



# Hotline



For Returned Volunteers  
From the Office of Third Goal and  
Returned Volunteer Services

## Hot Resources

### Highlights

**Do you have HIV/AIDS related photos?**

For more information, see page 12

**Regional RPCV Career Events announced.**

For more information, see page 3

**Have NCE and want to work at Peace Corps?**

For more information, see page 9

## 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

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Paul D. Coverdell Fellows Program

Peace Corps Response

## Calls for NCE Resumes – A Powerful Tool to Help RPCVs Land Federal Jobs

By Kat Edwards, RPCV/Suriname 2006-2009



As many RPCVs may realize, noncompetitive eligibility (NCE) allows (but does not entitle) an RPCV to be hired for a position without going through the competitive federal hiring process, as long as they meet the minimum qualifications for that job. But how does one effectively market this special hiring status, or tap into federal positions being filled through NCE?

First, be sure to include your active NCE status on all federal applications, in your federal resumes (bolded and up front, preferably as part of your key qualifications), and within your cover letter. This helps raise awareness among federal employers who may have yet-to-be-posted jobs that they could possibly consider you for, without requiring them to advertise the position to the general public. Since NCE only relates to federal positions, there is no need

to add the NCE wording to your non-federal resumes or applications for positions in the private or nonprofit sectors.

(For additional information on the NCE special hiring status, be sure to check out, [www.peacecorps.gov/nce](http://www.peacecorps.gov/nce).)

Next, make sure you are connecting directly with federal hiring managers by responding to Calls for NCE Resumes on the RPCVNetwork listserv.

This program has been gaining popularity because it helps federal hiring managers fill open positions quickly with highly qualified candidates who have a proven track record of adaptability, strong communication skills, perseverance, and dedication (a.k.a. RPCVs!) In 2011, our office posted a total of 101 Calls for NCE Resumes. As of this issue of Hotline, we have had 63 Calls for NCE Resumes in 2012 (and

we're only half way through the year!). And, if you factor in that some of these announcements are advertising multiple vacancies, we have a lot of federal jobs looking to be filled through Peace Corps NCE.

The concept of a Call for NCE Resumes is really quite simple. When a federal hiring manager has an open position in their department, they contact us (Office of Third Goal and Returned Volunteer Services) and ask us to solicit resumes from RPCVs with active NCE. We post a special job announcement on the RPCVNetwork listserv, crafted by the hiring agency, which includes a brief description of the position, the minimum qualifications, and the contact information for the hiring agency. RPCVs with NCE then send their resumes directly to the federal employer.

In order to help your re-

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### Public Sector

#### ADMINISTRATIVE SPECIALIST • Grand Rapids, Mich.

Position available with U.S. Department of Labor. Duties: provides administrative and management support for district office; identifies, coordinates, monitors, controls, and evaluates administrative support operations of organization while ensuring coordination, adequacy, and timeliness of all actions. Qualifications: current noncompetitive eligibility; B.A./B.S.; 3.0 or higher GPA preferred. Salary: \$38,790. Deadline: 6/29/2012. For more information and to apply, email [cubillos.justin@dol.gov](mailto:cubillos.justin@dol.gov); phone: 312.596.7185; website: [www.dol.gov](http://www.dol.gov)

#### EQUAL OPPORTUNITY (EO) SPECIALIST (BILINGUAL, SPANISH) • D.C.

Position available with U.S. Department of Labor, Civil Rights Center. Duties: reviews and analyzes incoming complaints to determine jurisdiction; conducts investigations, oftentimes with Spanish speakers; translates written material in English and Spanish, including letters,

complaint forms, and support documentation; provides oral interpretation. Qualifications: current noncompetitive eligibility; knowledge of non-discrimination and equal opportunity statutes and regulations applicable to programs and activities receiving financial assistance from agency; skill in written and oral communication in both English and Spanish; skill in fact finding, analysis, and problem solving; education commensurate to grade level. Deadline: 6/15/2012. For more information and to apply, email [ocampo.roger@dol.gov](mailto:ocampo.roger@dol.gov); website: [www.dol.gov/oasam/programs/crc](http://www.dol.gov/oasam/programs/crc).

#### PARK GUIDE - INTERPRETATION • Mineral, Calif.

Position available with Lassen Volcanic National Park. Duties: provides information to park visitors; staffs visitor center; prepares and presents ranger programs; maintains park website; drafts and reviews park publications; assists in search and rescue. Qualifications: knowledge and experience in visitor center operations; effective oral and written communication skills when working with diverse audience; experience in interpreting natural and cultural history of protected resources; ability

to prepare and deliver dynamic interpretative programs. Salary: \$27,990–\$36,384. Deadline: 6/15/2012. For more information and to apply, email [kevin\\_sweeney@nps.gov](mailto:kevin_sweeney@nps.gov); phone: 530.595.6131; website: [www.nps.gov/lavo](http://www.nps.gov/lavo).

#### WAGE AND HOUR INVESTIGATOR • Springfield, MO or Madison, WI

Position available with U.S. Department of Labor. Duties: enforces comprehensive federal labor statutes such as minimum wage, overtime, child labor, family medical leave, and agriculture. Qualifications: current noncompetitive eligibility status; B.A./B.S. or experience in human resources; fluency in Spanish language preferred. Salary: \$38,790 - \$50,431. Deadline: 06/15/2012. For more information and to apply, email [cubillos.justin@dol.gov](mailto:cubillos.justin@dol.gov); phone: 312.596.7185; website: [www.dol.gov](http://www.dol.gov).

### Private Sector

#### EXTENSION EDUCATOR - AGRICULTURE & NATURAL RESOURCES • Franklin County, Ind.

Position available with Purdue University Cooperative Extension Service. Duties: assists local farmers and agricultural industries in production, management, and marketing of agricultural enterprises; effectively uses agricultural and natural resources to contribute to social and economic development within county; provides educational opportunities for those engaged in agriculture. Qualifications: M.A. For more information and to apply, email [ballard1@purdue.edu](mailto:ballard1@purdue.edu); phone: 765.494.8490; website: [www.purdue.edu/hr/careers](http://www.purdue.edu/hr/careers).

#### PART-TIME LICENSED PRACTICAL NURSE • Bellingham, Wash.

Position available with Interfaith Community Health Center. Duties: assists with daily patient management as part of multidisciplinary patient care team; performs patient contact over the phone; works Fridays, Saturdays, and one float day during week. Qualifications: completion of a licensed practical nursing program; two years' experience with outpatient clinic responsibilities preferred; excellent communication skills; strong knowledge of medical equipment, nursing procedures, documentation, and patient education; competency in general office skills such as computers, faxes, telephones, and copy machines; ability to organize and prioritize work load. Deadline: 6/30/2012. For more information and to apply, email [robin\\_stacy@interfaithchc.org](mailto:robin_stacy@interfaithchc.org); phone: 360.788.2622; website: [www.interfaithchc.org](http://www.interfaithchc.org).

## HOT! OPPORTUNITIES

#### ENGLISH AND CULTURAL EDUCATION TEACHER • Boca Chica, Dominican Republic

Position available with Colorado Rockies Baseball Club. Duties: teaches Latin professional baseball players English grammar, conversation, baseball terminology, and American culture at Rockies Complex in Dominican Republic; creates and implements exciting curriculum to prepare players for life as professional ball players in U.S.; assists personnel at complex with other duties. Qualifications: B.A./B.S.; successful Peace Corps service; teaching experience inside or outside of Peace Corps; knowledge, understanding, and love of baseball; desire and ability to teach; ability to live in Dominican Republic; ability to attend spring training and assist in creation and implementation of curriculum; creativity; responsibility. Deadline: 6/15/2012. For more information and to apply, email [rosenthalj@coloradorockies.com](mailto:rosenthalj@coloradorockies.com); phone: 831.402.0051 or 011.869.680.9988; website: [coloradorockies.com](http://coloradorockies.com).

#### INTERNATIONAL RECRUITER / CONTRACT STAFFING SPECIALIST • Burlington, Vt.

Position available with Tetra Tech ARD. Duties: identifies staff to fill positions on international development projects; performs searches of internal corporate professional roster as well as employing other sourcing techniques to identify appropriate consultants; makes direct initial phone contact with consultants to introduce job opportunity; ascertains availability; requests needed documentation. Qualifications: B.A./B.S. in related field; prior experience working in professional office environment. Deadline: 6/11/2012. For more information and to apply, visit <https://careers.ardinc.com/ARDCareers/App/USPostingDetail.aspx?PostingId=391>.



### **IT SYSTEMS SUPPORT • Lanham, Md. or Arlington, Va.**

Position available with Syneren Technologies. Duties: provides data conversion from one database to another; provides IT support in Excel and other software packages. Qualifications: experience with USAID or similar international organization; advanced usage of Excel spreadsheets; ability to convert large amounts of data from one place to another, perform data manipulation, and insert data into right fields and formulae. Deadline: 6/30/2012. For more information and to apply, email [abayar@syneren.com](mailto:abayar@syneren.com); phone: 301.577.1034; website: [www.syneren.com](http://www.syneren.com).

### **BUSINESS DEVELOPMENT PROPOSAL ASSOCIATE • D.C.**

Position available with FHI 360. Duties: provides detailed and strategic analysis of solicitations, instructions, and other proposal-related information. Qualifications: B.A./B.S. in education, international relations, environment, or economics; three years' relevant experience or combination of education and experience. Deadline: 6/8/2012. For more information and to apply, visit [www.fhi360.org/en/workingwithus/index.htm](http://www.fhi360.org/en/workingwithus/index.htm).

### **FAMILY TEACHER • Mooseheart, Il.**

Position available with Mooseheart Child City & School. Duties: provides safe and caring

home environments for children ranging in age from newborns to high school seniors; teaches social and independent living skills; provides educational assistance, self-esteem building, and spiritual and moral guidance. Qualifications: 21 years of age or older; valid driver's license and good driving record; high school diploma; B.A./B.S. preferred; experience preferred; ability to work within team approach; conflict-management skills; ability to live and work within campus environment; personality that is nurturing, energetic, patient, and persistent; ability to work under challenging conditions; strong oral, written, organization, and time-management skills. Salary: \$25K; room and board. For more information and to apply, email [krife@mooseheart.org](mailto:krife@mooseheart.org); phone: 888.755.2680; website: [www.mooseheart.org](http://www.mooseheart.org).

### **CASE MANAGER • Portland, Ore.**

Position available with Outside In. Duties: works with innovative, skilled multidisciplinary team to engage, assess, and support culturally diverse homeless young people ages 16–24; provides case management services with specializations in working with youth with substance use concerns, empowering youth of color, or supporting parenting youth. Qualifications: M.A. in social work or counseling; two years' relevant case management or equivalent combination of education and experience with demonstrated skills in working with mental

health concerns or co-occurring disorders, adolescents, and youth of color; Spanish language skills preferred. Deadline: 6/6/2012. For more information and to apply, email [apply@outsidein.org](mailto:apply@outsidein.org); phone: 503.535.3800; website: [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

### **COMMUNICATION ARTS 4-H YOUTH DEVELOPMENT SPECIALIST/ PROGRAM LIAISON • Madison, Wis.**

Position available with University of Wisconsin-Extension. Duties: works closely with county-based 4-H youth development staff and 4-H volunteers in building capacity and leadership to support local and state programs related to 4-H youth development. Qualifications: M.A. from accredited university or college. Salary: \$55K–\$65K. Deadline: 6/19/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C12070](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C12070).

### **WNEP TEACHING COORDINATOR & NUTRITION EDUCATOR • Waukesha, Wis.**

Position available with University of Wisconsin-Extension. Duties: helps lead team of nutrition educators who provide education related to basic nutrition, regular low-impact physical activity, food safety, and food budgeting for individuals and families living on limited economic resources. Qualifications: B.A./B.S.

## Regional RPCV Career Events

The Office of Third Goal and Returned Volunteer Services will be hosting Regional RPCV Career Events across the country. Don't miss your chance to attend targeted workshops and an exclusive RPCV Career Fair.

For more information and to register, visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events).





in dietetics, nutritional sciences, family/consumer sciences, community health education, social work, education, or related field. Salary: \$31,766–\$38,000. Deadline: 6/12/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C12071](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C12071).

### **HELP DESK SPECIALIST • Lanham, Md. or Arlington, Va.**

Position available with Syneren Technologies. Duties: facilitates specific training; provides assistance answering on-line and in-country support to USAID missions. Qualifications: experience with USAID or similar international organization; experience with program budget planning; advanced usage of Excel spreadsheets; strong interpersonal English written, oral, and information technology collaboration skills. Deadline: 6/30/2012. For more information and to apply, email [abayar@syneren.com](mailto:abayar@syneren.com); phone: 301.577.1034; website: [www.syneren.com](http://www.syneren.com).

### **MCPHERSON COUNTY EXTENSION AGENT, AGRICULTURE AND NATURAL RESOURCES • McPherson, Kan.**

Position available with Kansas State University. Duties: provides primary leadership for dissemination and implementation of research-based information and development of agriculture and natural resources educational programs. Qualifications: B.A./B.S. with major course work, professional development, and experience appropriate to the needs of position; M.A. preferred. Deadline: 6/11/2012. For more information and to apply, email [jriniker@ksu.edu](mailto:jriniker@ksu.edu); phone: 785.532.5790; website: [www.ksre.ksu.edu](http://www.ksre.ksu.edu).

### **BUSINESS DEVELOPMENT PROPOSAL ASSOCIATE • D.C.**

Position available with FHI 360. Duties: supports programs; works closely with project staff as well as with organization's accounting, billing, and contract management services. Qualifications: B.A./B.S. and five years' work experience or M.A. and two years' experience. Deadline: 6/8/2012. For more information and to apply, visit [www.fhi360.org/en/workingwith-us/index.htm](http://www.fhi360.org/en/workingwith-us/index.htm).

### **ICT EDUCATION SPECIALIST • D.C.**

Position available with RTI International. Duties: supports organization's work in applying innovative technologies to enhance classroom teaching and learning, teacher training, education management and capacity building, and facilitate communication and collaboration among education stakeholders; designs, imple-

ments, and evaluates range of technology initiatives; performs project and proposal work. Qualifications: M.A. in education or other field relevant to position; seven years' experience in international development; solid knowledge of information technology education research, concepts, principles, and methodologies; fluency in English and one other language; USAID experience a plus. Deadline: 6/30/2012. For more information and to apply, email [slehoulter@rti.org](mailto:slehoulter@rti.org); website: [www.rti.org/job14046](http://www.rti.org/job14046).

### **SENIOR EDUCATION SPECIALIST • D.C.**

Position available with RTI International. Duties: strengthens organization's standing in teacher professional development; develops evidenced-based approaches to improving classroom instruction; provides support to teaching and learning intervention work; supports proposal and business development in terms of teacher training, literacy, or numeracy interventions; mentors organization staff. Qualifications: Ph.D. in education; 12 years' experience; proficiency in French, Arabic, or Spanish preferred; experience in low-income countries; demonstrated expertise in teacher professional development practices and adult learning methods; prior experience working with USAID a plus. Deadline: 6/10/2012. For more information and to apply, email [slehoulter@rti.org](mailto:slehoulter@rti.org); website: [www.rti.org/job14047](http://www.rti.org/job14047).

### **NEW PROGRAM DEVELOPMENT COORDINATOR • Baltimore**

Position available with Jhpiego. Duties: provides backstopping and administrative support to New Program Development Team; provides support in proposal development, production, and post-award activities for all donors; searches new program opportunities; coordinates meeting agendas and calendars. Qualifications: B.A./B.S.; three years' administrative experience; understanding of administrative processes and approaches; strong organizational, presentation, and verbal and written communication skills; demonstrated ability to work in fast-paced, complex environment with multiple tasks and short deadlines; proficiency in Microsoft Office. For more information and to apply, visit [www.jobs-jhpiego.icims.com](http://www.jobs-jhpiego.icims.com).

### **COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT ASSOCIATE PROGRAM DIRECTOR • Dane County, Madison, Wis.**

Position available with University of Wisconsin-Extension. Duties: provides statewide scholarly leadership for development programming; provides liaison team leadership; serves

## Need a place to live?

The RPCVNetwork listserv offers daily housing and job announcements. Join today!

<http://groups.google.com/group/rpcvnetwork>



## Free Online RPCV Resources

Returned Volunteer Services (RVS) is happy to announce that we have multiple subscriptions to online career resources.

Our subscriptions include: **Inter-Action, Ethical Jobs, Environmental Career Opportunities, Alliance for Peace Building, International Career Employment Weekly, and Public Health Jobs Worldwide.**

RPCVs are also welcome to explore career paths with Focus Career Self-Assessment Software.

Email [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to request access. Include your name, country of service, and dates of service in your request.





as lead for personnel and professional development for program faculty and academic staff. Qualifications: M.A. from accredited university or college; demonstrated scholarly mastery in education, community development, economic development, urban and regional planning, leadership development, program related natural resource fields, or related discipline. Salary: \$75K–\$90K. Deadline: 6/5/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C12069](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C12069).

### **FAMILY LIVING EDUCATOR • Washington, County, West Bend, Wis.**

Position available with University of Wisconsin-Extension. Duties: takes scholarly approach in providing local leadership in support of efforts to strengthen quality of family life and to increase families' and communities' abilities to effectively manage change. Qualifications: M.A.; one degree in family development related field. Salary: \$40K–\$48K. Deadline: 6/12/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C12072](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C12072).

### **GLOBAL PROGRAMS DIRECTOR • Portland, Ore.**

Position available with Sustainable Harvest Coffee Importers. Duties: leads management and implementation of farmer training programs in Latin America and East Africa; focuses on agricultural value chains and food security. Qualifications: five years' experience managing economic development projects funded by public and private sector; experience in agricultural value chains preferred; grant management skills; creative and strategic approach to program development; English language fluency; intermediate Spanish skills; skills in Swahili or Portuguese preferred. Deadline: 6/15/2012. For more information and to apply, email CV and cover letter to [dlippoff@sustainableharvest.com](mailto:dlippoff@sustainableharvest.com); phone: 503.235.1119; website: [www.sustainableharvest.com](http://www.sustainableharvest.com).

### **MEDICAL ASSISTANT/LICENSED PRACTICAL NURSE SUPERVISOR • Bellingham, Wash.**

Position available with Interfaith Community Health Center. Duties: provides direct supervision to medical assistants and licensed practical nurses while ensuring proper staffing and competency to meet medical clinic needs; works primarily at Bellingham clinic Monday through Friday with occasional Saturdays; travels to our Ferndale clinic periodically.

Qualifications: completion of medical assistant or L.P.N. program; five years' experience as a nurse at an outpatient clinic; ability to obtain Washington state healthcare assistant certification; proven supervisory skills. Deadline: 6/30/2012. Salary: \$19–\$27/hour. For more information and to apply, email [robin\\_stacy@interfaithchc.org](mailto:robin_stacy@interfaithchc.org); phone: 360.788.2622; website: [www.interfaithchc.org](http://www.interfaithchc.org).

### **BUSINESS DEVELOPMENT MANAGER • Arlington, Va.**

Position available with ECODIT, LLC. Duties: leads new business development efforts, including cultivating strategic partnerships, managing technical inputs, and writing; performs some project implementation support. Qualifications: six years' experience in proposal development, ideally with USAID experience; technical expertise in environmental issues such as natural resource management, forestry, biodiversity, renewable energy, water, or climate change; experience working in developing countries; strong written and oral communication skills; B.A./B.S. in relevant field; M.A. preferred. Deadline: 6/30/2012. For more information and to apply, email [jobs@ecodit.com](mailto:jobs@ecodit.com); website: [www.ecodit.com](http://www.ecodit.com).

### **PROGRAM ASSOCIATE • D.C.**

Position available with Fauna & Flora International. Duties: professionally administers portfolio of U.S. government grants; maintains grants database and filing system; tracks grant deadlines and reporting requirements; liaises with field teams globally, coordinating completion of timely, quality reporting; performs financial grant management functions. Quali-

fications: B.A./B.S.; M.A. preferred; strong writing and project management skills; English language fluency; additional languages skills in Spanish helpful; prior experience managing U.S. government grants strongly preferred; ability to write technical project documents; advanced computer and internet skills. Deadline: 6/13/2012. For more information and to apply, email [adam.henson@fauna-flora.org](mailto:adam.henson@fauna-flora.org).

### **ASSOCIATE, DEVELOPMENT • Miami- Dade County, Miami**

Position available with Teach For America. Duties: provides critical support for regional development team as it works toward raising nearly \$7.5 million in next year; gains exposure to nonprofit fundraising, including development operations, donor and prospect research, and event planning. Qualifications: two years' work experience; positive outlook; exceptional organization skills. Deadline: 6/30/2012. For more information and to apply, visit <http://teachforamerica.taleo.net/careersection/01/jobdetail.ftl?&job=12115>.

### **PROGRAM ASSOCIATE • D.C.**

Positions available with METI Inc. Duties: work on natural resource projects in Asia; develop work plans, reports, organizing travel, monitoring, and reconciling budgets. Qualifications: language skills; interest in natural resources; experience living or working overseas preferred; ability to work with partners in government, NGO, private sector, or academia. Deadline: 6/31/2012. For more information and to apply, email [mrosalez@meticorp.com](mailto:mrosalez@meticorp.com); phone: 915.772.4975; website: [www.meticorp.com](http://www.meticorp.com).



Check out our new  
Third Goal content at  
[www.peacecorps.gov/thirdgoal](http://www.peacecorps.gov/thirdgoal).



### **EXTENSION EDUCATOR—AGRICULTURE AND NATURAL RESOURCES • Starke and Pulaski Counties, Ind.**

Position available with Purdue University Cooperative Extension Service. Duties: assists local farmers and agricultural industries in the production, management, and marketing of their enterprises; effectively uses agricultural and natural resources to contribute to overall social and economic development within county; provides expanded educational opportunities for those engaged in agriculture. Qualifications: M.A. in agriculture or related field; crops experience a plus. Deadline: 6/30/2012. For more information and to apply, email ballard1@purdue.edu; phone: 765.494.8490; website: www.purdue.edu/hr/careers.

### **SENIOR CLINICAL OFFICER • Waterbury, Vt.**

Position available with Grounds for Health. Duties: oversees one or all field programs in cervical cancer prevention in Latin America and Africa; collaborates with entire program team; manages budgets; writes submissions for academic publications; represents organization professionally in advocacy or partnership meetings; travels 25%–30% internationally. Qualifications: status as registered nurse, nurse practitioner, physician's assistant, medical doctor, or equivalent clinical provider license; fluent written and oral communication skills in Spanish; demonstrated clinical expertise and significant senior-level experience with global health and development; experience in international public health. Salary: \$60K–\$75K. Deadline: 6/22/2012. For more information and to apply, email info@groundsforhealth.org; phone: 802.241.4146; website: www.groundsforhealth.org.

### **FUNDRAISING DIRECTOR • Portland, Ore.**

Position available with Sustainable Harvest. Duties: leads strategy and execution of company's fundraising efforts from public and private donors to support and scale farmer training programs in Latin America and East Africa; works hands-on developing donor relationships and preparing proposals. Qualifications: five years' fundraising experience from donors in international development; experience in agricultural value chains preferred; strong skills in preparing proposals and strategy; ability to develop strong relationships with funders; English fluency; intermediate Spanish skills. Deadline: 6/15/2012. For more information and to apply, email dlippoff@sustainableharvest.com; phone: 503.235.1119; website: www.sustainableharvest.com.

### **SCHOOL TEACHERS • Alamo Reservation, N.M.**

Positions available with Alamo Navajo School Board, Inc. Duties: teach in K–12 school; maintain effective classroom management, evaluation, and record keeping; teach in Kindergarten, fifth grade, middle school math, high school science, language arts, and vocational technology classroom. Qualifications: B.A./B.S. in elementary or secondary education with 24 credit hours in subject specialization applicable to position; teacher licensure and endorsement as appropriate for New Mexico or eligible New Mexico provisional licensure. Deadline: 6/30/2012. For more information and to apply, email alamohr@ansbi.org; phone: 575.854.2543, ext. 1304.

### **POTTAWATOMIE COUNTY EXTENSION AGENT, FAMILY AND CONSUMER SCIENCES • Westmoreland, Kan.**

Position available with K-State Research and Extension. Duties: provides primary leadership for dissemination and implementation of research-based information and development of educational programs for families and community systems that serve families. Qualifications: B.A./B.S. with major course work, professional development, and experience appropriate to needs of position; M.A. preferred. Deadline: 6/18/2012. For more information and to apply, email jrniker@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu.

### **RESIDENT ADVISOR AT DUDE RANCH • Near Estes Park, Colo.**

Position available with Rocky Mountain Pathways Ranch. Duties: supports students in experiential learning activities and creates safe environment for them; facilitates small group discussion and debrief with students; gets all students to activities on time; sets emotional tone for activities; motivates students throughout camp process; sleeps in student housing. Qualifications: B.A./B.S.; one year's experience working with at-risk youth preferred; prior camp resident advisor or teaching experience preferred; ability to pass background check and physical examination. Salary: \$250/week; room and board; benefits. For more information and to apply, email bkapanpour@pathwaysedu.org; phone: 626.204.2562.

### **TECHNICAL ADVISOR I: NUTRITION ADVISOR • D.C.**

Position available with Global Health Fellows Program II. Duties: contributes to implementation of USAID's strategies, policies, and programming as they relate to nutrition and food

security. Qualifications: M.A. in public health, food security, or related discipline; seven years' experience in international or resource challenged setting. Deadline: 6/15/2012. For more information and to apply, email ghfprecruitment@ghfp.net; website: www.ghfp.net.

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## International

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### **ELEMENTARY/ SECONDARY (MATH/ SCIENCE) TEACHERS FOR START-UP INTERNATIONAL SCHOOL • Abuja, Nigeria**

Positions available with Center for Teaching and Learning Academy. Duties: implement school curriculum; plan and deliver effective instruction; incorporate hands-on learning and diverse strategies to make content meaningful; supervise students; conduct student assessments and maintain records; liaise with parents and staff to ensure students' academic and social growth. Qualifications: B.A./B.S. in education or other discipline; M.A. preferred; teaching credential or certification; classroom teaching experience; ability to integrate technology in teaching; critical thinking; flexibility; adaptability; stress tolerance; team spirit; initiative; resourcefulness; high work standards; integrity. Salary: \$1,000/month; housing, transportation, and visa support. Deadline: 6/29/2012. For more information and to apply, email agodi.alagbe@ctlacademy.org; phone: 011.234.703.597.9974 or 818.788.7116; website: www.ctlacademy.org.

### **RESIDENT DIRECTOR • Gaborone, Botswana**

Position available with Council on International Educational Exchange. Duties: oversees quality and success of programs offered at organization's study center; coordinates all aspects of in-country operations as well as for long-range planning, ongoing program evaluation, and development. Qualifications: M.A.; Ph.D. preferred; native or near-native fluency in Setswana; five years' professional work experience; professional expertise and experience in community public health. For more information and to apply, email cieeresume@ciecee.org; phone: 207.553.4000; website: www.ciecee.org/home/careers.

### **PRINCIPAL CONSULTANT (ENERGY) • Rugby, U.K.**

Position available with Practical Action Consulting (PAC). Duties: leads organization's international energy team to develop and deliver energy access work; influences policies and practice of



others; plays active role in representing organization with key influencing target groups and actors. Qualifications: M.A. in engineering, economics, or other technical discipline; ability to demonstrate substantial experience working in international organizations, in variety of contexts, with increasing levels of management and leadership responsibilities. Salary: \$78,998. Deadline: 6/4/2012. For more information and to apply, email [practicalaction\\_consultant@oxfordhr.co.uk](mailto:practicalaction_consultant@oxfordhr.co.uk); website: [www.oxfordhr.co.uk/index.php?pg=43&job=180](http://www.oxfordhr.co.uk/index.php?pg=43&job=180).

### HEALTH FINANCING ANALYST • Monrovia, Liberia

Position available with Clinton Health Access Initiative. Duties: provides critical support in quantification and mapping of funding needs and available resources; provides understanding of current costs of health interventions; helps governments identify funding gaps and access additional resources; assesses feasibility of financing options. Qualifications: strong quantitative skills, including significant experience working in Excel on budgeting; management, consulting, or other relevant private and public sector experience strongly preferred; strong interpersonal skills; ability to build strong professional relationships. Salary: \$50K–\$60K. Deadline: 7/5/2012. For more information and to apply, email [recruitment@clintonhealthaccess.org](mailto:recruitment@clintonhealthaccess.org); phone: 617.774.0110; website: <https://careers-chai.icims.com/jobs/2608/job>.

### TEACHERS • Thailand

Positions available with Greenheart Travel. Duties: teach in local schools in rural and urban communities throughout country. Qualifications: native English speaker; over 20 years of age; teaching experience highly preferred, but not required; physical and mental health. Salary: \$500–\$650/month. Deadline: 7/1/2012. For more information and to apply, phone: 888.ABROAD.1; website: [www.cci-exchange.com/form.aspx?ekfrm=7296](http://www.cci-exchange.com/form.aspx?ekfrm=7296) or [www.greenhearttravel.org](http://www.greenhearttravel.org).

### MONITORING AND EVALUATION TECHNICAL ADVISOR/DEPUTY CHIEF OF PARTY, PRESIDENT'S MALARIA INITIATIVE • Kinshasa, Democratic Republic of Congo

Position available with Population Services International. Duties: assists Chief of Party in development of monitoring and evaluation systems; supports staff assigned to USAID-funded regional project in the collection and use of relevant data. Qualifications: M.A. in health or related field, relevant to malaria or epidemiology; five years' experience in monitoring, evaluation, and qualitative and quantitative research related to public health and large donor-funded projects. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### ENGLISH TEACHER • Santiago, Chile

Position available with Bridge Language Center. Duties: teaches English to professional adults for 18–20 hours per week. Qualifications: native English speaker; two years' teaching experience; TEFL certification, organization is willing to help with certification. Salary: \$1K/month. Deadline: 6/23/2012. For more information and to apply, email [teachercontact@bridgeenglish.cl](mailto:teachercontact@bridgeenglish.cl); phone: 011.56.02.233.4356 or 303.495.5963; website: [www.BridgeEnglish.cl](http://www.BridgeEnglish.cl).

### CLINICAL CASE MANAGEMENT TECHNICAL ADVISOR, PRESIDENT'S MALARIA INITIATIVE • Kinshasa, Democratic Republic of Congo

Position available with Population Services International. Duties: collaborates with project technical team to facilitate malaria intervention implementation and policy strategies; improves management of severe and uncomplicated malaria. Qualifications: M.A. in health or related clinical field, relevant to malaria or epidemiology; five years' experience in different areas of malaria prevention and control programs, including clinical and laboratory diagnosis, treatment of simple and complicated malaria, and malaria in pregnancy. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### CHIEF OF PARTY, HAITI LOCAL GOVERNANCE PROJECT • Haiti

Position available with CHF International. Duties: focuses on local governance at municipal level, including tax collection, strategic planning, and public financial management; designs and develops targeted strategies; provides overall management. Qualifications: B.A./B.S.; M.A. preferred; 10 years' professional governance experience, including experience supervising and managing staff; prior experience in Haiti or Francophone Africa preferred; fluency in English and French; Haitian Creole skills preferred. Deadline: 6/30/2012. For more information and to apply, visit [www.chfinternational.org](http://www.chfinternational.org).

### NURSE-COUNSELOR CLINICAL MENTOR • Zimbabwe

Clinton Health Access Initiative, Inc. Duties: provides embedded mentorship directly to primary health centers and district hospitals towards goal of self-sufficient and self-sus-

Your first year of membership in the National Peace Corps Association is FREE!



- Add a returned Peace Corps Volunteer group based on country of service, geographic region, or interest
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Want a more personal connection? RPCV Mentors can ease the transition home and help you make the most of Peace Corps community resources. They get it!

Learn more at [www.RPCVMentoring.org](http://www.RPCVMentoring.org).

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# Peace Corps Response

## Peace Corps Response Hot Jobs

Peace Corps Response offers returned Volunteers and qualified professionals the chance for short-term, highly specialized service. [Visit our website](#) to learn more, check out open positions, and submit your resume today.



### Quality Assurance Specialist needed in Armenia

A Volunteer, with extensive experience in Higher Education, is needed to serve as a [Quality Assurance/Accreditation Specialist](#) with the National Center for Professional Education Quality Assurance (ANQA). The Volunteer will assist with the implementation of a project pairing ANQA with the Accreditation Organization of the Netherlands and Flanders, which offers technical assistance in quality assurance issues to tertiary-level institutions in Armenia.

### French-speaking Information Technology Specialist needed in Benin

A French-speaking Volunteer, with a degree in information technology, is needed to serve as an [Information Technology Specialist](#) for Songhai, an international NGO which seeks to leverage innovative technologies to improve agricultural and environmental practices in Africa. The Volunteer will work with staff to develop a database of Songhai's network and software, as well as work toward using social media to Songhai's advantage.

### Spanish-speaking Monitoring and Evaluation Specialist needed in Belize

A Volunteer, with Spanish language skills and public health experience, is needed to serve as an [HIV/AIDS Monitoring and Evaluation Specialist](#) for the Belize National AIDS Committee. The Volunteer will review and analyze current practices and give advice and support in areas that require improvement, as well as create standardized best practice procedures. By the end of the project, the Volunteer will have improved data collection and analysis practices, as well as trained staff to maintain the system in the future.

### Math Teachers needed in Liberia

Multiple [Math Teachers](#), with classroom teaching experience, are needed to work with the Liberian Ministry of Education. The Math Teachers will instruct classes, collaborate with counterparts to prepare standard lesson plans, develop teaching materials, provide in-service training for faculty, and review the national curriculum. Through this project, the Volunteers will help to fill the Ministry of Education's need for skilled math teachers.

### Web/XML Applications Developer needed in the Philippines

A Peace Corps Volunteer, with extensive experience in ICT web services enterprise applications development and implementation, is needed to serve as a [Web/XML Applications Developer](#) for the Department of Social Welfare and Development. The Volunteer will assist the Department to strengthen the internal and external coordination and information management through its Disaster Risk Reduction and Management Information System.

### Tertiary Writing Instructor and Trainer needed in Tonga

A [Tertiary Writing Instructor and Trainer](#), with teacher training experience, is needed to serve with the Tupou Tertiary Institute. The Volunteer will assist the Institute in improving their learning center and writing program to empower students to do further study in English-speaking countries. By the end of the project, the Volunteer will have assessed the writing program and learning center, implemented changes, and passed on ideas and material to future instructors.

Questions? Contact Peace Corps Response at [pcresponse@peacecorps.gov](mailto:pcresponse@peacecorps.gov)

*Peace Corps Response currently has over 50 openings in more than 25 countries!  
View [all of our open positions](#) and apply today!*



Continued from page 7

taining HIV/AIDS care and treatment centers; works side-by-side with clinical staff to establish or improve quality of HIV prevention; travels extensively. Qualifications: educational background relevant to position, such as nursing, midwifery, or counseling; license to practice as nurse, midwife, or counselor in Zimbabwe; three years' experience with Prevention of Mother-to-Child Transmission, antiretrovirals, and voluntary counseling and testing. Deadline: 7/7/2012. For more information and to apply, visit <https://careers-chai.icims.com/jobs/2623/job>.

### **CHIEF OF PARTY/COUNTRY REPRESENTATIVE • Lusaka, Zambia**

Position available with Population Services International. Duties: oversees organization's large, diverse, and high performing platform with over 300 staff. Qualifications: five years' work experience in a developing country; strong technical or clinical background in public health, specifically in HIV/AIDS, reproductive health, or maternal and child health; dynamic personality; interest in private sector approaches to development health. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **OPERATIONS/SUPPLY CHAIN MANAGEMENT TECHNICAL ADVISOR, PRESIDENT'S MALARIA INITIATIVE • Kinshasa, Democratic Republic of Congo**

Position available with Population Services International. Duties: collaborates with project technical team to address obstacles in malaria commodity supply chain management at provincial and zonal levels. Qualifications: M.A. in business administration or field related to supply chain management, pharmacy, or logistics; five years' experience in operations or supply management, particularly of drugs and medical supplies. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **BEHAVIORAL CHANGE COMMUNICATION/PREVENTION TECHNICAL ADVISOR • Kinshasa, Democratic Republic of Congo**

Position available with Population Services International. Duties: supports successful implementation of USAID-funded President's Malaria Initiative expansion project. Qualifications: M.A. in communications or field related to communications, behavior change, or equivalent experience in related field; five years' experience implementing different aspects of communication and social mobilization, preferably health communications activities and materials. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **MONITORING & EVALUATION ADVISOR, REGIONAL FAMILY • Accra, Ghana**

Position available with Population Services International. Duties: assists Chief of Party in the development of monitoring and evaluation systems; supports staff assigned to USAID-funded regional project in collection and use of relevant data. Qualifications: M.A. in demography, sociology, biostatistics, or related field or equivalent experience; seven years' experience in monitoring, evaluation, and qualitative and quantitative

research related to public health programs; three years' experience in reproductive health and family planning programming. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **TECHNICAL ADVISOR, REGIONAL FAMILY PLANNING/REPRODUCTIVE HEALTH PROJECT • Accra, Ghana**

Position available with Population Services International. Duties: assists Chief of Party; supports reproductive health programs under USAID-funded regional reproductive health project in West Africa. Qualifications: seven years' experience with USAID-funded international health project design, monitoring, and evaluation methodologies; five years' experience managing reproductive health or family planning programs, preferably in West and Central Africa region. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **FINANCE MANAGER, REGIONAL FAMILY PLANNING/REPRODUCTIVE HEALTH PROJECT • Accra, Ghana**

Position available with Population Services International. Duties: performs account management; supervises accounting procedures; performs accounting assignments and allocations; records entries and reconciliation of balances; validates and compiles monthly accounts for each country within project. Qualifications: M.A. in finance or accounting or equivalent experience; seven years' experience in all aspects of financial management, preferably within USAID projects; proven financial and business management skills. For more information and to apply, visit [www.psi.org](http://www.psi.org).

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## Education

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### **UNIVERSITY OF CHICAGO URBAN TEACHER EDUCATION PROGRAM • Chicago**

Graduate school opportunity available through University of Chicago's Urban Education Institute. Receive a M.A. in teaching and IL state certification for grades K-12, including up to \$36K in tuition assistance. Participants will teach in Chicago public schools for three–four years. Participants receive coaching, leadership training, and professional development. Qualifications: B.A./B.S.; Kindergarten–ninth grade program is open to all majors. Sixth–12th program is open to biology and math majors only. Deadline: 6/22/2012. For more information and to apply, email [recruit@utepchicago.org](mailto:recruit@utepchicago.org); phone: 773.702.6192; website: [utep.uchicago.org](http://utep.uchicago.org).

## Your Photo Here!



Do you have noncompetitive eligibility and want to work for Peace Corps?

The Peace Corps RPCV Noncompetitive Eligibility Hiring Program is a great way to get your resume in front of hiring managers and get your foot in the door at Peace Corps headquarters or regional offices around the U.S.

For more information on the program, visit [www.peacecorps.gov/nce](http://www.peacecorps.gov/nce).

### Want to Continue Service? Think of Coverdell Fellows!

Want a chance to give back while earning a master's degree? The Paul D. Coverdell Fellows Program offers RPCVs financial assistance and professional internships in underserved communities at more than 70 universities. Find a program that is right for you....

Visit our [web pages](#) to learn about our programs in development economics, law, management, public health, environmental education, creative writing, and so much more.



**Paul D. Coverdell Fellows Program**  
(Formerly known as Fellows/USA)

[www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows) | [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov)

#### NATIONAL SERVICE GRADUATE FELLOWSHIPS • Houghton, Mich.

Michigan Tech's National Service Graduate Fellowships for RPCVs provides a fellowship award that reduces tuition by 30 percent for admitted graduate students. The fellowship is available to students enrolled in most graduate programs. Applicants must provide documentation of Peace Corps service. For more information and to apply, email [jacque@mtu.edu](mailto:jacque@mtu.edu); phone: 906.487.1434; website: [www.grad-school.mtu.edu/nsgf](http://www.grad-school.mtu.edu/nsgf).

#### RETURNED PEACE CORPS VOLUNTEER SCHOLARSHIPS • New York

Scholarship available from New York University's Steinhardt School. New York University's Steinhardt School offers scholarship support to Peace Corps alumni who enroll in full-time master's program in school counseling, mental health counseling, education policy, environmental education, international education, TESOL, and more. Phone: 212.998.5030. For more information and to apply, visit [www.steinhardt.nyu.edu/peacecorps05-12](http://www.steinhardt.nyu.edu/peacecorps05-12).

### Intern/Volunteer

#### AMBASSADOR • Hagley Gap, Jamaica

Position available with Blue Mountain Project. Duties: lives simply with twist of adventure, mountains of work, and lifetime of memories; works in Hagley Gap for one year; gains under-

standing of Jamaican people and culture while providing technical assistance and program management; improves life of community. Qualifications: training or experience in health, including public health, education, adult education, business development and management, or civil or water engineering; willingness to make 12-month commitment and have experience working in developing country. For more information and to apply, email [ed@bluemountainproject.org](mailto:ed@bluemountainproject.org); phone: 715.690.5433; website: [www.bluemountainproject.org](http://www.bluemountainproject.org).

#### PROJECT MANAGER • Maintirano, Madagascar

Position available with Blue Ventures Conservation. Duties: performs project development and implementation of community-managed marine protected area; focuses on conservation of coral reefs and other coastal and marine ecosystems; manages local staff; liaises with authorities and stakeholder communities; contributes to fundraising efforts and organization's communications. Qualifications: B.A./B.S. in marine and coastal sciences, conservation, or related field; three years' field experience in community-based conservation or sustainable development in developing country setting; demonstrated ability to manage and lead team; resourcefulness; resilience; proficient French or Malagasy language skills. Salary: \$6K-\$8K/year; travel; room and board. Deadline: 6/7/2012. For more information and to apply, email [shawn@blueventures.org](mailto:shawn@blueventures.org); phone: 011.261.0.34.48.984.85; website: [www.blueventures.org](http://www.blueventures.org).

#### VOLUNTEER MENTOR • DC

Position available with Refugee Assistance Program. Duties: provides friendship and support to recently arrived refugee families; helps with employment assistance and English skills; teaches how to use transportation and local resources. Qualifications: experience in multicultural settings, ability to be flexible and patient; French, Arabic, Tigrinya, Nepali, Farsi, Swahili, or Burmese language proficiency beneficial. For more information and to apply, email [eileen.magan@ypfp.org](mailto:eileen.magan@ypfp.org); phone: 443.760.2667; website: [www.ypfp.org/rap](http://www.ypfp.org/rap).

### AmeriCorps/VISTA

#### YOUTH GARDEN EDUCATOR, AMERICORPS • Ketchum, Idaho

Position available with Sawtooth Botanical Garden. Duties: creates and leads new and existing garden and ecology-based activities for youth ages two-nine. Qualifications: interest in ecology of Intermountain West; experience with children ages two-12; organizational, strong writing, and computer skills; self-starter; dependable; creative personality; passion for science-based education. Benefits: monthly living allowance; \$5,350 education award; loan forbearance. Deadline: 7/15/2012. For more information and to apply, email [allison@sbgarden.org](mailto:allison@sbgarden.org); phone: 208.726.9358; website: [www.sbgarden.org](http://www.sbgarden.org).



**Disclaimer:** *When responding to a listing, please indicate with a cover letter that you are a Returned Peace Corps Volunteer submitting your resume 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.*



*Continued from page 1*

sume stand out to federal employers, we have included some helpful tips below:

1. Take the time to read the entire announcement and follow the instructions carefully.

2. Make the effort to tailor your resume to the specific qualifications and duties listed by the employer.

3. Include a cover letter even if it's not required. This is a great way to stand out from the masses and demonstrate your writing skills. The cover letter should not regurgitate all that's on your resume, but rather provide a concise, well-written description of your key strengths related to the position; thus, encouraging federal employers to give your resume further consideration.

It is important to note that when applying to a federal job, you will generally be expected to provide a more comprehensive resume than that which you would use in the non-federal sector. In the private sector, most people who have less than seven-10

years' of experience normally submit a one-page resume. When applying to federal jobs, the length of the resume can be expected to be much longer because you may be asked to provide more detailed information; justifying how you met each of the qualifications outlined. Suffice it to say, when applying for a federal job, you can throw the one- to two-page maximum out the window.

Please be advised that it is not possible for a hiring manager to hire someone who does not meet the minimum qualifications for the position, regardless of NCE or other special hiring statuses. So, if the position is for a GS-12 and requires a minimum of 10 years' of experience in staff development, an RPCV with six years' of experience would not qualify. RPCVs should carefully consider their qualifications when responding to Calls for NCE Resumes and to refrain from applying to positions for which they do NOT meet the minimum requirements (and by all means - please do not apply to these

federal Calls for NCE Resumes if you do not have active NCE).

To receive alerts regarding Calls for NCE Resumes, you must be a member of the RPCVNetwork listserv. Joining is easy and free - simply apply for membership to the Google group by going to: <http://groups.google.com/group/rpcvnetwork>. Please be sure to include your name, country of service, and your years of service in your request. We suggest choosing the "Digest Email" option which will consist of no more than one message per day (i.e., a compilation of all posts vs. individual messages for each posting).

RPCVs who respond to a Call for NCE Resumes often find themselves in a very small pool of candidates - sometimes just a handful of other RPCVs - versus one of hundreds, as is often the case with standard competitive postings. By taking the time to craft a comprehensive resume and an inviting cover letter, you can drastically increase your chances of finding a position in the federal government.

## WHERE IN THE WORLD ARE THE RPCVS?

RPCVs are a mobile community. Whether you closed your service last week or within the last decade, it is important to let Peace Corps know where you are. Update your contact information to ensure that you are receiving all of the useful services that Peace Corps offers to RPCVs.

[www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info)



## Peace Corps AIDS-Free Generation **Photo Contest**

Submit photos from your Peace Corps experience that best portray working toward an AIDS-free generation.

Winning photos will be exhibited at the 2012 International AIDS Conference in Washington D.C., July 22-27, 2012, and featured in the 2013 Peace Corps HIV/AIDS Awareness Calendar.

**[peacecorps.gov/photocontest](http://peacecorps.gov/photocontest)**

**July 1, 2012 deadline**

Color and b/w photographs accepted.

Amateur and professional photographers welcome.



Photos that are not digital may be scanned and submitted to the photo contest.

Minimum size of photo entries is 8-by-10 inches at 300 dpi. File format preferably TIFF or JPEG with minimal compression.