

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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Editor
Manager, Returned Volunteer Services

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

PARK RANGER • San José, CA

Position available with the city of San José, California. Duties: works in areas of park operations, visitor services, resource preservation, interpretation, emergency services, and enforcement of ordinances and laws. Salary: \$21.90 to \$26.62/hour. Qualifications: successful completion of two years of college with a major in park management, natural or environmental science, or closely related fields; possession of a California driver's license; Red Cross Standard First Aid and CPR certifications. May require appointment as a peace officer. Additional information and application may be obtained at <http://jobs.cityofsj.org> or via phone: 408.277.JOBS. For questions, contact

Mike McClintock via phone: 408.277.3267 or via e-mail: mike.mcclintock@sanjoseca.gov.

STORMWATER EDUCATOR • NY

Position available with the Cornell Cooperative Extension of Suffolk County. Duties: develops and delivers all education and outreach efforts associated with a comprehensive phase II stormwater management program in Suffolk County; teaches appropriate educational stormwater curricula to a variety of audiences, including youth, seniors, civic and homeowner associations, government agencies, businesses, and the general public. Qualifications: B.S. required. To apply, contact Lorne Brousseau, Cornell Cooperative Extension of Suffolk County, 180 Little

Neck Rd., Centerport, NY 11721; phone: 631.854.5533; fax: 631.854.5543.

PRIVATE SECTOR

ENVIRONMENTAL COORD. • IL

Position available with Gads Hill Center, a family resource center. Duties: organizes and develops a variety of environmental and health education programs; coordinates the center's landscaping and retrofit of energy systems; writes grants and develops collaborative programming with other organizations. Qualifications: B.A./B.S. in environmental studies, environmental sciences, or science education and 3-5 years' experience in formal and/or nonformal environmental or natural science education. Fluency in Spanish. Grant-writing experience a plus. Send cover letter and résumé to Gads Hill Center, Attn: Barbara Castellán, 1919 W. Cullerton Street, Chicago, IL 60608; fax: 312.226.2248; e-mail: bcastellan@gadshillcenter.org.

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 upcoming issues of **HOTLINE**.

Feel free to forward any 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

WILDERNESS INSTRUCTOR • Loa, UT

Positions available with the Aspen Achievement Academy, an accredited and state-licensed outdoor treatment program with a focus on therapy, experiential learning, and personal growth. The academy operates in the desert wilderness of Southern Utah as an alternative to traditional clinical settings, engaging students with individualized treatment goals. Our students are male and female between the ages of 13 and 17. Duties: incorporates wilderness setting with the therapeutic and educational goals of the program. Qualifications: desire and ability to provide compassionate, creative, and dedicated care to students in our program. Send cover letter, résumé, and two letters of reference to Jim Martucci at address: PO Box 400, Loa, UT 84747; or via e-mail: jmartucci@theaspenacademy.com. Phone: 435.836.1212.

OUTREACH COORDINATOR • AR

Position available with the Crisis Center. At least half the work is with the local Latino population. Duties: coordinates outreach and public relations activities; educates the community about crisis prevention and intervention and the agency's available services; recruits bilingual helpline volunteers; serves on a crisis response team; compiles agency newsletter and resource guide for Spanish speakers. Qualifications: Spanish/English bilingual, bicultural, computer skilled, excellent com-

municator, outgoing "people person." Deadline: 12/01/2004. Send résumé with handwritten cover letter to Executive Director, The Crisis Center, 614 E. Emma Avenue, Suite 213, Springdale, AR 72764.

ASSISTANT DIRECTOR • Immokalee, FL

Position available with Immokalee Friendship House, a 40-bed emergency homeless shelter for men, women, and families of a predominantly migrant population. Duties: assists the executive director; helps to manage a staff of 16. Daily maintenance and on-call duties are part of the job. Qualifications: bilingual English-Spanish helpful; bachelor's degree (master's preferred) and some supervisor experience. Contact Ed Laudise at 239.657.4090; or at e-mail: ifh@naples.net.

ASSOCIATE FOR INTERN'L PROG. • KY

Position available with the Presbyterian Church (U.S.A.) for a Louisville-based associate to oversee relief and development operations of the Jinishian Memorial Program (JMP) in Armenia and the Middle East. Duties: supervises overseas managers; assesses, monitors, and evaluates programs and projects; and assists in budgeting, planning, personnel policy, volunteer relations, and writing projects. Reports to JMP executive director/coordinator. Qualifications: undergraduate degree; three years' international experience; knowledge of management, community-based development, and/or social sciences; travel up to 35

percent. Website: www.pcusa.org/jobs. Deadline: 11/29/2004. Send cover letter and résumé to address: PC (U.S.A.), Attn: HR W04-10-56, 100 Witherspoon Street, Louisville, KY 40202; or to e-mail: jobs@ctr.pcusa.org.

ESL TEACHERS • DC

Part-time ESL teaching positions available with the International Center for Language Studies (ICLS) for group and private classes. Hours are available from 7:30 a.m. to 8:00 p.m. Qualifications: B.A. and overseas teaching experience required. M.A. TESOL students welcome. Contact Barbara Gurr, ESL coordinator at address: 727 15th Street NW, Suite 400, Washington, DC 20005; e-mail: employment@icls.com; or fax: 202.783.6587.

ENVIRONMENTAL ED. INSTRUCTORS • GA

Positions available with Blue Ridge Outdoor Education Center. Duties: teach environmental education classes in the beautiful Southern Appalachians. Offerings include residential programs for children ages 7-16, Cherokee culture adventure programs, and high ropes with children's and adult groups. Some weekends. Qualifications: ability and desire to lead school groups in educational classes; biology or ecology background preferred. Sense of humor a must. First aid, CPR, and high ropes training provided. Salary: \$190/week + room and board and medical insurance. February-May and August-November. Send cover letter and résumé to RPCV John DiDiego, director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577. Phone: 706.886.7621; e-mail: blueridge@alltel.net; website: www.campmikell.com.

ENVIRONMENTAL PROJ. COORD. • DC

Position available with the World Resources Institute for a highly motivated and energetic individual to coordinate and help manage various activities for its Environmental Accountability project in the Institutions and Governance Program (IGP), including the project's website and outreach strategy. The project includes distributional equity, legislative representation, commodity chain, and institutional choice initiatives. The environmental accountability project coordinator reports directly to the regional director for Africa and collaborates with staff who manage IGP projects aimed at improving environmental governance in Africa. Deadline: 11/26/2004. Send cover letter and curriculum vitae/résumé to World Resources Institute, Attn: Rashawn Stepp, 10G Street, NE (Suite 800), Washington, DC 20002; fax: 202.729.7610; e-mail: rstepp@wri.org.

EMPLOYMENT CENTER COORD. • OR

Position available with Outside In. Duties: oversees operations and leads team in the Employment Resource Center for homeless youth up to 24 years old; works 40 hours/week. Qualifications: excellent organizational and coordination skills; workforce development; team and program development; four years' relevant experience, including program coordination; supervisory experience; B.A. degree; background in workforce develop-

HOT! OPPORTUNITIES

INTERNATIONAL ECONOMIST • DC

GS-9/11/12 (depending on qualifications) position available May 2005 with the Professional Development Program, USDA Foreign Agricultural Service. Duties: assists USAID Bureau for Policy and Program Coordination in providing technical assistance on international economic issues related to multilateral and bilateral donor coordination; analyzes trends in poverty reduction, food security, global climate change, trade, and regional integration to facilitate cooperation among donors; facilitates interagency communication on bilateral aid and trade issues. Must be a U.S. citizen. Deadline for applications: 12/3/2004. For vacancy announcement with required application information, contact Jane Misheloff at phone: 202.690.0755; or e-mail: jane.misheloff@usda.gov.

PEACE CORPS WEEK DATABASE ASSISTANT • DC

Position available with the Peace Corps to assist with Peace Corps Week (February 28-March 6, 2005). This full-time position runs 12/13/2004 through 3/18/2005 in the Peace Corps Office of Domestic Programs. Duties: enters data from incoming reply cards sent in by RPCVs; responds to e-mail and telephone inquiries about Peace Corps Week; maintains database. Qualifications: excellent written and oral communication skills; careful attention to detail; ability to handle multiple projects simultaneously; data-entry experience. Salary: \$16.55/hour (FP-7/01). Send cover letter and résumé to Peace Corps Week Coordinator, Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526; fax: 202.692.1421.

TEFL TECHNICAL COORDINATOR/TRAINER • Kiribati

Peace Corps/Kiribati seeks a TEFL technical coordinator/trainer for a pre-service training (PST) cycle for 19 trainees in the second quarter of FY 2005. Experienced trainer with three years' TEFL teaching experience. RPCV, Kiribati, with knowledge of local language and culture is highly desirable. Contract dates: 2/10/2005-5/20/2005. Possible follow-on extension as training director for subsequent health PST. Application deadline: 11/30/2004. Full position description and application details available by writing to TEFLTech@ki.peacecorps.gov.

ment and a master's degree in a related field; bilingual (Spanish/English) highly valued. \$30–32K. Cover letter and employment application required. For application instructions, visit www.outsidein.org/employment.htm.

SUMMER STAFF • Newport, PA

Positions available with Longacre Leadership. Duties: work with teenagers in an experiential, outdoor-oriented coed summer program; support curriculum that stresses skills development, self reliance, community service, and interpersonal growth; lead recreation that includes climbing, caving, backpacking, bicycling, gardening, horse-back riding, farming, drama, and/or crafts. Qualifications: good interpersonal and decision-making skills; must be 21 or older. Salary: \$1,500–1,700 plus room and board for 5 1/2-week program. Start date: 6/16/2004. For more information, contact Cori Jensen or Susan Smith at Longacre Leadership, 4028 Middle Ridge Road, Newport, PA 17074; phone: 717.567.3349; fax: 717.567.3955; website: www.longacre.com; e-mail: cori@longacre.com or connect@longacre.com.

ORGANIZER • Boston, MA

Two organizer positions (full- and part-time options) available with Stand for Children, a nonprofit organization advocating children's education, health, and safety. Duties: recruit chapter leaders; develop leaders by teaching key aspects of our advocacy approach; help the chapter take effective action to win policy changes/electoral victories for children. Qualifications: community organizing or grass-roots advocacy experience; background in teaching and/or working with children; basic understanding of politics and political campaigns. Salary: \$30–43K plus benefits. For more detailed information, visit website: www.stand.org. Send cover letter and résumé in MS Word format to Meg Ansara, MA state director, at e-mail: majob1@stand.org.

EXECUTIVE DIRECTOR • Sterling, VA

Position available with Loudoun County Small Business Development Center, a nonprofit providing advisory services to small businesses. Qualifications: knowledge of small business operations, strong communication skills, and experience in counseling, nonprofit program management, fundraising, and interacting with government/county funding sources. Send cover letter, résumé, and salary history to fax: 703.430.7258; or e-mail: sbdc@loudounsbdc.org.

***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.

***ORGANIZERS-IN-TRNG • Various locations**

Positions available with Service Employees International Union to help working people win dignity and respect on the job. Using innovative tactics, together they challenge some of the largest and most powerful corporations in the world—and win. Qualifications: excellent communication skills/judgment; ability to work with people from diverse backgrounds/cultures; commitment to justice for workers; willingness and stamina to travel and work long and irregular hours. Organizer-in-training positions are available nationwide on an ongoing basis. Salary: beginning at mid \$20K to low \$30K with excellent benefits. Complete details available online at website: www.seiujobs.org. Send cover letter and résumé to fax: 202.898.9016; e-mail: svartm@sei.org.

SUMMER CAMP NURSE • Crestline, CA

Position available with Ability First. The summer program runs June through August and is designed to meet the special needs of individuals with disabilities. Campers range in ages from 7 to 70, and disabilities range from mild to severe, developmental and/or physical. Sessions are seven to eight days in length with 52 campers in attendance. Qualifications: must have valid California RN license or ability to obtain one prior to 6/01/2005. Must be willing to live on-site. Duties: cares for a maximum of 26 campers, including duties such as screening, medication distribution, charting, and minor medical procedures; assists in the training of seasonal summer staff; supervises the general health of seasonal summer staff. Contact Kelly Kunsek at phone: 909.338.1102; e-mail: kkunsek@abilityfirst.org.

CUSTOMER SERVICE REPS • Mason, OH

Positions available with Anthem. Duties: answer requests by phone or mail regarding insurance claims/policies in fast-paced call center. Qualifications: bilingual (Spanish/English); strong customer focus; PC skills and 35wpm typing are required. Pay range: \$11–13/hour based on experience. Outstanding benefits: \$5,000/year educational assistance after six months, immediate holiday pay, medical/dental/vision after 30 days. Apply online at website: www.anthem.com (position 08070).

SOCIAL WORKER/DIRECTOR • Boston, MA

Position available with Room to Grow for a social worker or similar M.A.-level candidate to carry out the organization's client program as well as to support the day-to-day administration of the office. Duties: conducts one-on-one client visits; develops and manages relationships with prenatal program partners; and manages the administration of the office. Qualifications: experience and training in early childhood development and/or child and family therapy with emphasis on child development; master's degree and a minimum of five years' related work experience with M.S.W., M.A., or Ph.D. in related field; strong management skills; bilingual (Span-

ish) preferred. Deadline: 12/01/2004. Send cover letter and résumé to Rebecca Schulman at address: Room to Grow, 142 Berkeley Street, Boston, MA 02116; or e-mail: infoboston@roomtogrow.org. No phone calls or faxes, please.

PROGRAM COORDINATOR • Brooklyn, NY

Position available with CAMBA, a nonprofit community-based organization. Duties: coordinates new senior community-service employment program, which promotes part-time employment opportunities in community-service activities for unemployed, low-income seniors 55 and older, leading to unsubsidized employment. Duties: performs outreach to nonprofit agencies to develop community-service assignments for seniors; provides case management and career advisement; maintains program records and reporting data; cooperates and collaborates with other staff to transition seniors from community-service assignments to placement in permanent unsubsidized jobs. Send résumé and cover letter to Leonora Sokolova, program manager, at e-mail: LeonoraS@camba.org.

INTERNATIONAL

TECH. OFFICER, HIV CARE • Cambodia

Position available with Family Health International in Battambang Province. Duties: provides technical support, training, and coaching to Cambodian health staff in clinical care and treatment of people living with HIV/AIDSs (PLHAs) and HIV/AIDS patients. Qualifications: M.D.; at least five years' specialized experience in clinical HIV care and treatment in resource-poor settings; experience working in an international NGO/PVO environment desirable. Submit cover letter and résumé, including salary requirements, online to www.fhi.org; address: FHI HR, 2101 Wilson Boulevard, Suite 700, Arlington, VA 22201; fax: 703.516.9036; e-mail: humanresources@fhi.org.

COUNTRY DIRECTOR • Thailand

Position available with Project HOPE. Duties: manages HOPE programs in Thailand, including the Village Health Banks; coordinates day-to-day program operations, including staff and financial management; evaluates and monitors program; collaborates with local health organizations; develops and writes strategies, work plans, and project reports; identifies new program opportunities and develops proposals. Qualifications: master's degree or equivalent in health, international development, business administration; three to five years' demonstrated program management experience; excellent communication, team building, and negotiation skills; international development experience; English and Thai fluency; ability to travel regionally. Complete online application at www.projecthope.org or send résumé and cover letter with salary history to recruitment@projecthope.org; fax: 540.837.9052. Reference job # 590-PC.

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.

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or health-care policy management. David Eber, phone: 412.268.2164; e-mail: deber@andrew.cmu.edu.

DePaul University

Chicago, IL
Elementary and high school special education certification. Dr. Barbara Radner, phone: 773.325.7171; e-mail: bradner@depaul.edu.

Duke University

Durham, NC
Public policy (MPP) with option to earn joint degrees in professional or Ph.D. programs; international development policy (PIDP) with several concentration options. MPP: Katherine Flynn, phone: 919.613.7412; e-mail: katherine.flynn@duke.edu; or Chuck Pringle, phone: 919.613.7325; e-mail: DukeMPP@duke.edu. PIDP: Stephanie Alt Lamm, phone: 919.613.7356; e-mail: pidpinfo@duke.edu.

Duquesne University

Pittsburgh, PA
Social and public policy, business administration, conflict resolution, peace studies. Dr. Evan Stoddard, phone: 412.396.5179; e-mail: stoddard@duq.edu.

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer). Dr. Tom Marcinkowski, phone: 321.674.8946; e-mail: marcinko@fit.edu.

Fordham University

Bronx, NY
International political economy and development. Dr. Henry Schwalbenberg, phone: 718.817.4064; e-mail: iped@fordham.edu.

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs. Dr. Jack Levy, phone:

703.993.3689; e-mail: jlevy@gmu.edu. Lynn Walker Levy, phone: 703.993.3602; e-mail: lwalker3@gmu.edu.

George Washington University

Washington, DC
Transition special education, secondary education. Dr. Jeanne Embich, phone: 202.973.1061; e-mail: jembich@gwu.edu.

Illinois State University

Normal, IL
Applied economics, political science, sociology with sequences in applied community and economic development. Phone: 309.438.7090; e-mail: stevensoncenter@ilstu.edu. Beverly Beyer, phone: 309.438.8685; e-mail: babeyer@ilstu.edu.

Johns Hopkins University

Baltimore, MD
Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: orourke@son.jhmi.edu.

Loma Linda University (program in development)

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health. Dr. Barbara Anderson, phone: 909.558.4902; e-mail: banderson2@sph.llu.edu.

Marquette University

Milwaukee, WI
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Carole Ferrara, phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu.

Michigan Technological University

Houghton, MI
Environmental policy. Dr. Kathleen Halvorsen, phone: 906.487.2824; e-mail: kehalvor@mtu.edu.

New Mexico State University

Las Cruces, NM
Public health, border health, health education, social work, nursing. Dr. Sue Forster-Cox, phone:

505.646.2183; e-mail: sforster@nmsu.edu. Daryl T. Smith, phone: 505.646.3429, ext. 11; e-mail: darylsmit@nmsu.edu.

New School University

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management; Ph.D. public policy. Joseph Encarnacion, phone: 212.229.5311, ext. 1110; e-mail: encarnaj@newschool.edu.

Northern Arizona University

Flagstaff, AZ
Business. Ted Bouras, phone: 928.523.3657; e-mail: ted.bouras@nau.edu or mba@nau.edu.

Seton Hill University

Greensburg, PA
Art therapy, business administration, elementary education, marriage and family therapy, special education, technologies-enhanced learning, popular fiction writing. Jenell Krymowski, phone: 724.838.4283; e-mail: krymowski@setonhill.edu.

Southern New Hampshire University

Manchester, NH
Community economic development, international community economic development, business, National Weekend Program. Dr. Catherine Rielly, phone: 603.644.3156; e-mail: ced@snhu.edu or c.rielly@snhu.edu.

Teachers College, Columbia University

New York, NY
Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist. Reed Dickson, phone: 212.678.4025; e-mail: rd2002@columbia.edu.

Temple University

Philadelphia, PA
Secondary education in sciences, foreign languages, or English. Dr. David Fitt, phone: 215.204.6110; e-mail: dfitt@temple.edu.

PROTECTION OFFICER • Sudan

Position available with Relief International to serve as a member of the International Protection Team, which is required to maintain an objective presence and collect crimes data in an incident report form. The protection officer's main objective is to curb violence with presence and action in the form of data collection. It is not the duty of the protection officer to investigate culpability or assign blame. All means of confidentiality for both victim and perpetrator must be maintained by the protection officer. Deadline for applications: 12/4/2004. For consideration, e-mail all of the following: a detailed CV, cover letter, salary history, and list of three professional references to Human Resources, Relief International. E-mail: hr913@ri.org.

MONITORING/EVAL. OFFICER • Cambodia

Position available with the Institute for Global Health (IGH) at the University of California, San Francisco. Duties: provides technical and programmatic assistance for IGH's monitoring and evaluation (M&E) activities in Cambodia; manages M&E activities around an HIV project, integrating HIV technical strategies; provides technical expertise in M&E of HIV education and interventions, including evaluation designs, use of valid instruments, data collection, and data analysis. The position requires residence in rural Cambodia. Qualifications: cross-cultural communication and negotiation skills, including language-learning abilities; ability to work in remote areas with limited supervision; M.P.H. with in-country experience; 3-5 years' increasing responsibility in HIV program management.

Deadline: 11/30/2004. E-mail résumé to Rita Hamad at rhamad@psg.ucsf.edu.

SR. TECH. OFFICER, HIV CARE • Vietnam

Position available with Family Health International in Ho Chi Minh City or Hanoi. Duties: provides technical assistance and capacity building in HIV care and treatment intervention and research in Vietnam. Qualifications: M.D. or equivalent experience in public health; at least five years' specialized experience in designing and/or providing technical assistance to HIV care and treatment programs in resource-poor settings, including at least two years' senior management experience; Vietnamese language capabilities strongly desired. Submit cover letter and résumé, including salary requirements, online: www.fhi.org; address: FHI HR, 2101 Wilson Boulevard, Suite 700, Arlington, VA

22201; fax: 703.516.9036; e-mail: humanresources@fhi.org.

DEPUTY DIRECTOR • Cambodia

Position available with Family Health International in Phnom Penh. Duties: provides programmatic and management support to FHI/Cambodia staff in implementing a large HIV/AIDS program. Qualifications: master's degree in public health; five to eight years' experience in international development and/or management of a health program in a developing country; three to five years' experience in planning and managing a large HIV/AIDS prevention and care program with an international organization, including personnel and financial management; strong communication skills in multinational setting; prior experience in Cambodia; knowledge of Khmer language an advantage. Submit cover letter and résumé, including salary requirements to www.fhi.org; address: FHI HR, 2101 Wilson Boulevard, Suite 700, Arlington, VA 22201; fax: 703.516.9036; e-mail: humanresources@fhi.org.

STUDENT AFFAIRS MGRS. • Multiple locations

Positions available with the School for Field Studies (SFS) for enthusiastic, team-oriented individuals to serve at centers in Australia, Costa Rica, and the Turks and Caicos Islands. Duties: provide program support for students and oversee risk management. Deadline: 11/30/2004. For more information, including position description, qualifications, salary, benefits, organization overview, and information on how to apply, visit website: www.fieldstudies.org.

EDUCATION

TEFL FELLOWSHIPS/AMERICAN U • Cairo

The M.A. in TEFL with fellowship requires a commitment of two years, including the intervening summer. Fellowships for non-local residents include tuition waiver and modest living/housing stipend in local currency. Application and credentials must be received by 1/15/2005 for September 2005. Contact Mary Davidson, The American University in Cairo, 420 Fifth Avenue, 3rd Floor, New York, NY 10018-2729; e-mail: aucegypt@aucnyo.edu; fax: 212.730.1600; phone: 212.730.8800; website: www.aucegypt.edu.

DISASTERS/HUMANITARIAN CRISIS • Boston

Boston University School of Public Health's Department of International Health offers two half-tuition scholarships for RPCVs toward the 12-week Managing Disasters and Complex Humanitarian Emergencies Certificate program, February 7 through April 29, 2005. This graduate program offers one-third the credits required for the master of public health degree. Deadline: 1/10/2005. Submit verification of service (VOS) statement, completed application form, letter of recommendation, CV, and personal statement to Sarah Petty, Dept. of Int'l Health, 715 Albany Street, T4W, Boston, MA 02118; phone: 617.638.5234; website:

www.bu.edu/dbin/sph/departments/international_health/CHE.php.

GEORGETOWN SCHOLARSHIPS • DC

Georgetown University in Washington, D.C., announces the availability of six, full-time two-year scholarships to its master of arts in teaching English as a second language (MAT-ESL) program for the Fall 2005 academic year. The program trains future ESL professionals with an interest in K-12 teaching. Students take graduate coursework (12 courses) and participate in two, K-12 student-teaching practica in the District of Columbia or Arlington County public schools. Applications are due 1/2/2005. (You may apply online.) Information is available at website: www.georgetown.edu/departments/linguistics/program/admissions.htm or by e-mailing Paula Winke, RPCV, (China, 1998-2000) at pmw2@georgetown.edu. Students from culturally and linguistically diverse backgrounds are especially encouraged to apply.

Tulane U. Public Health/Tropical Med. • LA

Tulane University School of Public Health & Tropical Medicine in New Orleans has rolling admissions and is accepting applications for the Fall 2005 semester. RPCVs interested in pursuing master's or doctoral degrees in public health may specialize in biostatistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development. Contact Amanda Morrison or Adam Palmer, Tulane Peace Corps coordinators, at phone: 1.800.676.5389; e-mail: tulanemi@yahoo.com; website: www.sph.tulane.edu.

INTERN/VOLUNTEER

ORGANIC FARM INTERN • Mendocino, CA

Small-scale diversified farming internship available with Old Mill Farm on the Northern California Coast. Old Mill Farm is a family-owned and operated organic farm specializing in fresh produce, pork, and lamb production. The internship will be focused on gardening with plenty of opportunities to learn and help with animal husbandry, vineyard management, fruit-tree management, and sustainable living. This is a work-trade system, where room and board are provided in exchange for 25 hours of work/week. It should be understood that this is a lifestyle, and group cooperation is a necessary skill. Four intern positions will become available in January 2005 and will run through June. Deadline 12/15/2004. E-mail farm manager (cas@oldmillfarm.org) a detailed résumé, including information about Peace Corps experience; or mail to Cas Sochacki, PO Box 553, Mendocino, CA 95460. Website: oldmillfarm.org.

AMERICORPS/VISTA

AMERICORPS MEMBER • Oakridge, OR

Oakridge School District is located in the center of the Cascade Mountains, 45 minutes east of the

Eugene-Springfield area. Member serving in this position will work with staff, students, parents, and community to promote Oakridge School District standards of performance, positive attitudes, and productive behaviors. Terms of service: 40-45 hours/week, Monday-Friday (1,700 hours during a 10-month term). Provided are a living allowance of \$10,197, health insurance, vacation according to school calendar, and a \$4,725 education award upon completion. Deadline: open till filled. Contact Steve Coxon, Northwest Youth Corps; phone: 541.349.5055, ext. 213; stevec@nwyouthcorps.org.

AMERICORPS*VISTA • Indianapolis, IN

Three positions available: state office VISTA will assist with fundraising, grant research, grant writing, special-event planning, and solicitations. Chapter development VISTA will assist chapter leaders with developing financial resources in each of their communities. Technology VISTA will create a technology-needs assessment, implement chapter websites, and assist in bridging the digital divide. AmeriCorps*VISTA's national service program requires a full-time, one-year commitment with an \$816/month living stipend, medical coverage, child care, and a \$4,725 education award or \$1,200 cash at end of service. Contact Kelly Frank at phone: 317.921.1798; or e-mail: atkfrank@cmfk.org. Deadline: 12/17/2004. For more information and to apply online, visit website: www.americorps.org (reference position ID# IN310032-4).

AMERICORPS*VISTA • Tallahassee, FL

This 12-month VISTA position focuses on sustainability through fundraising, marketing, and training. Duties: writes and submits grant proposals to support Community/Higher Education/School Partnership (CHESP) and Service, Preparedness and Response Coalition (SPARC) projects; seeks contributions and sponsors; continues to develop a database of potential funding sources; develops and facilitates workshops for youth and adults on fundraising, marketing, and grant-proposal writing. Qualifications: a fundraising background is required; experience in training, community development, community service, and/or service-learning is a plus. Benefits: training, living allowance, health benefits, relocation expenses, and the choice of an education award or an end-of-service stipend are offered. Deadline: 12/10/2004. Send cover letter and résumé to Maureen Bradley via e-mail: mbradley@admin.fsu.edu; fax: 850.922.2928; phone: 850.488.3143.

AMERICORPS MEMBER • Lowell, OR

Lowell School District is a small rural district located on the north side of Dexter Lake, 25 miles southeast of Eugene, Oregon. The Lowell Community Student Partnership program provides many entrepreneurial student projects and services for our children and families, such as student-run businesses, shop and art classes, after-school childcare, and community-enhancement projects. One full-time position is available (40-45 hours/week, Monday-Friday, 8:00 a.m.-5:00 p.m., for a minimum of 1,700 hours during a 10-month term). Program benefits: living allowance of \$10,197 disbursed monthly, health insurance, vacation according to

Peace Corps Week

Celebrate a Legacy of Service

February 28–March 6, 2005

“The benefits of the Peace Corps will not be limited to the countries in which it serves. Our own young men and women will be enriched by the experience of living and working in foreign lands. They will have acquired new skills and experience which will aid them in their future careers and add to our own country’s supply of trained personnel and teachers. They will return better able to assume the responsibilities of American citizenship and with greater understanding of our global responsibilities.”

President John F. Kennedy—March 1, 1961

Help celebrate 44 years of making a difference in the world.
Reward your community with
a Peace Corps Week 2005 presentation.
Sign up today!

You will soon receive a brochure inviting you to sign up for Peace Corps Week 2005. **Online registration** is available at the Peace Corps Week website: www.peacecorps.gov/pcweek. The site includes ideas, suggestions, and resources to help you set up your presentation.

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

school calendar, and a \$4,725 education award upon completion. Contact Steve Coxon, Northwest Youth Corps, at phone: 541.349.5055, ext. 213.

VISTA LEADER • Baltimore, MD

Position available with Greater Homewood Community Corporation, a nonprofit dedicated to community development. Duties: recruits; supports VISTA supervisor; prepares new material; creates and maintains VISTA database; acts as liaison between VISTAs and staff. Qualifications: RPCV; program management experience. Send résumé to Susan Flieschmann, 3503 N. Charles Street, Baltimore, MD 21218; phone: 410.261.3501; fax: 410.261.3506; e-mail: ggese@greaterhomewood.org.

AMERICORPS • Salt Lake City, UT

AmeriCorps and the Medically Underserved in Utah are currently recruiting in Salt Lake City. Duties: provides direct service in community health clinics to help Utahans obtain health care. Position is an 11-month long commitment starting immediately. Benefits: a living allowance of \$11,201; health insurance; day care for children, if income-qualified; \$4,725 scholarship for college or existing qualified student loans; training in job skills; and be part of a national movement that will improve the quality of life for millions of Americans.

Deadline: 12/1/2004. Download application from website: www.auch.org/ameri-corps.

AMERICORPS*VISTA LEADER • NY, NY

Take advantage of the opportunity to serve in economic and community development on Wall Street. Duties: provides regular communication and support to up to 55 VISTA members nationwide; mentors VISTA supervisors in starting asset-building disability initiatives at their sites; creates resource portfolio using VISTA-created materials and those discovered through research. Benefits: \$4,725 education award or \$2,400 cash stipend upon completion of service; living allowance of \$1,094/month; housing subsidy of \$200/month; monthly unlimited Metrocard pass for travel within the city; health-care coverage. Deadline: 11/22/2004. Send cover letter and résumé to Tom Henry, VISTA program officer, via e-mail: tomhenry@cdcu.coop; or via fax: 212.809.3274.

***ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University Seattle offers a master of arts degree in environment and community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities

Online Employment Bulletins



*International Career
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*Public Health Jobs
Worldwide*

*Environmental Career
Opportunities*

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E-mail rvs@peacecorps.gov to
receive the passwords.

by emphasizing social science perspectives and natural science literacy. Students pursue place-based studies and routinely meet in Seattle for course intensives over two years. Contact Dr. Jonathan Scherch, (Jamaica, 1991–1993) at phone: 206.268.4710; e-mail: scherch@antiochsea.edu; website: www.antiochsea.edu/academics/enviro/index.html.

MIDWEST TEACHER TRNG. PROG. • WI

Earn a TEFL certificate in a five-week, intensive on-site teacher-training program that prepares trainees to teach English in classrooms overseas. Ten percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching. Teaching practice, classroom observation, and job-placement assistance provided. Midwest is part of an ESL school, giving you opportunities to interact with professional teachers and international students. No teaching experience required. For brochure, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

Peace Corps Career Centers



A career center with job postings, resource books, computers, fax machines, and phones is available at our Washington, D.C.-area recruitment office. Smaller career areas are available in our other regional recruitment offices.

Contact them for more information.

Career Information Consultants

This publication lists RPCVs and other professionals in specific career fields who have agreed to answer career-related inquiries on a voluntary basis. More than 1,500 participants are included in this 369-page revised edition.

To obtain the directory, contact Returned Volunteer Services at rvs@peacecorps.gov with a mailing address and indicate whether you would like a hard copy or CD-ROM.

Crisis Corps Recruiting Short-Term Volunteers

Jamaica

The **Jamaican Social Investment Fund (JSIF)** urgently requests one CCV for a two-month assignment to provide technical expertise and monitor the effective use of funds for a school reconstruction project resulting from Hurricane Ivan. Mandatory qualifications: experience as a building contractor or supervisor; experience with cost analysis and project monitoring and evaluation. Desired qualifications: degree in civil engineering, project management, or construction engineering; experience in developing projects from concept to completion.

JSIF also requests two Volunteers for six-month assignments. The Systems Engineer 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. The Project Officer position provides technical training to JSIF staff and requires a civil engineering degree and project management and training experience.

The **Jamaican Ministry of Water and Housing** requests a CCV to create a sanitation plan. Duties: reviews existing plans; conducts house-to-house surveys; inspects existing infrastructure; creates a map with plans for meeting a government initiative to provide clean water to all communities. Mandatory qualifications: degree in civil engineering; one year of experience in on-site sanitation-system design; and good writing skills. Desired qualifications: experience conducting surveys and producing community maps and sanitation statistics; RPCV, Jamaica.

Jamaican Association for the Deaf requests a hearing-impaired/deaf **Fast-Track Coordinator** for six months. Duties: performs diagnostic assessments of deaf learners; designs individual intervention programs; facilitates staff trainings; prepares reports and documents processes with the Fast Track program. Qualifications: master's degree in deaf education or linguistics with a focus on sign language or a bachelor's degree in a related discipline with significant experience in teaching English to the deaf in a bilingual environment; excellent written English and ASL skills; ability to work independently with minimal support. Desired qualifications: knowledge of Jamaican patois.

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: master's in public health. This assignment is expected to begin in January 2005.

Kenya

The **United Nations Office of Drugs and Crime** in Mombasa requests a CCV for a six-month tenure. Duties: monitors and evaluates the Integrated Demand Reduction project; leads community outreach to drug abusers and other vulnerable populations. Mandatory qualifications: advanced degree in health, psychology, or the social sciences; comprehension of drug demand reduction issues and HIV/AIDS; experience with NGOs and community-based organizations; minimum five years' relevant experience; strong computer skills; ability to work independently; proven writing, analytical, and managerial abilities.

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; 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.

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.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND *HOTLINE* TO NEW ADDRESS (Sorry, *HOTLINE* cannot be sent 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 international development and humanitarian nongovernmental organization, this weekly e-mail listing is available free to all RPCVs.

To receive the weekly job announcements, contact 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 for 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.