

# HOTLINE



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

## HOT RESOURCES

### Career Events

October 13—Washington, D.C.

### 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/index.cfm?shell=resources.former.formervolfaq](http://www.peacecorps.gov/index.cfm?shell=resources.former.formervolfaq)

### Peace Corps HOTLINE

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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

## PUBLIC SECTOR

**ECONOMIST • Washington, DC**  
• GS-7 position available with the Bureau of Labor Statistics. Duties: conducts research, analyzes data, and develops long-term employment projections in assigned occupations and industries; writes for *Occupational Outlook Handbook* and related career guidance publications; prepares special studies; responds to information requests. Qualifications: B.A./B.S. in economics; strong research, analytical, and writing skills. Send cover letter, résumé, and transcripts to Chester Levine, Bureau of Labor Statistics, 2 Massachusetts Avenue, NE, Room 2135, Washington, DC 20212; phone: 202.691.5715; e-mail: [Levine.Chester@bls.gov](mailto:Levine.Chester@bls.gov).

**TEACHERS • AZ**  
• Positions (7-9th grade reading and 9-12th grade English) available with Rock Point Secondary School. Qualifications: degreed and certified in reading and/or English (out-of-state acceptable). On-campus housing; 401K, dental, vision, and medical insurance provided; beautiful Red Rock Canyon area located on Navajo reservation in northeastern corner; great kids, great staff, great school. Contact Gerry Gearner at phone:

9 2 8 . 6 5 9 . 4 2 3 7 ; e - m a i l :  
[gearner@rpcs.bia.edu](mailto:gearner@rpcs.bia.edu).

**ARABIC-SPEAKING SPEC. • NY**  
Position available with the State University of New York, Center for International Development. Duties: reviews field-office accounting and receipts for accuracy and completeness; prepares reconciliation spreadsheet and balances back to in-country bank account; becomes an expert on pertinent regulations; prepares payment requests, agreements, wire transfers, travel, and specialized financial reports; trains field staff. Qualifications: fluency in written/spoken Arabic; proficiency in Excel; accounting/financial experience; B.A./B.S.; experience with USAID/other donors preferred. Send résumé and cover letter to [SUNYCID@spo.rf.suny.edu](mailto:SUNYCID@spo.rf.suny.edu). Include “Iraq Project Manager” in subject line. See [www.cid.suny.edu](http://www.cid.suny.edu) for complete job details.

**ENERGY ED. SPECIALIST • WI**  
Position available with University of Wisconsin, Stevens Point. Duties: develops, implements, and evaluates renewable energy and energy efficiency education support materials and events for teachers. These materials and events

include an online renewable energy education course, Web-based teaching resources, and activities such as school fundraisers and contests in energy efficiency. Qualifications: bachelor’s required, master’s preferred in environmental education, science education, education, or related field; skilled with website development; experience with teacher professional development a plus. Deadline: 10/29/2004. For more information, visit [www.uwsp.edu/equity/vacancy.htm](http://www.uwsp.edu/equity/vacancy.htm) or contact Jennie Lane at [energy@uwsp.edu](mailto:energy@uwsp.edu).

## PRIVATE SECTOR

**POPULATIONGRADS • Worldwide**  
The Population Fellows programs offer two-year professional fellowships to individuals with recent graduate degrees and experience in population-reproductive health or population-environment. Population fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-environment fellows work on projects that link family planning to environmental programming in the developing world. Fellows receive a professional-level stipend and benefits. Contact: The Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: [michiganfellows@umich.edu](mailto:michiganfellows@umich.edu); website: [www.sph.umich.edu/pfps](http://www.sph.umich.edu/pfps).

**COMMUNICATION • DC**  
Position (program officer) available with the Institute for Reproductive Health, Georgetown University. Duties: supports the institute’s efforts to increase the knowledge of simple fertility awareness-based methods by promoting greater use of research results; writes, produces, and disseminates various print and electronic publications and communication materi-

## OCTOBER CAREER FAIR

Sponsored by Returned Volunteer Services

Meet and talk one-on-one with representatives from more than 20 organizations that are interested in hiring returned Peace Corps Volunteers.

Wednesday, October 13, 2004  
4 to 8 p.m.

Paul D. Coverdell  
Peace Corps Headquarters  
1111 20th Street, NW  
Washington, DC 20526  
Shriver Conference Rooms A, B, C

For more information, contact Patricia Licata at 202.692.1443.

als for different audiences. Qualifications: master's degree in social science, English, or communication; experience in reproductive health research and communication; excellent written and oral communication skills; knowledge of health research and data analysis; fluency in French and/or Spanish; background in international development desirable. Submit résumé, salary history, and expectations to [dgimain@devgroup.com](mailto:dgimain@devgroup.com) or fax to 703.997.8181.

#### **YOUTH LEADER • Somersworth, NH**

Position available with Malley Farm Boys Home, a nonprofit home for 17 teenage boys in need of connecting and finding direction in their lives. Duties: leads and supports small groups of boys by serving as a role model of compassion, coping skills, and hope. Qualifications: B.A./B.S. with 15 credits in related field. Salary: \$25K+. Overtime available. Deadline: 9/28/2004. Send résumé to Malley Farm Boys Home, Attn. Mark Sipple, 250 Indigo Hill Road, Somersworth, NH 03878; phone: 603.692.5479; fax: 603.692.5956; e-mail: [malleyfarmboyshome@verizon.net](mailto:malleyfarmboyshome@verizon.net).

#### **ASSOC. DIR., HIV TRIALS • RTP, NC**

Position available with Family Health International. Duties: coordinates/oversees coordinating and operations center (CORE) research project management for the HIV Prevention Trials Network (HPTN); supervises clinical research staff; collaborates with other organizations on issues affecting implementation of HPTN clinical research; ensures compliance with HPTN operating procedures. Qualifications: M.A./M.S./M.P.H. in health-related field and four years' clinical-trials

monitoring; or public-health professional B.A./B.S. with eight years' relevant research experience; excellent written and verbal communication skills; developing-country experience desired. Preference will be given to candidates with clinical research experience in international networks. Apply online at website: [www.fhi.org](http://www.fhi.org).

#### **FINANCIAL EDUCATORS • Philadelphia, PA**

Positions available with Primerica. Make a positive impact. Help families solve their financial problems. High earnings potential. Set your own hours. Contact Paul Castan at phone: 215.816.0964.

#### **PROGRAM SPECIALIST • Washington, DC**

Position available with Reading Is Fundamental. Duties: liaises with existing and potential literacy program sites; monitors program compliance; develops and implements technical assistance strategies; conducts on-site workshops and visits. Qualifications: B.A./B.S. or equivalent combination of education and experience; experience in teaching/tutoring and/or volunteer services; computer literate; proficiency in Spanish helpful. Submit résumé and salary requirements to Human Resources, 1825 Connecticut Avenue, NW, Suite 400, Washington, DC 20009; e-mail: [Employment@RIF.org](mailto:Employment@RIF.org); fax: 202.673.0077.

#### **CLINICAL SUPERVISOR/MANAGER • OR**

Position available at the Dual Diagnosis Unit of Rosemont Treatment Center & School. Rosemont is a secure residential treatment center for adolescent girls with co-occurring disorders. Duties: supervises therapists providing individual, group, and family treatment; supervises case manage-

ment and clinical oversight of assigned unit. Qualifications: supervisory experience; master's in a behavioral health field; relevant experience in mental health and substance abuse; CADC certification and/or behavioral health license preferred. Deadline: 10/01/2004. Send résumé to Dr. Krista Winn, 9911 SE Mt. Scott Blvd, Portland, OR 97266; fax: 503.788.1068; e-mail: [Jocelyn.Lovenburg@arrasinc.org](mailto:Jocelyn.Lovenburg@arrasinc.org).

#### **PROGRAM COORDINATOR • New York, NY**

Position available with Professionals for Nonprofits. Duties: coordinates workshops and other activities; implements activities; helps to design and carry out the plan of operations for various programs. Qualifications: B.A./B.S.; 3+ years' experience in project coordination within an educational or other program having an international dimension; experience working with international colleagues; overseas work highly desirable; strong written and verbal communication skills; ability to organize tasks, track task completion, handle multiple priorities, and work as a member of a team. Salary: \$38K-40K. Send cover letter and résumé to [drossi@nonprofitstaffing.com](mailto:drossi@nonprofitstaffing.com).

#### **COORDINATOR/ANALYST • Arlington, VA**

Position available with the U.S. Overseas Cooperative Development Council. Duties: performs research, drafts principles of co-op law and case studies for instituting change, and provides technical assistance. Qualifications: overseas experience and background in public policy and legal-enabling environment; Spanish or French desirable. Duration: 12 months, part time; beginning October. Salary: \$25-30/hr. For more information, visit [www.coopdevelopmentcenter.coop/OCDC/home.htm](http://www.coopdevelopmentcenter.coop/OCDC/home.htm).

#### **PROGRAM ASSOCIATE • New York, NY**

Position available with Episcopal Relief and Development. Duties: assists in implementing and backstopping development projects in Asia and crisis-response regions; writes, edits, and collates reports on food security, primary health, and emergency assistance programs. Qualifications: familiarity with international development; two years' overseas experience, preferably in Peace Corps or with NGOs; bachelor's degree; master's a plus; skills in writing, creating spreadsheets, and monitoring and evaluation; a working knowledge of USAID and other development organizations; knowledge of the Anglican/Episcopal Church (or a willingness to learn); experience in Asia; willingness to travel. Send résumé and cover letter with salary requirements to HR generalist at fax: 212.867.6174.

#### **EDITOR • Evanston, IL**

Position available with Health Newsletters Direct, a publisher of health information newsletters. Duties: develops exceptional relationships with clients' editorial counterparts; works with clients to plan compelling publications; edits content to conform to style guidelines and ensure effectiveness. Qualifications: bachelor's degree; excellent language and communication skills; three years' professional editorial experience; fact-checking experience a plus; client services experience/ori-

## **HOT! OPPORTUNITIES**

#### **ASS'T COORD., PEACE CORPS FELLOWS • New York, NY**

Position available with Teachers College, Columbia University. Duties: helps support 70 RPCV urban educators and hundreds of alumni serving high-poverty NYCDOE schools. Duties: coordinates 20th anniversary campaign; produces website and newsletter; assists program in meeting demands for increased pre-service training. Qualifications: RPCV; thoughtful, motivated person with a good sense of humor and a positive outlook; strong computer skills (desktop publishing and website development); Peace Corps and urban teaching experience preferred. Salary: mid-thirties with tuition benefits. Deadline: 10/30/2004. For more information, visit [www.tc.edu/pcfellows](http://www.tc.edu/pcfellows). Send résumé and cover letter to Reed Dickson, coordinator, at [rdickson@tc.edu](mailto:rdickson@tc.edu).

#### **HEALTH INSURANCE SPECIALIST • Woodlawn, MD**

Position available with the Center for Medicare and Medicaid Services, U.S. Department of Health and Human Services. Duties: manages and develops operating procedures and policy for Medicare and Medicaid programs, including the new prescription drug program. Positions can be GS-7/9/11/12, depending on experience/education. Deadline: 12/31/2004. Volunteers with **noncompetitive eligibility** send résumé to Aaron Wesolowski via e-mail: [awesolowski@cms.hhs.gov](mailto:awesolowski@cms.hhs.gov). Phone: 410.786.8075. If your noncompetitive eligibility has expired, apply via USAJOBS.OPM.GOV, but also send a résumé to Aaron.

#### **FINANCIAL ADMINISTRATOR • Baltimore, MD**

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: reconciles financial statements; assists program staff with sponsor-required reports; participates in business development/strategic planning; interprets contracts. Qualifications: B.A. in finance/business or equivalent experience; five years' financial or cost-management accounting experience in international development operations; advanced knowledge of financial software; ability to effectively interpret and communicate grant terms and conditions. Apply at [hr@jhpiego.net](mailto:hr@jhpiego.net) or send résumé to JHPIEGO, 1615 Thames Street, Baltimore, MD 21231.

entation; basic marketing knowledge a plus; proficient in MS Word and e-mail applications. Send cover letter and résumé to Health Newsletters Direct, Attn: Senior VP of Editorial and Design, 1603 Orrington Avenue, Evanston, IL 60626; e-mail: AlaneT@hnd-whc.com.

**TRAINING SPECIALIST • Washington, DC**

Position available with Academy for Educational Development. Duties: engages in training activities for USAID's Office of Democracy & Governance (DG); identifies training needs among DG office staff and USAID DG officers; develops creative methods for meeting those needs; advises technical divisions of training opportunities; serves as manager for a team working in support of the DG office. Qualifications: master's degree; five years' relevant experience; three years' experience with training design and delivery. Send résumé and cover letter, referencing pos#KN4287pc, to AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: 202.884.8413; e-mail: employ@aed.org.

**RECRUITMENT MGR. • Washington, DC**

Position available with Creative Associates International. Duties: establishes and implements recruitment policies and procedures; identifies vacancies; creates and posts job descriptions; coordinates outreach and advertising efforts; screens, interviews, checks references, and facilitates evaluation of applicants; reviews and refines policies affecting recruitment; manages the recruitment for vacancies. Qualifications: B.A. plus eight years' recruitment experience (international preferred); foreign language (Spanish, French, Arabic, or Portuguese) preferred. Deadline: 9/20/2004. Send résumé and cover letter to Recruitment@caii.com; fax: 202.363.4771. Please state "Recruitment Manager" in the subject line.

**\*ORGANIZER-IN-TRAINING • Nationwide**

Service Employees International Union organizers 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 and 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 via fax: 202.898.9016; or e-mail: svartm@seiu.org.

**FACULTY ADVISORS/OPS TEAM • DC**

Positions available with the National Youth Leadership Forum (NYLF), a nonprofit educational organization. Duties: serve as instructors for high school students during a series of six day-long forums on defense, intelligence, diplomacy, and law in Washington, D.C.; facilitate discussions on national security and international relations or supreme court cases and law; implement NYLF

curriculum and logistics; prepare students for each day's activities; accompany groups on site visits in the Washington, D.C., area; provide supervision and assistance in residence at the program site. For detailed information and application, visit [www.nylf.org/jobs.html](http://www.nylf.org/jobs.html) or e-mail at [didstaff@nylf.org](mailto:didstaff@nylf.org) or [lawstaff@nylf.org](mailto:lawstaff@nylf.org).

**NATURAL FOODS SALES REP. • MA**

Position available with Equal Exchange, a fair-trade coffee company. Qualifications: excellent communicator; creative; detail-oriented; work well in a fast-paced environment. Fair-trade practices support small-scale farmers in Latin America, Africa, and Asia. For more information, visit [www.equalexchange.com](http://www.equalexchange.com) or call 774.776.7400. Send résumé and cover letter to [cross@equalexchange.com](mailto:cross@equalexchange.com).

**SALMON CAMP COORDINATOR • OR**

Position available with OMSI Science Camps. Duties: coordinates year-round National Science Foundation-funded natural resource, science, and technology programs for students with Native American community affiliations; works closely with Native American and other scientists and resource managers in the Northwest who use advanced technologies in their salmon recovery and other fisheries, wildlife, and habitat protection efforts. Use data recorders, radio telemetry equipment, statistical software, GPS, GIS, and computer-modeling software. Deadline: 10/10/2004. Apply at website: [www.oms.edu/employment/](http://www.oms.edu/employment/) or via e-mail: [ScienceCamps@oms.edu](mailto:ScienceCamps@oms.edu).

**ASSOC.DIR.OF TRAINING & EXCHANGE • NY**

Position available with Professionals for Nonprofits. Duties: manages training and student exchange programs; represents programs in negotiations and public meetings; serves as chief troubleshooter for specific programs; reviews results on an ongoing basis; manages work of program coordinators. Qualifications: B.A./B.S., master's preferred; 3+ years' experience in project coordination and supervision within an educational or international program; experience working directly with international colleagues; overseas work desirable; strong communication skills; ability to organize tasks, track task completion, handle multiple priorities, and work as a member of a team. Salary: \$50K–\$55K. Send cover letter and résumé to [drossi@nonprofitstaffing.com](mailto:drossi@nonprofitstaffing.com).

**PRIMARY CARE RN/LPN • Washington, DC**

Joseph's House seeks LPN/RN for hands-on nursing in small, homelike setting for end-of-life care for homeless men with AIDS and cancer. Our team-nursing model nurtures emotional and spiritual healing for residents, even as physical health declines. Must be licensed in Washington, D.C. Minimum three years' experience in AIDS or hospice care. Spanish fluency an asset. Competitive salary and benefits. Deadline: 10/31/2004. Send résumé to Joseph's House, Attn: Patty Wudel, 2482 Ontario Road, NW, Washington, DC 20009. Phone: 202.265.7174; e-mail: [pattywudel@hotmail.com](mailto:pattywudel@hotmail.com); fax: 202.234.8195.

**DATABASE/SYSTEMS ADMINISTRATOR • DC**

Half-time position available with Juárez and Associates. Duties: manages data and program configuration of a large Access database; provides user-friendly technical assistance; manages office IT hardware and software; troubleshoots all IT-related issues. Qualifications: B.S. preferred in computer science; three years' experience using Visual Basic programming in Access, MS Access design using data normalization, and working in a run-time environment; background providing international technical assistance; Spanish, Arabic, or French a plus. Send résumé to Juárez and Associates, 1725 K Street, NW, Suite 608, Washington, DC 20006; e-mail: [juarezdc@juarezassociates.com](mailto:juarezdc@juarezassociates.com).

**ACADEMIC ADVISOR • Washington, DC**

Position available with Upward Bound. Duties: provides academic advising for project participants; assists with identification and selection of program participants; participates in the identification, planning, and directing of activities to ensure implementation of project goals; participates in designing, implementing, and evaluating parent workshops to promote the Upward Bound Project; initiates and participates in the development of recommendations relative to supplemental instruction/tutorials; conducts workshops, as needed; assists with reporting requirements; assists program director with administration of Upward Bound Project. To apply, fax résumé to 202.462.5696, attn: Lupi Quinteros-Grady.

**CHIEF, COMMUNITY EDUCATION • CA**

Position available with Impact Assessment, Inc. Duties: provides leadership for activities related to the development of community-based education, public participation, and risk communication. Qualifications: master's in public health or related field; five years' experience in public health with two years' in a management position; experience in conceptualizing, implementing, and evaluating community education projects; experience working with community-based organizations; grant-writing; excellent facilitation skills; knowledge of environmental health, fish contamination issues, and environmental justice a plus. Compensation: \$5,833–6,250/month; excellent benefits. Send cover letter and résumé to IAI/CPES, 1515 Clay Street, Suite 1700, Oakland, CA 94612; e-mail: [iaijob@aol.com](mailto:iaijob@aol.com).

**COMMUNITY CNTR DIRS • Nationwide**

Positions available with United Seamen's Service. Duties: work in merchant marine and port community centers in Europe, the Far East, and North Africa. Qualifications: ability to organize and manage programs and maintain a liaison between government agencies and the maritime industry overseas; strong management skills relating to food and beverage service in a club atmosphere; overseas experience; French or Arabic is needed for one position. Salary plus housing and benefits. Send salary history with résumé to Assistant Director, Operations, United Seamen's Service, 20 Exchange Place, Suite 2901, NY, NY 10005; fax: 212.269.5721.

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

## **Carnegie Mellon University**

Pittsburgh, PA  
Public policy/management, arts management, or health-care policy management. David Eber, phone: 412.268.1909; e-mail: [deber@andrew.cmu.edu](mailto: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](mailto: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](mailto:katherine.flynn@duke.edu); or Chuck Pringle, phone: 919.613.7325; e-mail: [DukeMPP@duke.edu](mailto:DukeMPP@duke.edu). PIDP: Stephanie Alt Lamm, phone: 919.613.7356; e-mail: [pidpinfo@duke.edu](mailto: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](mailto: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](mailto:marcinko@fit.edu).

## **Fordham University** (program in development)

Bronx, NY  
International political economy and development. Dr. Henry Schwalbenberg, phone: 718.817.4064; e-mail: [iped@fordham.edu](mailto: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](mailto:jlevy@gmu.edu). Lynn Walker Levy, phone: 703.993.3602; e-mail: [lwalker3@gmu.edu](mailto: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](mailto: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](mailto:stevensoncenter@ilstu.edu). Beverly Beyer, phone: 309.438.8685; e-mail: [babeyer@ilstu.edu](mailto:babeyer@ilstu.edu).

## **Johns Hopkins University**

Baltimore, MD  
Nursing, public health. Mary O'Rourke, phone: 410.955.7548; e-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.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](mailto:carole.ferrara@marquette.edu).

## **Michigan Technological University**

Houghton, MI  
Environmental policy. Dr. Kathleen Halvorsen, phone: 906.487.2824; e-mail: [kehalvor@mtu.edu](mailto: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](mailto:sforster@nmsu.edu). Daryl T. Smith, phone: 505.646.3429, ext. 11; e-mail: [darysmit@nmsu.edu](mailto:darysmit@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](mailto:encarnaj@newschool.edu).

## **Northern Arizona University**

Flagstaff, AZ  
Business. Ted Bouras, phone: 928.523.3657; e-mail: [ted.bouras@nau.edu](mailto:ted.bouras@nau.edu) or [mba@nau.edu](mailto: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](mailto:krymowski@setonhill.edu).

## **Southern New Hampshire University**

Manchester, NH  
Community economic development, international community economic development, business, National Weekend Program. William O. Maddocks, phone: 603.644.3124; e-mail: [ced@snhu.edu](mailto:ced@snhu.edu) or [w.maddocks@snhu.edu](mailto:w.maddocks@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](mailto: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](mailto:dfitt@temple.edu).

## **PROGRAM ASSOCIATES • Washington, DC**

Positions available with IREX for Education Programs Division for programs with Asia, Europe, Eurasia, the Middle East, and North Africa. Qualifications: experience with and interest in basic and higher education development, international exchanges, and continuing education programs; knowledge of and experience with project design, grant management, proposal development, and budgeting; excellent interpersonal, systems, and communication skills; strong computer skills, including Excel; fluent in English, knowledge of other related languages. Send cover letter and résumé attn: EPD/MD/09-04; e-mail: [resumes@irex.org](mailto:resumes@irex.org); fax: 202.628.8189.

## **ID THEFT TEAM MEMBER • Washington, DC**

Position available with Worldwide Assistance. Duties: educates consumers effectively about identity theft; helps consumers with every step of fraud resolution. Qualifications: fluent in Spanish; experience in call centers a plus; ability to multitask; dependability; ability to work flexible schedule; good initiative and work ethic; excellent written

and verbal communication skills; strong problem solving/analytical skills; high school diploma or higher. All applicants will be subject to a background check. Salary: mid \$20K plus great benefits. Deadline: 11/01/2004. To schedule appointment for an interview, contact at e-mail: [idtheft@worldwideassistance.com](mailto:idtheft@worldwideassistance.com).

## **BIOLOGISTS • AK**

Positions available with Saltwater, Inc. Duties: observe and sample catches on board commercial fishing boats off Alaska; collect representative samples of the catch; sort, record, and measure different species. Qualifications: B.S. in biology or natural sciences with a college-level statistics course; flexible attitude. Strenuous working conditions. Opportunities year-round. Training provided. Excellent stair-step salaries and room and board provided while on contract. Send résumé and transcripts to Saltwater Recruiting, 132 Theo Drive, Talent, OR 97540; fax: 541.535.5651; phone: 541.535.5308; e-mail: [mary@saltwaterinc.com](mailto:mary@saltwaterinc.com).

## **NURSE, RN • Washington, DC**

Position available with La Clínica Del Pueblo. Duties: provides clinical services; assists staff; works closely with medical assistants and health-care workers. Deadline: 09/23/2004. Send résumé to [Resumé@lcdp.org](mailto:Resumé@lcdp.org); fax: 202.332.0085.

## **INTERNATIONAL**

### **TECHNICAL TRAINERS • Paraguay**

Positions available with CHP International, Inc., for short-term technical trainers to work in health extension, environmental sanitation, urban youth (January–April 2005); rural economic development, municipal development (May–August 2005); environmental education, beekeeping, agroforestry (September–December 2005). Qualifications: Spanish fluency, Guaraní desirable; degree in relevant subject matter; four years' professional experience; experience with Peace Corps or comparable agency; demonstrated training skills. Compensation: monthly salary, transportation, and housing provided. Send cover letter, résumé, and recent salary history to

jkelly@chpinternational.com. No phone calls or faxes. Acknowledgement of submissions will not be sent.

**PROGRAM MANAGER • Monrovia, Liberia**

Position available with International Foundation of Election Systems (IFES). Duties: manages field office in Monrovia; develops and maintains relationships with Liberian partners; oversees implementation of IFES election assistance; manages and reports on field office finances; drafts reports on activities and project administration; participates in the identification of new business opportunities. Qualifications: five years' experience in international program management; M.A. in international politics or development; proven leadership, project administration, and financial management; experience in the design and implementation of election administration activities preferred; knowledge of African politics and development. Send résumé and cover letter to jobs@ifes.org, attn: Job Requisition #18-04 Africa/PM-Liberia.

**ENGL.-LANGUAGE TEACHERS • China**

Positions available with a private language school teaching English to children, teenagers, and adults. Candidates need a TEFL/TESL certificate or nine months' ESL teaching experience. Deadline: 10/29/2004. Send cover letter and résumé to recruitment.usa@englishfirst.com. For more information, visit [www.englishfirst.com](http://www.englishfirst.com).

**MATH TEACHER • Chonburi, Thailand**

Position available with Burapha University. Teach math in a progressive university-demonstration secondary school. Class size is 15 to 20 students. Twenty periods a week. New term starts October 25. The school is on the coast of the Gulf of Thailand, 80 kms south of Bangkok. Teachers are primarily from the United States and Canada. Looking for a creative and innovative person to help model and implement new national education reforms. Qualifications: strong academic math skills; teaching experience at secondary level; math-teaching qualification. Deadline: 10/20/2004. E-mail Richard Mullaney, senior teacher, at [mullaneyrichard@hotmail.com](mailto:mullaneyrichard@hotmail.com).

**EMERGING MARKETS PROJECT DIR. • Iraq**

Position available with Iraqex LLC, a privately held company pursuing emerging business opportunities in Iraq. Duties: manages more than a dozen Iraqi employees as well as expatriate personnel; manages complex logistics relating to various commodities and negotiating with private companies for services. Qualifications: strong interpersonal skills; demonstrated leadership; the ability to operate in austere environments; overseas experience, preferably in the Middle East. Send résumé to [sam.huleatt@iraqex.com](mailto:sam.huleatt@iraqex.com).

**SR. PROGRAM OFFICER • Tashkent, Uzbekistan**

Position available with Freedom House. Duties: serves as an on-ground legal advisor, promoting collaborative initiatives among NGOs and developing training and technical assistance. Qualifications: three years' experience with international human rights; previous experience providing tech-

nical assistance to indigenous human-rights organizations; overseas experience; project management experience; JD preferred; Russian speaker desired. Deadline: 9/30/2004. Send résumé and cover letter with salary history to Freedom House, HR, 1319 18th Street, NW, Washington, DC 20036; fax: 202.296.5078; e-mail: [humanresources@freedomhouse.org](mailto:humanresources@freedomhouse.org).

**COUNTRY DIR. • Abor, Volta Region, Ghana**

Position available with Atidekate, Inc., a start-up RPCV-created California NGO. Duties: supervises current projects; develops future projects; coordinates with government and NGOs; researches and writes grants. Compensation: comparable to current PCV stipend plus relocation allowance paid in advance and additional medical and in-country transportation and communication stipends. Qualifications: motivated, talented, soon-to-be RPCV currently in West Africa. Duration: six months. Extensions possible. Deadline: 12/31/2004. Send résumé to [avogel@atidekate.com](mailto:avogel@atidekate.com). For more information, visit website: [www.atidekate.com](http://www.atidekate.com).

**PROVOST • Nong Khai, Thailand**

Position available with First Global Community College. Duties: oversees educational affairs and college activities, including research and development; provides strong leadership; sets academic priorities; promotes college mission; advocates innovative programs. Qualifications: creative thinker and planner; experience with a community college or university, including organizational capacity building and development of policies and procedures; previous work in Asia; ability to learn Thai language a plus; requires a long-term commitment as the provost will assume presidency within two years. Deadline: 10/30/2004. Send résumé and cover letter to Gemma Hoskins at [fgcchr@yahoo.com](mailto:fgcchr@yahoo.com).

## EDUCATION

**MEDICAL DEGREE PROG. • Beersheva, Israel**

In collaboration with Columbia University Medical Center, the medical school at Ben-Gurion University of the Negev offers a four-year medical degree program in international health and medicine. The program is taught in English and enrolls students who seek a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. Medical Licensing Exam and are expected to complete residencies in the United States. The program is approved by the U.S. Department of Education for participation in federally funded student loan programs. Contact: 630 West 168th Street, PH15E-1512, New York, NY 10032; phone: 212.305.9587; website: [cpmnet.columbia.edu/dept/bgcu-md/](http://cpmnet.columbia.edu/dept/bgcu-md/); e-mail: [bgcu-md@columbia.edu](mailto:bgcu-md@columbia.edu).

**CLARK UNIVERSITY FELLOWSHIP • MA**

At least one full-tuition fellowship is available to an RPCV through the graduate programs in international development, community, and envi-

ronment (IDCE). This fellowship can be applied toward an M.A. in international development, geographic information sciences for development and environment (GISDE), community development and planning, or environmental science and policy. Deadline: 1/15/2005. For details, visit [www.clarku.edu/departments/idce](http://www.clarku.edu/departments/idce). For application, contact Admissions, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: [IDCE@ClarkU.edu](mailto:IDCE@ClarkU.edu).

**POST-BACCALAUREATE PREMED. • PA**

The University of Pennsylvania's post-baccalaureate premedical program offers students the opportunity to develop required strengths, skills, and experiences to gain admission to leading medical, dental, and veterinary schools. Practical and theoretical approach combines part-time or full-time classroom work in science and clinical opportunities at area medical centers. Early admissions arrangements with several medical schools are available. Contact Premedical Programs, University of Pennsylvania, College of General Studies, Suite 100, 3440 Market Street, Philadelphia, PA 19104; phone: 215.898.3110; fax: 215.573.2053; e-mail: [prehealth@sas.upenn.edu](mailto:prehealth@sas.upenn.edu); website: [www.sas.upenn.edu/CGS/postbac](http://www.sas.upenn.edu/CGS/postbac).

**GRADUATE OPPORTUNITIES • Nationwide**

One-hundred-twenty National Science Foundation-sponsored programs in 80 colleges and universities across the country seek students interested in pursuing graduate and doctoral studies in science, mathematics, engineering, and technology. Integrative graduate education research and training (IGERT) programs equip Ph. D. scientists and engineers with the technical, professional, and personal skills needed to meet the career demands of the future. Fellowships with tuition and stipend support are available for qualified students. For more information about recruitment services, visit [www.igert.org](http://www.igert.org).

**GRADUATE OPS • Monterey, CA**

Scholarships ranging up to \$10,000 are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally focused graduate programs: 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 non-profit sectors. Half of our students come from more than 50 countries. Most Americans have lived, worked, or studied abroad. The Monterey Institute also offers the Peace Corps Master's International program in MBA and TESOL. For information, contact at phone: 831.647.4123 or 800.824.7235; e-mail: [admit@miis.edu](mailto:admit@miis.edu); website: [www.miis.edu](http://www.miis.edu).

**ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University Seattle offers a master of arts degree in environment and community development for individuals wishing to work with organizations, businesses, or public agencies. The program focuses on the relationship between the natural environment and human communities 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. For

more information, contact Dr. Jonathan Scherch (Jamaica RPCV) at phone: 206.268.4710; e-mail: scherch@antiochsea.edu; website: www.antiochsea.edu/academics/enviro/index.html.

#### INTERCULTURAL COMMUNICATION • OR

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

### INTERN/VOLUNTEER

#### PAID INTERNSHIPS • Washington, DC

Two paid internships are available with Global Development Alliance Team (GDA) MSI/USAID. Workshop assistant: highly organized, detail-oriented, and energetic self-starter to assist in coordinating workshops and informational meetings for USAID staff. Interest in budget tracking a plus. Writer/researcher: researches current news and events in public-private alliance building. Main writing assignments include assisting with articles for the USAID staff publication, "Frontlines," drafting short one- to two-page summaries of public-private alliances, and researching and writing comprehensive stories from multiple stakeholder perspectives. Both positions may be requested to assist occasionally with database research and maintenance. Send cover letter and résumé to e-mail: gcritchley@msi-inc.com.

#### ENVIRONMENTAL ED. INTERN • MD

Internships and volunteer positions available with the Irvine Nature Center, which conducts environmental education programs for children and adults. Duties: lead nature activities at Baltimore City schools and on-site nature walks for kids. Get hands-on experience and learn about nature. Positions begin September. Stipends available. Deadline: 9/30/2004. Contact Kristy Streett at phone: 410.484.2413, ext. 15; e-mail: streettk@explorenature.org.

### AMERICORPS/VISTA

#### P/T AMERICORPS PROGRAM ASS'T • MD

Community Bridges, a nonprofit that runs multicultural empowerment programs for low-income girls, is looking for two bilingual (Spanish-English) women to become part-time assistants. Duties: help the program leaders run dynamic, leadership programs. Program themes include teamwork, science, health, outdoor discovery, arts, and more. Need to be available during program hours: elementary school—Tuesday through Thursday, 2–6 p.m.; middle school—Monday through

Thursday, 2–6 p.m. Office hours are flexible. Salary: \$6,000 stipend for 900 hours over 10 months to a year. Health insurance and additional education award available. For more information, contact Chrissy Keen at phone: 301.585.7155; e-mail: ckeen@communitybridges-md.org.

#### VISTA LEADER/MENTORING COORD. • AK

Position available with Big Brothers Big Sisters of Southeast Alaska. Duties: serves as VISTA leader for southeast Alaska; helps develop mentoring program for children of prisoners; designs and coordinates trainings for VISTA members; performs outreach to VISTA sites throughout southeast Alaska. Qualifications: bachelor's degree; former VISTA member or RPCV. Salary: VISTA living allowance plus \$200/month; relocation allowance; educational award or end-of-service cash award. Deadline: 10/1/2004. Send cover letter and résumé to Marc Wheeler, 110 Seward Street, #2, Juneau, AK 99801; phone: 907.586.3350; fax: 907.586.1886; e-mail: marc@southeastbigs.org.

#### CREW LEADER • UT

Positions available with Utah Conservation Corps. Term of service is 1/24/2005–11/2005. First six weeks focuses on leadership training, outdoor skill development, and community service. The next eight months is spent leading crews of six on cooperative projects with the National Park and Forest Services. Projects can be physically demanding and require long days outside. Benefits include Wilderness First Responder certification, insurance, academic credit, living allowance of \$1,000 a month and a \$4,725 education award at end of service. Deadline: 11/8/2004. Contact Kate at 435.797.0964, ext. 2; e-mail: katestep@cc.usu.edu. Download application at www.usu.edu/ucc.

## Peace Corps Career Centers



A career center with job postings, resource books, computers, fax machines, and phones is available at our Washington, D.C., 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 (RVS) at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) with mailing address and indicate whether you would like a hard copy or CD-ROM.

## Online Employment Bulletins



*International Career Employment Weekly*

*Public Health Jobs Worldwide*

*Environmental Career Opportunities*

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

## Discover Career Assessment Software

Returned Volunteer Services (RVS) offers *Discover*, a career assessment software program administered through ACT, Inc. Free to all RPCVs, the program assesses career-related interests, abilities, and job values to help you consider 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](mailto:rvs@peacecorps.gov).

# Crisis Corps Recruiting Short-Term Volunteers

## Dominican Republic

**World Vision** requests three Volunteers for six-month assignments in three areas of reconstruction. The **Agriculture Assessment** position conducts an assessment of damage to agriculture infrastructure; the **Health Promotion Training** position assists in the selection and training of 20 to 30 health promoters; and the **Construction Engineering** position assists in the supervision, mobilization, and training of community members in the construction of more than 100 houses.

**Pan-American Development Foundation** requests one Volunteer for a six-month assignment to serve as a **Mitigation Coordinator** to review funding proposals and to organize, develop, and facilitate training on proposal development.

**Catholic Relief Services** requests one Volunteer for a six-month assignment to serve as a **Logistics/IT Consultant**. CCV will develop a logistics system that ensures efficiency of operations in response to emergencies in the areas of warehousing, security, organization, and distribution of donations; monitor and evaluate. Position requires written and spoken fluency in Spanish as well as regional experience.

## Jamaica

**Jamaica Association for Mental Retardation** requests a Volunteer for a six-month assignment to serve as an **Institutional Strengthening Volunteer**. CCV will develop operational manuals; develop monitoring and evaluation framework; design a system for staff performance appraisals; and develop a data collection system to measure program impact.

**Jamaican Association for the Deaf** requests three Volunteers to work at its headquarters in Kingston for six months: **Strategic Planner, Interpreter, and Program Coordinator**.

**Jamaica AIDS Support** requests a **Human Resources Volunteer** with a degree and extensive experience in human resources management. The incumbent will spend six months interviewing staff and researching laws and policies at similar agencies, culminating in the proposal and creation of a policies and procedures manual.

**Jamaican Ministry of Water and Housing** is looking for two **Sanitation Engineer Volunteers** to help create community sanitation plans for two rural communities. The six-month assignments will require the incumbents to perform a house-to-house survey, evaluate current and possible future systems, create a sanitation map, and generate a report providing recommendations.

**Jamaican Association for the Deaf** is looking for a deaf or hearing-impaired Volunteer with excellent ASL and written English skills to serve as the **Fast Track Program Coordinator Volunteer**. CCV will conduct a diagnostics program to assess reading and writing of English and technical level of ASL for participants.

**Children and Community for Change (3Cs)**, a local NGO working with at-risk youth, requests a Volunteer for a six-month assignment to work as a **Monitoring and Evaluation Volunteer**. Previous experience in developing monitoring and evaluating systems for NGOs and in conducting research are required.

**Jamaica Social Investment Fund (JSIF)** 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.

## Zambia

**Panuka**, a Zambian community-based organization, requests a Volunteer for a six-month assignment to work as an **HIV/AIDS Trainer**. Qualifications: at least two years' experience in HIV/AIDS and health mobilization, education, and training, preferably in rural Africa; and experience in community work using participatory methods.

**Mtengo Family and Child Project** requests an **HIV/AIDS Specialist Volunteer** for a six-month assignment to develop an HIV/AIDS voluntary testing and counseling facility and resource center in Kalundu. Qualifications: master's in social work or public health, two years' experience working in either voluntary testing and counseling or home-based care. Proposal writing and fundraising experience desired.

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

*Because of mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to [crisiscorps@peacecorps.gov](mailto:crisiscorps@peacecorps.gov).*

# Peace Corps

Washington, DC 20526

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*Peace Match program...  
details in this issue!*

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

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

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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](mailto:rvs@peacecorps.gov) with "InterAction" in the subject line of the e-mail.

## Peace Corps Medical Officers Needed

For more information, visit the Peace Corps website: [www.peacecorps.gov](http://www.peacecorps.gov), click on "Professional Medical Opportunities"; call 202.692.1535; or send an e-mail to [pcmrecruitment@peacecorps.gov](mailto: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](http://www.yahoo.com), select "Groups," search for "RPCVNetwork," and "Join." Include your PCV name and country/dates of service.

## Got a Match?

Find a classroom speaking opportunity...help promote a better understanding of other peoples on the part of Americans.

More than 600 returned Peace Corps Volunteers have signed on to the Peace Match Online Speakers' Bureau  
Please join them.

*Peace Match makes it easy!*

Register at  
[www.peacematch.org](http://www.peacematch.org).