

HOTLINE



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

HOT RESOURCES

Career Events

February 16—Washington, D.C.

See back page.

Returned Peace Corps Volunteer FAQs

To answer your frequently asked questions, such as:

“How can I get assistance with financial and medical issues?”

“How can I get a copy of my description of service (DOS)?”

“How can I stay connected with the Peace Corps?”

visit

www.peacecorps.gov/rpcv/faqs

Peace Corps HOTLINE

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

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

PUBLIC SECTOR

*BUREAU OF LABOR STATS. • DC

Economist, IT specialist, and mathematical statistician entry-level positions available with the Bureau of Labor Statistics. Duties: monitor consumer/producer/international prices, locality pay, salaries/benefits, national employment, industries and occupations, productivity for the nation and industries, occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: **noncompetitive eligibility**; U.S. citizen; B.A./B.S. in related majors, but must meet basic G.P.A. and course requirements. Send cover letter, résumé, transcripts, and DOS. to Rhonda Sykes, Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 4230, Washington, DC 20212; phone: 202.691.6606; fax: 202.691.5507.

EXTENSION EDUCATOR • NY

Position available with the Cornell Cooperative Extension. Duties: provides leader-

ship for planning, conducting, and evaluating a comprehensive educational program, including applied research and demonstrations in all aspects of commercial vegetable crop production for the vegetable industry in Erie, Genesee, Monroe, Niagara, and Orleans counties; and statewide, as appropriate. Qualifications: M.S.; five years' experience. For more information, see www.cce.cornell.edu/careerops/Area%20Vegetable.htm. Deadline: 1/14/2005. Send letter of intent, résumé, and transcripts to Area Vegetable Specialist Search Committee, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14853. For questions, contact Connie Kan at 607.255.0789.

CONSERV. CORPS/FOREST • ME

Positions available with the Maine Conservation Corps (MCC). Duties: work with the Maine Forest Service; serve on a wildland firefighting/community education program designed to minimize wildfire risk to Maine

communities through community outreach; map areas of wildfire risk; assist with fire-suppression efforts throughout the state. Qualifications: associate's degree required; bachelor's degree preferred; writing, public speaking, and research skills; driver's license required; interest in wildland firefighting. Benefits: living allowance, health insurance, AmeriCorps education award, professional development, networking opportunities. Deadline: 1/1/2005. For more information, or to request an application, contact the MCC at 207.287.4931; e-mail: corps.conservation@maine.gov.

MATH TEACHERS • MA

Positions available with the Braintree Massachusetts Public School System for middle and high school math teachers, starting September 2005. The head of the math department is an RPCV who believes in the advantages of Peace Corps teaching experience. Qualifications: teaching experience and Massachusetts certification are required (check Mass DOE website: www.doe.mass.edu). Deadline: March 2005. Send cover letter, résumé, and references to Dr. Peter Kurzberg, Superintendent of Schools, 348 Pond Street, Braintree, MA 02184.

It's coming. Get ready.

HOTLINE e-newsletter

To serve you better by providing more job announcements, access to more recruiters, and direct links to hiring organizations, **HOTLINE** will soon be delivered to your e-mail inbox.

Other benefits include RPCV-focused articles by career professionals, answers to your frequently asked transition questions, and direct access to Peace Corps Fellows/USA, Crisis Corps, Third Goal opportunities ... and more!

Subscription information will be published in future issues of **HOTLINE**.

Feel free to send suggestions for this e-newsletter to Patricia Licata at plicata@peacecorps.gov. Please include “**HOTLINE** e-news” in the subject line.

Share your Peace Corps experience

Register for Peace Corps Week

Details on page 6

Peace Corps Week

February 28–
March 6, 2005

PRIVATE SECTOR

MUSEUM MAINTENANCE TECHNICIAN • VA

Position available with Loudoun Heritage Farm Museum, a new agriculture museum. Duties: manages building systems; maintains grounds, facilities, and exhibits; works with manager to develop and implement livestock management program and interactive community gardening program. Qualifications: interest and experience in agriculture and agricultural history preferred; experience with interactive exhibits and family programming. Salary: \$25,117–33,908, including benefits package. For more information and application materials, see employment opportunities at www.loudoun.gov. Recruitment number 09-134. Address: Loudoun Heritage Farm Museum, 21668 Heritage Farm Lane, Sterling, VA 20164; phone: 703.421.5322.

SALMON CAMP INSTRUCTOR • OR

Position available with OMSI Science Camps. Duties: provides instructional content for National Science Foundation-funded natural resource, science, and technology programs for students with Native American community affiliations; works closely with Native American and other scientists and resource managers in the Northwest who use advanced technologies in their salmon recovery and other fisheries, wildlife, and habitat protection efforts; uses data recorders, radio telemetry equipment, statistical soft-

ware, GPS, GIS, and computer-modeling software. Deadline: 1/31/2005. Apply online at www.oms.edu/employment/ or via e-mail: ScienceCamps@oms.edu.

MENTAL HEALTH COORDINATOR • OR

Position available with Outside In. Duties: coordinates a mental-health program attached to a primary-care clinic serving homeless youth and adults; supervises interns and students; supports psychiatry/medications management; provides assessments; performs brief therapy, crisis counseling, treatment referral, rapid HIV testing and counseling. Minimum qualifications: M.S.W. or M.A. in counseling plus two years' relevant experience; Spanish fluency; knowledge of chemical addiction experience preferred. \$30K–32K annual salary. Training and educational opportunities available. Application form and instructions available at www.outsidein.org/employment.htm.

PROGRAM MGT./ADMIN. SUPPORT • DC

Position available with Diversity Services, Inc., a start-up organization that needs a permanent employee interested in the Middle East. Qualifications: detail-oriented; able to coordinate projects; ability to multitask and arrange travel logistics; possible knowledge of government contracting; Arabic language fluency helpful but not necessary. Call Diversity Services, Inc. at 202.624.9797 and e-mail resum@diversitydc.com.

PROGRAM ASSOCIATE AND NEW CAMP DEVELOPMENT • CT

Position available with Association of Hole in the Wall Camps. Duties: works on team; assesses new camp proposals; provides technical assistance; creates materials used in camp development; maintains databases; drafts communication; provides administrative and other assistance. Travel required. Qualifications: B.A., B.S., or equivalent; demonstrated understanding of camp programs; international work experience; experience in project management; initiative; commitment; creativity; thoroughness; writing and editing skills; computer competence; interpersonal skills; ability to handle multiple roles, responsibilities, and projects simultaneously; Thai experience desirable. Salary mid-\$30K, depending upon experience. Deadline: 12/15/2004. Send résumé and cover letter to info@holeinthewallcamps.org; fax: 203.562.1207; website: www.holeinthewallcamps.org.

PROG. DIR.—NW YOUTH CORPS • Eugene, OR

Position available with the NYC Youth Corps. Duties: responsible for the operation of one of the nation's largest summer youth conservation corps programs. Qualifications: vision and creativity; dedicated to helping teenage youth develop the skills they need to lead a successful life; interested in promoting the growth of a generation dedicated to stewardship of public lands and the nation's natural communities; great leadership skills; superb administrative skills; dedicated to making a difference. Deadline: 12/8/2004. See complete job description and application requirements at www.nwyouthcorps.org/programdirector.html.

*SCIENCE CAMP INSTRUCTORS • OR

Positions available February to November 2005 with Oregon Museum of Science and Industry. Duties: teach ecology, geology, astronomy, natural resource management, and wilderness skills to students 8 to 18 in residential outdoor science programs, including Native American students in grant-funded salmon camp programs. Salary: \$50–85/day. Qualifications: B.A. or B.S. in natural science; teaching experience; residential camp experience; ability to develop and implement lesson plans in a variety of subjects; current first aid/CPR; commercial driver's license; lifeguard; wilderness first responder preferred. Deadline: 12/15/2004. Send cover letter and résumé to Travis Neumeyer, OMSI Science Camps, 1495 SE Water Avenue, Portland, OR 97214; e-mail: sciencecamps@oms.edu; fax: 503.239.7838.

*SCHOLARSHIP PROCESSORS • VA

Positions available with the American Association of School Administrators (AASA). Duties: help administer national high school scholarship program; assist with processing large volume of scholarship applications (document screening and packaging). Qualifications: detail-oriented; follow directions well; work independently; team player; can read large amounts of material; flexible; willing to do a variety of tasks. Forty-hour week, beginning around January 10th (TBD), lasting for approximately two weeks, including MLK holiday. Salary: \$11/hour with some benefits; near Metro stop. Deadline: 12/17/2004. Contact at phone: 703.237.8006; e-mail: fc@corestaff.com.

HOT! OPPORTUNITIES

CAMPUS RECRUITER • Columbus, OH

Position available at Ohio State University, 20 hours/week, 9 months/year. Duties: designs and implements recruitment plan to increase awareness of Peace Corps programs; provides presentations to student and community groups; evaluates applications and conducts interviews; establishes and maintains a working relationship with the Chicago regional Peace Corps office. Qualifications: enrollment at Ohio State University, preferably in a natural resource or agricultural-related area (such as College of Food, Agriculture, and Environmental Sciences); must be an RPCV; excellent communication skills; initiative and ability to work without close supervision. Compensation: assistantship salary includes tuition waiver plus monthly stipend. Position begins in September. Send letter of interest, résumé, and two letters of reference before 5/1/2005 to Dr. Mark Erbaugh, 113 Agriculture Admin. Bldg., 2120 Fyffe Road, Columbus, OH 43210; phone: 614.292.7252; fax: 614.292.1757; e-mail: erbaugh.1@osu.edu.

COORDINATOR FOR PEACE CORPS FELLOWS PROGRAM • IL

The Illinois Institute for Rural Affairs (www.iira.org) at Western Illinois University seeks an internal coordinator for the Peace Corps Fellows/USA program to begin 2/1/2005. Qualifications: M.A. in business, sociology, economics, or other appropriate discipline; excellent verbal and written skills. Submit a letter of application, résumé, and names of three references to Carol Harper, e-mail: cs-harper@wiu.edu; address: Illinois Institute for Rural Affairs, WIU, 1 University Circle, Macomb, IL 61455.

VOLUNTEER COORDINATOR • Lake Wales, FL

Position available with Florida Fish and Wildlife Conservation Commission. Duties: collaborates with land management agencies to manage volunteer projects on Lake Wales Ridge, such as rare species inventory, fence removal, trail maintenance, vegetation restoration, trash removal, and prescribed fire work; conducts presentation, orientation, recognition, and training programs; tracks volunteer data; coordinates publication of quarterly newsletter to recruit, schedule workdays. Salary: \$34K. Qualifications: B.A. or B.S.; two years' experience managing volunteers. Submit an application through <https://peoplefirst.myflorida.com/logon.htm>. Define search by selecting the FWC. Look for fish and wildlife technician position # 77901618 in Highlands County. Contact Geoff Brown at phone: 850.921.1047; e-mail: geoffrey.brown@MyFWC.com.

BILINGUAL CHILD ADVOCATE • Boulder, CO
Position available with Safehouse Progressive Alliance for Nonviolence. Duties: provides support and advocacy to children, teens, and their mothers who are served through the Safehouse Shelter Program; develops and sustains community contacts and resources available to shelter families. Qualifications: counseling experience with children, especially abused and traumatized children; Spanish bilingual required; B.A. in human services or equivalent life and work experience. Salary: \$29K plus excellent benefits. Send résumé and cover letter to Safehouse Progressive Alliance for Nonviolence, 835 North Street, Boulder, CO 80304; or rollie@bouldercountysafehouse.org.

CONTRACTS AND GRANTS MGR. • DC

Position available with IFES. Duties: helps manage USAID-funded awards for Iraq—an approximately \$55 million portfolio; no travel required. IFES' Iraq awards are currently in place for approximately two years, including close-out. Qualifications: experienced and motivated individual. Employment in this position is contingent upon continuation of IFES' programmatic activities in support of Iraq or elsewhere. Deadline: 12/30/2004. Send résumé and cover letter to jobs@ifes.org, referencing job requisition #29-04, contracts and grants manager in the e-mail subject line.

LEADERS/NEW SCHOOLS • Various U.S. cities

Positions available with New Leaders for New Schools, a nonprofit that fosters academic achievement for every child by recruiting, training, and supporting the next generation of principals for urban public schools. Duties: recruits talented people to become principals by providing them with rigorous, hands-on leadership training and a year-long residency with a mentor principal. New Leaders for New Schools places its graduates in urban public schools and provides them with ongoing support, networking, and a community of peers after graduation. For more information, visit www.nlms.org.

ORGANIZING-TEAM MANAGER • DC

Position available with Greenpeace. Duties: organizes a semester-long training program for 10 of the country's top student activists; trains, mobilizes, plans, and evaluates for Clean Energy Campaigns that create work plans for student programs; travel required. Qualifications: must have a valid passport and driver's license. Deadline: 12/15/2004. Send résumé to resumes@greenpeace.org.

COMMUNITY, NATURAL RESOURCE/ECONOMIC DEVELOPMENT EDUCATOR • WI

Position available with UWEX, an organization that strengthens communities and local governments through educational programming, builds understanding, and leads to improved decision making and leadership skills. Backed by university research to help citizens, civic groups, businesses, and local governments identify and address their interest in economic development, tourism, leadership, organizational development, and land-use planning programming. Qualifications: M.A. or other graduate degree in a related field, such as economics, tourism, land-use planning, or natural resources; successful experience in community development, land-use

planning, economic development, local government education and/or adult education is preferred. Deadline: 12/08/2004. Send cover letter (include position title and county), résumé, contact information for three professional references, undergraduate and graduate transcripts, and a UWEX applicant survey (form found at www.uwex.edu/jobs/) to Cooperative Extension Personnel 249 Extension, 432 N. Lake Street, Madison, WI 53706; or e-mail: ces.jobs@uwex.edu. Additional information is available at www.uwex.edu/ces/personnel. Only materials requested will be considered.

COMM. ORGANIZERS • KY, FL, IN, OH, MI

Paid-training position available 6/20/2005 with the DART Organizers Institute, a four-month, community organizing field school for those interested in careers in fighting for social and economic justice. Duties: work directly on a multiple set of issues, such as immigration policy, affordable housing, access to health care, joblessness, and others. Qualifications: ability to work with religious congregations; fluency in Spanish and English. Upon completion, DART staff will work with graduates for placement in permanent full-time organizing jobs, making up to \$35K annually. Deadline: 1/2005. Send résumé to Ben MacConnell, 820 New York Street, Lawrence, KS 66044; phone: 785.841.2680; e-mail: institute@thedartcenter.org; website: www.thedartcenter.org.

PERSONNEL DIRECTOR • Cuttingsville, VT

Position available 3/1/2005 with a dynamic, therapeutic community residence for people with mental illness and/or substance abuse issues. Staff and residents share a common life running a small farm in central Vermont. Duties: hires staff; facilitates their integration into the community; coordinates schedules; performs case management of residents. Qualifications: excellent interpersonal and organizational skills; supervision and management experience; ability to work with minimal supervision and direction; patience, flexibility, and compassion for troubled people are important qualities. Deadline: 1/1/2005. Send résumé and cover letter to Lynn McDermott, Spring Lake Ranch, PO Box 310, Cuttingsville, VT 05738.

***TEACHERS • DC**

Part-time positions available with the Princeton Review. Duties: teach the following test types: SAT, LSAT, GMAT, GRE, and MCAT. Starting salary: \$15–20/hour. All positions have flexible hours. Classes typically meet evenings and weekends. For complete job details, call 866.877.7737; website: www.princetonreview.com. (Click the employment link.)

LEARNING/EVALUATION SPECIALIST • DC

Position available with Latin American Youth Center (LAYC). Duties: provides leadership and management for monitoring and evaluation activities; designs and implements outcome system to track progress of youth served by LAYC in education, employability, health, and social attitudinal areas; works with individual divisions to conduct more in-depth program evaluations; promotes youth and community involvement in evaluation and learning. Qualifications: M.S. in relevant field; experience designing, implementing, and interpreting monitoring sys-

tems and outcome evaluations of human service programs; Spanish language fluency preferred. Send e-mail and faxes to Anita Friedman, DC Managing Director, Latin American Youth Center, 1419 Columbia Road, NW, Washington, DC 20009; e-mail: anita@layc-dc.org; fax: 202.462.5696.

FINANCE/ADMINISTRATION MANAGER • MA

Position available with JSI International. Duties: oversees the financial management and administration of field projects funded by USAID and other donors; identifies needs, mobilizes resources and obtains input to ensure that project coordinators, senior advisors, and field-based staff have the training, tools, and support needed to complete their project and new-business development duties. Qualifications: B.A. or B.S.; advanced degree preferred; 7 to 10 years' management experience in similar programs; extensive experience serving as a financial and administrative resource for multimillion dollar projects; in-depth knowledge of USAID policies and procedures. Deadline: 12/17/2004. Apply to JSI International, Division/Finance Position, 44 Farnsworth Street, Boston, MA 02210; fax: 617.482.0617; e-mail: Finassoc@jsi.com.

SCHOOLYARD HABITAT COORD. • MD

Position available with Irvine Nature Center. Qualifications: experience in designing and leading environmental education programs for all audiences; possesses skills in meeting facilitation; experience with volunteer management and gardening for wildlife. The position reports to the urban education director. Apply online at www.explorenature.org/employment.htm.

TEACHER • New York, NY

Position available with NYC Teaching Fellows as a June 2005 teaching fellow. Join a select group of talented individuals to teach high-need subject areas, such as math, science, special education, Spanish, and bilingual education. Use your diverse experience and knowledge to positively affect the lives of students while working toward a subsidized M.A. degree in education. No teaching experience or previous coursework in education is required. Deadline: 3/1/2005. Apply at website: www.nycteachingfellows.org.

CARE COORDINATOR • WA

Position available with Catholic Community Services Southwest. Duties: provides crisis intervention, care coordination, and therapeutic services to at-risk youth and their families within their own homes, foster homes, and community settings. Qualifications: B.A. or B.S. in social services or related field; current valid Washington state counselor registration; reliable transportation; knowledge of family systems and child development. Salary: \$33,738 DOE, plus \$1,800 annual pager stipend. Deadline: open until filled. Send cover letter and résumé to Catholic Community Services SW, Helen Vajgert, Human Resources Director, 1323 S. Yakima Avenue, Tacoma, WA 98405; jobline: 800.673.2751; fax: 253.572.4177; website: www.ccsww.org.

DEVELOPMENT ASSOCIATE • DC

Position available with Chemonics. Duties: provides management and administrative support to entry-

PEACE CORPS FELLOWS/USA



Peace Corps Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a *partial* list of universities and subject areas. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or write to fellows@peacecorps.gov.

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more. Georgia Ehlers, phone: 520.621.9103; e-mail: gehlers@u.arizona.edu.

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design. Dr. Johanna Looye, phone: 513.556.4943; e-mail: looyejw@email.uc.edu.

University of Denver

Denver, CO
International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration. Andrew Burns, phone: 303.871.2544; e-mail: anburns@du.edu.

University of Maryland-Baltimore

Baltimore, MD
Social work with dual-degree options in Jewish studies, law, business administration, and public health. Dick Cook, phone: 410.706.1882; e-mail: dcook@ssw.umaryland.edu.

University of Maryland-Baltimore County Shriver Peaceworker Program

Baltimore, MD
All programs of University of Maryland-Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc. Joby Taylor, phone: 410.455.6398; e-mail: joby.taylor@umbc.edu.

University of New Orleans

New Orleans, LA
Public administration, urban planning and urban studies with concentrations in housing/community devel-

opment, land use/environment, historic preservation, urban anthropology, and nonprofit management. Dr. Marla Nelson, phone: 504.280.3110; e-mail: mnelson@uno.edu.

University of North Texas

Denton, TX
Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management. Dr. Martin Jaeckel, phone: 940.565.4630; e-mail: mjaeck@scs.unt.edu.

University of Oregon

Eugene, OR
Community and regional planning. Megan Smith, phone: 541.346.3881; e-mail: smith@darkwing.uoregon.edu.

University of South Carolina

Columbia, SC
Multidisciplinary program (written/oral proficiency in Spanish required). Dr. Wendy Sellers Campbell, phone: 803.777.8879; e-mail: wendy.campbell@sc.edu.

International business administration. Reena Lichtenfeld, phone: 803.777.6749; e-mail: rlichten@moore.sc.edu.

University of Wisconsin-Milwaukee

Milwaukee, WI
Business administration, economics, geography, history, sociology, urban studies. Lisa Williams, phone: 414.229.6155; e-mail: heuler@uwm.edu.

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science. Dr. Michael Dombeck, phone: 715.346.3946; e-mail: mike.dombeck@uwsp.edu or Dr. Tim Ginnett, phone: 715.346.4191; e-mail: tim.ginnett@uwsp.edu.

University of Wyoming

Laramie, WY
American studies with concentration in education, geography, history, or literature. Dr. Eric Sandeen, phone: 307.766.3898; e-mail: esandeen@uwyo.edu.

Western Illinois University

Macomb, IL
Business administration; community health; economics; geography; health services management; political science; recreation, park, and tourism administration. Thom Anderson, e-mail: tk-anderson@wiu.edu or Carolyn Lawrence, e-mail: ca-lawrence@wiu.edu; phone (for both): 309.298.2268.

Western New Mexico University

Gallup, NM
Elementary, secondary, or special education, counseling, educational leadership. Dr. Patricia Maguire, phone: 505.722.3389; e-mail: maguirep@cia-g.com.

Wichita State University

Wichita, KS
Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified). Judith Hayes, phone: 316.978.6580; e-mail: judith.hayes@wichita.edu.

Xavier University of Louisiana

New Orleans, LA
Fast Track to Teaching Program for those interested in teaching math, science, or special education. Dr. Rosalind Pijaux Hale, phone: 504.520.7498; e-mail: rhale@xula.edu.

level hiring and professional development programs; supports and coordinates recruitment panels, including providing guidance to panel members and scheduling; manages an outreach program, including coordination of on-campus events and contact with university career representatives. Qualifications: B.A. required; three years' experience in program management, event coordination, and/or recruitment; knowledge of international development; ability to write and verbally communicate clearly; ability to work overseas four to eight weeks/year; attention to detail; organizational and computer skills; ability to work independently and as part of a team. Deadline: 12/17/2004. For more information, visit website: www.chemonics.com. E-mail cover letter and résumé to ProfessionaldevRecruit@chemonics.com.

SR. PROG. OFFICER, NIGERIA • New York, NY

Position available with IWHC, an international nonprofit organization. IWHC seeks an energetic expert

in sexual/reproductive rights/health programs, policies, and social movements with expertise in youth, sexual rights, or safe abortion. Qualifications: experience in organizational capacity building; grant making; policy dialogue; minimum ten years in the field and five in Africa; excellent writing and interpersonal communication skills; ability to work on team and autonomously; ability to multitask, handle detail, and own document production; strong judgment; sense of humor; unrestricted ability to travel up to 30 percent of time. Deadline: 12/13/2004. Send cover letter (include ref#SPON11041) and résumé to C. Blackwell, IWHC, 24 East 21st Street, NY, NY 10010; fax: 212.979.9009; e-mail: recruitment@iwhc.org.

FARM MANAGER • Lummi Island, WA

Position available with Nettles Farm/Willows Inn. Qualifications: experienced grower for small, organic market garden; responsible for supplying

produce to Slow Food/organic restaurant. Great housing available; excellent opportunity in small island community. Deadline: 2/15/2005. Send cover letter and résumé to Nettles Farm/Willows Inn, attn: Judy Olsen, 2579 West Shore Drive, Lummi Island, WA 98262; e-mail: innkeeper@willows-inn.com.

PROGRAM ASSISTANT, FINANCE • DC

Position available with IFES. Duties: provides administrative and programmatic support for current and developing Center for Transitional and Post-Conflict Governance (CTPCG) programs worldwide; provides financial and administrative support to a wide variety of projects focusing on global election administration and post-conflict election issues in emerging democracies. Qualifications: detail oriented and motivated. This is an excellent opportunity for candidates looking to enter the international development field and gain valuable experience in backstopping the budgetary and financial aspects of international democracy and governance programs. Deadline: 12/31/2004. Send résumé

and cover letter to jobs@ifes.org, referencing job requisition #56-04 CTPCG/PA in the e-mail subject line.

*CHEMONICS INTERNATIONAL • DC

Positions available with Chemonics International's entry-level program. Qualifications: advanced degree in international studies-related field strongly preferred; one to two years' administrative work experience required; knowledge and/or participation in Peace Corps or USAID activities; foreign language skills preferred; Microsoft computer skills, such as Excel, Word, and PowerPoint; strong verbal and written communication skills required; dedicated; detail-oriented; proactive. Apply online at www.chemonics.com.

INTERNATIONAL

TEACHERS • Dalian, Shenyang, and Jinan, China

Positions available with the American Educational Services for a one-year contract, 25 to 27 hours/week. Salary: \$731/month plus overtime. Benefits include medical insurance, 14 personal leave days, and \$1K completion bonus. To apply, e-mail Arrianna Thompson at athompson@aesincorp.com. Additional contract information, including for 7.5 month-, 6 month-, and six-week contracts is available on the website: www.aesincorp.com/contracts.htm. If you cannot make an immediate commitment, but would still like to apply for a position with AES for January or March 2005, e-mail Michael Wisner for an information packet at teachinchina@aol.com or call 908.835.8227.

PROGRAM OFFICER • Darfur, Sudan

Position available with Relief International. Duties: coordinates with peer organizations, donors, and Relief International's headquarters; leads project assessment; prepares concept papers and proposals; formulates budgets; identifies and pursues funding opportunities; negotiates donor contracts and agreements. Qualifications: experience in livelihood and community development sectors; IDP and resettlement issues; grants management; three years in East Africa; proposal writing; willingness to commit up to a one-year, unaccompanied contract; strong interpersonal skills; willingness to travel throughout Sudan; M.P.H. or M.A.; Arabic language skills a plus. Deadline: 12/8/2004. Send an e-mail with résumé and cover letter to hr913@ri.org.

*PROF. FELLOWSHIPS • Various locations

The Population Fellows Program offers two-year professional fellowships to individuals with a recent graduate degree and experience in population-reproductive health or population-environment. Population fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-environment fellows work on projects that link family planning and environmental programming in the developing world. Fellows receive a professional-level stipend and benefits. Contact The Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643;

e-mail: michiganfellows@umich.edu; website www.sph.umich.edu/pfps.

ACADEMIC/MGT. STAFF • Vientiane, Laos

Position available with Sustaining Futures Southeast Asia. Duties: provides English language instruction; assists in curriculum development; serves as key member of management team for a small, growing college; coordinates recruitment, adult education, community outreach activities, and project development/grant-writing opportunities. Qualifications: TEFL certified and Thai-Lao language a plus; 30 hours/week; four hours teaching/day; six-month minimum commitment; teaching background a must. Accommodations: A/C, refrigerator, TV, security, easy walking distance to work, \$100 U.S. stipend/month; long-term visa fees covered by the college. Start date: 1/15/2005. Deadline: 12/20/2004. Submit résumé with detailed cover letter, outlining special talents, commitment, and interests to sfiasia@yahoo.com.

ELECTION SPECIALISTS • Iraq, Jordan

Positions available with IFES. Duties: advise the Independent Election Commission of Iraq (IECI) on out-of-country voting (OCV) and technical election issues as they arise during the electoral process. Qualifications: B.A. in a related field (public administration, law, international relations, political science); five or more years' election experience; excellent oral and written communication skills; general project management skills, including project reporting; team player with excellent interpersonal skills; experience working or living in a developing country preferred; Arabic language skills preferred. Send résumé and cover letter to jobs@ifes.org referencing job requisition #54-04 CTPCG/OCV-Iraq in the e-mail subject line.

USAID-FUNDED SPECIALISTS • Worldwide

Positions available with DAI. Specialists needed for short- and long-term positions for a worldwide USAID-funded proposal to support the Office of Conflict Management and Mitigation in the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA/CMM). For more information, see website: www.dai.com. Deadline: 12/31/2004. Send an electronic version of cover letter and résumé to cmmjobs@dai.com, attention: Malusa Rios.

CHIEFS OF PARTY • Iraq, Afghan., Armenia

Positions available with International Relief and Development (IRD) for upcoming, long-term, multi-sector infrastructure and economic development programs. Qualifications: must have substantial experience in staff management in culturally diverse settings; demonstrate program management experience in grass-roots infrastructure and economic development; and practical use of community participation and mobilization methodologies that expand employment and infrastructure are required. E-mail CVs/résumés with salary history, three e-mail references, and contact information to careers@ird-dc.org; fax: 703.248.0194.

PROGRAM DIRECTORS • Mexico, Belize, Peru

Positions available with the ProWorld Service Corps. Duties: plan and manage all aspects of volunteer

programs and development projects; supervise staff of three to six; liaise with local government officials, community members, and volunteers; monitor volunteer placements, project executions, and monthly budgets. Qualifications: B.S. or B.A.; three years' overseas experience in Latin America; Spanish fluency; cross-cultural fluency; leadership experience; post-graduate degree or Peace Corps experience recommended. Benefits: room and board and all living expenses; international flight; in-country health insurance; total salary package from \$5K/year. Deadline: 1/31/2005. For details and job application, e-mail Nick Bryngelson at jobs@proworldsc.org.

MENTAL-HEALTH TRAINER • Africa

Position available with the Center for Victims of Torture in Guinea, Sierra Leone, and Liberia. Work to heal the wounds of torture and stop torture worldwide. Duties: provides mental-health interventions for refugees/IDPs who have experienced torture; conducts training programs for community counselors; carries out needs assessment. Qualifications: M.A. or Ph.D. in psychology/social work; experience training counselors; experience implementing mental-health interventions for survivors of torture and trauma; experience working in developing countries; skilled at supervision and program evaluations. Send résumé, cover letter, and contact information for three professional references to hr@cvt.org.

V.P. OF DEV. • Rockford, IL, and Santo, Haiti

Position available with the Haitian Project, Inc. and the Louverture Cleary School, a Catholic boarding school in Haiti. The school educates academically talented students from the poorest Haitian families. Duties: manages the Annual and Endowment Campaigns; supports public relations; recruits and trains volunteers. Qualifications: B.A.; knowledge of the Catholic Church and parish/school operations; excellent public speaking and writing skills; commitment to the poor and a desire to promote social change. Address all inquiries to Reese Jarret at 401.351.3624; e-mail: operations@haitianproject.org.

PROJECT MANAGER • Yogyakarta, Indonesia

Position available with International Relief and Development (IRD) for the Student Health Improvement Program (SHIP) in Yogyakarta, Indonesia. Qualifications: dedicated project manager with a minimum of five years' international experience with nongovernmental organizations or an international organization in an equivalent position; M.A. in education, health, community development, or related field; strong reading and writing skills, both in English and Indonesian. For details, visit website: www.ird-dc.org.

GROUP LEADER • Various countries

Position available with the Experiment in International Living. Duties: leads high school students overseas on three-, four-, and five-week summer programs to one of 26 countries. Programs focus on cross-cultural learning through a home-stay and may also involve community service, language learning, ecological study, travel, and the arts. Qualifications: B.A. or equivalent experience; relevant in-country experience; foreign language skills; experience working with high school students; sound health; organizational and logistical skills. Deadline: 2/18/2005. For more information, e-mail Devin

Peace Corps Week: February 28–March 6, 2005

Sign up to participate in Peace Corps Week and receive a free Peace Corps Week presentation kit, which includes audience souvenirs, a poster, and other materials to help you prepare for and promote the week.

Online registration is available at www.peacecorps.gov/pcweek.

Or complete this form and send to

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

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

Please Reply by January 15, 2005

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

Name: _____

Former name: _____

Mailing address: _____

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This is a change of address

E-mail address: _____

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Work phone: _____

Country of service: _____

Dates of service: _____

Online Employment Bulletins



*International Career
Employment Weekly*

*Public Health Jobs
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E-mail [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to  
receive the passwords.

Lueddeke at [leadership@worldlearning.org](mailto:leadership@worldlearning.org); phone: 800.345.2929; website: [www.usexperiment.org](http://www.usexperiment.org).

### PROJECT MANAGER • Khojand, Tajikistan

Position available with Mercy Corps. Duties: facilitates the development and implementation of a common community mobilization methodology for Mercy Corps' Peaceful Communities Initiative (PCI) in the Ferghana Valley; works closely with local nongovernmental organization partners to ensure close coordination and cross-fertilization of skills and knowledge and to leverage impact across borders; identifies strengths and weaknesses of the nongovernmental organization partners and works to develop further their capacity to effectively and transparently implement community mobilization projects. Deadline: 12/20/2004. Apply online at [www.mercycorps.org](http://www.mercycorps.org).

### SITE MANAGER • Turks and Caicos Islands

Position available 1/2005 at the Center for Marine Resource Studies in the Turks and Caicos Islands. Duties: maintenance and repairs; administrative tasks; bookkeeping and purchasing. Qualifications: experienced site manager with hands-on facility maintenance experience; strong organizational skills; bookkeeping experience to ensure smooth management of facilities (buildings, grounds, and vehicles). Deadline: 1/2005. Apply at website: [www.fieldstudies.org](http://www.fieldstudies.org).

### MGR., STRATEGIC INFO. • Abuja, Nigeria

Position available with the Center for Development and Population Activities (CEDPA). Duties: oversees and coordinates the collection and analysis of "strategic information" related to HIV/AIDS and TB flowing from the U.S. government's emergency plan agencies; oversees other strategic objective (SO) teams and implementing partners; coordinates monitoring and evaluation of results for USAID's SO14 in liaison with other mission staff and external partners; serves as CTO for the "measure evaluation" activity, which provides the mission with technical assistance in data collection and analysis, indicator development, and evaluation, as needed by the team. For complete job description, visit website: [www.cedpa.org/jobs/taacs/index.html](http://www.cedpa.org/jobs/taacs/index.html). Send résumé/CV and cover letter to [taacsjobs@cedpa.org](mailto:taacsjobs@cedpa.org). Reference where you saw this job listing.

### POLITICAL FINANCE CONSULTANT • Monrovia, Liberia

Position available with IFES. Duties: engages in the ongoing review of political party regulations; provides an analysis of the political finance disclosure and enforcement landscape; represents IFES at all functions related to political party and political finance regulation in Monrovia; provides continuous liaison with other international advisors. Deadline: 12/31/2004. Send résumé and cover letter to

[jobs@ifes.org](mailto:jobs@ifes.org), referencing job requisition #53-04, Political Finance in the e-mail subject line.

### SPANISH TEACHER • Santo, Haiti

Position available 1/2005–6/2005 at Louverture Cleary School, a tuition-free Catholic boarding school operated by the Haitian Project, Inc. Salary: \$200/month, including housing, round-trip airfare, and food allowance. Contact Reese Jarret at 401.351.3624; e-mail: [operations@haitianproject.org](mailto:operations@haitianproject.org).

### RESEARCH ANALYST • St. Croix, Virgin Islands

Position available with the University of the Virgin Islands. Duties: performs routine work, including animal management of sheep research flock; maintains flock records; supervises field staff; writes periodic reports. Qualifications: B.S. in animal science or three years' experience in scientific experiments focusing on reproductive physiology and/or livestock production; experience with research and production of both large and small ruminants; working knowledge of microcomputers for data entry and record keeping. Salary: \$29K–33K. Benefits: retirement, medical, dental, and life insurance. Send application package to Director, UVI-AES, RR1 Box 10,000, Kingshill, VI 00850-9781; e-mail: [rgodfre@uvi.edu](mailto:rgodfre@uvi.edu).

## EDUCATION

### NATURALIST, ECO. PLANNING PROGRAMS • VT

University of Vermont offers an M.A. in field naturalist and ecological planning. This degree provides collaborative, integrated, multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field naturalists focus mainly on integrating the social dimensions of environmental understanding with the field naturalist approach. For more information, visit website: [www.uvm.edu/~plantbio](http://www.uvm.edu/~plantbio); address: The Field Naturalist/Ecological Planning Program, Department of Botany, 120B Marsh Life Science Building, University of Vermont, Burlington, VT 05405; phone: 802.656.2930.

### M.A. IN INT'L AFFAIRS • Athens, OH

Ohio University Center for International Studies offers an interdisciplinary M.A. in International Affairs in African, Southeast Asian, Latin American, international development, or communication and development studies. Qualified RPCVs enjoy a competitive advantage for scholarships and graduate associateships. Foreign language and area studies (FLAS) scholarships are available for students committed to learning Gikuyu, Siswati, Somali, Sudanese Arabic, Swahili or Twi while earning an M.A. Deadline: 1/1/2005. For details, visit website: [www.ohiou.edu/~intsdept/](http://www.ohiou.edu/~intsdept/). For inquiries, e-mail [International.Studies@ohio.edu](mailto:International.Studies@ohio.edu); phone: 740.593.2302; fax: 740.593.1837.

### FORCED MIGRATION/HEALTH M.A. • NY

Mailman School of Public Health offers an M.A. in forced migration and health (FMH), and is accepting applications for Fall 2005 admission. The FMH track prepares health professionals for the practice of public health in complex emergencies and post-conflict settings. The teaching and research components emphasize pragmatic, interdisciplinary, and human rights-based problem solving in the health and social sectors. Located in New York City, students have access to U.N. agencies, humanitarian networks, and international NGOs. Coursework analyzes the dynamics of these difficult settings, and emphasizes quantitative and qualitative methods best suited to assessment, design, and evaluation of humanitarian programs. Phone: 212.305.3927; e-mail: [ad2270@columbia.edu](mailto:ad2270@columbia.edu); website: [www.mailman.hs.columbia.edu](http://www.mailman.hs.columbia.edu).

## AMERICORPS/VISTA

### VISTA LEADER • Brooklyn, NY

Position available with Habitat for Humanity. Duties: increases and strengthens the statewide VISTA program; recruits; coordinates professional development trainings; provides performance measurement. Qualifications: must be an RPCV or have served as an AmeriCorps member previously. Deadline: 1/15/2004. Apply at [www.americorps.org](http://www.americorps.org) and specify the NYC program; contact Cristina Abi Zeid at 718.246.5656, ext.319.

### VISTA LEADER • Juneau, AK

Position available with Big Brothers Big Sisters of Southeast Alaska, serving as VISTA leader for all of Southeast Alaska. Duties: helps develop mentoring program for children of prisoners; designs and coordinates trainings for VISTA members; performs outreach to VISTA sites throughout Southeast Alaska. Qualifications: B.A.; former VISTA member or RPCV. Benefits: VISTA living allowance plus \$200/month; relocation allowance; educational award or end-of-service cash award. Deadline: 12/15/2004. Send cover letter and résumé to Marc Wheeler, 110 Seward Street, #2, Juneau, AK 99801; phone: 907.586.3350; fax: 907.586.1886; e-mail: [marc@southeastbigs.org](mailto:marc@southeastbigs.org).

### AMERICORPS POSITION • Burlington, VT

Position available with AmeriCorps. Duties: develops and strengthens community partnerships for ReCycle North's YouthBuild program; serves as a resource to participants who are completing their high school education while serving their community and developing transferable career and academic skills. This full-time AmeriCorps position pays a \$15K stipend and a \$4,725 educational award. Qualifications: B.A. and experience leading and teaching young adults required. For a complete job description, or to apply with cover letter and résumé, contact Bethany Johnson, ReCycle North, 266 Pine Street, Burlington, VT 05401; e-mail: [bjohnson@recyclenorth.org](mailto:bjohnson@recyclenorth.org).

# Crisis Corps Recruiting Short-Term Volunteers

## Jamaica

**Jamaica Social Investment Fund** requests a CCV for a six-month assignment to serve as a **Systems Engineer**. The position requires experience developing IT disaster-recovery plans and Web-enabled data-aware applications using the Microsoft SQL Server Database, a Microsoft Visual Studio development environment, ASP (Active Server Pages), and VBScript.

## Ghana

**World Education** requests nine CCVs to work in teacher-training colleges (TTCs) as HIV/AIDS education consultants for eight-month projects. Duties: mentor and support TTC tutors in the delivery of an HIV/AIDS training program; conduct training sessions; promote extra-curricular activities; identify gaps in the design/delivery of curriculum; identify local resources for integration into existing training programs. Qualifications: degree in health or related field; experience designing and facilitating training programs; extensive experience with HIV/AIDS, reproductive health programs, and life-skills training; teaching experience; RPCV, Africa. Desired qualifications: M.A. in public health. This assignment is expected to begin in January 2005.

## Namibia

The **National Health Training Center (NHTC)** requests six CCVs to serve six-month assignments as **Video Conferencing Trainers** to work with HIV/AIDS prevention committees. Duties: support in-service training efforts on HIV/AIDS; train and support staff in operating video equipment; create a training schedule to build staff capacity; work with NHTC staff to formulate a national plan for the use of digital video conferencing to communicate with health institutions nationwide; develop training guidelines/manuals on the use and maintenance of equipment. Required qualifications: four-year degree (or equivalent experience) in health or social sciences; one year of training experience; knowledge of computers and video equipment maintenance and minor repair; report-writing skills. These assignments are expected to begin in February 2005.

## How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Crisis Corps website at [www.peacecorps.gov/rpcv/crisiscorps](http://www.peacecorps.gov/rpcv/crisiscorps); or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be downloaded from the website.

*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).*

# Peace Corps

Washington, DC 20526

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

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

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DISCONTINUE       SEND *HOTLINE* TO NEW ADDRESS (Sorry, we cannot send *HOTLINE* overseas.)

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To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to Database Mgr., 2nd Floor, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes must be made with this form and not over the phone. Please allow four to six weeks for any changes to take effect.

## Development Jobs Via Weekly E-mails

### Get on the list!

Returned Volunteer Services offers a weekly e-mail listing of 25 to 30 employment and internship opportunities in international development.

Published by **InterAction**, a U.S.-based nongovernmental organization for international development and humanitarian issues, this weekly e-mail listing is available free to RPCVs.

To receive the weekly job announcements, contact [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) with "InterAction" in the subject line of the e-mail.

## Career Fair Wednesday, February 16, 2005

Washington, D.C.

Stay tuned for more details.

## Discover Career Assessment Software

Returned Volunteer Services (RVS) offers *Discover*, a career assessment software program administered through ACT, Inc.

Free to RPCVs, the program assesses career-related interests, abilities, and job values to help in considering career options that are a good match for you. In addition, learn how to develop effective résumés, cover letters, job applications, and interviewing skills.

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To receive a password to access the online software, send an e-mail to rvs@peacecorps.gov.

Peace Corps Medical Officers Needed

For more information, visit the Peace Corps website: www.peacecorps.gov, click on "Professional Medical Opportunities"; call 202.692.1535; or send an e-mail to pcmrecruitment@peacecorps.gov.

Join an RPCV Listserv

To receive additional job listings, sign up for the Yahoo! group called **RPCVNetwork**.

Go to www.yahoo.com, select "Groups," search for "RPCVNetwork," and "Join." Include your PCV name and country/dates of service.