

# H TLINE

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

## HOT Resources

See below for Fellows/USA program information and additional resources on journalism, marketing, and public relations:

Peace Corps Fellows/USA offers both journalism and MBA programs. If you are interested in more information about Fellows/USA, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows), or call 800.424.8580, ext. 1440.

For a list of the top journalism and business schools in the country, refer to Peterson's annual guide, *Graduate and Professional Programs 2003*, a comprehensive, six-volume reference for gathering preliminary information about graduate schools ([www.petersons.com](http://www.petersons.com)).

You can obtain information from professional organizations such as the following for institutions and jobs in your subject area:

American Advertising Federation: [www.aaf.org](http://www.aaf.org)

American Marketing Association: [www.ama.org](http://www.ama.org)

The Association for Women in Communications: [www.womcom.org](http://www.womcom.org)

Public Relations Society of America: [www.prsa.org](http://www.prsa.org)

Society of Prof. Journalists: [www.spj.org](http://www.spj.org)

Shanta Swezy  
RPCV Kazakhstan  
Hotline Editor

Richard Montpelier  
RPCV Papua New Guinea  
Hotline Assistant

### For information on how to place job announcements, contact:

Peace Corps  
Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430  
E-mail: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1431 or 1421  
Website:  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)

## Embarking on a Career in Public Relations or Marketing

By Gina Wynn (RPCV Russian Far East)  
Marketing Coordinator, Peace Corps Fellows/USA

Have you ever felt like you spent much of your Peace Corps service doing "PR" for the United States, educating host country nationals about what life is really like in our country? For those of you who enjoyed this activity and have decided to try to break into the field of public relations or marketing after your close of service, I'd like to offer some advice based on my own experience.

### Definitions

I should begin by explaining the difference between PR and marketing. According to Merriam-Webster's Collegiate Dictionary online ([www.m-w.com](http://www.m-w.com)), public relations is "the business of inducing the public to have understanding for and goodwill toward a person, firm, or institution." Most of the time, PR professionals try to do this without spending much money—by trying to get their stories covered by the media and their public service announcements aired on radio and television. This task becomes easier as they cultivate positive relationships with reporters and editors.

In the same dictionary, marketing is defined as "the process or technique of promoting, selling, and distributing a product or service." Marketing is more about selling a service or product than about building an image. Marketing professionals conduct quantitative and qualitative research on the demographics and psychographics of their target markets to determine the most efficient and cost-effective strategies for obtaining their business. This usually involves launching an advertising campaign and organizing promotional events.

### Marketing for Peace Corps Fellows/USA

As marketing coordinator for Peace Corps Fellows/USA, my goal is to recruit returned Peace Corps Volunteers for more than 30 Fellows/USA programs across the country where they earn graduate degrees at reduced cost and hold internships in underserved U.S. communities. There is also a degree of public relations involved in my job, however. If I build a positive image of the program centered around the remarkable work that RPCVs are doing at the grass-roots level, this helps to generate more interest in the program.

### The Benefits of a Career in PR or Marketing

My career in PR and marketing began 10 years ago. I have worked in the nonprofit, private, and public sectors and in the sports, health, education, and international development industries.

Before I began my Peace Corps service in the Russian Far East, where I taught English, I had already been working in PR and marketing for four years. Ever since my senior year in high school I knew that this field was for me. It appealed to me because it would enable me to combine my love of writing with my desire for interaction with people and my talent for sales. I had heard that PR and marketing positions offer a lot of variety in day-to-day activities, and I later found this to be true. No two of my days are alike. Some days I work at my desk writing an article or laying out a newsletter;

other days I might be exhibiting at a trade show, directing a special event, traveling to discuss marketing strategies with clients, or sitting in a video production booth directing the creation of a promotional video.

### Preparing for Your Career

For my undergraduate studies, I attended Ohio University and earned a bachelor of science in journalism with a specialization in public relations. My coursework and my involvement with professional organizations such as the Association for Women in Communications and the Public Relations Student Society of America helped prepare me for practical internships and, finally, my first PR job. But someone without an undergraduate background in PR or marketing can still embark on this exciting and limitless career.

Especially if your background is in English or business, you might be able to slide right into an entry-level PR or marketing position after Peace Corps service. But if you lack prior experience in the field, you will probably have to "pay your dues" for a while, working at a low salary until you've gained experience to build your résumé. It may help if you apply for jobs in an industry within your area of expertise. For example, if your background is in environmental studies, you could apply for a PR position at an organization that works to protect biodiversity or stop climate change. Your knowledge of the environment might be more

## PUBLIC SECTOR

### PROGRAM ASSISTANT • Washington, DC

Position available with the USDA Foreign Agricultural Service at the GS-7 grade level; initial 13-month appointment with possible extension up to five years. The position is located in the Business Management Center, Development Resources Division, International Cooperation and Development, Foreign Agricultural Service, U.S. Department of Agriculture (FAS/ICD/DRD/BMC). Duties: provides administrative and logistical support for the delivery of technical assistance and training from USDA agencies, U.S. land grant universities, and other sources; provides collaborative assistance to other center and division staff on practical administrative support issues, including purchasing, supply management, personnel administration, data processing, international travel, and support of technical staff on long- and short-term overseas assignments. The position is located in Washington, D.C., at the South Building of the U.S. Department of Agriculture. Deadline for applications: 12/6/02. To view full vacancy announcement and to apply, go to [www.fas.usda.gov/icd/drd/icdjobs.html](http://www.fas.usda.gov/icd/drd/icdjobs.html).

### PUB. HEALTH PREV. SERVICE • Atlanta, GA

Positions available with The Centers for Disease Control and Prevention for the Public Health Prevention Service (PHPS). PHPS offers a three-year experience in applying public health science and theory to building prevention programs. Two six-month assignments at CDC are provided the first year with a single assignment in a health department the second and third years. Qualifications: interest in public health; master's degree related to public health; U.S. citizenship; at least one year of public health work experience. Salary: \$37K. Applications due 1/15/03. Class of 35 starts 9/7/03. For further information, please see the following website: [www.cdc.gov/epo/dapht/phps.htm](http://www.cdc.gov/epo/dapht/phps.htm).

### STATE PROGRAM SPECIALIST • Albany, NY

Position available with the Corporation for National and Community Service. Duties: provides technical assistance to AmeriCorps/VISTA and senior corps project sponsors in planning, design, and preparation of grant applications; reviews and evaluates effectiveness of project operations; assists in maintaining liaison with local, educational, and private sector officials; assists in developing plans and establishing priorities; assists in planning and conducting state-office training events such as workshops, conferences, and retreats. Qualifications: knowledge of recent developments in the field of volunteer and community service organizations; experience providing technical assistance and support to volunteer and community service organizations; fiscal and performance-based program management; establishing and maintaining effective working relationships with organizations and individuals; establishing effective partnerships involving a wide range of collaborators, including businesses, foundations, and other philanthropic institutions; strong computer skills. Deadline for applications: 11/20/02. View the entire vacancy listing online at [www.cns.gov](http://www.cns.gov). Send general vacancy inquiries to [jobs@cns.gov](mailto:jobs@cns.gov).

### TRACING SPECIALIST • Washington, DC

Position available with the American Red Cross. This is a temporary full-time position. Duties: provides essential support in the processing of casework program activities; incorporates the use of technology in managing key activities of case registration of incoming/outgoing cases in the ISS database; prepares routine letters and communications with chapters, national societies, and the International Committee of the Red Cross; works in

collaboration with the regional tracing associates to manage the regional caseload to meet the division performance standards. Qualifications: bachelor's degree in social services or related area; familiarity with casework processes preferred; one year of work experience required; experience in working with word processing and databases; experience working in an office environment and as a member of a team; good verbal and written communication skills. Go to [www.redcross.org/jobs](http://www.redcross.org/jobs) to create a profile and attach your résumé. Find the position under International Development and Administration Opportunities and add it to your Career Cart. You must go to your Career Cart and click "apply" to finish the application process.

### PLANT PROTECTION OFFICERS • Nationwide

Positions available with the USDA. Vacancies also exist for biologists, entomologists, or other agricultural related science majors. Over 130 duty locations nationwide from which to choose. Beginning salary \$22,737 to \$36,615. U.S. citizenship is required. Benefits: health and life insurance; vacation and sick leave; paid training; retirement credit. Visit the USAJOBS website at: [www.usajobs.opm.gov](http://www.usajobs.opm.gov). (search: plant protection); USDA website: [www.aphis.usda.gov/ppq/recruitment](http://www.aphis.usda.gov/ppq/recruitment).

## PRIVATE SECTOR

### CONSERVATION ASSOCIATE • Naples, FL

Positions available through The Conservancy of SW Florida: The Naples Nature Center: environmental policy, land acquisition, Museum of Natural History, summer day camp, school programs, and wildlife rehabilitation clinic. For the Briggs Nature Center: environmental interpreters. These positions are available on a rotating basis. Applicants must be at least a junior in college or college graduates with a background in biology, conservation, wildlife, research, teaching, elementary education, environmental education/science, marine, or related fields; drug/smoke free. For information, call: 239.403.4213. Request an application from Sharon Truluck, Human Resources Director, The Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; e-mail: [Internships@Conservancy.org](mailto:Internships@Conservancy.org).

### ENV. ED. INSTRUCTORS • Toccoa, GA

Positions available with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes to youth ages 7-16; teach Cherokee culture, rafting, adventure programs, high ropes, and rappelling with kid and adult groups. Qualifications: ability and desire to lead school groups in educational classes; biology or ecology background preferred; sense of humor a must; first aid, CPR, high ropes, and rappelling training provided. Salary: \$190/week plus room and board; medical insurance. Starts mid February with opportunities through Nov. Send cover letter and résumé to RPCV John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: 706.886.7621; e-mail: [blueridge@alltel.net](mailto:blueridge@alltel.net).

### DIR. OF ECONOMIC DEV. • Milwaukee, WI

Position available with Layton Blvd. West Neighbors, a new economic development initiative, to address a high turnover rate in neighborhood businesses and a high number of vacancies in commercially-zoned buildings. Duties: oversees commercial district revitalization; establishes partnerships with diverse groups, including residents, businesses, community organizations, churches, schools, and various city and county departments; represents LBWN on economic development issues, securing resources, coordinating and facilitating the development of commercial district

improvement projects, and assisting in building appropriate partnerships with corporations, other community development corporations, and elected officials. Qualifications: bachelor's degree with community development and/or organizing experience; experience working with diverse populations; excellent problem-solving skills; strong ability to think on your feet; excellent oral and written communication skills; experience working with public officials and media; ability to multi-task with a strong sense of meeting deadlines and follow-up; high degree of professionalism, flexibility, and initiative; exceptional organizational and time management skills; ability to work independently; ability to be a diplomat in challenging situations. Submit cover letter and résumé, including salary history by 11/29/02 to Charlotte John-Gomez, Executive Director, Layton Blvd. West Neighbors, Inc., 1545 S. Layton Blvd., Suite 513, Milwaukee, WI 53215; phone: 414.383.9038, ext. 2513; fax: 414.647.4886; e-mail: [lbwn@excepc.com](mailto:lbwn@excepc.com).

### UTILITY ALLIANCE ORG. • Spokane, WA

Position available with Spokane Neighborhood Action Programs. Duties: organizes and builds a citizen's utility alliance; assists low-income and vulnerable households with issues involving basic phone service; works as part of a statewide program that increases the availability of basic phone-service to the low income. Qualifications: strong organizational abilities; advocate for the poor; excellent written and oral communication skills; computer skills a plus. Website: [www.snapwa.org](http://www.snapwa.org).

### PROGRAM OFFICER • Chicago, IL

Position available with the John D. and Catherine T. MacArthur Foundation for the conservation and sustainable development program, Africa region. Qualifications: graduate degree (Ph.D. preferred); five years as a conservation practitioner; extensive knowledge of Africa region; time spent living and working in Africa preferred. Deadline for applications: 12/16/02. Mail, fax, or e-mail cover letter, résumé, and salary history to Search Director, MacArthur Foundation, 140 S. Dearborn, Suite 1100, Chicago, IL 60603; fax: 312.920.6284; e-mail: [jobs@macfound.org](mailto:jobs@macfound.org); website: [www.macfound.org](http://www.macfound.org).

### DATA COLLECTORS • MD

Positions available with University of Maryland, College Park. Duties: participate in baseline measurements in six middle schools. Duties: measure physical activity levels with an accelerometer and physical activity recall; estimate cardio-respiratory fitness levels (stationary bike test); measure body composition (triceps skin fold); prepare questionnaires relating to psychosocial predictors of physical activity. Measurements will take place from 1/03 to 3/03. Data collectors will be trained and certified on each of the measurements. Deadline for applications: 11/18/02. Contact Mira Grieser at phone: 410.563.6200, ext. 207; e-mail: [grieser@wam.umd.edu](mailto:grieser@wam.umd.edu).

### ADMINISTRATIVE ASSOCIATE • Miami, FL

Position available with Planned Parenthood Federation of America, Latin America Regional Office (LARO). Duties: provides secretarial support to the LARO Regional Director and administrative support to the LARO Office; performs basic functions, such as regional office financial bookkeeping; preparation of office expense reports and bank reconciliation; word processing correspondence and reports; developing and maintaining electronic and hard copy files; receives and screens phone calls; organizes and maintains LARO Library, including publications, country information, thematic-related information, and annual reports; assists LARO staff with other activities as assigned. Qualifications:

one to two years of directly-related secretarial and administrative support experience; bilingual English/Spanish; comfort with and commitment to PPFA's mission and philosophy. Send résumé and cover letter to: Attn: Regional Director, PPFA/LARO, 8360 W. Flagler St., #201, Miami, FL 33144; fax: 305.480.8820; e-mail: laro@ppfa.org.

#### **SR. TECHNICAL ADVISOR • Washington, DC**

Position available with the Population Leadership Program, a project of the Public Health Institute. Duties: provides guidance and direction to USAID's strategic approach to substance-abuse prevention and impact on HIV/AIDS pandemic; provides work plans, activities, and research agendas. Qualifications: M.P.H. and experience in design and administration of substance abuse programs in developing countries; experience in working with USAID missions, host-county governments and NGOs; must be U.S. citizen; willing to travel; fluent in a foreign language. Send CV and cover letter to Population Leadership Program, 2168 Shattuck Avenue, Suite 300, Berkeley, CA 94704; fax: 510.848.5594; e-mail: recruitment@popldr.org.

#### **SENIOR EDITOR • Berkeley, CA**

Position available with the Hesperian Foundation, a nonprofit publisher of books and newsletters for community-based health care, such as "Where There Is No Doctor." Duties: provides editorial oversight and support to specific publication projects; responsible for projecting the mission into the content and presentation of our publications; provides oversight and/or support to the various functions of Hesperian's publications department. Salary: \$35-\$42K. Go to [www.hesperian.org](http://www.hesperian.org). Send a résumé, cover letter, and writing samples to The Hesperian Foundation, attn: Senior Editor Search, 1919 Addison St. Suite 304, Berkeley, CA 94704; fax: 510.845.9141; e-mail: [hesperian@hesperian.org](mailto:hesperian@hesperian.org); writing samples should demonstrate an ability to write for an audience with limited formal education. Please do not send academic papers or business reports.

#### **TEACHER'S ASSISTANT • Washington, DC**

Position available with Creative Child Development Center. Qualifications: a love for children; motivated and energetic team player; CDA credential preferred; knowledge of NAEYC a plus. Fax your résumé to 202.401.2478.

#### **EXECUTIVE DIRECTOR • New York, NY**

Position available with First Choice Group, Inc. Through the mobilization of volunteer urban professionals and unique community-based partnerships, FCG provides urban youth with access to resources and mentors that empower them to achieve lifelong success. Duties: collaborates with board to develop fundraising plan, increase support from individual donors, foundations, special events; manages daily operations; supervises staff; manages and assists staff in implementing programs, curriculum oversight, events, volunteer management and recruitment. Salary \$50-60K. Qualifications: master's degree in related field; ability to raise funds; program development experience in volunteerism and youth development; financial management; excellent writing skills. Deadline for applications: 12/9/02. Send a cover letter, résumé, and brief writing sample to First Choice Group, Inc. Search Committee, 420 East 12th Street, Room 203, New York, NY 10009; e-mail: [fcginc@aol.com](mailto:fcginc@aol.com); website: [www.firstchoiceworkgroup.org](http://www.firstchoiceworkgroup.org).

#### **DEVELOPMENT DIRECTOR • New York, NY**

Position available with the Doctor's of the World.

Duties: responsible for planning and managing all fund-raising activities; coordinates and supervises a six-person staff. Qualifications: experience in all areas of fund-raising responsibilities, preferably in the areas of international health, development, and human rights; proven record of success creating, planning, implementing, and managing fund-raising strategies and campaigns; skilled team leader; capable of managing multiple requirements; good supervisory and attention-to-detail skills; aggressive, seasoned professional with highly persuasive interpersonal talents. Deadline: 12/6/02. Send CV and cover letter to: Dev Search, fax: 212.226.7026; e-mail: [humanresources@dowusa.org](mailto:humanresources@dowusa.org).

#### **NURSE • Thornton, Lafayette, and Denver, CO**

Position available with Clinica Campesina Family Health Services. Qualifications: registered nurse or licensed practical nurse with two years experience in clinical care preferred; ability to work in a team management system; must be committed to helping the medically underserved in an ambulatory care facility as well as ethnically diverse population; bilingual in Spanish highly desired. Apply in person or send résumé to CCFHS, Attn: HR-PC-RN/LPN, 1345 Plaza Court North, #1-A, Lafayette, CO 80026; fax: 303.604.6243; e-mail [laflhr.clinica@hensmann.com](mailto:laflhr.clinica@hensmann.com).

#### **FIELD SUPPORT SPECIALIST • Westport, CT**

Position available with Save the Children, a U.S. and international relief and development organization. Duties: maintains regular communications relevant to budgets, field expenditures, and grant compliance; travels occasionally to the field for assessments and reporting. Qualifications: bachelor's degree with four years of international experience supporting or managing NGO development programs; hands-on experience with African development issues; ability to write and communicate clearly and correctly in English; ability to work abroad up to four weeks per year and to relocate to the field within two years; strong written and verbal French and/or Portuguese or Spanish language ability. Forward résumé to [jmcguane@savechildren.org](mailto:jmcguane@savechildren.org).

#### **RN/CLINIC MANAGER • San Francisco, CA**

Position available the Mission Neighborhood Health Center, a nonprofit community health center in San Francisco's Excelsior District. Duties: participates in development and implementation of protocols, policies, and procedures; orientation and training of staff; orders supplies and instruments; performs routine nursing duties (medication administration, immunization, phlebotomy, assess vital signs, prepare lab specimens). Qualifications: current California RN licensure; knowledge and experience in primary care clinic management and supervision; excellent verbal and written communication skills. Also seeking a charge nurse with current CA RN license; bilingual; two years of experience in clinic or hospital setting. E-mail cover letter and résumé to [jobs@mnhc.org](mailto:jobs@mnhc.org); fax: 415.552.6260.

#### **PROGRAM MANAGER • WA**

Position available with Heifer International, a progressive, nonprofit, sustainable development organization. Duties: develops short and long-term plans; interprets Heifer's use of livestock in development and our project management system; evaluates and responds to proposals/requests for assistance received from potential project partners. Qualifications: B.S. degree in animal science, agriculture education, rural sociology, or related field; M.S. degree preferred; 7-10 yrs related experience; experience managing a variety of livestock species helpful; knowledge and experience with development in other countries an asset; strong people skills; English and Spanish communication skills; must

be a self-starter and flexible. Starting salary \$42K plus benefits. For more info on our organization, job description, and application, please visit [www.heifer.org](http://www.heifer.org). Send résumé, cover letter, and application by 12/3/02 to HR, Heifer International, 1015 Louisiana St, Little Rock, AR 72202; fax 501.907.2820, e-mail [jobs@heifer.org](mailto:jobs@heifer.org).

#### **GRANTS MGR/PROG. ASST • Washington, DC**

Positions available with The Eurasia Foundation, an international nonprofit organization funding programs that build democratic and free-market institutions in the NIS. Grant Manager duties: responsible for reviewing grant activities, budgets, and expenditures; reviews and approves grant reports; designs and develops strategic grants and fundraising proposals. Qualifications: undergraduate degree in a relevant subject; professional training on USG contracts; three to five years of experience in a related field; two years similar analytical and project management experience; fluency in both written and spoken English and Russian; work experience in the NIS or Central/Eastern Europe helpful; some travel required. Program Assistant duties: provides administrative support; coordinates the grant file information flow; conducts research; reviews inquires and meets with potential grantees. Qualifications: college degree, preferably in a relevant field; strong communication skills; attention to detail; ability to handle multiple tasks; computer skills; fluency in written and spoken English; work or study experience in the NIS is desirable; intermediate Russian required. Application deadline for both positions: 11/18/02. Send résumé and cover letter to: Martin Varghese, HR Assistant, e-mail: [resumes@eurasia.org](mailto:resumes@eurasia.org); fax 202.234.7377. (Also accepting résumés for field directors/vice presidents in the NIS. For full job listing, see [www.eurasia.org](http://www.eurasia.org).)

#### **INTERNET EDUCATION SPEC. • Hoboken, NJ**

Position available with the Center for Improved Engineering and Science Education, Stevens Institute of Technology. Duties: promotes the use of internet-based resources in science education as part of its local and national teacher training programs. Qualifications: experience as a middle- or high-school science teacher required; background in curriculum development highly desirable; exemplary workshop and presentation skills as well as strong computer and Internet skills essential. Visit [www.k12science.org/job.htm](http://www.k12science.org/job.htm) for more information. Send an e-mail to [pdonnell@stevens-tech.edu](mailto:pdonnell@stevens-tech.edu) and attach a cover letter, résumé, and salary requirements.

#### **INTERPRETERS • Nationwide**

Positions available with Bowne for speakers of Asian, African, Middle Eastern, and other languages. Qualifications: fluent in English; work permit (or a US citizen or permanent resident); occasionally available during regular business hours. Experience welcome, but not necessary. For specific languages and cities, go to [www.proz.com/translator/30107](http://www.proz.com/translator/30107). Send résumé and cover letter to [InterpreterResumes@BowneGlobal.com](mailto:InterpreterResumes@BowneGlobal.com), fax: 202.331.7630; phone: 888.241.9149, extension 170.

#### **BIOPROCESS TECHNICIAN • San Francisco, CA**

Position available with Genentech, Inc. Duties: cleans and sterilizes vessels; prepares solutions; operates filtration and column chromatography systems; operates small and large-scale cell culture fermentations; small and large-scale cell bacterial fermentations and cell harvest processes; inspects work area daily upon arrival and departure for proper safety; ensures all information is correct by carefully reviewing all the required information and checking all necessary calculations; reviews recorded information for accuracy and completion; troubleshoots equipment and process problems; works closely with other shift personnel and

process/manufacturing science staff to meet department/company goals; operates computers for process control and data entry; participating in staff-level and shift change meetings; assists with safety and quality area surveys and audits; supports manufacturing operations process improvement efforts. Qualifications: degree in life sciences/engineering or equivalent combination of education and relevant work experience; strong focus on safety, quality, detail, and results; desire to learn and excel; mechanical aptitude, basic problem-solving skills and a familiarity with computer-based systems are also highly desirable; background in microbiology, fermentation, protein purification and/or a strong interest in manufacturing are a plus; must be able to work weekends, off-shifts, and overtime as required and be able to lift 30 pounds. Send your résumé to Genentech, Inc., Attn: A.Ng, 1 DNA Way, MS 39A, South San Francisco, CA 94080; e-mail: ang@gene.com; fax: 650.225.2881.

## INTERNATIONAL

**INT'L HUNGER FELLOWS PROGRAM • Various**  
Position available with The Mickey Leland International Hunger Fellows program, a two-year initiative that begins with a one-year field placement in countries throughout South Asia, Sub-Saharan Africa, and Latin America. Fellows concentrate on grassroots solutions to hunger while working in domestic and international non-governmental organizations, bi-lateral and multi-lateral agencies, and private sector institutions. During the second year, fellows work in the headquarters of the organizations in which they served during their field placements, focusing on political policy and its effects on food security. The program cultivates leadership and professional skills, gives exposure to international development arenas, and provides links to a vast network of development professionals. Fellows receive a monthly stipend, health insurance, a housing subsidy, and transportation and travel funds. At the end of their two-year program, fellows earn an end-of-service stipend. This program runs from 6/03 to 5/05 and targets only U.S. citizens. Interested candidates can apply online from 10/15/02 to 1/31/03; website: [www.hungercenter.org/international](http://www.hungercenter.org/international).

### PROGRAM OFFICERS • Kinshasa, DRC

Two positions available with the Office of U.S. Foreign Disaster Assistance. Duties: assist in the monitoring of the humanitarian situation and management of DCHA/OFD; reports and develops strategies and plans; works on program development, management, and coordination. Duration of the post will be for one year with the option of extending. Closes 12/2/02. Qualifications: U.S. citizen. For application information and to view the complete solicitation, visit [www.globalcorps.com](http://www.globalcorps.com) or call Jesse Freese at 202.661.9366.

### COMMUNITY SERVICE STAFF • Worldwide

Positions available with Visions Service Adventures. Visions offers experiences for teenagers blending service work, intercultural living, outdoor adventure. Program sites in North and South America, Caribbean, and Australia. Duties: mentor teens; safely supervise projects; recreational activities; cross-cultural experiences as member of a six-person staff. Qualifications: ages 22 and older; experience working with teenagers and as a team member; minimum standard first aid or WFA, CPR, water safety, advanced safety certifications; experience in different cultures; construction skills; foreign language fluency. Deadline for applications: 4/03. Contact: Joanne Pinaire, Director Visions, P.O. Box 220, Newport PA 17074; e-mail: [visions@pa.net](mailto:visions@pa.net); website: [www.VisionsServiceAdventures.com](http://www.VisionsServiceAdventures.com).

### INSTRUCTOR • Saipan, Northern Marianas Islands

Position available with the Northern Marianas College in the science, math, and technology department. Duties: teaches 30 credit hours/academic year in the biological, natural, applied, and physical sciences; uses teaching methods designed to enhance student learning, reading, and writing proficiency, interpretive abilities, and the development of critical-thinking skills. Qualifications: M.S. degree in science plus two years of teaching experience at post-secondary level; Pacific/Asia or international experience preferred; multi-cultural, multi-ethnic experience preferred. Complete vacancy announcement on website, announcement #03-006. Would like to fill for spring 2003 semester. Applications available at [www.nmncet.edu](http://www.nmncet.edu). Submit application with official transcripts, original police clearance, and copy of valid passport to the Human Resources Office, Northern Marianas College, P.O. Box 501205, Saipan, MP 96950; or to Ms. Elsie de la Cruz at [elsied@nmncet.edu](mailto:elsied@nmncet.edu).

### DEM. AND GOV. PROJECT • Mali, West Africa

Positions available with Management Systems

International. The following positions are currently available: COP; national civil society advocacy capacity and policy/enabling environment expert; local governance capacity strengthening expert; community-based advocacy and community organization capacity-building expert manager. Qualifications: U.S. citizens or U.S. permanent resident aliens (green card holders) or local Malians; 10-15 years experience in relevant field for each position; USAID contractor or grantee or related experience; French language fluency. E-mail a cover letter and résumé to [gritchley@msi-inc.com](mailto:gritchley@msi-inc.com).

### YOUTH DEV. TECHNICAL TRAINER • Paraguay

Position available with CHP International for the next Urban Youth Development group at its training center in Paraguay. On-board dates are from early January through the end of April 2003. Qualifications: Spanish fluency; professional experience in urban youth programs in a development context through Peace Corps or comparable service; training experience strongly preferred. Employment package includes monthly salary, housing, transportation and short-term medical insurance. Send

# HOT! OPPORTUNITIES

### \*SCHOLARSHIP PROGRAM ADMINISTRATION • Washington, DC

Twenty positions available with the American Association of School Administrators. Duties: help administer national high school scholarship program; assist with processing large volume of scholarship applications and document screening, classification, and packaging. Qualifications: detail-oriented; able to follow directions well; able to work independently and as a team player; able to read large amounts of material; flexible; willing to do variety of tasks. Forty-hour week beginning 1/7/03, lasting for four weeks, including one federal holiday. Salary: up to \$11 per hour with benefits. Near metro stop. Call 703.237.8006 or e-mail [fc@corestaff.com](mailto:fc@corestaff.com).

## PEACE CORPS FELLOWS/USA



### UNIVERSITY OF ARIZONA • Tucson, AZ

The English Language/Linguistics Program offers a two-year program leading to an M.A. in English as a Second Language. With a balanced emphasis in linguistic theory, research in second language acquisition, and methodology, the program is designed to prepare leaders in the field of TESOL. Those with significant teaching and leadership experience are encouraged to apply. The PC Fellowship includes a tuition waiver and an assistantship opportunity to teach ESL within the community. The priority deadline for Fall 2003 admission is 12/1/02. Contact Elaine at 520.621.7216; e-mail: [maesl@u.arizona.edu](mailto:maesl@u.arizona.edu).

### BRANDEIS UNIVERSITY • Waltham, MA

Offering M.B.A. (human services) and master of management programs combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The M.B.A. and M.M. programs are offered on a full-time basis each June, and on a part-time basis each June, September, or January. Students can concentrate in a number of policy areas, including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee, and scholarships are available for full-time students. For more information, please call Heller Admissions at 800.279.4105; e-mail: [HellerAdmissions@brandeis.edu](mailto:HellerAdmissions@brandeis.edu); website: [heller.brandeis.edu](http://heller.brandeis.edu).

### \*UNIVERSITY OF MARYLAND • Baltimore, MD

Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. Areas of study include information biology; chemistry; economics; instructional systems development; information systems; applied mathematics; intercultural communications; neuro and cognitive sciences; applied ethics; applied physics; policy science; applied sociology. RPCVs must apply and be admitted separately to a graduate program. The assistantship covers tuition, stipend and health insurance. Completed applications to both Programs are due by 1/15. For Peaceworker application send and e-mail to [antoci@umbc.edu](mailto:antoci@umbc.edu) or call 410.455.1802.

*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](http://www.peacecorps.gov/fellows), call 800.424.8580, ext. 1440, or write to [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).*

résumé, references, and recent salary history to Paraguay-trainer@chpinternational.com.

#### **\*DEM. SUPPORT • Europe , Balkans**

Long and short-term positions available with PAE Government Services, Inc. in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions are categorized in 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. citizen; international expertise in the above disciplines preferred; area language ability may be required. Apply online at [www.pae-react.com](http://www.pae-react.com). For general employment information, contact Leslie Smith in the recruiting office at 703.248.1674 or 1.800.405.7593.

#### **CHIEF OF PARTY • Georgia**

Position available with The United Methodist Committee on Relief, a nonprofit organization that provides transitional development and relief assistance to communities around the world. For a detailed description and application instructions, visit [www.umcor-ngo.org](http://www.umcor-ngo.org).

#### **PROGRAM MANAGER • Kabul, Afghanistan**

Six-month position available with the American Red Cross with the ICRC. Duties: works with communities to identify and implement a safe playground area within a village environment; develops a mine awareness curriculum which may be expanded to include a health education curriculum. Qualifications: bachelor's degree in public administration or other related discipline or equivalent experience; mine awareness and health education background helpful; three years work experience with a humanitarian aid organization including experience in a developing county; Farsi, Dari, Pashtu preferred but not required. Go to [www.redcross.org](http://www.redcross.org) to create a profile and attach your résumé. Find the position under international development and administration opportunities and add it to your career cart. You must go to your career cart to finish the application process.

#### **OPERATIONS MANAGER • Bukavu, DRC**

Position available with International Medical Corps. Duties: supervises expenditures and cash management; monitor assets and stock inventories; provides logistical support for technical activities; manages vehicles, radios, and other equipment; contacts local authorities to update security status; designs and implements up-to-date security and contingency plans; trains expatriates; manages issues related to construction contracts and local personnel; designs and implements new construction and/or renovation projects. Qualifications: accounting degree; five or more years of international work experience; background in humanitarian logistics; computer literacy; knowledge of donor practices and regulations; experience in security management, program coordination and administration; knowledge of English and French. Submit résumé to [careers@imcworldwide.org](mailto:careers@imcworldwide.org).

#### **MANAGEMENT CONSULTANT • China**

Position available with DiChain Systems. Duties: designs and implements logistics and SCM network and business operation models; provides training to local staff, businesses and government officials. Qualifications: 10 years experience in logistics and SCM management and professional capacity; experience with global 500 a strong plus. Send résumé to [aaronxzhu@dichain.com](mailto:aaronxzhu@dichain.com).

#### **FIELD DELEGATE • Kazakhstan and Afghanistan**

Position available with the American Red Cross in

*Continued from front page*

important to the organization than prior experience in public relations.

For most, I recommend enrolling in graduate school. A variety of programs can teach you most of the essential skills to be successful in a PR or marketing career. For example, you might enroll in a journalism program and specialize or minor in public relations or marketing. Or you could choose a master of business administration (MBA) program and specialize in marketing. Another option is to enroll in a communications program and specialize in PR, marketing, or journalism. No matter which type of program you choose, you should carefully select courses that will teach you the necessary skills for your field.

## **Journalism Programs**

I focus on journalism programs in this article because I received my training in such a program. Although I may seem biased toward these programs, that is only because I believe being able to write well is the most essential skill for PR and marketing professionals. In my experience, interns who come from marketing programs do not know how to write as well as interns who come from journalism programs, who are better at writing in a concise manner for their target audiences. In PR and marketing, writing will be your main tool for persuasion unless you end up working for a wealthy company that can afford to hire contractors to produce its ad and brochure copy and video scripts. I wouldn't count on this, however. Your ability to write well is likely to be your most marketable asset.

In addition to teaching you to write and edit, journalism schools provide training in practical subjects like publication management and design. PR and marketing people are often charged with creating newsletters and brochures, so it is important to know how to plan, organize, and lay them out. By taking a graphic design course that offers instruction in applications like PageMaker, QuarkXpress, and Photoshop, you will not only be more attractive to employers but gain greater confidence as a PR or marketing professional. Also, if you are able to complete some of the design work that an organization would normally have to hire a contractor to do, you will save your employer a lot of money.

My only regret about my undergraduate studies is that I never took a marketing course. Although I believe that much of marketing is instinctual (and if you have training in public relations, many of the concepts overlap), I still wish I had formal training in the subject. If you choose to apply to a graduate program in journalism, I suggest that you fit some marketing courses into your schedule—even if it means taking an accounting or economics class as a prerequisite.

## **Other Programs**

If you do not choose a journalism program, I cannot overemphasize the importance of taking some journalistic writing

classes as electives. Taking a public relations or media relations class would be beneficial as well. Whether you end up working in PR or in marketing, at some point you are likely to have to send a news release to the media about your organization, product, or service. There are certain steps you can take to increase the chances that media will print the release or cover your story. For example, a news release should be written in Associated Press style. Also, you need to be able to determine which stories are actually newsworthy and would be interesting to a newspaper or a radio or television station. In addition, having contacts at media outlets, or at least knowing the names of editors or reporters who specialize in your subject area, increases your chances of getting your story covered.

No matter what type of graduate program you choose, I also recommend taking a class in website design. As a PR or marketing professional you are likely to be involved in the creation or modification of an organization's website. Even if you don't learn HTML, you should be familiar with how a website is built.

Another worthwhile area of study is fundraising. Especially if you want to work in the nonprofit world, being able to bring funds to your organization means job security. Many PR and marketing professionals get involved with either securing or servicing benefactors or sponsors for their organizations. They might be involved in any stage of the process, from identifying and soliciting potential benefactors or sponsors to providing them with media kits, news clippings, or annual reports.

By now, it should be clear how multifaceted, flexible, and dynamic a career in PR and marketing can be. If you follow the plan I have outlined above, you should acquire enough skills to make you marketable to almost any type of organization. Most organizations need a talented writer on staff and someone who knows how to promote their image and the goods or services they offer. With writing and promotional skills, you should have an advantage over others in the job market when it comes to marketing yourself.

## **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 November 2000, 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 [www.peacecorps.gov/rpcv/hotline/index.html](http://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.

partnership with Red Crescent Societies of Kazakhstan, Afghanistan, and Uzbekistan. Duties: responsible for the quality control of relief and logistics activities of the Aral Sea Project; advise/assist/monitor operations in a term-based approach for the distribution in compliance with USG regulations; responsible for all financial reporting of local expenditures and reporting on commodity use according to Red Cross procedures and government regulations; promote team and capacity building within the program and help the national societies to organize and promote their activities. Qualifications: B.S./B.A. in public administration, international studies, or social work or related discipline; three years work experience with humanitarian aid organization in area of capacity building and vulnerability assessment and evaluating/monitoring programs; previous work experience in a developing country preferred; prior food programming or major disaster relief experience preferred; previous health programming experience desirable. Go to [www.redcross.org/jobs](http://www.redcross.org/jobs) to create a profile and attach your résumé. Find the position under international field delegate opportunities and add it to your career cart. You must go to your career cart and apply to finish the application process.

#### **COUNTRY REP. • Tbilisi, Republic of Georgia**

Position available with Project Harmony. Duties: general oversight and management of program development and implementation, staff management, and financial and budgetary oversight; responsible for overall administration and implementation including recruitment, orientation, reporting, liaison with host communities and ECA/U.S. embassy; actively promoting work locally with fellow NGOs and funding agencies. Qualifications: minimum of two to three years of programmatic/management experience working in international NGO program; experience working on community and/or professional development projects; ability to manage a multi-cultural professional team; grant writing and program development experience; experience developing, managing, and evaluating program budgets; excellent organizational skills; excellent public speaking and presentation skills; oral fluency in Russian; computer literate and well-versed in Microsoft Office (Word, Excel, PowerPoint); flexibility

and interest in frequent travel. Start date: 12/02. Send a résumé and cover letter to: Human Resource Manager: [jared@projectharmony.org](mailto:jared@projectharmony.org) or [jim@projectharmony.org](mailto:jim@projectharmony.org) or [tim@projectharmony.org](mailto:tim@projectharmony.org); subject line: Georgia CC Program Director/Country Representative; website: [www.projectharmony.org](http://www.projectharmony.org) and [www.projectharmony.org](http://www.projectharmony.org).

#### **LEADERS FOR SUMMER TRIPS • Worldwide**

Positions available with the World Horizons International, LLC. Duties: lead ten summer community service trips for four to five weeks during June and July to Iceland, Costa Rica, Ecuador, Fiji, Canada, Puerto Rico, South Korea, and many locations in the United States, including Alaska and Hawaii. Qualifications: experience with teens; ability to take charge of a group of 8-12 students; set-up internships on location; coordinate a group living situation. Salary \$1,000 and all expenses covered. Deadline for applications: 3/31/03. Request an application from World Horizons International, LLC, P.O. Box 662, Bethlehem, CT 06751; phone: 203.266.5874; e-mail: [worldhorizons@att.net](mailto:worldhorizons@att.net).

#### **PROGRAM MANAGER • Zimbabwe**

Position available with a Self-help Assistance Program. Duties: initiates action; builds staff commitment in a team environment; organizes work efficiently; and communicates effectively; displays leadership, accountability, and creativity in a challenging position with a small but dynamic organization. Qualifications: two years of development experience in Africa; computer literacy in MS Office; bachelor's degree. Deadline for applications: 1/15/03. Reply to regional manager by e-mail only: [asap@syscom.co.zw](mailto:asap@syscom.co.zw); website: [www.asap-intl-dev.org](http://www.asap-intl-dev.org).

#### **DIRECTOR • Guam**

Position available 1/03 with University of Guam. Qualifications: doctorate in nursing or related field and a master's degree in nursing, and a Guam RN license upon hire; evidence of administration, scholarship, administrative teaching; knowledge of academic programs, technology, and multicultural nursing education, practice, and research. Submit application, curriculum vitae, and three professional references to

Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923; contact chair at 671.735.2655/51; fax: 671.734.1203; e-mail: [mgay@uog9.uog.edu](mailto:mgay@uog9.uog.edu).

## **EDUCATION**

#### **UNIV. 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, urban and regional affairs, and nonprofit management; there is also a certificate program in international development policy and management. 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](mailto:mpaadmit@u.washington.edu); website: [evans.washington.edu](http://evans.washington.edu).

#### **TEACHER TRAINING • Madison, WI**

Earn a TEFL certificate in a five-week intensive, onsite teacher-training program, which prepares trainees to teach English in classrooms overseas. The program offers a hands-on approach to teaching. Practice teaching, classroom observations and job placement assistance. Midwest is part of an ESL school giving you opportunities to interact with professional teachers and international students. No teaching experience is required. 10% tuition discount to RPCVs with proof of service. For a brochure, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, Wisconsin 53703; phone: 800.765.8577; e-mail: [info@mttp.com](mailto:info@mttp.com); web site: [www.mttp.com](http://www.mttp.com).

#### **UNIVERSITY OF MISSOURI • Columbia, MO**

National Needs Fellowships in Agribusiness, graduate study towards a Ph.D in agricultural economics, University of Missouri, Columbia. Fellow receives \$22K annually and tuition waiver for three years. Additional funds available for research support, including international travel and attendance at professional meetings. Qualifications: B.S./B.A., M.S., M.A., or M.B.A. degree in agricultural economics, economics, business, or related field; committed to rigorous program of study/research focused on small to medium-sized agribusiness firms, strategy, management, organization, and structure. For more information and application packet, contact Michael L. Cook at [CookML@missouri.edu](mailto:CookML@missouri.edu). Begin coursework in 1/03.

#### **HUMBOLDT STATE UNIVERSITY • Arcata, CA**

The Environmental Systems Masters of Science Degree-international development technology option is designed for those who have international experience and wish to focus their master's project on a particular application of a community-based, environmentally sustainable approach to energy, water, fisheries, forestry, or agriculture. Limited waivers of out-of-state tuition are available. Contact Dr. Daniel Ihara at [dmi1@humboldt.edu](mailto:dmi1@humboldt.edu); phone: 707.826.3220; website: [sorrel.humboldt.edu/%7Ecatalog/programs/envsys.html](http://sorrel.humboldt.edu/%7Ecatalog/programs/envsys.html). For applications, contact the graduate secretary at [thiesfel@humboldt.edu](mailto:thiesfel@humboldt.edu); phone: 707.826.3256.

#### **TEFL CERTIFICATE PROGRAM • Boston, MA**

Intensive four-week (120-hour) English Teacher



## **Peace Corps Day Celebrate a Legacy of Service February 28, 2003**

*"Nowhere is the profile of the best of American youth better drawn than in our Peace Corps Volunteers . . . For these young Americans clearly recognize their obligation to their country and to mankind. They are willing to devote two years of their lives to serve the cause of a better, more peaceful world, no matter how distant, inconvenient, or even hazardous that task may prove to be. Both capable and adaptable, they have demonstrated throughout the world a sense of purpose which has brought increased respect and admiration to their country as well as to themselves." President John F. Kennedy, speaking to Congress on the nation's youth, February 14, 1963.*

Help celebrate 42 years of making a difference in the world by making Peace Corps Day 2003 a rewarding experience for your community. Sign up to participate today! Online registration is available at [www.peacecorps.gov/rpcv/peacecorpsday](http://www.peacecorps.gov/rpcv/peacecorpsday) or complete and mail the reply card attached to your Peace Corps Day brochure to receive a free presentation kit. The kit includes materials to help you prepare for and promote your presentation. Visit the Peace Corps Day website for ideas and suggestions for your presentation.

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



# Crisis Corps Recruiting Short-Term Volunteers

## Africa Assignments

The following assignments require previous African work experience and a three- to six-month commitment. *All current three-month assignments are in Kenya.* Additional qualifications listed. Start date is as soon as possible.

### Kenya

1. Three- to six-month assignment as HIV/AIDS pre- and post-test counseling volunteer for Meru Red Cross Society and Kenya Methodist University (counseling and training experience and a degree in counseling or clinical social work or an MPH required).
2. Three- to six-month assignment as voluntary counseling and testing and home-based care trainer for the Foundation Agency for Rural Development (counseling degree, monitoring and evaluation experience, and knowledge and experience in home-based care activities required);
3. Laboratory blood safety volunteer for Family Health International (three years of experience as lab manager or technologist and experience setting up quality assurance programs);
4. Blood donor recruitment volunteer for Family Health International (health degree and two years of social marketing or community mobilization experience with a public health department or agency).

### Tanzania

Life-skills training volunteer needed for local NGO, Kilakala Community Library, to develop teaching aids and train staff on life skills curriculum (two years of experience in HIV/AIDS training, familiarity with life skills, and degree in education, English, health, or related major required).

## Upcoming Africa Assignments

We encourage RPCVs to submit their application materials as it is anticipated that additional HIV/AIDS assignments in Kenya, Malawi, Tanzania, and Zambia will become available over the next several months.

*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](mailto:crisiscorps@peacecorps.gov). An application and additional position information can be downloaded from the Crisis Corps website at [www.peacecorps.gov/rpcv/crisiscorps](http://www.peacecorps.gov/rpcv/crisiscorps); or call 800.424.8580, ext. 2250.*

Training Program at The Boston Language Institute is designed for people who have little or no previous teaching experience as well as for those who want to improve their classroom skills. The TEFL Certificate Program will help students to create dynamic lesson plans. Those who enroll in the program will not only work on skill-building activities, but also lead their own classes of ESL students with guidance and feedback from experienced trainers. Tuition of \$2,495 includes texts and lifetime job assistance. RPCVs receive a \$200 discount. Contact Myrna Norris, Director, English Language Programs at 617.262.3500, ext. 228; e-mail: [tefl@boslang.com](mailto:tefl@boslang.com) website: [www.teflcertificate.com](http://www.teflcertificate.com).

### YALE UNIVERSITY • New Haven, CT

The Yale School of Forestry and Environmental Studies prepares students for important positions of environmental leadership in the United States and throughout the world. The school offers master's degrees in environmental management, environmental science, forestry, forest science, as well as a one-year master's degree for experienced environmental professionals. Joint master's degrees can be pursued in management, law, public health, international relations, developmental economics, and divinity. Joint programs are also established with Pace Law School and Vermont Law School. In addition, students have the opportunity to continue their studies through the Graduate School of Arts and Sciences (Ph.D.) or within the School of Forestry and Environmental Studies (doctor of forestry and environmental studies). For more information, please visit the website at [www.yale.edu/environment](http://www.yale.edu/environment).

### 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. 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-a-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. Phone: 209.946.2836; e-mail: [kjaggears@uop.edu](mailto:kjaggears@uop.edu); website: [www3.uop.edu/sis/mair/ma.htm](http://www3.uop.edu/sis/mair/ma.htm).

### TULANE UNIVERSITY • New Orleans, LA

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is now accepting applications from RPCVs interested in public health for spring 2003 entrance. Contact Dr. Elaine Boston, Associate Dean of Student Affairs; phone: 800.676.5389; e-mail: [eboston@tulane.edu](mailto:eboston@tulane.edu); website: [www.sph.tulane.edu](http://www.sph.tulane.edu).

### \*INDIANA UNIVERSITY • Bloomington, IN

The School of Public and Environmental Affairs at Indiana University offers a two-year master of public affairs or master of science in environmental science degree to RPCVs as preparation for careers in the nonprofit, private, or public sectors. The application priority date for fall enrollment is 2/1/03. 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](mailto:speainfo@indiana.edu); website: [www.spea.indiana.edu](http://www.spea.indiana.edu).

### OHIO UNIVERSITY • Athens, OH

Ohio University Center for International Studies offers an interdisciplinary master's of arts in international affairs degree in African, Southeast Asian, Latin American, international development or communication and development studies. Qualified RPCVs have a competitive advantage for scholarships and assistantships. Foreign language area studies scholarships are available to learn Kikuyu, Somali, Siswati, Swahili, Indonesian, Khmer, Thai or Vietnamese while earning a master's degree.

Deadline for applications: 3/1/03 for the following fall quarter. Early admissions deadline: 1/15/03. Phone: 740.593.1840; fax: 740.593.1837; e-mail: [international.studies@ohio.edu](mailto:international.studies@ohio.edu); website: [www.ohio.edu/internationalstudies](http://www.ohio.edu/internationalstudies).

## INTERN/VOLUNTEER

### FARM TRAINING INTERN • Kalamazoo, MI

Position available with Tillers International for the 2003 season. The training center focuses on teaching low-capital appropriate technologies for rural areas. Program features ox and horse powered farming and support skills in blacksmithing and woodworking. Draft animal power skills are taught on the job, as well as farming, gardening, blacksmithing, and woodworking. Qualifications: educational support experience in teaching, writing, photography, video, or desktop publishing a plus. Openings for early March. Modest stipend and housing provided. Send résumé, letter of application, and phone numbers for two references to: Kris Svenson, Tillers International, 5239 South 24th Street, Kalamazoo, MI 49002; phone 269.344.3233; website [www.wmich/tillers](http://www.wmich/tillers).

### FIELD INSTRUCTOR • Hunt, TX

Internship position available with Mo Ranch Environmental Leadership Program to teach environmental and outdoor education to students on a 500-acre property. Activities include: high and low ropes; initiative games; reptiles; freshwater ecology; hikes; bugs, birds and wildlife ecology. Qualifications: commitment to providing a positive growing and learning experience for youth in an outdoor setting; at least two years of college or related experience; current first aid, CPR, and life guarding are all preferred. Deadline for applications: 1/1/03. Contact: Patrick Fitzgerald, phone: 800.460.4401, ext. 148; e-mail: [elp@moranch.com](mailto:elp@moranch.com).

### PROGRAM INTERN • San Francisco, CA

Position available with Global Service Corps, a nonprofit

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)

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 Street, NW, Washington, DC 20526. Changes cannot be made without this form nor over the phone. Please allow four to six weeks for any changes to take effect.

organization that provides opportunities for adults to do volunteer service work in Tanzania and Thailand. Participants live with a host family and work on environment, health, or education projects. Duties: corresponds with prospective and past volunteers; recruits, registers and builds relationships with new participants; assists with new program development; works with in-country staff. Qualifications: personal interest in international travel and global development; PC computer skills: MS Word, Access, Excel, and Outlook; proactive, outgoing, organized and flexible. Part-time interns work 20 hrs/wk and full-time interns work 40 hours/week. This is a three to six month position. Compensation: part-time \$200 per month; full-time \$400 per month; local commuting costs are reimbursed. Office interns are responsible for arranging their own housing in San Francisco. If you do not presently reside in San Francisco or do not have housing arranged, familiarize yourself with the housing market. Housing is expensive in San Francisco. Deadline for applications: 12/1/02. Submit résumé and cover letter to [gscprograms@earthisland.org](mailto:gscprograms@earthisland.org).

work required; bachelor's degree; valid driver's license and automobile required. Salary \$21K; AmeriCorps Education Award (\$4,725). Submit résumé and cover letter to Coordinator, Program Development, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: 410.354.4938.

#### INDIVIDUAL PLACEMENT • FL

Positions available with the Florida State Parks. Positions include natural and cultural resource management, volunteer outreach/recruiting, and environmental education/interpretation. Duties: responsible for developing and implementing projects as related to one of the above project areas. Members receive \$872/month stipend; health insurance; \$4,725 educational award. People with disabilities are encouraged to apply. Application deadline is 12/6/02. Contact Deborah Burr at the 850.245.3102 to receive an application by mail or download the application at [www.floridastateparks.org/ameriCorps](http://www.floridastateparks.org/ameriCorps).

#### LEADER • Tempe, AZ

Position available with Academic Community Engagement Services at Arizona State University. Duties: supports the 10 members within the project; coordinates monthly project-wide trainings/workshops; facilitates monthly mentoring meetings; collaborates with other leaders and members to coordinate quarterly networking events; assists the project director in hiring, planning and implementing the orientation; prepares grant reports. In order to be eligible for this position you must have

completed one term as an AmeriCorps/VISTA Member or Peace Corps Volunteer. Deadline for applications: 12/2/02. Complete online AmeriCorps/VISTA leader application and submit it to the ACES AmeriCorps/VISTA Leader Position in Tempe, Arizona; website: [www.americorps.org](http://www.americorps.org).

## November Career Event:

### Employment Opportunities at the Local Government Level

When considering employment options, don't overlook the possibilities with your local government. Hilaria H. Heilman, a human resources analyst, and RPCV Arthur Rodger (Liberia), a policy/management specialist, both employed by the government of Arlington County Va., will share information on the diversity of careers with local government and discuss techniques for a successful job search.

### When and Where:

November 21, 2002  
Noon to 1:30 p.m.  
Paul D. Coverdell Peace Corps  
Headquarters  
1111 20<sup>th</sup> Street, NW  
Shriver Conference Room B  
Washington, DC 20526

For more information, please contact Elvira May, RVS, at 202.692.1445.

## AMERICORPS/VISTA

#### CASEWORKER • MD

Positions available with The Choice Programs, nonprofit, community-based programs working with at-risk youth. Duties: conduct client intake and assessment interviews; establish goal-oriented service and educational plans; develop activity plans; informal counseling, advocacy, and monitoring. Qualifications: evening and weekend