

H TLINE

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

HOT RESOURCES

Check out the information below to learn more about writing KSAs:

Ten Steps to a Federal Job: Navigating the Federal Job System, Writing Federal Resumes, KSAs and Cover Letters with a Mission

by Kathryn Kraemer Troutman

The Resume Place, 2002

www.resume-place.com

www.archives.gov/careers/all_about_ksas.pdf

www.acinet.org (click on "What It Takes")

www.govexec.com/dailyfed/0799/072099cc.htm

iapreview.ars.usda.gov/careers/docs.htm?docid=1361

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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
Website:
www.peacecorps.gov/rpcv/hotline

Preparing Your Statement on Knowledge, Skills, and Abilities (KSAs) for Federal Applications

In applying for federal jobs, you must address your knowledge, skills, and abilities (KSAs) as they relate specifically to the position. To address KSAs successfully, you should review the duties and qualification requirements listed in the announcement, and address each one. (On Peace Corps vacancy announcements these are listed under "Required Qualifications and Desired Qualifications.") If you have any questions about the information, call the contact person listed in the vacancy announcement.

Your responses to KSAs are carefully evaluated. Responses to knowledge statements should refer to an organized body of factual or procedural information that you possess that enables you to perform an activity. Skill statements should refer to your proficiency in manual, verbal, or mental manipulation of data or tasks. Ability statements should refer to your power to perform an observable activity.

Your KSA responses are evaluated by raters who have thorough knowledge of the requirements of the position to be filled. Each knowledge, skill, and ability response is scored on a formal scale.

Some basic rules to follow:

1. Type your application.

Make sure supporting information is neat and legible. Employers want resourceful and professional employees whose work will reflect creditably on the agency.

2. Address the KSAs in a separate part of your application and give them a title.

Each KSA response should be about a paragraph or two long, but should never be longer than one single-spaced, typewritten page. Responses to a particular KSA should stand on their own. Don't refer the rater to other documents in the application package.

3. Don't be humble, but don't exaggerate.

Write clearly and concisely; be sure to say what you mean using lots of examples to support your claim of possession of the KSA. Describe your duties, explaining how you used your knowledge, skills, or abilities to get work accomplished. Provide sufficient information but avoid being wordy or repetitive.

4. Express accomplishments in specifics terms.

An example would be, "Wrote a

monthly column for three weekly newspapers with a combined circulation of 40,000." Also, show increases in output or other indicators of progress.

5. Use strong action verbs.

Direct language is more likely to impress rather than vague, flowery prose or passive voice.

6. Ensure your KSAs are consistent with the rest of your application package.

7. If you lack certain experience, say so, but mention pertinent training or peripherally related experience. Do not forget to consider related experience outside your professional work history, such as volunteer experience.

8. Avoid using acronyms or abbreviations.

9. Finally, edit and proofread. Edit and proofread again.

Have your application package reviewed by another person to ensure the materials are complete and well worded.

"You have to recognize when the right place and the right time fuse and take advantage of that opportunity. There are plenty of opportunities out there. You can't sit back and wait." - Ellen Metcalf

PUBLIC SECTOR

NURSE SPECIALISTS · Great Lakes, IL

Positions available with Naval Medical Command. Duties: perform variety of professional nursing/health services to patients scheduled for treatment of illness, minor-surgical procedures, and preventive health care; perform emergency nursing duties; apply nursing process to acutely-ill, long-term medical and/or surgical, and ambulatory surgical pediatric/adult patients. Qualifications: professional nursing degree, Licensed Registered Nurse, and one year of specialized experience; or Ph.D./equivalent; or three years of graduate education in nursing with concentration in a field of nursing; U.S. citizen. Deadline for applications: 01/15/04. Find additional information and application online. Send résumé with SSN to Human Resources Service Center - Northeast, Attn: DH-GTL, 111 S. Independence Mall East, Philadelphia, PA 19106; website: chart.donhr.navy.mil.

CAMPUS RECRUITER · Columbia, MO

Position available at the University of Missouri (MU). Duties: develops and implements a program to increase awareness of Peace Corps within Columbia and MU; coordinates activities (information sessions, career fairs, group presentations, and recruitment campaigns); organizes and facilitates meetings with schools, student clubs, and organizations on campus; evaluates applications; interviews potential volunteers; interacts with local RPCV group. 20 hours per week. Qualifications: RPCV graduate student at MU College of Agriculture, Food, and Natural Resources; excellent communication skills; ability to work with minimal supervision. Send letter and résumé to Don Spiers, 114 ASRC, University of Missouri, Columbia, MO 65211; phone: 573.882.6131; e-mail: spiersd@missouri.edu.

GRANTS MGMT SPEC · Alexandria, VA

Position available with the Food and Nutrition Service, USDA. Duties: supports the agency's mission to reduce hunger and food insecurity for millions of children and needy families; coordinates grant solicitation,

evaluation and award process for FNS's discretionary grant programs; monitors post-award progress of grants; provides written and oral grant policy guidance to FNS headquarters and regional staff; helps evaluate regional oversight and state implementation of program and grant rules. Deadline: 11/28/03. For full announcement details (FM-050-03-0 or FM-049-03-0), contact FNS Job Information hotline, phone: 703.305.1474; website: www.fns.usda.gov/hr/ (follow job vacancy links). For questions, e-mail: paulette.marko@fns.usda.gov.

FISH/WILDLIFE BIOLOGIST · Rock Island, IL

Position available with the U.S. Fish and Wildlife Service. Duties: works on a variety of assignments, including those related to federal water development projects and licenses and endangered species; advocates for fish and wildlife resources, using natural resource laws and regulations. Qualifications: B.A./B.S. in natural resources or related field; excellent communication skills; aptitude for teamwork. Term position, GS-7/9. Salary: \$31,830 to \$50,617. Deadline for applications: 11/28/03. Send résumé (including education, work experience, and references) to USFWS, 4469-48th Avenue Court, Rock Island, IL 61201. For more details, contact Jody Millar at e-mail: jody_millar@fws.gov.

ENV PROTECTION SPEC · Patchogue, NY

Position available with the National Park Service at Fire Island National Seashore. Duties: assists Chief of Resources Management in special ecosystem and strategic projects involving park's natural resources; advances objectives of the Seashore by coordinating and integrating its efforts with federal and state agencies, the water authority, environmental advocacy groups, and private citizens; reviews and prepares needed documents required by the National Environmental Policy Act. Salary: \$50,209 to \$78,231. Deadline for applications: 11/15/03. Send cover letter and résumé to Fire Island National Seashore, 120 Laurel Street, Patchogue, NY 11772, Attn: Ms. Hauser; phone: 631.289.4810 ext. 238; fax: 631.289.4898. For more information contact e-mail: michael_bilecki@nps.gov; website: USAJobs.gov.

PRIVATE SECTOR

TEACHERS · China

Positions available with American Educational Services of China in Dalian, Jinzhou, Jinan, Chang Chun, Shenyang, DanDong, or Xi'an. Contact for more information regarding salary, conditions of the contract (for winter session or one year), and benefits. Qualifications: at least a B.A./B.S.; at least 21 years old; native speaker of English; teaching experience (or a training period at the school). Send résumé as text (not an attachment) to Linda at e-mail: aesdaalian@online.ln.cn. Indicate in subject line whether you are applying for a winter intensive or are interested in information on a one year contract.

PROPOSAL FIN MANAGER · Washington, DC

Position available with MSI as a proposal financial manager for international development. Qualifications: at least 5 years of experience: constructing budgets for USAID contracts and/or cooperative agreements; knowledge of grants and cost share agreements; strong negotiation skills; Excel skills; B.A./B.S. Send cover letter and résumé to Geri Critchley at e-mail: gritchley@msi-inc.com.

PROGRAM ASSOCIATE · Washington, DC

Position available with the International Center for Research on Women relating to HIV/AIDS and development. Duties: analyzes quantitative/qualitative data; reviews literature; writes/edits technical documents; represents ICRW at meetings; manages assigned projects/budgets; provides technical assistance to field projects; coordinates with partners. Qualifications: M.A. in public health, development studies, or social sciences; one to two years of developing country work experience; experience with participatory methodologies and quantitative/qualitative data analysis; proficiency in statistical software; fluency in French; strong computer and communication skills; ability to work independently and meet deadlines; committed to building a research and program portfolio addressing gender and HIV/AIDS. Deadline: 11/30/03. Send letter of interest, résumé, English writing sample (maximum: 500 words) discussing any relevant topic about gender and HIV/AIDS in this century to Program Associate, Director Human Resources, ICRW, 1717 Massachusetts Avenue, NW, Suite #302, Washington, DC 20036; fax: 202.797.0020; e-mail: info@icrw.org.

PROJECT SPECIALIST · Arlington, Virginia

Position available with the Ethiopian Community Development Council, Inc., a national refugee resettlement agency and local service provider for refugees and immigrants with a focus on African newcomers. Duties: designs, develops and implements national public education on African refugees; conducts research on African newcomer topics for newsletter, website and other publications; develops and writes articles for newsletter. Qualifications: Bachelor's degree in international affairs, journalism or related field; experience in professional writing; experience with event planning and/or an interest in public policy preferable; excellent communication skills; strong computer skills including PageMaker and website design; interest in African refugee issues. Send cover letter, along with salary requirement, writing sample, and résumé to ECDC, Human Resources, 1038 S. Highland St. Arlington, VA 22204; fax: 703.685.0529; e-mail: info@ecdinternational.org; website: www.ecdcinternational.org.

HOT! OPPORTUNITIES

COORDINATOR · Washington, DC

Position available with the National Peace Corps Association, the alumni organization of Returned Peace Corps Volunteers and Peace Corps staff. Duties: heads program of advocacy for the Peace Corps and its budget and for an engaged and humane foreign policy; works with NPCA staff, individual members, affiliate groups and Board of Directors' Advocacy Committee; implements major grant-funded program to improve NPCA advocacy capacity; collaborates with cooperating organizations such as InterAction and the Coalition for American Leadership Abroad. Qualifications: Peace Corps, Capitol Hill experience desirable. Contact fax: 202.293.7754; e-mail: business@rpev.org; website: www.npca-advocacy.net.

PEACE CORPS WEEK DATABASE ASSISTANT · Washington, DC

Full-time position available 12/15/03 through 3/18/04 in the Peace Corps Office of Domestic Programs assisting with planning Peace Corps Week (March 1 through March 7). Duties: enters data from incoming reply cards sent in by RPCVs; responds to e-mail and telephone inquiries about Peace Corps Week; maintains database. Qualifications: excellent written and oral communication skills; careful attention to detail; ability to handle multiple projects simultaneously; data entry experience. Salary: \$15.90/hour (FP-7/01). Send cover letter and résumé to Peace Corps Week Coordinator, Domestic Programs, 2nd Floor, 1111 20th Street NW, Washington, DC 20526; fax: 202.692.1421.

HOST FAMILY · Various

Positions available with ASA International. Duties: volunteer to be a host family for a student from one of over 50 different countries; host a 15-18 year old student that would attend a local high school. Students bring their own spending money and insurance. Contact Tiffany Adams, phone: 877.283.5470.

GRANT WRITER · Washington, DC

Position available with Populations Services International. Duties: solicits foundation support for the organization; drafts foundation grant proposals and reports; prospects for new foundation donors; coordinates with overseas and Washington staff on financial reports and new projects; prepares and executes relevant presentations; develops and maintains donor databases. Qualifications: relevant B.A./B.S.; M.A. preferred; two or three years of proposal writing experience; exceptional writing, editing, and proofreading skills. Apply online at website: www.psi.org.

JOB DEVELOPER · Brooklyn, NY

Position available with CAMBA, a non-profit community-based organization. Duties: works in the Workforce Development and Refugee Services Program; maintains relationships with employers; secures job orders with the goal of placing refugees, asylees and other immigrant statuses into employment and self-sufficiency. Qualifications: energetic, dedicated, and culturally competent individual; marketing and sales experience; excellent oral and written communication skills; B.A./B.S. preferred. Send cover letter and résumé to e-mail: RobynV@camba.org.

PROGRAM ASSOCIATE · Washington, DC

Position available with the Centre for Development and Population Activities. Duties: provides a full range of individualized backstopping support services to health and education senior professionals (Technical Advisors in AIDS, Child Survival, and Basic Education) working for USAID in Washington, DC, and overseas; assists in the management and oversight of various support systems available to TAACS. Qualifications: B.A./B.S. with one to two years of office experience. Deadline for applications: 11/15/03. Send cover letter, résumé, and salary history to e-mail: jobs@cedpa.org.

PROGRAM DIRECTOR · Toledo, OH

Position available with the Central American Ministries, an international nonprofit organization serving garbage dump dwellers in Guatemala and El Salvador. Duties: organizes and supervises five annual trips for students and adults to Guatemala and El Salvador, ranging from five to 14 days. Relocation to Toledo, OH and a two year minimum commitment required. Qualifications: B.A./B.S.; somewhat fluent in Spanish. Salary: \$20-29K. Deadline for applications: 11/30/03. Send cover letter and résumé to Central American Ministries, Attn. Mr. Brian G. Pelcin, 5901 Airport Highway, Toledo, OH 43615; fax: 419.865.5049; e-mail: bpelcin@sjtitans.org.

COMMUNICATIONS CONSULTANT · Various

Position available with ZICOM, whose rapid expansions requires a nationwide and international communications consultant. Duties: provides customers with worldwide, premier communication services. Contact David Zieber (RPCV Kenya) at phone: 800.465.8049 code 53 (you will be contacted by him or his partner shortly thereafter).

ESL TEACHERS · VA

Positions available with the International Center for Language Studies. Duties: teach group and private ESL classes part-time. Hours available from 8 a.m. to 8 p.m. Competitive salaries. Teacher with car for evening off-site classes in northern VA needed immediately. Qualifications: B.A. and overseas experience in teaching English or related subjects

Career Information Consultants

Latest Edition of Publication and CD-ROM Now Available!

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

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

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

required; M.A. and the same preferred; M.A. TESOL students considered. Contact Barbara Gurr, ESL Coordinator, ICLS, 727 15th Street NW, Suite 400, Washington, DC 20005; fax: 202.783.6587; e-mail: employment@icls.com; website: www.icls.com.

CENTER DIRECTOR · Parksley, VA

Position available with Rural Family Development, Virginia Council of Churches. Duties: serves as director for early childhood education program serving migrant workers; provides leadership and effective communications in the management of center operations; ensures accountability for meeting performance standards; conducts planning/evaluation of the program components. Qualifications: at least three years of combined administrative and programmatic experience; one year as supervisor; B.A./B.S. preferred. Spanish language and computer skills preferred. Request application at phone: 804.321.3300 ext. 100; e-mail cagan@vcc-net.org; website: www.vcc-net.org.

DIRECTOR OF NUTRITION · Winton, NC

Position available with Hertford-Gates Health Agency. Duties: manages human and financial resources; develops, monitors, and reports on programs; participates on management team; provides in-depth nutrition assessment, counseling, classes, and written care plans; provides training and nutritional counseling to staff; promotes community nutrition awareness through public speaking and activities. Qualifications: B.A./B.S. in food and nutrition, dietetics, or public health nutrition required; M.A., two years of experience, and Dietetic Registration with ADA Commission preferred; prior management and program development experience preferred. Salary: \$31,070 to \$43,847. Deadline for applications: 11/15/03. Contact Laura Kline, Human Resources Director, Hertford-Gates Health Agency, P.O. Box 246, Winton, NC 27986; phone: 252.358.7833; fax: 252.358.7869; e-mail: Laura.Kline@ncmail.net.

PROJECT COORDINATOR · Rileyville, VA

Position available with Gifts of Humanity. Duties: helps to develop web-based market of artisan goods developed by low-income populations worldwide; locates and develops collaborative relationships with governments and NGOs to identify low-income populations; coordinates all efforts to develop organization. Qualifications: B.A./B.S. in any field preferred; experience and commitment to working with low-income populations; knowledge of relevant NGOs and governments preferred; experience

developing websites preferred; experience marketing artisan goods preferred; willing to work and live in a rural environment. Compensation: housing, percentage from sales, and percentage from rental property. Send cover letter and résumé to Dr. F.I. Soriano at phone: 858.453.3414; e-mail: fs_92037@hotmail.com.

MEMBER RELATIONS MGR · Washington, DC

Position available with the World Wildlife Fund, leading international efforts to conserve life on earth. For information on the required qualifications and how to apply, visit the website: www.worldwildlife.org/jobs.

INVESTIGATOR/EDUCATOR · Omaha, NE

Position available with the One World Community Health Center, a community-based clinic. Duties: investigates the cause and spread of communicable diseases among patients and in the greater community; works with mainly Mexican/Central American populations to educate people who may be exposed to a communicable disease about risk factors and means of prevention. Qualifications: B.A./B.S. in public health or health education preferred, or one in biology, nursing, or a related field will be considered with experience in disease control, prevention, and education; competency in spoken English and Spanish; good English writing skills. Deadline for applications: 11/15/03. Apply to 5155 South 36th Street, Omaha, NE 68107; fax: 402.734.3990; e-mail: sjones@oneworldomaha.org.

RECRUITING SUPERVISOR · Santa Monica, CA

Position available with the International Medical Corps. Duties: supervises one to two international recruiters; recruits to fill international positions. Qualifications: B.A./B.S.; at least eight years of recruiting experience; at least five of those eight years as an international recruiter; aggressive; exceptional people skills; adaptable/flexible in constant changes; solid computer skills; multi-tasking creative thinker; prior supervisory experience, experience recruiting doctors and/or nurses, and foreign languages skills preferred. Visit the website: www.imcworldwide.org.

ENGINEER/LEADER · Guam

Position available with Winzler and Kelly Consulting Engineers, a 200 person growing engineering and environmental sciences firm. Duties: collaborates on multi-disciplinary engineering infrastructure projects; leads strategic business planning and project management in Micronesia. Qualifications: five to ten years of experience as a consulting engineer; critical writing, speaking, and listening skills; B.A./B.S./M.A./Ph.D. in related field; professional registration in the

United States; a zest for challenge and adventure; strong desire to help others succeed. Send cover letter, résumé, and a half page description of most significant accomplishment that demonstrates aptitude and interest to e-mail: nealcarnal@w-and-k.com; website: www.w-and-k.com.

PROJECT MANAGER · Washington, DC

Position available with the National Women's Alliance. Duties: works under the executive director of Violence Against Women; conducts trainings and workshops; develops curriculum; networks with advocates and organizations; develops technical assistance efforts in diverse communities. Qualifications: B.A./B.S. or equivalent in experience; M.A. preferred; three years of training and facilitation experience in nonprofit settings; experience in duties listed above; well versed on issues surrounding violence against women in diverse communities; experience with other social justice issues preferred; bilingual preferred. Deadline for applications: 12/01/03. Call with questions or fax/e-mail cover letter, résumé, and salary requirements (Attn: C. Nicole Mason) at phone: 202.518.5411; fax: 202.518.3924; e-mail: generalinfo@nwaforchange.org.

WILDERNESS GUIDES · Loa, UT

Positions available with Passages To Recovery, a wilderness treatment program for adults struggling with chemical dependency and other life challenges. The program integrates the 12 steps to recovery, spirituality, traditional therapy, and the healing power of the wilderness. Duties: provide a safe and effective therapeutic outdoor experience; educate around recovery; facilitate ceremonial experiences; instruct on backcountry living skills. Qualifications: B.A./B.S.; WFA, WFR preferred; personal recovery experience and/or wilderness experience. Salary is based on experience, education, and licensure. Send cover letter and résumé to Passages to Recovery, Attn: Shane Thielman, P.O. Box 379, Loa, UT 84747; phone: 435.691.0331; fax: 435.836.2258; e-mail: field_director@passagestorecovery.com.

WEB EDITOR · Washington, DC

Position available with Greenpeace. Duties: develops content for website; ensures timeliness, consistency and quality; assists in strategic planning, marketing and statistical analysis. Qualifications: one to three years related experience; strong writing skills and experience with HTML programming and graphics software such as Photoshop. Send résumé and cover letter to Greenpeace, Toni Wright, 702 H Street NW, Suite 300, Washington, DC 20001; e-mail: resumes@wdc.greenpeace.org; website: www.greenpeaceusa.org.

***COMMUNITY ORGANIZERS · Nationwide**

Positions available with PICO, a national network of congregation- and community-based organizations. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their communities; tap values and strengths of faith-driven people. Issues include housing, health care access, education, and safety. Qualifications: desire to make a difference; organizing experience; B.A./B.S.; Spanish desirable. Send résumé to Jim Keddy, PICO California Project, 930 Alhambra Blvd., Suite 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: PICOcalifornia@aol.com.

PROJECT ANALYST · Washington, DC

Position available with the QED Group, LLC. Duties: assists with the administration and support of a large support project to the USAID's Office of Microenterprise Development; sets up conferences and seminars; prepares conference materials; assists with presentations; answers inquiries; monitors expenses. Qualifications: B.A. and at least two years' experience working in the area of micro-enterprise, economic development, finance or similar area or graduate degree; some experience overseas; able to comprehend basic project management; excellent writing and communications skills; MS Word, Excel, and Powerpoint; additional language capabilities a

plus. Deadline: 11/10/03. Send résumé, cover letter and references to e-mail: jobs@qedgrouppllc.com (job reference I-2003-11 in the subject line).

BILINGUAL CENTER MANAGER · Bronx, NY

Position available with Project Enterprise. Duties: recruits entrepreneurs; provides new members with business training and assistance; helps entrepreneurs apply for loans and manage a portfolio of loans. Full job description available at website below. Qualifications: excellent teaching, communication, interpersonal, time management, and organizational skills; experience or training in community development or banking preferred; experience teaching and working with low-income individuals preferred. Deadline for applications: 12/15/03. Send cover letter and résumé to Beth Dunphe, 144 W. 125th Street, 4th Floor, New York, NY 10027; fax: 212.678.6737; e-mail: bethd@projectenterprise.org; website: www.projectenterprise.org.

PROGRAM COORDINATOR · Columbus, NM

Position available with Ben Archer Health Center as a program coordinator for Even Start. Qualifications: B.A./B.S. in early childhood education; state certification preferred; bilingual in Spanish and English preferred; ability to teach; ability to supervise and communicate (verbally and in writing) well; ability to coordinate and manage educational programs; two years of experience. For more details and to apply, visit the website: bahcnm.org.

TEACHER · New York, NY

Position available with NYC Teaching Fellows, an innovative path to enter the classroom and make a difference in one of NYC's high needs schools. Duties: teaches high need subject areas in under-performing classrooms of NYC as a member of the June 2004 Teaching Fellows program; uses diverse experience and knowledge to positively affect the lives of students while working towards a subsidized M.A. degree. Qualifications: no teaching experience or previous

Peace Corps Week March 1 – March 7, 2004

Sign up to participate from March 1-7. Respondents receive a free Peace Corps Week presentation kit, which includes souvenirs for the audience, a poster, and other materials to help prepare for and promote the week.



Online registration is available at www.peacecorps.gov/rpcv/peacecorpsday

Or complete this form and mail to:

**Peace Corps Week, 1111 20th Street, NW
Paul D. Coverdell Peace Corps Headquarters
Washington, DC 20526
Fax: 202.692.1421**

If you have any questions, please contact us at pcday@peacecorps.gov or call 800.424.8580, press 2, then ext. 1961.

Name: _____

Former name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Is this a change of address? Please check: Yes _____ No _____

E-mail address: _____

Home phone: _____

Work phone: _____

Country and dates of service _____

PRIVACY ACT NOTICE: The collection of this information is authorized by the provisions of the Peace Corps Act (22 USC 2501 et seq.). Information will be used to involve former Volunteers in agency affairs and may be released to returned Peace Corps Volunteer groups, the media, and others for use in the recruitment process. Providing this information is voluntary.

coursework in education required. Deadline for applications: 12/08/03. To find out more information, visit the website. Apply online at website: www.nycteachingfellows.org.

CIVIL ENGINEERS · Oak Harbor, WA

Positions available with Fakkema and Kingma, Inc., a civil engineering firm in Whidbey Island, WA, for a project manager (PE with at least five years of experience) and a design engineer (EIT with up to three years of experience). For more information, visit website below. Deadline for applications: 11/10/03. Send résumé to Fakkema and Kingma, Inc., 840 SE 8th Avenue, Oak Harbor, WA 98277; e-mail: lindac@fakkemakingma.com; website: www.fakkemakingma.com.

EDUCATION MANAGER · La Junta, CO

Position available with Otero Junior College Child Development Services. Duties: manages and coordinates education services within the Migrant and Seasonal Head Start program; provides on-going training, mentoring, and support for education staff. Qualifications: B.A./B.S. in ECE/child development, family studies, elementary education, or related field; experience with children (newborn to age five) from various cultural backgrounds; fluency in English and Spanish preferred. Deadline for applications: 11/11. Position runs nine months from March to November. Submit résumé to Michelle Weaver, CDS Central Office, 200 Burshears, La Junta, CO 81050; fax: 719.384.1096; e-mail: michelle.weaver@ojc.edu.

PROGRAM OFFICER · Washington, DC

Position available with the International Foundation for Election Systems. Duties: provides administrative and programmatic support for current and developing programs in Indonesia. Qualifications: M.A. or B.A./B.S. with at least five years of functionally related professional experience; three to five years of project management experience (particularly financial and human resource management); experience writing proposals; international experience (preferably in Indonesia); excellent interpersonal and communication skills; experience with budgets and financial management; ability to prioritize and to complete multiple tasks. Deadline for applications: 11/05/03. Send résumé and cover letter (with "Asia Program Officer" as subject) to e-mail: jobs@ifes.org. For specific list of duties, see website: www.ifes.org.

PROJECT DEV MGR · Washington, DC

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

COMMUNITY HOUSEPARENT · Temple, NH

Position available with the Lukas Community, a small residential community, for an individual, couple, or small family. Duties: lives and works full-time with

developmentally disabled adults; personal care; household and land chores; leads daily therapeutic activities; strong commitment to well-being of residents and community. Contact David Spears, P.O. Box 137, Temple, NH 03084; phone: 603.878.4796; e-mail: lukas@monad.net; website: www.lukascommunity.org.

INTERNATIONAL

ENGLISH TEACHER · Nagoya, Japan

Position available with Mike Lyons' English School, a small private conversation school. Duties: teaches up to 30 hours per week; provides administration of courses; manages classroom; teaches all ages and levels, but focuses on children. Qualifications: B.A./B.S.; good English skills; any teaching experience, not necessarily TESL, a plus. Two year contract begins March 2004. Deadline: 12/25/03. E-mail cover letter, résumé, photo, and phone number where you can be reached to e-mail: lyonsmik@ma.ctlk.ne.jp.

PROGRAM OFFICER · Uganda

Position available with Innovative Resources Management. Program officer needed for landscape ecology and community economic development for a two year field assignment in southwest Uganda, beginning January 2004. Qualifications: M.S. in landscape ecology, forestry, agriculture, or applied social science; five years of field program experience in complex environment and development situations; demonstrated skills in land use planning, community based natural resource management, coordination of multiple stakeholders, economic development planning, GIS, and institutional capacity building; fluency in written and spoken English required; other local languages and regional field experience preferred. Salary negotiable based on experience. Send curriculum vitae to Alejandra Ona at fax: 202.293.8386; e-mail: alejandra@irmgt.com.

DEM SUPPORT · Europe, Balkans, Central Asia

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development, democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required. Apply online at www.pae-react.com. For general employment information, contact Leslie Smith in the Recruiting Office at phone: 703.248.1674 or 800.405.7593.

LANDSCAPE COOR · Dem. Rep. of the Congo

Position available with African Wildlife Foundation, an international NGO dedicated to biodiversity conservation in Africa. Duties: coordinates landscape-scale conservation program in the Maringa/Lopori-Wamba forest landscape in north-central Democratic Republic of Congo (DRC); manages all facets of this program including donor compliance (USAID), field implementation, and financial budgeting and tracking; manages complex partnerships with government, private sector, and local communities. Qualifications: M.A.; 10 years of program management experience; field experience

in Central Africa; bi-lingual in French and English. Send curriculum vitae to Human Resources Administrator, AWF, P.O. Box 48177, 00100 Nairobi, Kenya; fax: 254.20.2710372; e-mail: HumanResources@awfke.org.

VARIOUS · Democratic Republic of the Congo

Various managerial opportunities available with Food for the Hungry International in the eastern Democratic Republic of the Congo. For specific managerial job duties, visit the below website. Qualifications: related B.A./B.S.; M.A. preferred; at least three years of managerial experience ideally with international NGO while working in Africa; excellent computer skills in MS Office, Windows, and the Internet; familiar with USAID/OCHA donor reporting procedures; French required; Swahili preferred. Note: this is a high risk and thus non-family posting. Deadline for applications: 11/15/03. After reading and agreeing with corporate identity (at website), send résumé and cover letter, detailing how experiences fulfill requirements, (only as MS Word attachment) to FHI/DRC HRD at e-mail: drc_cvs@fhi.net; website: www.fhi.net.

TEACHERS/LEADERS · Thailand

Positions available with GlobalQuest, a nonprofit educational organization which offers international semester programs to high-school seniors and recent graduates in Thailand. Duties: build and lead a small community of learners in Thailand. Qualifications: teaching and community building experience at the high school level; knowledge and appreciation of Thai culture, history and current events; able to speak Thai confidently. Salary \$9-\$16K per semester; year-round opportunities. Send résumé to Sheila Sullivan, 60 Warwick Street, Portland ME 04102; e-mail: sheila@gwi.net; website: www.gquest.org.

ACCOUNTANTS · Pago Pago, American Samoa

Two senior accountant and two staff accountant positions available with the American Samoa Government Treasury Department. Duties: senior accountants prepare financial statements and account reconciliation. Both senior and staff accountant positions are two year contracts. Qualifications: Senior: B.A./B.S. in accounting or finance; at least five years of experience; governmental background preferred; excellent computer and communication (oral and written) skills; knowledge of GAAP/GASB required; Staff: B.A./B.S. in accounting; at least three years of experience; computer skills. Salary: senior: \$38-55K; staff: \$32-42K. Deadline for applications: 11/20/03. Send cover letter and résumé to Jack Kachmarik, Territorial Office of Fiscal Reform at fax: 684.699.5005; e-mail: asdro@samoatelco.com.

POPULATION FELLOWS · Worldwide

The Population Fellows Programs offer two-year professional fellowships to individuals with a recent graduate degree and experience in population/reproductive health or population-environment. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a professional-level stipend and benefits. Contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfpps.

AGRICULTURE SPECIALIST · Labe, Guinea

Position available with Winrock International, a nonprofit organization. Duties: coordinates and manages activities for improved agricultural and seed production and distribution; develops training activities; provides technical assistance in seed production technology; facilitates access to credit for the potential seed producers; participates in development of a marketing strategy for seed producers. Qualifications: M.S./M.A. in agriculture or a closely related field; at least two years of field experience (preferably in Francophone West Africa); fluency in French and English. Deadline for applications: 11/15/03. Send cover letter and résumé with "HRM-Specialist" as subject to e-mail: jobs@winrock.org.

GROUP LEADERS · Various

Positions available with Global Routes. Duties: co-lead students on a community service and cross-cultural program in various countries; conduct in-country orientation; manage home stays, projects, and budgets; facilitate growth and development of participants. Qualifications: at least 24 years old; extensive experience working with North American high school students; strong leadership, communication, and organizational skills; travel experience where you wish to lead; Spanish language proficiency for Latin America, French language proficiency for Guadeloupe; First Aid/CPR certification; background in counseling, environmental education, and classroom teaching advantageous. Deadline for applications: 02/01/04. Learn more at website: www.globalroutes.org, then fax or mail downloaded application with résumé. No calls please.

EDUCATION**GRAD RESEARCH ASST · Mississippi State, MS**

The Department of Forestry is offering a graduate research assistantship in hydrology/water-shed management. The research will focus on watershed-scale soil and hydrological issues related to land-use practices. Qualifications: B.S. in forestry, hydrology, soils, or a related field. The annual stipend level currently is \$12K for the M.S. degree and also includes a tuition waiver. Deadline for applications: 11/20/03. Submit a cover letter summarizing research interests and career goals, résumé, unofficial transcripts, and contact information for three references to Rick Maiers, Dept. of Forestry, Mississippi State University, Box 9681, Mississippi State, MS 39762.

UNIVERSITY OF THE PACIFIC · Stockton, CA

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a Master of Arts in Intercultural Relations (MAIR). This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Contact at phone: 209.946.2836; e-mail: kjaggears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

BARD COLLEGE · Annandale, NY

Bard Center for Environmental Policy has an innovative graduate program, leading to a M.S. in Environmental Policy, preparing students for environmental careers in nonprofit organizations, government, and the private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses and 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 an applicant for an internship and early start on a M.A. project while in the field. Call at phone: 845.758.7073; website: www.bard.edu/cep.

MONTEREY INSTITUTE · Monterey, CA

Scholarships ranging up to \$10K are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally-focused graduate programs: M.B.A. in International and Environmental Policy Studies, Public Administration, Translation and Interpretation, or TESOL and Teaching Foreign Languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. The Monterey Institute offers the Peace Corps Master's International program in M.B.A. and TESOL. Contact at phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

AMERICAN UNIV IN CAIRO · Cairo, Egypt

Fellowships in TEFL are available. The M.A. in TEFL with fellowship requires a commitment of two years and the intervening summer. Fellowships for non-local residents include a tuition waiver and a modest living/housing stipend in local currency. Deadline for applications: 02/01/04. Contact Maryanne Davidson, The American University in Cairo, 420 Fifth Avenue, 3rd Floor, New York, NY 10018; phone: 212.70.8800; 212.730.1600; e-mail: aucegypt@aucnyo.edu; website: www.aucegypt.edu.

BEN-GURION UNIVERSITY · Beersheva, Israel

With Columbia University's Health Sciences Division, the medical school at Ben-Gurion University of the Negev offers a four-year medical degree program in international health and medicine. The program is taught in English and enrolls students seeking a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. Medical Licensing Exam and are expected to complete residencies in the United States. The program is approved by the U.S. DOE for participation in federally funded student loan programs. Contact admissions at 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; e-mail: bgsu-md@columbia.edu; website: cpmnet.columbia.edu/dept/bgsu-md.

BRANDEIS UNIVERSITY · Waltham, MA

The Heller School for Social Policy and Management at Brandeis University offers an M.B.A. program in human services combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations. The program is offered full-time each June; part-time each June, September, or January. Concentrations include health, child, youth and family services, and services for elders and people with disabilities. Heller offers a

PEACE CORPS FELLOWS/USA**JOHNS HOPKINS UNIVERSITY · Baltimore, MD**

The School of Nursing offers a program for students with an undergraduate or graduate degree in a discipline besides nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a B.S. with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined B.S. to M.S.N. Program are available. Majors include: nurse practitioner; clinical specialist; community health nursing; joint M.S.N./M.P.H. Contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe Street, Baltimore, MD 21205; phone: 410.955.7548; e-mail: jhson@son.jhmi.edu; website: www.son.jhmi.edu.

MARQUETTE UNIVERSITY · Milwaukee, WI

RPCVs are invited to apply for graduate study in the Marquette University Trinity Fellows Program, a 21-month study/work program offering M.A. degrees in business administration, civil and environmental engineering, communication, economics, English, history, international affairs, applied philosophy, political science, or public service. While engaged in full-time graduate study, Fellows work on substantive projects designed by selected nonprofit organizations in the Milwaukee area. Each fellowship includes a full-tuition scholarship and a monthly stipend. Each student is charged a participation fee of \$1,250 per semester. Deadline for applications: 02/15/04 (for fellowships beginning August 2004). For more information, contact Carole Ferrara at phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu; website: www.marquette.edu/trinityfellows.

GEORGE MASON UNIVERSITY · Fairfax, VA

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

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

Ph.D. in Social Policy. RPCVs may waive the application fee and receive a minimum guaranteed scholarship of \$5K upon entering the program. For more information contact the Heller Admissions office at phone: 800.279.4105; e-mail: HellerAdmissions@brandeis.edu; website: heller.brandeis.edu.

UNIVERSITY OF ALABAMA · Birmingham, AL
The University of Alabama at Birmingham School of Public Health offers master's (M.P.H.) and doctoral (Ph.D.) degrees in public health with a major in maternal and child health. The Department of Maternal and Child Health prepares students for three distinct career paths in academia and in local, state, national, and international public health agencies and private

health-related organizations: 1) MCH epidemiology and analytically-oriented careers; 2) MCH program administration, policy, and advocacy careers; 3) MCH international/global health careers. For information contact Carol Reichle, MCH Program Coordinator at phone: 205.934.3939; e-mail: creichle@uab.edu; website: www.soph.uab.edu/mch.

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

Field naturalists focus mainly on integrating the social dimensions of environmental understanding with the field naturalist approach. RPCVs are encouraged to apply (approximately 50 percent of past graduates have been RPCVs). Contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405; phone: 802.656.2930; website: www.uvm.edu/~wpoleman/fnwbeepage.html.

CLARK UNIVERSITY · Worcester, MA
At least one full-tuition fellowship is available to RPCVs through the graduate programs in International Development, Community, and Environment (IDCE). This fellowship can be applied towards an M.A. in International Development, Geographic Information

Crisis Corps Recruiting Short-Term Volunteers

Guinea

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

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

Cameroon

OCV Program Developer/Trainer of Caregivers: Saint Martin de Porres Hospital is seeking a Developer/Trainer of Caregivers for the Orphans and Vulnerable Children Program. Duties include: design and facilitate trainings for volunteers, care-givers, and orphans; collaborate and provide training in HIV/AIDS education and support. Qualifications include: Africa RPCV with experience working on/developing projects with OVCs and HIV; skill in training trainers; intermediate French speaking ability; experience writing grants; ability to deal with frustrating situations, human suffering and AIDS pandemic environment, and willingness to live/work in a Catholic mission institution.

Director of Design and Architectural Structuring: The Isabelle de Boismenu Vocational Training Center and the Integrated Development Foundation are seeking a Director of Design and Architectural Structuring to oversee the design of a building for single adolescent mothers who are in pursuit of a better life for themselves and their children. Qualifications include: Africa RPCV with architecture or building design degree, experience with construction using appropriate technology, ability to work independently with minimal support and work productively with range of ethnic groups and people of various educational backgrounds, willingness to live in basic conditions at small village level.

Malawi

The Malawi Red Cross Society is seeking volunteers for the following positions:

1.) Orphan and Vulnerable Children Technical Assistant volunteer to work on an HIV/AIDS initiative in day care centers for 2-5 year old children. Duties: develop sustainable systems of food security and income generating projects; mobilize health centers to carry our routine growth monitoring. Qualifications: BS in health or food related field M.P.H. preferred; 1-2 years of experience in food security or natural resource management; experience working with income generating projects; experience working with community based volunteers; completion of Peace Corps service in Africa.

2.) Home Based Care Technical Assistant needed to conduct assessment of client characteristics; develop entry and exit criteria and guidelines for clients enrolled in the program; assess the quality of care provided by staff and design training to address gaps in care. Qualifications: B.S. in health related field, M.P.H. preferred; strong writing skills; skill in training design and facilitation; knowledge of linking public sector health services with community based initiatives; experience in research design, administration and analysis; experience working with community based volunteers and experience working with home-based care projects.

Upcoming Assignments

We are developing assignments in Ghana and Ecuador. The Ghana assignments will be in the area of HIV/AIDS Education Training. The Ecuador assignments will require Spanish speaking skills and will be in the areas of Youth Development and HIV/AIDS. RPCVs with relevant skills and regional experience are encouraged to apply.

Current Crisis Corps Countries

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

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

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

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

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

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

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State

Zip Code

Country/Dates of Service

E-mail Address

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

Sciences for Development and Environment, Community Development and Planning, or Environmental Science and Policy. Programs are designed for applicants interested in careers in conflict and development, gender and development, community-based development, environmental impact assessment, or natural resource management. The intensive GIS program provides GIS, GPS, and remote sensing skills related to development issues. Deadline for applications: 01/15/04. Contact Admissions, IDCE Programs, Clark University, Worcester, MA 01610; phone: 508.793.7201; fax: 508.793.8820; e-mail: IDCE@ClarkU.edu; website: www.clarku.edu/departments/idce.

INTERN/VOLUNTEER

TUTORS/MENTORS · Boston, MA

Positions with One WITH One, Inc. Duties: meet with young adult and adult immigrant and refugee trainees from the Entrance Office Careers training program; help improve English fluency while engaging in cultural exchange; meet with tutees for three hours each week for nine months. One WITH One trains and supports tutors throughout. The next tutor training weekend will be 11/14/03 to 11/16/03. Deadline for applications: 11/12/03. Contact One WITH One at phone: 617.254.1691; e-mail: onewithone@aol.com.

AMERICORPS/VISTA

PROGRAM COORDINATOR · Newport, VT

Position available with the University of Vermont Extension. Full-time AmeriCorps position in youth education, programming, and community development. Members receive a monthly living allowance, health insurance, and an end of service education award. Gain professional experience for future pursuits in the education field. Call Johanna Snedeker at phone: 866.260.5561 ext. 14.

HEALTH ADVOCATES · NV

Positions available with Great Basin Primary Care Association for AmeriCorps (in Las Vegas: one Spanish-speaking, one half-time, one in Garnerville) and VISTA (full time: in Reno, Las Vegas, or Elko; one Spanish-speaking) members. Duties: AmeriCorps members, as Patient Advocates, directly serve medically and socially underserved adults and children; VISTA volunteers engage all elements of the community. E-mail Lori Judnick or contact her at phone: 877.887.0417; e-mail: ljudnick@gbpca.org; website: www.gbpca.org/advocate.

OUTDOOR LEADERS · VT

Positions available with the Vermont Youth Conservation Corps. Duties: train and supervise small teams of high school and college-age crewmembers in

November Career Event

Your Job Search: Using the Web to Save Time and Not Waste Time

Cindy Gurne, co-founder and vice president of Workforce Development, Aristotle Central, will provide tips for using the Internet to get the information you need to develop and manage a successful local, national, and global job search.

November 19, 2003

12 Noon to 1:30 p.m.

Paul D. Coverdell

Peace Corps Headquarters

1111 20th Street, NW

Shriver Conference Room B

Washington, DC 20526

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

conservation work and education program; build cohesive teams; complete high priority work projects (including state park management, trail construction, and watershed restoration in day or residential settings); facilitate educational activities. Salary: \$330 to \$560 per week plus AmeriCorps Education Award, room and board (depending on position and contract length), and paid staff training. Seasonal positions begin in April and May. Qualifications: highly motivated; well-organized. Deadline for applications: 04/30/04. Visit website: www.vycc.org.