years for their innovation in examining models of development, for their achievements in reducing poverty and inequality, in raising quality of life, in enhancing the status of women, and in conserving the biodiversity of fragile environments. SID gives special consideration to RPCVs and offers some scholarship assistance, including waiving the \$50 application fee. Please call the SID office at (781)-736-2770; e-mail: <sidrecruit@brandeis.edu>; Web site: <heller.brandeis.edu/sid>.

CORO FELLOWS • United States

Coro Fellows Program in Public Affairs is currently seeking candidates for its 2002-2003 class. Each year, 64 fellows are chosen nationally to participate at centers in St. Louis, New York, Pittsburgh, Los Angeles and San Francisco. This nine-month, graduate-level program offers a rigorous hands-on education for motivated individuals who want to pursue civic interests and develop marketable skills for effective leadership. Coro Fellows engage the community as their classroom through a variety of field assignments, interviews and projects with diverse organizations. Stipends available. Application deadline: 2/1/02. Contact Matt Rosen, phone: (314) 621-3040 ext. 11; email: <mrosen@coro.org>; Web site: <www.coro.org>.

U. OF WASHINGTON • Seattle, WA

The Evans School of Public Affairs at University of Washington offers a Master's in Public Administration that is designed for present and future leaders of the public and nonprofit sectors. The program emphasizes broad-based public policy analysis and management knowledge, while students pursue one or more specialized policy fields. Emphasis areas include International Affairs, Environmental Policy, Education and Social Policy; there is also a certificate program in International Development Policy and Management. For more information, contact: Evans School of Public Affairs, 109 Parrington Hall, Box 353055, University of Washington, Seattle, WA 98195-3055; phone: (206) 543-4900; e-mail: <mpaadmit@u.washington.edu>; Web site: <evans.washington.edu>.

*BARD COLLEGE • Annandale, NY

Bard College offers an innovative graduate program, leading to a Master of Science in Environmental Policy, prepares students for environmental careers in nonprofit organizations, government, and private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses and the practical knowledge to understand legal, political, socioeconomic, cultural, and ethical forces influencing policy-making. Distinctive elements include modular organization, communication strategies, leadership training; distinguished faculty. Small classes ensure close mentoring of student career preparations. Peace Corps experience may qualify for internship and early start on master's project while in the field. Contact: Bard Center For Environmental Policy, Bard College, Annandale-on-Hudson, NY 12504-5000; phone: (845) 758-7073; e-mail: <cep@bard.edu>; Web site: <www.bard.edu/cep>.

WASHINGTON UNIVERSITY • St. Louis, MO

The George Warren Brown (GWB) School of Social Work offers a master of social work program. Scholarship aid is now available including waiver of application fee and possible half tuition designated for Returning Peace Corps Volunteers. GWB offers a flexible and expansive curriculum, choice of field experience with the opportunity to study abroad, five concentrations of study, and has the largest international student population of any social work program in the United States. For more information call (314) 935-6676 or toll-free at 877-321-2426; e-mail: <msw@gwbmail.wustl.edu>; Web site: <www.gwbweb.wustl.edu>.

MICHIGAN STATE U. • East Lansing, MI

The Department of Agricultural Economics provides full funding for qualified RPCVs admitted to the M.S. or Ph.D. program. Department projects in Africa and Latin America offer unique research opportunities for students. Many of the 40 faculty and 70 students have overseas experience, often as PCVs. RPCVs interested in issues such as poverty and hunger, the environment, rural and agri-food systems development, and social capital can find excellent training and placement support for public and private sector careers in the U.S. or abroad. Contact: Eric Crawford; phone: (517) 355-4563; e-mail: <aecgrad@msu.edu>; Web site: <www.aec.msu.edu/agecon>.

U. OF S. CALIFORNIA • Los Angeles, CA

Positions available at University of Southern California. The Rossier School of Education Master's in Teaching English to Speakers of Other Languages is a program open to prospective or experienced American and international language educators wanting to start or advance their ESL/EFL career in the US or abroad. American Language Institute (ALI) Assistant Lectureships are available, offering a part-time salary and up to 12 units of tuition remission per semester for native or near-native English speakers (visit the ALI Web site at: <www.usc.edu/dept/LAS/ALI>). For complete information on USC's MSTESOL program, visit the MSTESOL Web site at <www.usc.edu/dept/education/mstesol.html> or contact Prof. Julietta Shakhbagova at <shakhbag@usc.edu>.

*TEACHER PROGRAM • Madison, WI

Earn a TEFL certificate in a five-week intensive teacher-training program that prepares trainees to teach English in classrooms around the globe. The program offers a hands-on approach to teaching and includes practice teaching, ESL class observation, and job placement assistance. The program is part of an ESL school giving you many opportunities to interact with professional teachers and international students. No foreign language or teaching experience required. Call or write for a free brochure: Midwest Teacher Training Program, 19 N. Pinckney St., Madison, WI 53703; phone: 800-765-8577; fax: (608) 257-4346; e-mail: <info@mttp.com>; Web site: <www.mttp.com>.

INTERN/VOLUNTEER

*PROGRAM RESIDENTS • Berkeley, CA

Positions available with Odiyan Center, a Buddhist country retreat center on 1,100 acres. The center has been under development for more than 20 years to create an environment for the preservation of Tibetan Buddhist texts, art, architecture, and culture. Learn new and expand existing skills while participating in creating a historic expression of art based on original Tibetan Buddhist sculpture. Residents live in a courtyard complex surrounding the main temple. Small living stipend is provided. Duties: work on all phases of steel construction, sculpting, mold making, casting, and finishing. Contact: Iris Maitland, Odiyan Office, 2425 Hillside Ave., Berkeley, CA 94704; phone: (510) 843-6771; fax: (510) 845-7540; e-mail: <irismaitland@MSN.com>.

*COUNTRY SPECIALISTS • United States

Volunteer country specialists needed to serve as Amnesty International USA's primary expert and strategist on specific country. U.S.-based positions require a two-year commitment averaging 10 hours a week. Specialists are selected on the basis of country expertise, AI knowledge, and human rights activist experience. Duties: support and monitor group casework; collaborate with AIUSA's communication department; and maintain regular contact with government officials. Send résumé and cover letter to: Amnesty International, Attn.: Cogroup Recruitment Office, PC-98, 304 Pennsylvania Ave. SE, Washington, DC 20003; phone: (202) 544-0200; fax: (202) 546-7142.

*COMMUNITY VOLUNTEERS • Crozet, VA

Positions available with Innisfree Village, a life-sharing community of full-time volunteers. Duties: live with and care for adults with mental disabilities; work during the day in the weavery, woodshop, bakery, and gardens. Community members live together in family-style homes. Qualifications: ages 21 or older; one-year commitment. Benefits: own room; two days off a week; food and lodging; medical insurance; worker's compensation; \$215/month; 15 paid vacation days at \$35/day. Contact: Recruitment, Innisfree Village, 5505 Walnut Level Rd., Crozet, VA 22932; phone: (804) 823-5400; Web site: <www.avenue.org/innisfree>.

VOLUNTEER COACH • Africa

Position available with Olympic Aid, an athlete driven humanitarian NGO working with child soldiers and refugees. Duties: work in a variety of programs: sport health, refugee program, child soldiers, etc; develop sport and play programs for children; train local volunteers about coaching, leadership, child development, etc., develop income generating projects; coordinate large sport festivals; teach about health issues, vaccines and immunizations, HIV/AIDS, etc. through sport and play. Qualifications: experience playing, organizing, or developing programs for recreation and sport; interest in teaching or coaching sport; experience working with children; ability to work with people of different cultural backgrounds; commitment to sport as a tool for child and community development. Send a résumé and cover letter to: <info@olympicaid.org>; Web site: <www.olympicaid.org>.

DIRECTOR • Chicago, IL

Position available in a Russian-speaking senior citizen center. Duties: manages computer learning center; trains Russian and American elderly to use computers; draws upon community resources and volunteer help to run center and become an effective grassroots organizer. Qualifications: basic Russian and computer experience. Please send résumé and cover letter to: Suzanne Farrell (RPCV Turkmenistan); phone: (312) 225-3052; e-mail: <sfarrell65@yahoo.com>.

ESL TUTOR • Chicago, IL

Volunteer positions available working with adult refugees from East Africa and Vietnam. Duties: teach computer, literacy, and conversation in the mornings Monday through Friday. Please contact: Sara Salazar or Kari Szydel, Heartland Alliance, 4750 N. Sheridan Rd. #300, Chicago, IL 60640; phone: (773) 271-1073; e-mail: <vakoch@enteract.com>.

PEACE CORPS' FELLOWS

*GEORGE MASON U. • Fairfax, VA

GMU's School of Education, FAST TRAIN program, offers an elementary licensure program with an optional Master's in Education. Cohorts begin in January; after taking four courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Those who wish to teach overseas can begin the program anytime. The licensure program consists of six courses that can be completed in one year while working in the schools. All tuition is charged at the in-state rate (currently \$553 per course). Contact: Jack Levy or Lynn Walker Levy, phone: (703) 993-3689 or (703) 993-3602; e-mail: <jlevy@gmu.edu > or <llwalker3@gmu.edu>.

AMERICORPS/VISTA

VISTA LEADERS • Various

Positions available fighting poverty here at home—from Alaska and Alabama to New York City to Honolulu. Duties: coordinate and support VISTA volunteers serving on large community projects or within given region. Projects range from micro enterprise and job training to digital divide and transportation. Duties: recruit volunteers, develop training opportunities, mentor and coordinate 8-30 volunteers. Qualifications: RPCV who has demonstrated leadership abilities. Benefits: stipend, health coverage, and education award. One-year commitment required. Rolling deadline. For a listing of all current openings, contact: Shannon Maynard, phone: (202) 606-5000, ext. 428; e-mail: <smaynard@cns.gov>.

Crisis Corps in Need of Volunteers



Belize Post Hurricane Iris Assistance

Hurricane Iris struck Belize on October 8th and caused heavy damage in the south. More than 20,000 people were left homeless and close to 4,000 buildings were heavily damaged or destroyed. Crisis Corps plans on sending a small group of construction Volunteers to Belize to assist the Mayan communities in the south rebuild their schools. Construction and regional experience are required. Projected start date: late November/mid December.

El Salvador Post Earthquake Assistance

Crisis Corps is recruiting Volunteers to assist El Salvador in earthquake reconstruction after two earthquakes struck the country earlier this year. RPCVs must have work experience in Latin America, excellent Spanish skills, and the ability to commit to a minimum three-month assignment.

1. Sanitary Systems volunteer for international NGO (experience in water and gravity systems and construction); 2. Social/Community Action Expeditor volunteer for international NGO's housing construction project (experience in community management, social work, or municipal management, and strong communications skills); 3. Mental Health Promotion volunteer for local NGO (two years of related work experience and a degree in a mental health field); 4. Project Coordination volunteers for international NGO (experience in water sanitation and strong organizational skills; some construction experience desired).

Africa HIV/AIDS Assignments

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

Kenya

1. Community HIV/AIDS Education volunteer for international NGO (experience with theater, workshop planning and facilitation, and one year work/volunteer experience in HIV/AIDS field); 2. Project Management volunteer for local NGO (two years of community and NGO development experience and one year work/volunteer experience in any HIV/AIDS related field).

Malawi

1. Organizational Development volunteer for local NGO (organizational and staff development experience with HIV/AIDS programs in Africa); 2. Organizational and Management volunteer for a community based organization (program/project coordination and public speaking experience); 3. Behavior Change Training volunteer for local NGO (behavior change/life skills/peer education programs experience, basic knowledge of HIV/AIDS, and strong writing and public speaking skills); 4. Organizational Development volunteer for community-based AIDS and orphan-care organization (experience working with a community based organization in HIV/AIDS and office and personnel management skills).

Togo

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

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

VISTA LEADERS • Maine

Positions available with Big Brothers Big Sisters. Duties: coordinates its growing AmeriCorps project; recruits and supports VISTA members; plans member trainings; assists in the statewide expansion of school-based mentoring. Qualifications: RPCV. Benefits: monthly stipend, health benefits, education award. Please contact: Carrie Evans, BBBS, 195 Lancaster St., Portland, ME 04101; phone: (207) 749-0415; e-mail: <bbbsvistaleader@yahoo.com>.

VISTA VOLUNTEER • Sitka, AK

Position available with the University of AK-Southeast. Duties: implements and launches a web-based GED instructional program; assists with other community service projects as needed. Please send résumé to: Teresa Holt, UAS-Sitka, 1332 Seward Avenue, Sitka, AK 99835; phone: (907) 747-7785; e-mail: <teresa.holt@uas.alaska.edu>.

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

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

Name _____

Address _____

City _____ State _____ Zip Code _____

Country of Service _____ Dates of Service _____

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 St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.

November Career Event

RPCV Sue Jones (Yemen), director of human resources and administration, United Cerebral Palsy, presents the topic: "Putting Your Peace Corps Skills to Work."

The workshop will focus on translating your Peace Corps experience into the needs of your potential employer. Areas of discussion include how to transfer those accomplishments into successful résumé writing and job interviews.

When and Where:

November 28, 2001, 12 noon to 1:30 p.m.
Paul D. Coverdell Peace Corps Headquarters
1111 20th St. NW
Shriver Conference Room B
Washington, DC 20526

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

HOT OPPORTUNITIES

VARIOUS • Utah

Opportunities available with the Salt Lake Organizing Committee at the 2002 Winter Olympics for individuals willing to work before, during, and shortly after the games. Work areas include transportation, logistics/warehouse, venue support/event prep, event services/security, and cleaning. Positions offer a competitive hourly wage and range in duration from 17 to 60 or more days. For more information or to apply, visit the Web site at <www.saltlake2002.com> and click "Games-time Employment" or contact Games-time Employment at (801) 212-627. Please note: You must have a local address for employment since accommodations will not be provided.



Holiday Closing

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

Seeking Suggestions

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

HOTLINE NOTICE

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

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