

H TLINE

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

HOT Resources

See the websites below
for help in your
job search:

America's Job Bank:
www.ajb.org

Environmental Jobs:
www.ecojobs.com

Excellent ESL Resource:
www.eslcafe.com

Job Networking:
www.jobsourcenet.com

Job Search and Résumé Posting:
www.monster.com

Nonprofit, Community, and
Volunteer Jobs: www.idealists.org

Nonprofit Jobs:
www.accessjobs.org

Nonprofit Jobs:
www.nonprofitjobs.org

Peace Corps Employment:
[www.peacecorps.gov/
employment](http://www.peacecorps.gov/employment)

U.S. Government's Official Job
Site: www.usajobs.opm.gov

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
Fax: 202.692.1431 or 1421
Website:
www.peacecorps.gov/rpcv/hotline

Peace Corps Career Centers Announcement

From Gaddi H. Vasquez, Peace Corps Director

The Peace Corps is expanding the amount of agency resources available to recently returned Peace Corps Volunteers (RPCVs) to help them achieve their employment and educational goals. In early 2003, each of Peace Corps' eleven regional offices will have a career center equipped with computers and other resources. As the demand for these types of career services grows, additional equipment and materials will be added.

Beginning the week of December 16, 2002, RPCVs in the Washington, D.C., area will access career services at Peace Corps' Regional Recruiting Office in Rosslyn. The new Washington, D.C., area career center will have ample space and computer equipment to meet the needs of its users. The new location will also allow for expansion of space and computer equipment to meet future demand for those services. The types of services offered by the career center and its hours of operation will not change. A Peace Corps staff member will continue to be available to answer questions and assist RPCVs in their self-directed job searches. RPCVs will also have the opportunity to network with Peace Corps staff members in the recruiting office and participate in regional office-sponsored events. The career center is being moved from its current location at Peace Corps Headquarters in Washington, D.C., to accommodate the growth in staff required to support the increasing number of Peace Corps Volunteers serving abroad.

Peace Corps' Washington, D.C., Regional Recruiting Office is located at 1525 Wilson Blvd., just two blocks from the Rosslyn Metro station in Arlington, Virginia. Public parking (on-street metered and unmetered as well as a garage) is available within walking distance. In addition, the new location is accessible to many public bus routes. The Regional Recruiting Office is conveniently located just two Metro stops from Peace Corps Headquarters.

Section 5(k) of the Peace Corps Act authorizes the Peace Corps to undertake programs under which RPCVs are counseled with respect to opportunities for further education and employment so that the skills and experience which they have derived from their training and service are best utilized in the national interest. The period in which assistance is provided is limited to one year after the Volunteer's service has been completed. Therefore, effective January 6, 2003, use of Peace Corps' career centers will be limited to Volunteers who are within one year of the conclusion of their service. RPCVs who served longer than one year ago will still be able to access the biweekly *Hotline* jobs bulletin and other career information from the Peace Corps website.

For more information, contact Allene Zanger, Director of the Office of Domestic Programs, at azanger@peacecorps.gov or (202) 692-1425.

PUBLIC SECTOR

SOIL SCIENTIST • Buffalo, WY

Position available with the USDA Natural Resources Conservation Service. Duties: directs and schedules work in the survey; assures accuracy of work and consistency throughout the survey area; develops long- and short-range goals and schedules to assure most efficient completion of survey; develops soil survey training needs for subordinates and provides training; maps soil surveys for farm and ranch planning individually or in blocks using an established standard soil survey system; develops soils data for soil survey area using collected data and materials; describes and defines map units; develops technical descriptions of soils having specific genetic or morphological features; correlates and classifies soils in consistent manner in assigned area. Deadline for applications: 12/18/02. Application on the website: jsearch.usajobs.opm.gov/summary.asp?OPMControl=II6844; contact human resources: 307.261.6492 for questions.

PROGRAM SPECIALIST • Seattle, WA

Position available with the USDA Food and Nutrition Service at the grade 9 to 11 level. Duties: reviews and evaluates applications from retailers to participate in the Food Stamp Program; assists with local agency reviews of programs; responds to requests for information about programs; participates in other field office work; overnight travel is required. Merit System applications procedures must be followed. Deadline for application: 12/24/02. Submit résumés or OF-612 applications and D.O.S. to Mavis Buchholz, USDA-FNS, 550 Kearny Street, R. 400, San Francisco, CA 94108; phone: 415.705.1314; fax: 415.705.1353; e-mail: mavis_buchholz@fns.usda.gov; website: www.fns.usda.gov.

PRIVATE SECTOR

AGR/HORTICULTURE AGENT • WI

Full-time position available with the University of

Wisconsin-Extension in Polk County. Duties: develops and implements programs in the areas of agricultural economics, natural resources, dairy science, animal science, plant science, commercial horticulture, and consumer horticulture; conducts needs assessment to establish educational priorities. Qualifications: master's degree in a related field and demonstrated success in developing educational programs. Part-time horticulture educator, St. Croix County. Duties: provides educational information, programming, and training to "green industries" in the areas of urban forestry and commercial fruit and vegetable production and marketing. Qualifications: bachelor's degree in a related field and success in developing educational programs. Deadline for application for both positions: 12/12/02. For full consideration, send cover letter (include position title and county name), résumé, contact information for three professional references, and undergraduate and graduate transcripts to Cooperative Extension Personnel, 249 Extension, 432 N. Lake St., Madison, WI 53706; phone: 608.263.1945; website: www1.uwex.edu/ces/personnel/.

FINANCE ASSOC./PROJ. COOR. • Boston, MA

Positions available with John Snow, Inc. Finance associate duties: supports project financial systems. Project coordinator duties: works as part of a team in backstopping JSI bilateral projects; provides financial management and administrative support to project overseas. Qualifications for both positions: B.S. degree in a business-related field; two years of relevant experience preferred; strong financial management and accounting skills; strong writing skills; ability to work as part of a team; strong organizational skills; extensive knowledge of Microsoft Excel and proficiency in Microsoft Word and Access; interest in learning about public health issues; experience living/working in a culturally diverse environment; foreign language proficiency preferred. Deadline for applications: 12/31/02. Send cover letters and résumé to: JSI International Division/PC Position, 44 Farnsworth St., Boston, MA 02210; fax: 617.482.0617; e-mail: finassoc@jsi.com.

INTERPRETERS • Nationwide

Position available with Bowne Global Solutions Interpretation Services for speakers of Asian, African, Middle Eastern, and other languages. Qualifications: fluent in English; work permit (or a U.S. 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; e-mail: InterpreterRésumés@BowneGlobal.com; fax: 202.331.7630; phone: 888.241.9149, ext. 170.

PROGRAM DIRECTOR • Stanford, CA

Position available with VIA, a nonprofit educational exchange organization based at Stanford University working with university students from Asia and the United States. Duties: designs and leads two to three educational and cross-cultural programs per year; coordinates with Asian institutions; manages Stanford students; travels once a year to Asia for recruitment; arranges all program logistics, budgets, and public relations. Qualifications: knowledge/experience in Asia; commitment to cross-cultural education and public service; leadership ability and organizational skills. Salary: \$32K. Deadline for applications: 1/6/03. Contact Christine Victorino, VIA, PO Box 20266, Stanford, CA 94309; phone: 650.725.5419; fax: 650.725.1805; website: www.viaprograms.org

TRAINING & ED SPECIALIST • Oakland, CA

Position available with the Jobs Consortium, a nonprofit organization providing comprehensive training and employment services to homeless individuals in Alameda County. Duties: researches; helps with recruitment/orientation, implementation of program, administration, networking, tracking, coordination of staff training. View full job description at www.jobsconsortium.org. Send cover letter and résumé to Executive Director, Jobs Consortium, 436 14th Street, Suite 716, Oakland, CA, 94612; fax: 510.287.8484.

ADMINISTRATIVE ASST. • Washington, DC

Position available with an International Management Consulting firm for a USAID contract. Duties: prepares information tracking of meetings and schedules; maintains key documents; manages travel; escorts visitors; works on other office management responsibilities. Qualifications: excellent organizational and clerical skills; U.S. government clearance—either current or less than one year expired; bachelor's degree; minimum two years of work experience; writing skills; computer and database management skills and excellent organizing abilities. Fax résumé and cover letter to: 202.463.0182.

LEADERSHIP EDUCATION • Washington, DC

Positions available with National Young Leaders Conference, a nonprofit educational organization working with high school student leaders. Qualifications: enthusiastic, energetic, team player; strong communication skills; background in education, political science, or international relations preferred; full-time residential position: must be available days, evenings, and weekends. Dates of employment: 1/20-3/30. Deadline for applications: 12/13/02. Send résumé with cover letter to CYLC, NYLC Jobs, 1110 Vermont Ave., N.W., Suite #320, Washington, DC 20005; e-mail: NYLCJobs@cylc.org; fax: 202.777.4151; website: www.cylc.org.

HOT! OPPORTUNITIES

CLARK UNIVERSITY • Worcester, MA

One full-tuition fellowship is available to an RPCV through the graduate programs in International Development, Community, and Environment (IDCE) at Clark University, resulting in an M.A. in international development, geographic information systems (GIS), community development and planning, or environmental science and policy. Programs are for development specialists interested in careers in gender analysis, community-based development, environmental impact assessment, or local management of resources. The intensive 12-month GIS option provides GIS, GPS (global positioning system), and remote-sensing skills related to development issues. Deadline for applications: 1/15/03. Contact Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax 508.793.8820; e-mail: IDCE@ClarkU.edu; website: www.clarku.edu/departments/idce.

*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.

PROJECT ASSISTANT • Washington, DC

Position available with Management Systems International. Duties: assists in the development of tools and systems; assists in the development of new projects, including, budgeting and recruiting for technical expertise; assists in monitoring and controlling costs, scheduling, performance monitoring, anticipating and managing changes, contract compliance, maximizing customer satisfaction, logistical support to technical teams, and ensuring optimal financial performance; assists with the adherence to contractual requirements; soliciting performance and financial reports; finalizing end-of-project requirements with project staff and client. Qualifications: bachelor's degree (no master's degree or higher education degree); must live in the DC area; ability to prioritize within multi-tasking environment; diplomatic communication skills, particularly by e-mail; team focused approach; attention to detail; administrative/clerical foundation of skills (including MSOffice Suite: Word, Excel, PowerPoint, Outlook); and entrepreneurial approach to problem solving. Additional skills not required but highly valued include experience in international development, particularly with development projects, preferably overseas and with USAID; proficiency in one additional language other than native language; technical writing skills; other specific value-added skills (i.e., web development, training, etc). Send cover letter and résumé to Geri Critchley, MSI 600 Water Street S.W., Washington, DC 20024; phone: 202.484.7170; fax: 202.488.0754; e-mail: gcritchley@msi-inc.com; website: www.msiworldwide.com.

ENG./LANG. ARTS TEACHER • Phoenix, AZ

Position available with the Omega Academy, Inc. Duties: facilitates learning; prepares lesson plans, grade book, and attendance records; builds relationships with students and parents. Qualifications: creative; ability to write lesson plans aligned with state standards; working knowledge of multiple intelligences; computer literate; dependable; flexible; four-year college degree; AZ class one fingerprint clearance card. Fax your cover letter and résumé to 602.938.2114.

ACCOUNT EXECUTIVE • New York, NY

Position available with The John O'Donnell Company, a fundraising firm working exclusively with nonprofit agencies in the education and human service fields. We provide financial development assistance via foundation and corporate fundraising expertise. Strong writing ability and interpersonal skills are a must. Send a letter introducing yourself as well as a résumé and salary requirements to the John O'Donnell Company, 211 East 43rd Street, 25th Floor, New York, NY 10017; fax: 212.557.8124; e-mail to aex2@jodinc.com.

PEACE BUILDING • Washington, DC

Position available with the National Peace Corps Association. Candidate will apply jointly to NPCA and AED New Voices program for funding. Qualifications: RPCVs with interest in peace and conflict management issues; graduate degree in international affairs area is highly desirable. If the joint application is successful, position begins 5/03. Deadline for applications: 12/15/02. Contact: NPCA, 1900 L Street, N.W., Suite 205, Washington, DC 20036; e-mail: president@rpev.org; phone: 202.293.7728; fax 202.293.7554.

SPECIAL PROJECTS COORD. • New York, NY

Position available with IPS-L. Duties: assists with recruitment; speaks with inquiring students and college administrators on the phone and in person; helps with bi-annual conference; chief coordination of hotel and other arrangements; oversees mailings of promotional materials, academic newsletters; board of trustees and other meetings; negotiates with hotel and other vendors and oversees all arrangements for meetings; maintains and keeps up to date all listings (both paid and free) on the Internet, in books and various other publications. Deadline for applications: 12/20/02. Fax résumé and cover letter to 212.986.5039.

DEV. INFORMATION SPEC. • Washington, DC

Positions available with NC A&T State University. Qualifications: knowledge of development assistance theory, practice, and program experience; sustainable development programs, policies, and activities; experience with qualitative and quantitative socio-economic data and analytical software; excellent communication skills; master's degree, Ph.D. preferred, in international relations, economics, or equivalent international development field of study. Deadline for applications: 1/1/03. Contact Richard Robbins, A-24, C.H. Moore Research Facility, NC A&T State University, Greensboro, NC 27411; phone: 336.334.7070; fax: 336.334.7658; e-mail: robbinsr@ncat.edu.

PROPOSAL ASSISTANT • Washington, DC

Position available with Fintrac, Inc., a small business that concentrates on improving the farm-to-market chain in developing countries. Duties: assists with the preparation of a bid document for the USAID; recruits consultants; liaises with subcontractor companies; performs other tasks as needed. Qualifications: excellent organizational, interpersonal and writing skills; prior experience working on U.S. government procurement responses is a plus. The contract will be full time for up to two months. Deadline for applications: 12/15/02. Send letter of interest and CV to bob@fintrac.com.

EDUCATION ADVISOR • Washington, DC

Position available with NC A&T State University. Duties: works on data collection/management/analysis; demography/cohort analysis; indicator tracking analysis. Qualifications: master's degree (Ph.D./Ed.D. preferred) in educational policy and planning or administration; demography; or a related social science field; three years of appropriate experience required. Deadline for applications: 1/1/03. Contact Richard Robbins, NC A&T State University, Greensboro, NC 27411; phone: 336.334.7070; e-mail: robbinsr@ncat.edu.

SUB. ABUSE PREV. • Falls Church, VA

Position available with Boat People SOS. Duties: researches drug prevention precedents; builds coalition of related organizations; supervises two AmeriCorps members; conducts outreach and education. Qualifications: fluent in Vietnamese and English; degree in a related field. Contact: Anh Thang Nguyen at 703.538.2190.

JUNIOR ACCOUNTANT • Washington, DC

Position available with The Landmine Survivors Network, an international nonprofit organization. Duties: coordinates A/P process, including vendor

payments, travel, and other employee expenses; reconciliation of month-end accounts and other support to the senior accountant. Qualifications: proficient in MS Office; knowledge of fund accounting and/or accounting degree highly desirable; excellent communication skills; experience and interest in an international environment preferred. Send résumé and salary requirements to Landmine Survivors Network, Attn: CFO, 1420 K Street, N.W., Suite 650, Washington, DC 20005; e-mail: kristan@landminesurvivors.org.

COMMUNITY ORGANIZERS • Nationwide

Positions available with PICO, a national network of congregation/community-based organizations. Duties: train people to become leaders in the 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; bachelor's degree; Spanish desirable. Send résumés to Jim Keddy, PICO California Project, 930 Alhambra Boulevard., Suite 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: PICOcalifornia@aol.com.

CAMP COUNSELOR • Thurmont/Cascade, MD

Positions available with Camp Airy and Camp Louise, residential summer camps for Jewish children in the Catoctin Mountains. Duties: instruct in one or more of the following areas: swimming, athletics, outdoor living, drama, dance, photography, music, and crafts. Summer season runs from 6/17/03 through 8/18/03. Must have completed at least one year of college. Deadline for applications: 4/1/03. Submit application and reference forms (available at www.airylouise.org) to Camp Airy/Camp Louise, 5750 Park Heights Avenue, Baltimore, MD 21215; e-mail: steve@airylouise.org.

LEADER • New York, NY

A senior extension, associate-level position available with Cornell University Cooperative Extension in nutrition and health programs. Duties: provides overall program and administrative leadership to all staff in the planning, implementation, and evaluation of nutrition and health programming; responsible for conducting strategic planning efforts; provides direct supervision to professional and paraprofessional staff; develops and administers grants and contracts; establishes and maintains positive working relationships with Cornell faculty and external partners; conducts and evaluates applied research/demonstration projects. Qualifications: master's and 8-10 years of progressively responsible experience in nutrition and health education program development; planning, administration and management experience required; earned doctorate with minimum of five to seven years experience highly desirable; at least one degree in nutrition, others in a related, supporting field; public and community health, adult education, leadership/management, public administration coursework highly desirable; registered dietitian preferred. Submit cover letter/résumé to: Gloria Román, personnel assistant, Cornell University Cooperative Extension/NYC Programs, 16 East 34th Street, 8th Floor, New York, NY 10016-4328; fax: 212.340.2908; e-mail: ger3@cornell.edu.

GRAD RESEARCH ASST • Washington, DC

Position available with The SPRY Foundation, a leader in research and education aimed at identifying ways to achieve successful aging. Duties: researches information, both on the Internet and in person; analyzes the information with regard to its relevance to specific programs/activities; writes a synthesis and summaries of the analysis and implications for programs/activities; background and experience in gerontology and related fields (i.e., health, finance, mental health); firm understanding of research methodology and familiarity with interview techniques; Internet-based research skills and strong analysis and interpretive skills; strong interpersonal skills; excellent English grammar and writing skills for reports and letters; competency in preparing PowerPoint presentations and discussing findings with professional colleagues; solid organizational skills and ability to provide quality feedback in a timely manner. Send cover letter and résumé to: SPRY Foundation, 10 G Street, NE, Washington DC; Suite 600; fax 202. 216.0779.

***SR. DEVELOPMENT ASSOC. • Berkeley, CA**

Position available with the Hesperian Foundation. Duties: assists development director and fundraising team to raise \$1.5 million annually. Qualifications: successful track record in raising foundation grants; solid experience in all aspects of foundation fundraising (research, relationship building, proposal writing, and project management); international health and/or development experience a plus; experience fundraising for international projects, especially in the public health field also a plus. This position can be full time or flexible time, depending on candidate's interests and qualifications. Send a cover letter, résumé, writing samples (two samples for different donor audiences), and salary history to Senior Development Associate Search, Hesperian Foundation, 1919 Addison St., Suite 304 Berkeley, CA 94704-1144; fax: 510.845.9141; e-mail: hesperian@hesperian.org.

***MISSISSIPPI TEACHER CORPS • MS**

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those who are willing to teach in a critical teacher shortage area in Mississippi for two years: free tuition for a master's degree in curriculum and instruction; stipend for books; and tremendous support. The master's degree will be completed during the two years of teaching. Contact the MTC office at 1.800.884.7606; website: www.olemiss.edu/programs/mtc

CONSERVATION ASSOCIATES • Naples, FL

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

***TEACHER • New York, NY**

Position available with the New York City Teaching Fellows. Join a select group of professionals and graduates who will teach in the city's under-performing classrooms. Neither previous coursework in education nor prior teaching experience is required. The fellowship includes teacher's salary and benefits, a subsidized master's degree in education, intensive pre-service training with stipend, district and school support. Qualifications: bachelor's degree completed by 6/03 (or 1/03 for potential January program); 3.0 GPA (though consideration given for demonstrated achievement); U.S. citizen or permanent resident with valid green card; fluent in English; must not have completed an undergraduate or graduate teacher education program or be certified to teach. For more information visit: www.nycteachingfellows.org

PROJECT ENGINEER • Anchorage, AK

Position available with the Alaska Native Tribal Health Consortium, a private nonprofit organization. Duties: works on all facets of engineering projects in arctic and sub-arctic environments. Send résumés to RPCV Don Antrobus at dantrobu@anthc.org or call 907.729.3550.

INTERNATIONAL**POPULATION FELLOWS • Worldwide**

The Population Fellows Programs offer two-year professional fellowships to individuals with graduate degrees in population, environment, and development-related areas. 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. For additional information, contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734. 763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfws.

GROUP LEADER • Ghana, Honduras, Ukraine

Position available with the International Jewish College Corps. Duties: lead group of 15 college students on summer program: one week training in New York, four weeks in Ghana or Honduras, three weeks in Ukraine, three weekend retreats after summer; manual labor on grassroots development project; informal education. Qualifications: 25-35 years old; B.A./B.S.; Spanish proficiency (Honduras); knowledge/familiarity with Jewish education. Salary: \$4,500 (includes all food, lodging, and transportation for seven weeks abroad). Early June-early August 2003. Deadline for applications: 1/03. Send résumé/cover letter to Amy Schrager, AJWS/IJCC, 45 West 36th Street, New York, NY 10018; e-mail: aschrager@ajws.org; website: www.ajws.org/ijccpage.html; phone: 800.889.7146 ext.637.

COUNTRY REVIEWERS • Worldwide

Position available with Axiom Press, the editors of CultureGrams, a series of educational reports describing the peoples, customs, and societies of 177

countries. CultureGrams provides a fee of \$150 to qualified reviewers who read a short report and provide feedback on its accuracy. Reviewers must be natives of the country or non-natives who have lived full time in the country for at least two and a half of the last four years. Contact the CultureGrams Editors, Axiom Press, 333 South 520 West, Suite 360, Lindon, UT 84042; website: www.culturegrams.com. Fill out the reviewer application form under "submissions."

REGIONAL COORDINATOR • East Africa

Position available with Global Education Partnership. Duties: manages programs, personnel, and finances for school resource/youth training/micro-finance programs in rural Kenya and Tanzania; trains and supervises staff; monitors and evaluates programs; mentors young entrepreneurs; coordinates in-country fundraising; reports regularly to U.S. headquarters. Qualifications: significant experience working in rural Africa; proven leadership and communication abilities; solid computer and basic accounting skills; KiSwahili a plus. Compensation: up to \$20k/year (non-taxable allowance). Deadline for applications: 1/1/03. Send résumé and cover letter to Mark Carr, International Programs Director, Global Education Partnership, 1411 K Street, N.W., Suite 602, Washington, DC 20005; website: www.geponline.org. No electronic submissions.

PROJECT DIRECTOR • Guinea

Position available with a nonprofit organization with sustainable development mission. Duties: plans and manages all aspects of project implementation. The project will apply a demand-driven approach to micro/small enterprises development activities in this conflict-affected region of Guinea. Qualifications: M.A./M.S. in agriculture, business, or other relevant fields required; at least four years of project management experience in West Africa (preferably Guinea) involving micro/small business development and other relevant sub sectors; strong familiarity with USAID programs and regulations preferred; professional experience in post-conflict situations required; excellent writing skills; well-developed interpersonal skills; ability to communicate with technical specialists; fluency in French is required. Salary in the low \$40Ks. Deadline for applications: 12/31/02. Send letter and résumé to EWW/HR EnterpriseWorks Worldwide, 1828 L Street, NW, Suite 1000, Washington, DC 20036; fax: 202.293.4598; e-mail: info@enterpriseworks.org.

AMERICAN VOLUNTEER • Macedonia

Two positions available with Freedom House through the Macedonian Government Communications Training Program. Duties: provide training and advice to local and national government organizations on public, press, and constituent relations. Two to three months beginning 1/03 preferred. Qualifications: five or more years of professional experience relevant to public, press, or constituent relations, preferably in a national, state, or local government setting; resourceful, innovative personality; U.S. citizenship or extensive U.S. experience. Deadline for applications: 12/15/02. Contact Freedom House AVID Program, Attn: Kendra Zaharescu, 1319 18th Street, N.W., Washington, DC 20036; e-mail: avid@freedomhouse.org; phone: 202.296.5101; fax: 202.296.5256.

COUNTRY REPRESENTATIVE • Peru

Position available with the World Wildlife Fund.

Duties: plans, develops, and manages all program activities; oversees a total portfolio exceeding \$15 million; establishes and maintains strong working relationships with the appropriate institutions; creates and reviews proposals for funding; prepares regional and country conservation plans; develops and monitors budgets and project concepts and descriptions. Qualifications: advanced degree in natural resources management or related field; at least 10 years of experience in Peru in international development, conservation or natural resources management. Send cover letter and résumé to World Wildlife Fund, Human Resources Department #23044P, 1250 24th Street, NW, Washington, DC 20037; fax: 202.293.9211; e-mail: hr@wwfus.org; website: www.worldwildlife.org.

ENGLISH TEACHER • Santiago, Chile

Position available with Cordillera Language Village, a small, private teaching organization. Duties: teaches small group English lessons to elementary-age students using immersion techniques and concentrating on oral fluency; work as part of small team of teachers to deliver the curriculum to enrolled students with enthusiasm and creativity. Qualifications: B.S./B.A.; TEFL experience; strong organizational skills; flexibility and team-oriented. Living accommodations available as well as opportunities to explore the country in off time. Deadline for applications: 2/10/03. Send cover letter and résumé to Joayne Larson, Cordillera Language Village, 6105 5th Ave. S., Minneapolis, MN, 55419; phone: 612.309.5549; e-mail: clvchile@hotmail.com.

PROGRAM MANAGER • Kabul, Afghanistan

Position available with Save the Children. Duties: manages health programs building Ministry of Public Health capacity; direct implementation of child-focused landmine education and training of trainers; rehabilitation of schools; creation of PTAs; and training in innovative education support activities for children. Qualifications: relevant academic qualifications with five years of program management experience; at least two years working with NGOs; strong financial and personnel management skills; excellent communication skills in English; prior regional experience preferred. Send résumé to Ronnie Stanford, Recruiter, Save the Children, 54 Wilton Road, Westport, CT 06880; fax: 203.221.4077; e-mail: rstanford@savechildren.org.

EDUCATION

***AMERICAN UNIVERSITY • Washington, DC**

The International Development Program in the School of International Service offers an M.A. degree in international development and an M.S. degree in development management. Concentrations include community development, conflict, development management, democracy and governance, economic policy, environment, gender, information systems, micro finance, small business, and trade, or can be designed by student. The ID Program gives special consideration and at least one assistantship per year to RPCVs. Contact: Dr. David Hirschmann, Director, or Wendy Nicodemus, Program Manager, International Development Program, School of International Service, American University, 4400 Massachusetts Ave., NW, Washington, DC 20016-8071; phone: 202.885.1660; fax: 202.885.1695; e-mail:

PEACE CORPS FELLOWS/USA



CALIFORNIA STATE UNIVERSITY • Sacramento, CA

The California State University, Sacramento master's program in public policy and administration is for students interested in state government. Students may pursue their degree full or part time. In addition to taking the academic core, fellows will choose a policy specialty area, such as educational policy, health and human services, environmental policy or urban policy. Fellows will also serve an internship in California state government agencies or related organizations. Graduates will be prepared to work on wide range of professional activities in the public, non-governmental and private sectors. Fellows not residents of California will be eligible for non-resident tuition waivers. Qualifications: CSUS application; official transcripts, supplemental program application, GRE scores, statement of purpose, letters of recommendation, bachelors degree, 3.0 GPA and prerequisite courses in microeconomics, statistics, and government/political science. Deadline for applications: 4/1/03 for the fall semester. Call 916.278.4864 or visit www.csus.edu/mppa.

MICHIGAN TECHNOLOGICAL UNIVERSITY • Houghton, MI

The School of Forest Resources and Environmental Science seeks RPCVs for enrollment in its MS in Forestry Fellows Program in forest policy. Fellows take one year of MTU courses in natural resource policy, sociology, management, and public participation. They follow that with two years of employment with the USDA Forest Service in Salt Lake City working on public participation, qualitative analysis of public comments, technical writing, and forest policy. Applicants should have worked in a natural resource or environmentally related field during their Peace Corps stint, but most undergraduate degrees are acceptable. Applications due 3/15 for fall 2003 admission. Contact Kathleen Halvorsen at 906.487.2824; e-mail: kehalvor@mtu.edu; website: peacecorps.mtu.edu/fellows.htm.

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 master's degrees in business administration, communication, economics, English, history, 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 monthly stipend and a full-tuition scholarship. Each student is charged a participation fee of \$1,250 per semester. The application deadline is 3/1/03 for fellowships beginning the following August. Contact Carole Ferrara by phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu; website: www.marquette.edu/trinityfellows.

GEORGE MASON UNIVERSITY • Fairfax, VA

The School of Education offers both an elementary licensure program and an ESOL program. Both have optional master's in education. Start fall or spring semester; after taking some of the courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Fellows also have the option of teaching internationally. Fellows may be completing coursework while working in the schools. Tuition is charged at the in-state rate (currently \$673.50 per course). 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.

idpsis@american.edu; website: www.american.edu/sis/idp.

UNIVERSITY OF FLORIDA • Gainesville, FL

The University of Florida is launching an Integrated Graduate Education and Research Traineeship (IGERT) Program focused on neotropical working forests. The program offers an interdisciplinary curriculum to train doctoral students to conduct applied research. Awards up to three years of doctoral study, including tuition waivers and National Science Foundation stipends (currently \$21,500 annually). Qualifications: U.S. citizens or permanent residents; admitted to a UF doctoral degree program before receiving the fellowship; RPCVs with Spanish and/or Portuguese language skills strongly encouraged. Deadline for applications: 2/7/03. Information about this program is available online at: www.tropicalforests.ufl.edu/wft. Application guidelines are at www.tropicalforests.ufl.edu/wft/fellowships.htm.

***INTERCULTURAL INSTITUTE • Portland, OR**

If you want to continue making a difference, consider graduate work through the master of arts in intercultural relations offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-a-half to three years to complete, with three two-week residencies in Portland, and core coursework completed at home. RPCVs receive special consideration for admission. For more information, call 503.297.4622; or e-mail: mair@intercultural.org; website: www.intercultural.org.

***BARD COLLEGE • Annandale, NY**

Innovative graduate program, leading to a master of science in environmental policy, prepares students for environmental careers in nonprofit organizations, government, and private sector. Unique modular curriculum features integrated application of natural and social sciences to environmental problems and responses and the practical knowledge to understand legal, political, socioeconomic, cultural, and ethical forces influencing policy-making. Distinctive elements include modular organization, communication strategies, leadership training; distinguished faculty. Small classes ensure close mentoring of student career preparations. Peace Corps experience may qualify for internship and early start on master's project while in the field. Website: www.bard.edu/cep; phone: 845.758.7073.

***BEN-GURION U. • Beersheva, Israel**

In collaboration 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 who seek 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. Dept. of Education for participation in federally funded students loan programs. Contact the admissions office at 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; website: bgcnet.columbia.edu/dept/bgcu-md/; e-mail: bgcu-md@columbia.edu.

ST. LOUIS UNIVERSITY • St. Louis, MO

Saint Louis University is a Catholic, Jesuit institution dedicated to providing excellence in education and research. The Department of Mathematics/Mathematical Computer Science of the Saint Louis University offers M.A. and Ph.D. in mathematics. Financial assistance is awarded through teaching assistantship which currently carries a stipend of \$11K, full tuition remission, and excellent medical benefits. Teaching assistant teaches one course per semester. Phone: 314.97.2444; e-mail: mathcs@slu.edu; website: euler.slu.edu.

UNIV. OF NEW MEXICO • Gallup, NM

The College of Education offers a master of arts degree program in elementary or secondary education with a TESOL emphasis. This is a 36-hour program designed to be completed by the practicing teacher in two years, including summers. Admission deadline is 3/28/03 for the next cohort, which begins in summer 2003. Under a Title VII grant, full-tuition scholarships and book stipends are offered. This is a five-year grant with each year dependent upon continued funding from the U.S. Department of Education. Participants secure teaching positions in the Gallup McKinley County School System, a rural school district with a high percentage of low socio-economic and limited-English-proficient students. The majority of the student population is Native American. The state of New Mexico allows districts to hire teachers with bachelor's degrees in other fields, who then teach with provisional licenses while pursuing education courses. Teaching experience in the Peace Corps or a B.A. degree in education is highly

Peace Corps Day February 28, 2003

Sign up to participate on February 28. Respondents receive a free Peace Corps Day presentation kit, which includes souvenirs for the audience, a poster, and other materials to help prepare for and promote the day.



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

Or complete this form and mail to:

Peace Corps Day, 1111 20th Street, NW
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.

**Please reply by
January 15, 2003**

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 _____

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.

Guinea

The World Food Program requests a food aid monitor to work in a refugee camp site (community development, natural resource management, agriculture, health nutrition, or education RPCV, intermediate spoken French, and computer skills required).

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

1. NGO mobilizer for a regional hospital to assist staff in developing and implementing an HIV/AIDS education program targeting women, out of school youth, and secondary school students (two years experience in HIV/AIDS education, ability to work with women and youth at risk, fluency in KiSwahili required). 2. 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, because we anticipate that additional HIV/AIDS assignments in Kenya, Malawi, Namibia, 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. 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.

recommended. Contact: Dr. Bruce Payette, UNM-Gallup, 200 College Road, Gallup, NM 87301; e-mail bpayette@unm.edu.

*UNIVERSITY OF NEW MEXICO • NM

Internship positions available with University of New Mexico/Santa Fe Public Schools Teacher Education Program, a post baccalaureate 14-month academic/practicum that will lead to full New Mexico licensure as an elementary or secondary teacher. Participants who successfully complete the probationary summer pre-service will receive fellowship stipends and prepaid tuition as they team-teach in a SFPS classroom. Qualifications: 2.5 GPA with a bachelor's or master's degree in liberal arts or other arts and sciences fields. Completed applications, official transcripts and references must be received by the application deadline, 1/15/03. For printed program information and for obtaining application materials, contact: Deborah A. Haury, Coordinator, UNM-SFPS Teacher Education Program, University of New Mexico, Hokona Hall 116, Albuquerque, NM, 87131-1241; phone: 505.277.0474; fax: 505.277.2269; e-mail: dahaury@yahoo.com.

*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; website: www.spea.indiana.edu.

INTERN/VOLUNTEER

TEAM LEADER • Various

Summer positions available with Landmark Volunteers, a nonprofit summer service organization for high school students. Duties: supervise a group of 13 high achieving high school students for two weeks; work alongside students on manual labor projects; organize team building and evening/day off activities; drive 15-person van. Qualifications: B.A.; two or three years' experience with high school age students in overnight setting preferred. Salary: \$1,200 for program, plus bonus for applying before 2/15/03. Send cover letter and résumé to Patricia Beacco, Landmark Volunteers, PO Box 445, Sheffield, MA 01257; fax 413.229.2050; e-mail: pbeacco@volunteers.com.

AMERICORPS/VISTA

VISTA LEADER • St. Paul, MN

Position available with The Minnesota Literacy Council to coordinate and support 35 VISTA members. Duties: develops in-service trainings; conducts site visits; trouble-shoots for all sites; promote information sharing and work to build the capacity of individual VISTA members and their respective service sites. Qualifications: past VISTA or Peace Corps experience; B.A./B.S. preferred. Benefits: \$1,007/month; health insurance; relocation allowance; \$4,725 education award. Send résumé and cover letter to Ryan Johnson, 756 Transfer Road, St. Paul, MN 55114; phone: 651.645.2277 ext. 205; e-mail: rjohnson@theMLC.org.

OUTDOOR LEADERS • VT

Positions available with Vermont Youth Conservation Corps. Duties: train and supervise small teams of high school and college-aged crew members in conservation work and education program; build cohesive teams while completing high priority conservation projects and facilitating educational activities. Salary: \$320-\$480 per week plus an AmeriCorps education award, room and board, and paid staff training included. Positions begin in April and May. Request a complete application from Vermont Youth Conservation Corps, 92 South Main Street, Waterbury, VT 05676; phone: 800.639.8922/802.241.3699; e-mail: ycorps@together.net; website: www.vycc.org.

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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Address

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Zip Code

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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.

CORPS MEMBER • Nationwide

Approximately 2,000 openings for Teach for America, the national corps of outstanding recent college graduates of all academic majors who commit two years to teach in urban and rural public schools. Salary: \$22K to \$40K depending on region; health benefits; \$9,450 education award; college loan forbearance for up to two years; summer training institute room and board provided; \$2 million in transitional grants and

no-interest loans available; packages range from \$600 to \$4,000. Qualifications: leadership ability; strong critical thinking skills; record of outstanding achievement in past endeavors; bachelor's degree by 6/03 with a minimum 2.5 cumulative G.P.A. citizen, national, or lawful permanent resident of the United States. Deadline for applications: 2/21/03. Phone: 1.800.832.1230 ext. 225; website: www.teachforamerica.org; e-mail: admissions@teachforamerica.org.

Career Information Consultants

Latest Edition of Publication and CD-ROM Now Available!

Returned Volunteer Services (RVS) produces a *Career Information Consultants* (CIC) directory. The publication lists professionals in specific career fields (many of whom are RPCVs) who 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 2002 edition of the *Career Information Consultants* directory has been published, and, for the first time, a CD-ROM version of the publication is also available. Over 1,400 participants are included in this 340-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.



Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail address: hotline@peacecorps.gov. Thanks!

HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in December 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 to download issues in portable document format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.