



# Hotline

For Returned Volunteers /  
From the Office of Domestic Programs

## Hot Resources

### Highlights

Returned Volunteer Services (RVS) hosts many career events, including

- brown bag events on career topics
- career exploration panels
- organizational information sessions
- quarterly career fairs

Go to [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) for announcements of upcoming events.

### Peace Corps Hotline

Robert Michon  
Editor  
Manager, Returned Volunteer Services

Heather Groome  
Assistant Editor  
Admin. Ass't, Returned Volunteer Services

To place job announcements, visit [www.peacecorps.gov/rpcv/hotline](http://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](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

### Join the RPCVNetwork Listserv

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

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

## Umm . . . Hello. I'm Bob. (Panic: What Next?!): The Art of Small Talk for Career Networking By: Robert Michon, Returned Volunteer Services



So there you are. Standing in a room full of strangers. But not just any ordinary room full of strangers. Not the room full of strangers that imperceptibly grew around you as you sought enlightenment at the end of a delicious bowl of Pad Thai. No. These strangers you have to meet. After all, that is why you are here. 'Tis a networking opportunity and you have to chat-up these folks, many of whom could prove valuable to your network. How to approach (should it be the discreet sideways sashay or the elephantine stomp?) and what to say once you get there (though . . . what if they look right through me?!) are the two questions that run roughshod over your waning confidence. How fun is this?!

The truth is that networking is not as tortuous as all that. After all, you already did it for two years while serving as a PCV. Or did you forget that you networked through community representatives, government officials, and donor organizations to identify needs and subsequently develop and leverage a resource base to address those needs? What? That was for a project with noble goals and right ambition? Not one that is as self-serving and unseemly as networking for a job? The truth, RPCV, is that you *are* a worthy project and that networking is not only inoffensive, when done courteously, but *expected*. You've got post-Peace

Corps continuation of service on the brain, so let's have at it and talk about networking. Not networking in its structure—for you get that, you understand that it has to get done—but in action: The activity of approaching and introducing yourself to strangers.

As trite as this may sound, the first thing is to remember that these strangers are all people. And people generally like talking to other people. Next, take a look around. Who should you approach for a brief chat? (This is a networking event, so don't latch on to one person for the evening. Most of your chats, out of courtesy to the other who is also networking, will be brief by nature.) Generally, look either for other individuals or for groups of three to four. Try not to intrude upon a twosome as you may be interrupting something private, and larger groups can be difficult to ingratiate yourself into.

Whether directly approaching an individual or insinuating yourself in the periphery of a group, adopt a pleasant body language that speaks to your equanimity and confidence (even if you have neither of those!): smile through the eyes (and the mouth will follow), make eye contact, and maintain an amicable posture.

And?

Small talk. There it is. The elephant in the room. We sometimes worry too much about what we must say to strangers. That's not a bad thing. Propriety and intention dictate such. However, it should not be disabling. Two points about this: First, you do not need to come up with either the wittiest or most insightful remark. Simply be affable and ready to contribute. Second, there is a school of thought that advises to ask questions and then listen to others talk about themselves. To a degree this is true, yet there is the danger of coming across with a not so hidden agenda or as an inquisitor. You can lead, but it is best to balance it out with your own contribution.

In that regard, contribution encompasses some preparation. Be informed about the event host and the event theme (e.g., The Brookings Institution hosting, as it recently did, a public event focused on "Transforming Foreign Aid for the 21st Century"). In addition, staying abreast of current events and even popular culture provides fodder both for initial observations and ongoing discussion. And, not the least, have your personal introduction practiced and ready *when someone asks about you*. At this stage, this is not necessarily your oral

## PUBLIC SECTOR

### PROGRAM STAFF ASSISTANT • Arlington, VA

Position available with the Inter-American Foundation, an independent agency of the U.S. government that works in Latin America and the Caribbean to promote grassroots development. Duties: provides administrative support for the Foundation's grants program. Qualifications: U.S. citizenship required; excellent organizational skills; professional proficiency in Portuguese and English; ability to translate documents to and from Portuguese; knowledge of Word and data processing; ability to perform research and prepare written documents. Deadline: 7/7/06. Salary: \$29,604–\$47,669. For more information and to apply, visit [www.USAJobs.gov](http://www.USAJobs.gov).

### PROJECT OFFICERS • Boston

Positions available with the U.S. Department of Labor, Employment and Training Administration (US DOL/ETA). Duties: manage grants; oversee workforce development; workforce security; performance and financial management; support all phases of the grant life cycle; work with state and local programs and other entities; conduct onsite reviews. Qualifications: BA/BS; strong writing, analytical, communication, and organizational skills; ability to work effectively in teams; valid driver's license required; may include frequent travel. Salary: \$35K–\$60K. Send cover letter and résumé to Heather Graham, USDOL ETA, JFK Federal Building, Room E-350, Boston, MA 02203; phone: 617.788.0170; e-mail: [ROI-RA-BOS@dol.gov](mailto:ROI-RA-BOS@dol.gov).

### PUBLIC HEALTH NURSES • Alexandria, VA

Positions available with Alexandria Health Department. Qualifications: VA RN license or eligibility required; public health and/or MCH experience preferred; BSN preferred; bilingual in English and Spanish preferred; must have own transport with mileage reimbursed; criminal background check required if selected. Benefits include employer-paid retirement, life insurance, short-term and long-term disability plan, malpractice protection, employer-subsidized health insurance, tax-free deferred compensation plan with employer cash match, tax free medical and dependent care reimbursement, annual leave, sick leave, and paid holidays. For more information and to apply, phone J. Hemmat at 703.838.4400, ext. 251 for position numbers "2303" and "7257."

### EXTENSION EDUCATOR • Colville, WA

Position available with Washington State University Extension. This is a twelve-month tenure track, faculty member position. Qualification: MA. Deadline: 8/1/2006. For more information and to apply, visit [www.hrs.wsu.edu/employment/FAPvacancies.asp](http://www.hrs.wsu.edu/employment/FAPvacancies.asp), position number "4359" or phone Lisa Clyde at 509.335.2822; e-mail: [eeoord@wsu.edu](mailto:eeoord@wsu.edu).

### AGENT • Fond du Lac County, WI

Position available with the University of Wisconsin-Cooperative Extension. Duties: plans, implements, and evaluates educational programs to meet identified needs and interests of county individuals, organizations, and communities; incorporates pertinent findings from dairy science, animal sciences, agricultural economics, and

natural resources into educational programs that promote understanding and build the capacity of adults, youth, families, organizations, and communities; provides guidance and counsel on youth dairy and livestock programs, including 4-H related projects at the Fond du Lac county fair. For more information and to apply, visit [www.uwex.edu/ces/hr](http://www.uwex.edu/ces/hr).

## PRIVATE SECTOR

### DEVELOPMENT DIRECTOR • New York City

Position available with Northwest Youth Corps (NYC). With a staff of 25, NYC provides education, employment, and job training for youth. Qualifications: minimum three to five years' experience in fundraising; record of success in annual giving, direct mail, and personal, direct gift solicitation. Salary: \$50K–\$70K with benefits package. For more information and to apply, visit [www.nwyouthcorps.org](http://www.nwyouthcorps.org).

### ADMINISTRATIVE DIRECTOR •

#### New York City

Position available with Northwest Youth Corps (NYC). Duties: works closely with the executive director to develop new programs and implement new initiatives; heads the administrative department; supervises staff responsible for AmeriCorps program management; builds maintenance and information technology; provides logistical support for all NYC field operations. Qualifications: administrative and managerial experience in positions of increasing responsibility; highly organized, detail-oriented, and self-motivated. Salary: \$35K–\$50K with benefits. For more information and to apply, visit [www.nwyouthcorps.org](http://www.nwyouthcorps.org).

### PROJECT ASSOCIATE • Arlington, VA

Position available with DevTech Systems, Inc. Duties: responds to technical assistance requests from the Women in Development Office of USAID; administrative and financial tasks; maintains project files; formats and brands reports; supports team members. Qualifications: knowledge of international development, especially gender-related issues; BA or equivalent experience; ability to organize work and respond efficiently; proficient in MS Word, Access, and Excel; familiar with USAID; second language preferred. E-mail cover letter and résumé to [jobs@devtechsys.com](mailto:jobs@devtechsys.com) with "Project Associate" in subject line.

### OUTDOOR EDUCATOR •

#### Haw River State Park, NC

Position available with Haw River Program (HARP). Qualification: dedicated and energetic outdoor enthusiasts. Salary: \$250–\$290/week with housing, meals, and environmental education experience. Season runs from 9/4/2006 to 11/13/2006. E-mail cover letter, résumé, and references to Elizabeth Lowrey (RPCV) at [hawriverprogram@yahoo.com](mailto:hawriverprogram@yahoo.com); address: Haw River Program, P.O. Box 660, Brown Summit, NC 27214; fax: 336.342.0583.

# HOT! OPPORTUNITIES

### ASSISTANT MAGAZINE EDITOR • DC

Part-time position available with WorldView magazine, which is published by the National Peace Corps Association. Duties: responsible for editorial and photographic research, fact-checking, text editing, writing, design, production of the print and online editions of the magazine, and the development of a subscription marketing and renewal system. Qualifications: current graduate student in a Washington, D.C.-area university program; some publishing experience. Receive a monthly stipend. This position runs for the 2006 to 2007 academic year. Deadline: 7/15/2006. For more information and to apply, visit [www.peacecorpsconnect.org/worldview/JCFellowship.doc](http://www.peacecorpsconnect.org/worldview/JCFellowship.doc).

### MANAGER OF INTERNATIONAL PROGRAMS • DC

Position available with the US Grains Council. Duties: provides program and administrative backstopping support to offices in Mexico, Africa, the Middle East, and Russia; recruits consultants for foreign assignments; manages all aspects of preparation for foreign teams traveling to the U.S.; some domestic and international travel required. Qualifications: BA/BS; graduate degree preferred; must have lived or worked overseas; agricultural related experience required; U.S. citizenship required. For more information and to apply, visit [www.grains.org/page.ww?section=Contact+Us&name=Employment](http://www.grains.org/page.ww?section=Contact+Us&name=Employment).



### **PROGRAM OFFICER • Beverly, MA**

Position available with ArtCorps. Duties: provides program management, outreach, and development. Qualifications: works independently; excellent organizational skills; able to multitask; high analytical and writing abilities; knowledge of international issues; development experience; fluent in Spanish; BA required; minimum three years' experience in program management; ability to travel. For more information, visit [www.artcorps.org](http://www.artcorps.org). E-mail CV to [fosters@nebf.org](mailto:fosters@nebf.org).

### **BUSINESS MANAGER • New York City**

Position available with Ross Global Academy Charter School, a new public K–12 New York City charter school. Duties: manages all financial, budget, and administrative transactions, record-keeping, and reports. Qualifications: BA in related field; expertise in accounting and management; exceptional organizational skills; flexibility and an entrepreneurial spirit; experience working in NYC public schools preferred. E-mail CV to [hr@rossinstitute.org](mailto:hr@rossinstitute.org); website: [www.RossGlobalAcademy.org](http://www.RossGlobalAcademy.org).

### **NIGHT/WEEKEND SUPERVISOR •**

#### **Madison, WI**

Part-time position available with Ronald McDonald House Charities of Madison. Duties: registers guests; upholds and enforces house rules; supervises volunteers; opens and closes office. Salary: \$89.10/night from 5 p.m. to 8 a.m., Sunday through Thursday; \$151.41/weekend from 5 p.m. to 5 p.m., Friday through Saturday. Works approximately three to four shifts/month. E-mail résumé and three references to House Director at [ahearly@rmhcmadison.org](mailto:ahearly@rmhcmadison.org); fax: 608.232.4670.

### **PROGRAM ASSISTANT • DC**

Position available with Institute for Reproductive Health. Duties: provides administrative and program support to technical staff; communicates primarily with partners in Africa, Latin America/Caribbean, and Asia; develops and manages budgets and contracts; assists in editing and preparation of written materials and PowerPoint presentations; provides travel arrangements. Qualifications: excellent organizational and communication skills; fluent in French; college degree required; MPH preferred. E-mail résumé and salary history and expectations to [dgimain@devgroup.com](mailto:dgimain@devgroup.com); fax: 703.997.8181.

### **INTERNATIONAL PATIENT SERVICES COORDINATOR • Baltimore**

Position available with Johns Hopkins Medicine International (JHMI). Duties: serves as interpreter for foreign patients, families, and visitors; liaises between international patients and JHMI by facilitating various aspects of patient care; assesses patient and family needs and coordinates services accordingly during the hospital visit; provides information regarding hospital policies, programs,

and services; translates foreign language materials, correspondence, and medical reports. Qualifications: BA required; advanced proficiency in English and Greek required. For more information and to apply, contact Libby Arcia, 601 North Caroline Street, Suite 1080, Baltimore, MD 21205; phone: 410.502.3846; fax: 410.502.7397; e-mail: [larcia@jhmi.edu](mailto:larcia@jhmi.edu).

### **STAFF ASSISTANT • Baltimore**

Position available with Johns Hopkins Medicine International. Duties: maintains project data; prepares various payroll and personnel forms; answers questions regarding department policies and procedures; responsible for coordinating a variety of department projects, activities, and schedules. Qualifications: two years of college or equivalent; three years' related experience; advanced proficiency in Spanish and English required; knowledge of PowerPoint, Excel, and Word; general knowledge of budgets and office management. For more information and to apply, contact Libby Arcia, 601 N Caroline Street, Suite 1080, Baltimore, MD 21205; phone: 410.502.3846; fax: 410.502.7397; e-mail: [larcia@jhmi.edu](mailto:larcia@jhmi.edu).

### **PEACE CORPS CAMPUS RECRUITER • Urbana, IL**

Part-time position available with University of Illinois-Urbana Champaign and the Peace Corps. Duties: works 20 hours/week; serves as an information source for students and others interested in Peace Corps through classroom talks, information tables, and regular office hours; responsible for publicity and maintenance of website; conducts initial interviews of applicants. Qualifications: outstanding organizational, communication, and presentation skills. Benefits include hourly wage, medical insurance, and tuition. Position runs for the 2006 to 2007 academic year. Must be available for Chicago training session, 8/23/2006 to 8/25/2006. Send cover letter and résumé to Faranak MirafTAB, Assistant Professor, Department of Urban and Regional Planning, University of Illinois-U/C, 111 Temple Buell Hall, Champaign, IL 61820; e-mail: [Faranak@uiuc.edu](mailto:Faranak@uiuc.edu).

### **BEHAVIORAL HEALTH RECRUITMENT AND TRAINER COORDINATOR • NM**

Position available with Border Area Mental Health Services. Duties: conducts multi-agency behavioral healthcare recruitment and professional development activities; regional recruitment; marketing plan development; CEU offering coordination; solicitation of CEU opportunities; professional licensure advocacy. For more information and to apply, e-mail [rconnoley@bamhs.com](mailto:rconnoley@bamhs.com); phone: 505.574.4700.

### **MANAGER • Toledo, OH**

Position available with WellPoint Insurance Companies, Inc. Duties: champions new program targeted to develop, direct, plan, and evaluate the

goals and objectives of WellPoint State sponsored program field operations; champions initiatives and develops relationships with regulatory officials; collaborates with marketing management to develop marketing strategies for member recruitment and retention for all assigned lines of business. For more information and to apply, visit [www.wellpoint.com](http://www.wellpoint.com).

### **PARTICIPANT SUPPORT COORDINATOR • Baltimore**

Position available with AFS-USA. Duty: implements quality support for the hosting and sending programs in the Eastern region. For more information, visit [www.afs.org/usais](http://www.afs.org/usais). E-mail salary requirements to [sleslie@afs.org](mailto:sleslie@afs.org).

### **PROJECT ASSISTANT • DC**

Position available with National Cooperative Business Association. Duties: maintains financial and program knowledge; reviews and analyzes technical and financial information; monitors submission of materials and ensures compliance with procedures; provides logistical and procurement support for home office; liaises between field staff and DC staff; works with program manager in responding to requests from projects or donors; assists in preparing responses based on knowledge and experience with project. Qualifications: degree; two years' experience working in a project in developing world (Africa preferred); fluent in English, Spanish, and Portuguese preferred; skills in MS Office. Salary: mid-\$30K. For more information and to apply, e-mail [jobs@ncba.coop](mailto:jobs@ncba.coop); website: [www.ncba.coop](http://www.ncba.coop).

### **DIRECTOR • OR**

Position available with Oregon Rural Action. Over the last five years Oregon Rural Action has worked extensively on local food issues, renewable energy, and Latino organizing. For more information and to apply, visit [www.oraction.org](http://www.oraction.org).

### **WILDERNESS THERAPY INSTRUCTOR • Loa, UT**

Positions available with the Aspen Achievement Academy, an outdoor treatment program with an emphasis on therapy, experiential learning, and personal growth. Qualifications: desire, willingness, and ability to provide compassionate, creative, and dedicated care to students ages 13 to 17; previous experience working with teens; outdoor leadership experience; WFR/EMT desired. E-mail cover letter, résumé, and two letters of reference to Jim Martucci at [jmartucci@theaspenacademy.com](mailto:jmartucci@theaspenacademy.com); address: P.O. Box 400 Loa, UT 84747; phone: 435.836.1212.

### **ASSISTANT MANAGER • Little Rock, AR**

Position available with Ten Thousand Villages, a nonprofit, fair trade retail organization. Duties:

*Announcements continued on page 6*

# PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## ARIZONA

### University of Arizona

Tucson, AZ  
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.  
Contact: Georgia Ehlers  
Phone: 520.621.9103  
E-mail: [rpcf@grad.arizona.edu](mailto:rpcf@grad.arizona.edu)

### Northern Arizona University

Flagstaff, AZ  
Business.  
Contact: Jane Thompson  
Phone: 928.523.7387  
E-mail: [mba@nau.edu](mailto:mba@nau.edu)

## CALIFORNIA

### Humboldt State University

Arcata, CA  
Secondary education program with placement at Academy of the Redwoods—an early college high school.  
Contact: Keri Gelenian  
Phone: 707.476.4577  
E-mail: [keri-gelenian@redwoods.edu](mailto:keri-gelenian@redwoods.edu)

### Loma Linda University

Loma Linda, CA  
Public health, including global health, humanitarian assistance, and reproductive health.  
Contact: Lory Alido  
Phone: 909.558.1000  
E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## COLORADO

### 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.  
Contact: Susan Nelson  
Phone: 303.871.2989  
E-mail: [snelso30@du.edu](mailto:snelso30@du.edu)

School of Communication: International and intercultural communication.  
Contact: Dr. Margaret Thompson  
Phone: 303.871.3947  
E-mail: [mthomps@du.edu](mailto:mthomps@du.edu)

## CONNECTICUT

### Yale University

New Haven, CT  
*In Development: International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmental Studies, Management, Law, or Public Health.*

Contact: Felicia Spencer

Phone: 203.432.9394

E-mail: [Felicia.spencer@yale.edu](mailto:Felicia.spencer@yale.edu)

## DISTRICT OF COLUMBIA

### George Washington University

Washington, DC  
Transition special education, secondary education.  
Contact: Dr. Jeanne Embich  
Phone: 202.973.1061  
E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## FLORIDA

### Florida Institute of Technology

Melbourne, FL  
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).  
Contact: Dr. Tom Marcinkowski  
Phone: 321.674.8946  
E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## GEORGIA

### Georgia College & State University

Milledgeville, GA  
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.  
Contact: Dr. Roy Moore  
Phone: 859.257.8204  
E-mail: [roy.moore@gcsu.edu](mailto:roy.moore@gcsu.edu)

## ILLINOIS

### DePaul University

Chicago, IL  
Elementary and high school special education certification.  
Contact: Justin Speer  
Phone: 773.325.7170  
E-mail: [jspeer@depaul.edu](mailto:jspeer@depaul.edu)

### Illinois State University

Normal, IL  
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid internship.  
Contact: Beverly Beyer  
Phone: 309.438.7090  
E-mail: [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu)

### Western Illinois University

Macomb, IL  
Business administration; community health education; economics; geography; political science; recreation, park, and tourism administration.  
Contact: Karen Mauldin-Curtis  
Phone: 309.298.2683 or 800.526.9943  
E-mail: [pcf@wiu.edu](mailto:pcf@wiu.edu)

## INDIANA

### Indiana University

Bloomington, IN  
Master of Public Affairs (MPA) with choice of nine concentrations, including Comparative and International Affairs; Environmental Policy and Natural Resource Management; Policy Analysis; and Non-profit Management. Master of Science in Environmental Science (MSES) programs in Applied Ecology, Environmental Chemistry, and Water Resources. Joint Master Degree (MPA-MSES) and combined Master Degree with other programs also available.  
Contact: Jennifer Forney  
Phone: 812.855.2840  
E-mail: [spea@indiana.edu](mailto:spea@indiana.edu)

## KANSAS

### 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).  
Contact: Dr. Judith Hayes  
Phone: 316.978.6580  
E-mail: [judith.hayes@wichita.edu](mailto:judith.hayes@wichita.edu)

## LOUISIANA

### University of New Orleans

New Orleans, LA  
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.  
Contact: Dr. Marla Nelson  
Phone: 504.280.3110  
E-mail: [cupa@uno.edu](mailto:cupa@uno.edu)

### Xavier University of Louisiana

New Orleans, LA  
Fast Track to Teaching Program for those interested in teaching math, science, or special education.  
Contact: Dr. Deborah Bordelon  
Phone: 504.520.7538  
E-mail: [debordel@xula.edu](mailto:debordel@xula.edu)

## MARYLAND

### Johns Hopkins University

Baltimore, MD  
Nursing, public health.  
Contact: Mary O'Rourke  
Phone: 410.955.7548  
E-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.edu)

*Fellows/USA listing continued on next page*

# PEACE CORPS Fellows/USA



*Continued from previous page*

## University of Maryland–Baltimore

Baltimore, MD

Social work with dual-degree options in Jewish studies, law, business administration, and public health.

Contact: Lane Victorson

Phone: 410.706.5316

E-mail: lvictorson@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.

Contact: Dr. Joby Taylor

Phone: 410.455.6398

E-mail: joby.taylor@umbc.edu

## MISSOURI

### University of Missouri-Columbia

Columbia, MO

Geography, public affairs, political science, rural sociology, social work, agricultural economics, PhD programs. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers

Phone: 573.882.6131

E-mail: SpiersD@missouri.edu

### University of Missouri-Kansas City

Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration.

Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: Liana Riesinger

Phone: 816.235.2291

E-mail: RiesingerL@umkc.edu

## NEW HAMPSHIRE

### Southern New Hampshire University

Manchester, NH

Community economic development, international community economic development, business, National Weekend Program.

Contact: Dr. Catherine Rielly

Phone: 603.644.3156

E-mail: c.rielly@snhu.edu

## NEW JERSEY

### Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.

Contact: Sandra Cheesman-Cattefesta

Phone: 856.225.6860

E-mail: scheesman@camden.rutgers.edu

## NEW MEXICO

### New Mexico State University

Las Cruces, NM

Public health, border health, health education, social work, nursing.

Contact: Dr. Sue Forster-Cox

Phone: 505.646.2183

E-mail: sforster@nmsu.edu

### Western New Mexico University

Gallup, NM

Elementary, secondary, or special education; counseling; educational leadership.

Contact: Dr. Patricia Maguire

Phone: 505.722.3389

E-mail: wnmupcf@hotmail.com

## NEW YORK

### Columbia University, Teachers College

New York, NY

Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.

Contact: Reed Dickson

Phone: 212.678.4080

E-mail: PCFellows@tc.edu

### Fordham University

Bronx, NY

International political economy and development.

Contact: Dr. Henry Schwalbenberg

Phone: 718.817.4064

E-mail: iped@fordham.edu

### The New School

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management.

Contact: Peter King

Phone: 212.229.5400, ext. 1108

E-mail: kingp@newschool.edu

## NORTH CAROLINA

### Duke University

Durham, NC

Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.

Contact: Helene McAdams

Phone: 919.613.9205

E-mail: MPPadmit@duke.edu

Program for International Development Policy (PIDP) with several concentration options.

Contact: Stephanie Alt Lamm

Phone: 919.613.9218

E-mail: pidpinfo@duke.edu

## OHIO

### University of Cincinnati

Cincinnati, OH

Economic development planning, environmental planning, international development planning, physical planning, urban design.

Contact: Dr. Johanna Looye

Phone: 513.556.4943

E-mail: johanna.looye@uc.edu

## OREGON

### University of Oregon

Eugene, OR

Community and regional planning.

Contact: Megan Smith

Phone: 541.346.3881

E-mail: smith@darkwing.uoregon.edu

## PENNSYLVANIA

### Carnegie Mellon University

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: Renee Hairston

Phone: 412.268.1909

E-mail: hairston@andrew.cmu.edu

### Duquesne University

Pittsburgh, PA

Graduate School of Business Administration: MBA, Information Systems Management, Taxation.

Contact: Dr. William Presutti

Phone: 412.396.6269

Email: presutti@duq.edu

*In Development: Environmental Science; Environmental Management; Environmental Policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.*

Contact: Dr. Stanley J. Kabala

Phone: 412.396.4233

E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy: analysis and administration, conflict resolution, peace studies.

Contact: Dr. Evan Stoddard

Phone: 412.396.5179

E-mail: stoddard@duq.edu

### Seton Hill University

Greensburg, PA

Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular fiction writing.

Contact: Jenell Krymowski

Phone: 724.838.4283

E-mail: krymowski@setonhill.edu

## SOUTH CAROLINA

### University of South Carolina

Columbia, SC

Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Teresa Butkus

Phone: 803.777.1365

E-mail: teresab@gwm.sc.edu

Moore School of Business: International business administration.

Contact: Reena Lichtenfeld

Phone: 803.777.6749

E-mail: rlichten@moore.sc.edu



Continued from previous page

## TEXAS

### University of North Texas

Denton, TX  
Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management.  
Contact: Dr. Stan Ingman  
Phone: 940.565.2298  
E-mail: [ingman@scs.unt.edu](mailto:ingman@scs.unt.edu)

## VERMONT

### University of Vermont

Burlington, VT  
Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology.  
Contact: Edward R. McMahon  
Phone: 802.656.4565  
E-mail: [emcmahon@uvm.edu](mailto:emcmahon@uvm.edu)

## VIRGINIA

### George Mason University

Fairfax, VA  
Elementary education and English as a second language master's programs.  
Contact: Dr. Lynn Walker Levy  
Phone: 703.993.3602  
E-mail: [lwalker3@gmu.edu](mailto:lwalker3@gmu.edu)

## WISCONSIN

### Marquette University

Milwaukee, WI  
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Benefits: full tuition scholarship and monthly stipend.  
Contact: Carole Ferrara  
Phone: 414.288.5861  
E-mail: [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu)  
**University of Wisconsin-Milwaukee**  
Milwaukee, WI  
Business administration, economics, geography, history, sociology, urban studies.  
Contact: Lauren McHargue  
Phone: 414.229.6155  
E-mail: [mac@uwm.edu](mailto:mac@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.  
Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: [tim.ginnett@uwsp.edu](mailto:tim.ginnett@uwsp.edu)

## WYOMING

### University of Wyoming

Laramie, WY  
American studies with concentration in education, geography, history, or literature.  
Contact: Dr. Eric Sandeen  
Phone: 307.766.3898  
E-mail: [esandeen@uwyo.edu](mailto:esandeen@uwyo.edu)

trains staff; manages inventory and visual merchandising; responsible for local promotion. Qualifications: retail experience; excellent organization and communication skills required. Fax résumé to Kim van Donk at 717.859.2622; e-mail: [kim.vandonk@tenthousandvillages.com](mailto:kim.vandonk@tenthousandvillages.com).

### ASSISTANT MANAGER •

#### Sandy Springs, GA

Position available with Ten Thousand Villages, a nonprofit, fair trade retail organization. Duties: trains staff; manages inventory and visual merchandising; responsible for local promotion. Qualifications: retail experience; excellent organization and communication skills required. Fax résumé to Amanda Burke at 717.859.2622; e-mail: [amanda.burke@tenthousandvillages.com](mailto:amanda.burke@tenthousandvillages.com).

### ADMINISTRATIVE COORDINATOR •

#### Arlington, VA

Position available with Management Sciences for Health. Duties: ensures the smooth operation of technical efforts and field activities; coordinates program information; provides logistical support for technical activities. Qualifications: BA and/or equivalent relevant experience; strong administrative and organizational skills; oral and written communication skills; fluent in French preferred. For more information and to apply, visit position number "06-177RPM" at [www.msh.org](http://www.msh.org).

### TSUNAMI RECOVERY PROGRAM OPERATIONS OFFICER • DC

Position available with the American Red Cross. Duties: coordinates and provides leadership for all support services concerned with implementa-

tion of the tsunami recovery program objectives. Qualifications: BA/MA in international development or business management; minimum four years' experience in relief and development; managerial, operational planning, staff management, and budgeting experience; proven record in program development and grant management; experience living and working internationally preferred; ability to travel internationally 25 percent of the time. For more information and to apply, visit [www.redcross.org/jobs](http://www.redcross.org/jobs), keyword search "4117BR."

### FINANCE DIRECTOR •

#### Kansas City, MO or Chapel Hill, NC

Positions available with WaterPartners International. Duties: provides daily financial management and office administration; oversees financial records and reports for compliance with grants. Qualifications: minimum five years' financial accounting experience; proficient in QuickBooks; experience managing federal government grants; strong oral and written communication skills; teamwork, budgeting, and problem solving skills; familiarity with micro credit financing preferred; BA in related field required. For more information, visit [www.water.org](http://www.water.org). Send cover letter and résumé to Jennifer Platt at [jplatt@water.org](mailto:jplatt@water.org).

### HEALTH CARE POSITIONS • DC

Positions available with Unity Health Care. For more information and to apply, visit [www.unityhealthcare.org/Unity/Employment.htm](http://www.unityhealthcare.org/Unity/Employment.htm).

### REGULATORY AFFAIRS NURSE • DC

Position available with Unity Health Care. Duties: participates in data collection, analysis, evaluation,

investigation, and adjustment of all patient care and associated quality improvement, risk management complaints, claims and lawsuits; participates in the development of quality improvement and risk minimization programs; analyzes legal and regulatory issues; develops and/or reviews institutional policies in areas of specialization; provides education, data collection, analysis, and education in quality improvement, risk management, infection control, utilization review, and OSHA requirements throughout the organization. For more information and to apply, visit [www.unityhealthcare.org/pdf/UN-5367.pdf](http://www.unityhealthcare.org/pdf/UN-5367.pdf).

### PROJECT MANAGER • Los Angeles

Position available with University of California Los Angeles (UCLA) School of Public Health and the Global Emerging Infectious Disease Surveillance Network. Duties: extensive international travel to field sites in Africa, South America, and Southeast Asia; coordinates research activities within and between international sites; develops and coordinates protocols, clearances, and training materials; manages specimens, supplies, equipment, and budgets. Qualifications: strong organizational, management, financial, and communication skills; previous position as a research project manager preferred; fluent in English and French required; fluent in Spanish preferred; MA; field experience and familiarity with rural tropical regions in developing world preferred. E-mail résumé and CV to [arimoin@ucla.edu](mailto:arimoin@ucla.edu).

# Crisis Corps Recruiting Short-Term Volunteers

## El Salvador

**Fundación para el Desarrollo (FUNDESA)** requests one Crisis Corps volunteer to serve as a **Disaster Preparedness Specialist**. This is a six month position and will start ASAP. Duties: improves FUNDESA's emergency and disaster attention module and methods for the most vulnerable zones; increases the capacity of local coordinators in creating alternative solutions to problems facing the community; helps organize communities in emergency committees; advises communities on how to make plans for disaster preparedness and response and related objectives; helps develop strategic training plans and disaster preparedness tools for communities; implements monitoring, evaluation, and control strategies to improve the sustainability of the disaster prevention project; strengthens project management capacities in the institution and communities. Qualifications: experience in disaster prevention and mitigation; experience with planning and organizing projects related to disaster prevention; experience in personnel training and organization capacity strengthening; fluent in Spanish; ability to work independently and with little support; ability to provide leadership, initiative, and creative and innovative problem solving skills.

In response to destruction caused by Hurricane Stan and the recent eruption of the volcano Ilimatepec, **Trinational Commission of Plan Trifinio** requests one Crisis Corps Volunteer to serve as a **Civil Engineer** for a six month project scheduled to start ASAP. Duties: provides technical support to the Tri-national Program of Sustainable Development in the High Valley of Rio Lempa; helps Plan Trifinio work for the sustainable development of mostly rural communities through infrastructure and sanitation projects, including agro forestry, soil preservation, and water projects; organizes and strengthens communities in risk management, rehabilitation, and reconstruction in the most affected areas. Qualifications: civil engineer with experience in designing soil stabilization projects; fluent oral and written Spanish; experience with ArchView and ArchInfo software programs; can work independently and with little supervision; ability to integrate and work in a group; ability to adapt to other cultures and customs.

The **Ministry of Education (MINED), Effective School Networks** requests one Crisis Corps Volunteer to work as a **Conflict Resolution Specialist**. MINED is an autonomous national institution that was formed December 8, 1939. Before this date, education depended on the Ministry of External Relations. MINED has its

headquarters in the capital city of San Salvador and 14 departmental offices in each of the departments of the country. This is a six month position and is scheduled to depart August 2006. Duties: works under the supervision of a field representative; plans, organizes, and imparts a course on mediation and conflict resolution to selected teachers, students, and heads of families of the Directive Board of the Network; plans and organizes additional networks of students, teachers, and heads of family in the community; trains the aforementioned groups on how such networks are organized and how they function; attends to cases of conflict in the network with other technical support from the network; exchanges experiences with other networks in the region; writes reports on the progress of the trainings. Qualifications: degree in education, psychology, or other social field; experience with mediation and conflict resolution; experience with forming community networks; experience with group management; knowledge of disaster response; able to work independently and with little supervision; advanced written and spoken Spanish.

## Jamaica

The **All Island Bee Farmers Association** requests one Crisis Corps Volunteer to serve as an **Apiculturist** to assist in the development of a Queen Bee Breeders Program. The association is made up of approximately 1,500 independent bee farmers who use apicultural products for everything from home use to international export. To further the goals of the Association, technical advice on Queen Bee Breeding is needed. This is a six month position and is scheduled to depart July 2006. Qualifications: five to ten years' apiculture experience; successful completion of Peace Corps Volunteer service; excellent written English; good organizational ability; capable in computer word processing and database manipulation; creativity required; good communication skills; ability to work well with people of different backgrounds; ability to work independently with minimal supervision. Desired Qualifications: degree in agriculture or environmental science; specific experience in developing and increasing queen bee production preferred.

Working to address food security and poverty alleviation in Jamaica, the **Food and Agricultural Organization of the United Nations (FAO)** requests one Crisis Corps Volunteer to serve as a **Small Production Poultry Specialist**. This is a six month assignment and is scheduled to depart ASAP. Duties: helps to establish poultry coops that will be used as demonstrations for the establishment of other coops in rural Jamaica; monitors at least three complete production cycles for each farmer; works along with the RADA technicians in the area to

implement good practices developed by the FAO consultants on backyard poultry production for the market; assists farmers in maintaining good accounting records and understanding how the records are to be used; assists with training and monitoring farmers in good animal husbandry practices; develops, with RADA extension officer, a production and slaughtering plan; monitors the sales of chicken. Qualifications: experience in small scale poultry production; successful completion of animal husbandry Peace Corps Volunteer service in rural areas; ability to work independently with minimal support; excellent cross cultural communication skills. Desired Qualifications: degree in animal husbandry, agricultural science, or related field.

The **Jamaican Ministry of Technology, Energy, and Commerce** requests one Crisis Corps Volunteer to act as a **Technical Officer** to enhance the sustainability, viability, and effective corporate governance of agriculture societies registered with the Department of Cooperatives. This is a six month assignment and is scheduled to depart ASAP. Duties: works with the technical officers who are assigned to regions and individual societies; trains the executive bodies of local groups to assist with the development and implementation of policies; trains and assists society employees in book-keeping and accounting; assists in preparation of project and business plans for community-based organizations that would aid in the application for grant funding; designs and assists with the implementation of database programs for societies; assists in the supervision and monitoring of projects; helps to liaise between the Department, community groups, funding agencies, and other collaborating bodies. Mandatory Qualifications: BA in management, agriculture, or social work; training in project management and assessment; five years' experience in business administration; successful completion of Peace Corps Volunteer service; experience with database development; fluent in writing and speaking English; ability to work independently and with minimal support; willingness to work with persons of varied backgrounds, ethnicities, and economic positions. Desired Qualifications: MA in business administration, management, agricultural management, or related field; completion of Peace Corps Volunteer service in the Caribbean region or other Caribbean experience.

**Upcoming Jamaica assignments include agricultural and greenhouse projects. Contact Crisis Corps for more information.**

*Crisis Corps opportunities continued on next page*

# Crisis Corps Recruiting Short-Term Volunteers

## Namibia

The **Food and Agriculture Organization of the UN (FAO)** requests two Crisis Corps Volunteers to serve as **Junior Farmer Field and Life Skills School (JFFLS) Coordinators** to help strengthen community involvement in JFFLS programs and to expand JFFLS programs throughout the Caprivi Region with the aim of making orphans and vulnerable children able to live fulfilled lives in their home areas or to provide them with marketable skills in agriculture, horticulture, livestock, nutrition, or aquaculture. These are nine month assignments and are scheduled to depart in July or August 2006. Duties: assist in establishing four JFFLS schools in Caprivi Region; redesign HIV/AIDS campaign strategies and developing leaflets; develop the JFFLS training program and training community members in JFFLS techniques; build the capacity of the relevant Ministries in developing a sustainable program through the development of a three year strategic plan; capacity building on local advocacy strategies to ensure effective dissemination of HIV/AIDS messages; develop monitoring and evaluation indicators for the JFFLS program and the anti HIV/

AIDS campaign strategy; assist the with other aspects of the project's work. Mandatory Qualifications: Africa/Asia RPCV with a degree or diploma in agriculture, education, horticulture, or other relevant discipline; strong training and capacity building experience; experience in HIV/AIDS awareness, information, education, and communication development and training; enthusiasm and common sense necessary to teach 12 to 17 year olds; ability to work independently with minimal support. Desired Qualifications: Namibia RPCV or previous work experience in Namibia; Lozi language skills; experience in Training of Trainers in adolescent reproductive health and HIV/AIDS awareness.

## Zambia

The **Community for Human Development** requests one Crisis Corps Volunteer to serve as a **Program Development Specialist** for a six month assignment that is scheduled to depart ASAP. Duties: provides critical analysis of the three main programs and develop strategies for increasing

activities; works with project staff to develop a five year strategic plan; provides hands-on training during the plan development process to project staff; assists the project team in report writing and project proposal preparation. Qualifications: successful completion of two years of Peace Corps Service in Africa; ability to work independently with minimal support; MA in social sciences or related degree, with experience in project planning and management; one year experience working with HIV/AIDS; analytical skills; demonstrated experience in strategic planning and report writing.

**Crisis Corps expects to see additional HIV/AIDS related assignments in Kenya and Namibia for July and August. Africa RPCVs with experience in VCT, human resources, NGO development, and those with other HIV/AIDS-related experience are encouraged to apply immediately.**

## 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 at [www.peacecorps.gov/rpcv/crisiscorps](http://www.peacecorps.gov/rpcv/crisiscorps).

Send Crisis Corps application, résumé, and Description of Service (if available) to [crisiscorps@peacecorps.gov](mailto:crisiscorps@peacecorps.gov); fax: 202.692.2251; address: Peace Corps - Crisis Corps, 1111 20th St. NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

## HIV PROGRAM MANAGER • Seattle

Position available with World Concern, an international Christian relief and development organization. Duties: oversees current HIV/AIDS program grants of \$11M; liaises with partners, government officials, USAID, and other donors; oversees project plans, budgets, and reporting from ten grant sub-partners and staff. Qualifications: ability to travel 30 percent of the time; BA in related field; five years' management experience in HIV/AIDS or community development; experience procuring and reporting large scale funding, preferably with USAID; ability to perform self-directed technical writing. For more information and to apply, visit [www.worldconcern.org/html/Listing-HIV/AIDS-ProgramMgr.htm](http://www.worldconcern.org/html/Listing-HIV/AIDS-ProgramMgr.htm).

## PROGRAM ASSOCIATE, ASIA • DC

Position available with IFES. Duties: provides administrative and programmatic support for current and developing programs worldwide. For more information and to apply, visit [www.ifes.org/dc\\_employment.html](http://www.ifes.org/dc_employment.html).

## ESOL TEACHER • Arlington, VA

Position available with Arlington Public Schools and Arlington Education and Employment Program (REEP). Arlington Public Schools, anti-

pates openings in the non-intensive adult ESOL program from 7/13/2006 to 9/19/2006. Classes meet on Tuesday and Thursday evenings from 7 p.m. to 9 p.m. Qualifications: BA/BS; MA preferred; ESOL teaching experience. For more information, visit [www.reepworld.org](http://www.reepworld.org). E-mail cover letter and résumé to Cheryl Fuentes at [cfuentes@arlington.k12.va.us](mailto:cfuentes@arlington.k12.va.us); fax: 703.527.6966.

## PROGRAM ASSISTANT • DC

Position available with the National Audubon Society. Duties: writes and proofreads; processes reports; researches; schedules meetings; makes professional travel arrangements; manages office administration; tracks projects and budgets; assists with special events and projects. Qualifications: BA; three to five years' administrative and/or program work; strong writing and organizational skills; ability to take initiative; conservation ethic; proficient in MS Word, Excel, PowerPoint, and Access; proficient in Spanish preferred. E-mail cover letter, résumé, and salary history to [eflaherty@audubon.org](mailto:eflaherty@audubon.org).

## CASE MANAGER • New York City

Position available with Church Avenue Merchants Block Association, Inc. (CAMBA). Duties: provides orientation, support, accompaniment,

referral, and advocacy services with a focus on self-sufficiency; prepares affidavits of relationship for refugee resettlement; liaises with immigration attorneys and others to develop new enrollments and coordinate client assessment; maintains service and financial records; works closely with job developers; maintains client information in the database. Qualifications: undergraduate degree; fluent in Russian and French; experience working with refugees and asylees; excellent problem-solving and interpersonal skills; excellent record-keeping skills; ability to work independently and as part of a team. E-mail cover letter and résumé to Megan Perlleshi at [meganp@camba.org](mailto:meganp@camba.org).

## EXPANSION ASSOCIATE • DC

Position available with the SEED Foundation, a public urban boarding school. Duties: supports the establishment of a SEED school in Maryland and a second campus in Washington, D.C.; works with directors of new schools development on planning, program development, community outreach, administration, research, and fundraising. For more information, visit [www.seedfoundation.com](http://www.seedfoundation.com). E-mail cover letter and résumé to Carol Beck at [carol@seedfoundation.com](mailto:carol@seedfoundation.com).





### PROJECT ASSOCIATE • New York City

Position available with the Urban Homesteading Assistance Board (UHAB); a nonprofit that supports affordable housing and self-reliance by organizing, developing, and supporting low-income resident-controlled housing cooperatives. Duties: outreaches to building residents to identify and solve problems on a variety of issues, including self-governance, financial record-keeping, and participation. Qualifications: demonstrated ability to work well with people of diverse backgrounds through conflict resolution, training, and organizing; fluent in Spanish required. Salary: \$31,365. For more information, visit [www.uhab.org](http://www.uhab.org). E-mail cover letter and résumé to [flavin@uhab.org](mailto:flavin@uhab.org).

### PROJECT ASSOCIATE • Alexandria, VA

Position available with the National School Boards Association (NSBA). Duties: manages daily grant-funded tobacco prevention activities; works with others to conduct outreach, technical assistance, training, and evaluation; manages delivery of services; collaborates with national and state organizations. Qualifications: BA/BS in education, health, or related field; knowledge of school governance and school health policy issues, including tobacco prevention; software and database experience; excellent organizational and project management skills; oral and written communication skills. Send cover letter, résumé, and salary requirements to NSBA, attention: TPP/06, 1680 Duke Street, Alexandria, VA 22314-3493; fax: 703.837.9151; e-mail: [jobs@nsba.org](mailto:jobs@nsba.org).

### PROJECT ASSISTANT • Alexandria, VA

Position available with the National School Boards Association (NSBA). Duties: conducts database and Internet research to fulfill client requests; provides support services to clients; identifies, updates, and enters materials in database; performs administrative duties. Qualifications: BA/BS or college-level work in health, education, or related field preferred; working knowledge of MS Office, database applications, and Internet-based research; excellent oral and written communication skills. Send cover letter, résumé, and salary requirements to NSBA, Attention: HR/PASH06, 1680 Duke Street, Alexandria, VA 22314-3493; fax: 703.837.9151; e-mail: [jobs@nsba.org](mailto:jobs@nsba.org).

### MANAGER • Chicago

Position available with Language and Culture Worldwide (LCW). Duties: works with the director of intercultural programs and senior partners; works as a consultant and facilitator. Qualifications: minimum five years' cultural communications experience; demonstrated excellence in classroom facilitation and adult learning principles; possess instructional design, project management, and international training experience; great business acumen and communication skills; enjoy the fast pace of a rapidly growing, small-office, entrepre-

neurial environment. For more information and to apply, visit [www.languageandculture.com](http://www.languageandculture.com).

### SWINE DOCTOR OF VETERINARY MEDICINE • Milford, UT

Position available with Circle Four Farms and the Sooner Group, Inc. Qualifications: DVM degree with emphasis in swine medicine; minimum three years' swine experience required; ability to work in a team environment; excellent communication and organization skills required. Benefit package includes paid relocation. For more information, visit [www.c4farms.com](http://www.c4farms.com). E-mail résumé to Dave Hansen, The Sooner Group, Inc., at [thesooner@group@aol.com](mailto:thesooner@group@aol.com); phone: 405.715.2543.

### PROJECT COORDINATOR • DC

Position available with World Wildlife Fund (WWF). Duties: manages and monitors compliance for government funded agreements; provides assistances in proposal preparation; identifies, tracks, and monitors contractual requirements; works to ensure compliance information is organized and deadlines are met. Qualifications: BA; minimum two to four years' relevant experience, including knowledge of grants management principles; familiarity with U.S. government-funded projects preferred. For more information, visit [www.worldwildlife.org/about/jobs.cfm](http://www.worldwildlife.org/about/jobs.cfm). Fax cover letter and résumé to 202.293.9211, referencing job number "26149."

### PROGRAM FELLOW • New York City

Position available with Woodcock Foundation. Duties: provides daily administrative support for the executive director and occasional philanthropic support for the founder; coordinates all activities necessary for efficient office operations; conducts site visits and prepares write-ups and analyses for board. Qualifications: minimum three years' executive assistant or comparable experience; familiarity with the nonprofit sector; strong organizational abilities; excellent oral and written communication skills; proofreading and copy editing skills. E-mail a cover letter, résumé, and writing sample to [info@woodcockfdn.org](mailto:info@woodcockfdn.org).

### SYSTEMS ANALYST • Portland

Part-time position available with Outside In. Duties: works 28 hours/week; provides MIS support and reporting for the employment and education program and agency. Qualifications: minimum two years' experience with statistics, data management, performance measures, reporting, MS Access, and web-based data systems; ability to meet strict deadlines; relevant degree or training and two years' relevant experience. For more information and to apply, visit [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

## INTERNATIONAL

### DIRECTOR • Ngara, Tanzania

Position available with WomenCraft, a new social enterprise sponsored by the Anglican Church of Tanzania and the UK Government, in partnership with the UNHCR. The Duties: sets up and leads WomenCraft for a two year period while training its members to take over operations. Qualifications: creative self-starter with strong management, leadership and training skills; two to three years' experience with artisans, program management, or business; preferred experience in East Africa. Deadline: 7/5/2006. For more information and to apply, visit [womencraftngara@yahoo.com](mailto:womencraftngara@yahoo.com).

### PRODUCT DEVELOPMENT

#### CONSULTANT • Ngara, Tanzania

Temporary position available with WomenCraft social enterprise. Duties: researches, identifies, and proposes products that can be produced by Burundian refugee and Tanzanian women and can be successfully marketed on local, regional, and international markets; develops product lines, pricing structures, and linkages to markets so that WomenCraft's members can receive a fair price for their work; produces research plan and final report. Qualifications: proven experience with developing products and accessing markets; experience with artisans, small business development, and cooperatives; excellent analytical and writing skills. Deadline: 7/5/2006. For more information and to apply, e-mail [womencraftngara@yahoo.com](mailto:womencraftngara@yahoo.com).

### COUNTRY DIRECTOR • Kampala, Uganda

Position available with International Medical Corps. Duties: supervises all country program and support personnel; oversees all administrative, financial, logistics, and security activities for the country. Qualifications: BA in public health, public policy, or related field; minimum five years' field experience in international humanitarian relief programs with a focus in health. For more information and to apply, visit [www.imcworldwide.org](http://www.imcworldwide.org).

### COUNTRY DIRECTOR • Bujumbura, Burundi

Position available International Medical Corps. Duties: implements, monitors, and reports on all country programs in addition to designing new program initiatives. Qualifications: minimum five years' field experience in humanitarian relief programs focused on primary health care and public health in insecure settings; graduate degree in public health, public policy, or related field preferred; fluent in English and French required. For more information and to apply, visit [www.imcworldwide.org](http://www.imcworldwide.org).

### WATER AND SANITATION SPECIALIST • Mansehra, Pakistan

Position available with International Medical Corps. Duties: designs and constructs appropriate

emergency water supply and sanitation infrastructures; collaborates, plans, and negotiates with federal government, ERRA, district government, and community elders to fulfill water and sanitation needs for IDPs and the earthquake affectees. Qualification: university degree in water sanitation, civil engineer, related degree. For more information and to apply, visit [www.imcworldwide.org](http://www.imcworldwide.org).

## **COMMUNITY DEVELOPMENT SPECIALIST • Ingushetia, Russia**

Position available with International Medical Corps. Duty: implements community development programs. Qualifications: experience in program development and management; experience working in post-conflict and transitional settings and further development context; MA or equivalent experience in business and development. For more information and to apply, visit [www.imcworldwide.org](http://www.imcworldwide.org).

## **SENIOR FINANCIAL ANALYST • Poland**

Position available with Murphy Brown International and the Sooner Group, Inc. Duties: manages accounting and analysis for a major company that produces and markets meat in Poland. Qualification: BS in accounting or business required. For more information and to apply, e-mail [thesoonergroup@aol.com](mailto:thesoonergroup@aol.com); phone: 405.715.2543.

## **FEED MILL ENGINEER • Romania**

Position available with Murphy Brown International and the Sooner Group, Inc. Duties: oversees the construction of a new animal feed mill in Romania for a major USA pig production and processing and marketing company. Qualifications: fluent in English required; fluent in Romanian preferred. Deadline: 8/1/2006. For more information and to apply, e-mail [thesoonergroup@aol.com](mailto:thesoonergroup@aol.com); phone: 405.715.2543.

## **TECHNICAL ADVISORS • Various Locations**

Temporary consultancy positions available with the Carter Center. Duties: assist host governments to implement national eradication program; increase capacity to identify, contain, manage, and report cases; conduct health education and social mobilization activities; support ongoing supervision of eradication efforts. Qualifications: BA/BS, MPH preferred; local language skills from Mali, Niger, Nigeria, Sudan, or Togo; fluent in French preferred; overseas experience implementing health programs, preferably in Africa. Honorarium is provided. E-mail CV and availability to [anm7@cdc.gov](mailto:anm7@cdc.gov).

## **COUNTRY DIRECTOR • Columbo, Sri Lanka**

Position available with AmeriCares. This is a two year assignment. Duties: oversees tsunami recovery activities in Sri Lanka; strategic planning; program implementation and evaluation; grant management; policy implementation; human resources management; security, health and safety; communications and authorizations; financial management; and

foundation representation. Deadline: 8/1/2006. For more information and to apply, contact Jon St. Clair, AmeriCares Foundation. 88 Hamilton Avenue, Stamford, CT 06902; e-mail: [jstclair@americares.org](mailto:jstclair@americares.org).

## **ADMINISTRATIVE/FINANCE OFFICER • Pakistan**

Position available with American Refugee Committee (ARC) International. Duties: oversees all financial activities and reports and coordinates all administrative activities for the Pakistan program; maintains up-to-date, accurate accounting system; enforces ARC procurement policy; establishes and maintains communications systems; coordinates personnel and cargo; manages bank transfers, withdrawals, and reconciliations; implements personnel policies; maintains expatriate staff payroll; maintains staff personnel files. Qualifications: strong computer skills; management experience in a developing country; BA required; ability to work well with a team in an intense environment. For more information and to apply, visit [www.arcemployment.org](http://www.arcemployment.org) to apply.

## **ESL TEACHERS •**

### **Hohut, Inner Mongolia, China**

Positions available with Inner Mongolia Agriculture University. Duty: teach oral and written English. Benefits include medical insurance, holiday travel, housing, and possible reimbursement for airfare. For more information and to apply, e-mail Valerie at [vallerina57@gmail.com](mailto:vallerina57@gmail.com).

## **PROGRAM MANAGERS • Mwanza, Tanzania**

Positions available with Touch Foundation, Inc., a nonprofit that addresses the healthcare crisis in the developing world by training local doctors, nurses, and other health workers. Duty: build management capacity on the ground, starting with the Bugando University College of Health Sciences. For more information and to apply, visit [www.touchfoundation.org](http://www.touchfoundation.org).

## **GRANTS SPECIALIST/FINANCE**

### **MANAGER • Kiev, Ukraine**

Position available with Counterpart International. Duties: responsible for overall financial management and grant coordination of a multi-million dollar USAID-funded program. This program will support nongovernmental monitoring of priority areas in the fight against corruption as identified by the government of Ukraine, including strengthening judicial reform, government monitoring and enforcement of ethical and administrative standards, streamlining and enforcing regulations, and capacity building of advocacy campaigns and combating corruption in higher education institutions in the Ukraine. For more information and to apply, visit <http://jobs.counterpart.org>.

## **MEDIA SPECIALIST • Kiev, Ukraine**

Position available with Counterpart International. Duties: responsible for the media training component of an USAID-funded program that will support nongovernmental monitoring of priority areas in the fight against corruption as identified by the government of Ukraine; reports directly to the chief of party. For more information and to apply, visit <http://jobs.counterpart.org>.

## **CHIEF OF PARTY • Kiev, Ukraine**

Position available with Counterpart International. Duties: responsible for overall management and coordination of an USAID-funded program that will support nongovernmental monitoring of priority areas in the fight against corruption as identified by the government of Ukraine. For more information and to apply, visit <http://jobs.counterpart.org>.

## **PROJECT MANAGER • Juba, Sudan**

Position available with Counterpart International. Duties: implements a refugee reintegration and livelihoods project in South Sudan; reports to the community and humanitarian assistance program director of strategic development; implements and coordinates project with UNHCR, donors, local partners, and local government agencies; communicates between field and HQ staff; assists in the identification and development of new business opportunities in South Sudan. For more information and to apply, visit <http://jobs.counterpart.org>.

## **ENVIRONMENTAL SPECIALIST • Haiti**

Position available with CHF International. Duties: identifies core environmental concerns in and around five areas of Haiti, including issues associated with mangroves, ravines, and protected areas; develops systems that apply national environmental laws, standards, and procedures in project design, implementation, and monitoring. Qualifications: minimum five years' relevant experience with emphasis on environmental impact of infrastructural projects; minimum two years' international experience; fluent in English required; proficient in French and Haitian Creole strongly preferred. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

## **ECONOMIC OPPORTUNITIES**

### **PROGRAM MANAGER • Haiti**

Position available with CHF International. Duties: designs an effective program strategy for short and long term job creation; creates a performance monitoring plan for the timely and effective implementation of the durable employment strategy; facilitates the formation of private-public partnerships, focusing on job creation and workforce development. Qualifications: minimum eight years' relevant experience with a demonstrated emphasis on private sector initiatives, job creation, and/or local economic development; fluent in French required. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

## **CONSTRUCTION MANAGER • Haiti**

Position available with CHF International. Duties: refines project selection process and criteria; refines project monitoring systems; designs bidding process for identifying and selecting sub-contractors; works with stakeholders; identifies realistic, viable, and sustainable economic infrastructure projects; evaluates prepared proposals, budgets and specifications for infrastructure sub-projects; ensures timely completion of infrastructure projects and abidance by program budgets. Qualifications: minimum 15 years' experience in infrastructure and construction; minimum five years' working in post-conflict environment; fluent in oral and written English; fluent in French. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

## **TRAINING DIRECTOR • Kabul, Afghanistan**

Position available with World Learning. Duties: provides leadership on a multi-sectoral training and capacity building program, focusing on providing training and technical assistance to project-led initiatives; provides technical, analytical, and logistical support services to capacity building programs in the public, private, and civil society sectors. For more information and to apply, visit [www.worldlearning.org](http://www.worldlearning.org).

## **DEMOCRACY FELLOW • Luanda, Angola**

Fellowship available with World Learning. Qualifications: fluent in Portuguese; preference given to qualified candidate already residing in Luanda, Angola. For more information and to apply, visit [www.worldlearning.org](http://www.worldlearning.org).

## **TRANSLATOR •**

### **Bang Niang, Phang Nga, Thailand**

Position available with Disaster Tracking Recovery Assistance Center (D-TRAC). Duties: works as part of a multicultural team; translates written documents into English; acts as an interpreter for villagers and field researchers. Qualifications: native English speaker; proficient in spoken Thai; able to read Thai. E-mail letter of interest and résumé to Sandra at [sandra.s@d-trac.org](mailto:sandra.s@d-trac.org); phone: 66.05.212.4241; website: [www.d-trac.org](http://www.d-trac.org).

## **TEACHERS • China**

Position available with Aston Educational Services. Duty: teach summer intensive term or September term 2006. Positions begin 7/12/2006 or 9/2/2006. For more information and to apply, e-mail Bruce Blanch at [bblanch@astonschool.com](mailto:bblanch@astonschool.com) or phone Michael Wisner at 908.835.8227; website: [www.astonschool.com](http://www.astonschool.com).

## **TEACHER/ASSISTANT LEADER • Ecuador**

Position available with GlobalQuest. Duties: teaches and co-leads a small community of American students in Ecuador. Qualifications: teaching experience in history or global studies at high school or college level; fluent in Spanish;

solid experience in Ecuador; solid community building and leadership experience with adolescents. Benefits include room, travel, and board. Position begins 8/2006 and has a two year commitment. For more information and to apply, visit [www.gquest.org](http://www.gquest.org).

## **PROJECT MANAGER •**

### **Bangui, Central African Republic**

Position available with International Partnership for Human Development (IPHD). Duties: prepares projects; provides management assistance to local partner NGO; project and program evaluation; field visits. Qualifications: fluent in French required; two years' overseas agricultural and rural development experience, preferably in Africa. Salary: \$42K with benefits. This is an 18 month assignment. E-mail cover letter and résumé to [iphdq@iphd.org](mailto:iphdq@iphd.org).

## **ELECTION ADMINISTRATION**

### **CONSULTANT • Abidjan, Cote d'Ivoire**

Temporary position available with IFES. The project would take place over a six-month period through direct on-site technical assistance to key election stakeholders. Duty: provides technical advice on reforms to the voter registration and electoral processes and capacity building support for the Commission Electoral Independent (CEI). For more information and to apply, visit [www.ifes.org/careers.html](http://www.ifes.org/careers.html).

## **INTERN/VOLUNTEER**

### **VOLUNTEER • Denver**

Volunteer position available with Global Volunteer Network Foundation and the Colorado Challenge from 9/14/2006 to 9/16/2006. Volunteer for at-risk youth and listen to 12 Nobel Laureates discuss ideas for social change. Nobel Laureates include the Dalai Lama and Archbishop Desmond Tutu. For more information and to apply, e-mail [info@gvnfoundation.org](mailto:info@gvnfoundation.org).

### **ESL INSTRUCTORS • Various locations**

Volunteer positions available with Alliance for International Women's Rights. Duties: helps design and/or teach a long distance ESL course as part of the armchair volunteer program; work from home via e-mail and the Internet. The Mongolian participants from the partner agencies in Mongolia already have a basic understanding of English, but would like to improve their reading, writing, and grammar skills. For more information and to apply, phone Lisa Herb, President, at 718.885.9130; e-mail: [lisaherb@aiwr.org](mailto:lisaherb@aiwr.org); website: [www.AIWR.org](http://www.AIWR.org).

### **VOLUNTEER FOR WOMEN'S RIGHTS • Various locations**

Volunteer positions available with Alliance for International Women's Rights. Duties: assist women's rights organizations in Mongolia and

Kazakhstan; choose to travel to Mongolia to work with one of six Mongolian women's rights organizations or volunteer long-distance from home through the Alliance's armchair volunteer program. For more information and to apply, phone Lisa Herb, President, at 718.885.9130; e-mail: [lisaherb@aiwr.org](mailto:lisaherb@aiwr.org); website: [www.AIWR.org](http://www.AIWR.org).

## **EDUCATION**

### **MIDWEST TEACHER**

#### **TRAINING PROGRAM • Madison, WI**

The Midwest Teacher Training Program offers a TEFL certificate in a five-week program that prepares trainees to teach English in classrooms overseas. There is a 10 percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching including teaching practice, classroom observations, and job-placement assistance. Midwest is part of an English-as-a-second-language school, giving opportunities to interact with professional teachers and international students. No teaching experience required. For information, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI, 53703; phone: 800.765.8577; e-mail: [info@mttp.com](mailto:info@mttp.com); website: [www.mttp.com](http://www.mttp.com).

### **SCHOLARSHIPS • Monterey, CA**

The Monterey Institute of International Studies offers scholarships ranging up to \$10K to qualified RPCVs. Programs include MBA, international and environmental policy studies, public administration, translation and interpretation, TESOL, and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. For information, call 831.647.4123 or 800.824.7235; e-mail: [admit@miis.edu](mailto:admit@miis.edu); website: [www.miis.edu](http://www.miis.edu).

### **MA IN INTERCULTURAL RELATIONS • Stockton, CA**

The University of the Pacific, School of International Studies, in conjunction with the Intercultural Communication Institute of Portland, Oregon, offers an MA in intercultural relations (MAIR). This limited-residency program is designed for working professionals to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. RPCVs receive special consideration for admission. For more information and to apply, visit <http://sis.pacific.edu/mair/intercultural-relations.htm>; phone: 209.946.2836; e-mail: [kjaggears@pacific.edu](mailto:kjaggears@pacific.edu).

## SOCIAL WORK SCHOLARSHIPS • St. Louis, MO

The George Warren Brown School of Social Work at Washington University in St. Louis honors two incoming students with the John F. Kennedy scholarship in the amount of \$35K for two years of study. This scholarship is awarded to students who display a commitment to social justice and demonstrate current and potential leadership in the social work profession. Selection process includes the review of admissions application, an on-campus meeting during the spring. All travel and accommodation expenses for the on-campus meeting is provided. Candidates must complete a term as a PCV to be considered for the scholarship. Peace Corps Volunteers have the opportunity to be admitted prior to their service and with deferred enrollment for up to two years. The online application fee (\$40) is waived for all current Peace Corps volunteers. For more information and to apply, visit [www.gwbweb.wustl.edu/apply](http://www.gwbweb.wustl.edu/apply) or contact Brian W. Legate, Director of Enrollment and Student Services, George Warren Brown School of Social Work, Washington University in St. Louis Campus Box 1196, One Brookings Drive, St. Louis, MO 63130-4899; phone: 314.935.6676 or 877.321.2426; e-mail: [legate@wustl.edu](mailto:legate@wustl.edu).

## AMERICORPS/VISTA

### VISTA LEADER • Baltimore

Position available with Greater Homewood Community Corporation (GHCC). Duties: coaches and coordinates an interdisciplinary team of 10 to 12 VISTAs. Qualifications: excellent oral and written communication skills required; some fundraising, training, and peer mentoring experience preferred; must have completed service in AmeriCorps or Peace Corps. For more information and to apply, e-mail [jcalvert@greaterhomewood.org](mailto:jcalvert@greaterhomewood.org); phone: 410.261.3504.

## Upcoming 2006 RPCV Career Events

August 23 and 24  
*International and Domestic Careers*

November  
*Careers in Government*

Visit  
[www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events)  
for up-to-date information.

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resume of 20–30 seconds. Rather, it is who you are, what you do, and why you are there. “Hi. I’m Bob Michon. I recently moved back to the U.S. after working in Lesotho for two years. I very much enjoyed the analysis of foreign aid as it is important both to the work I did in Lesotho and to what I hope to continue working on here.” If someone does *not* directly ask about you, if with a group, take your cue from the conversation and add to it, or, if with an individual, comment on something obviously common to both of you (but please no wry comment that can be perceived as negative—negativity is seldom well-received by someone who does not know you). Later, perhaps, you will be able to give your personal introduction or even, if the conversation gets more involved, your oral résumé.

Susan RoAne, author of *What Do I Say Next*, offers on her website this list of additional small talk considerations (<http://www.susanroane.com>):

- LISTEN to what people say instead of planning your next line. They are telling you what they want to talk about and you can take a hint and build MEANINGFUL conversation that is a duo-logue.
- Start small; establish a connection and you will organically build to the bigger topics.
- Share stories that relate to the interests of others because people connect with our stories; not the factoids, features or sales pitches.
- Say something that relates to the common moment, the venue or event: the food, the theme, the parking or traffic, the host.
- Remember, most people are nice and would welcome your pleasant conversation.

Finally, four last things about the art of small talk success. First, remembering names. You

know this, so I’ll just repeat what you already know: Say your name clearly and repeat other names as you converse—multiple times if possible—as you look at respective faces.

Second, business cards. If you do not have business cards, order them! Even if neither currently employed or employed in your field of interest, create cards stating your profession/specialty, your higher level degree (if you have one), e.g., M.A. Cultural Anthropology, and your contact information (please get a personal email address and dispense with [beeriz4me@email.com](mailto:beeriz4me@email.com)). Business cards are a “must get and give” at networking opportunities. As you exit your conversation, remember to request a business card as you politely offer yours. When receiving the card, take a moment to acknowledge the act. Briefly scan the card for name, organization, and title, and return your gaze to the individual’s face before putting the card in your pocket ... the one not containing your own business cards! Nothing like handing over someone else’s business card to make that brilliant impression!

Which leads to the exit—not from the venue, but from the conversation. As you had an inventory of conversational leaders, have an inventory of *graceful* conversational exits. “Mary, I’m sure you have others you need to chat with. Thanks so much for your time—it’s been a pleasure. I look forward to chatting with you in the future.”

Finally, if you have reason to follow-up, or if you had indicated that you were going to follow-up in some fashion, then be sure to do so. One thing you may want to do, when you have a chance, is to write on the business card some factoid about the contact so that you can reference it later in an e-mail or telephone conversation. But do follow-up to both bolster and expand your contact base. After all, it is these contacts, or additional ones they beget, that can set you up for that excellent career to continue your service accomplishing the noteworthy in a world that most certainly welcomes it!

Go forward ... and small talk!



To submit a mailing address change, visit [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info). You can also send address changes to [rpcvupdate@peacecorps.gov](mailto:rpcvupdate@peacecorps.gov).

**Disclaimer:** 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.