



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Feel like a fish out of water?
Register for an RPCV mentor.
For more information, visit
www.rpcvmentoring.org.

Free online passwords to job
bulletins.
For more information, see page 16.

Free SIGI3 career assessment
software and
NPCA membership.
For more information, see page 18.

Peace Corps Hotline

Robert Michon
Editor
Manager, Returned Volunteer Services

Jennifer Bream
Graphic Designer
Administrative Assistant,
Returned Volunteer Services

To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact
Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

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Peace Corps Response

Get on Board!

By Joan Dawson, RPCV Dominican Republic 1990-1992



Recently, the Guatemala Human Rights Commission asked me to become a board member. I had never considered the idea of being a board member before, but immediately thought that it could be a wonderful opportunity to help advance human rights. In addition, it would be yet another extension of the immortal "Peace Corps volunteer" in me seeking to strengthen the community. But, I pondered, how much responsibility would I have ... and what do board members do, anyway? After my research it became apparent to me what my role would be. I also discovered what a perfect role this could be for Peace Corps volunteers; most especially because Peace Corps volunteers already possess many of the qualities boards seek. In return for this service, board membership can offer RPCVs an opportunity to expand their network and develop their leadership skills. Who couldn't use that for their job search?

In researching boards, I quickly understood that anyone discussing this topic mentioned the 3 Ds: Duty of Care, Duty of Loyalty, and

Duty of Obedience. They're fairly self-explanatory. Duty of Care refers to making reasonable decisions for the organization that demonstrate care and commitment. Duty of Loyalty pertains to having the best interest of the organization always at heart. And Duty of Obedience concerns being faithful to the mission of the organization and striving to be consistent with it. Certainly, none of those "Ds" are antithetical to RPCVs.

From a free course I attended at the Foundation Center I further learned how to carry out these duties. Generally speaking, a board is charged with overseeing the legal, financial, and managerial well-being of an organization. More specifically, a board helps determine the organization's mission, supports the director, contributes to organizational planning, monitors and evaluates programs, protects the legal and ethical integrity of the organization, provides a voice in the community, and ensures there are adequate resources. Board members can achieve this last goal by fund-raising, an important and often overlooked

responsibility of a board.

In fact, board members can be expected to do two things: 1) help raise funds and 2) contribute their own money to the organization. Most directors, according to an Urban Institute report, actually rate their boards as doing fair to poor in regard to fund-raising and making donations. Yet many books today detail how non-profits can successfully raise money; these can be helpful to new and veteran board members alike. Some boards also have fund-raising task forces. However, if board members are uncomfortable with seeking funds directly, they can help in other ways: they can attend special events or tell their friends about them, sell raffle tickets, suggest donors, or write thank-you letters to supporters. It's important, though, to realize that organizations can lose credibility when their own board members don't donate funds, so this is an important issue. In fact, some boards even set minimum donation levels.

For members to perform their duties a few characteristics are needed. Some

Public Sector

PEACE CORPS CAMPUS RECRUITER • Charlottesville, VA

Position available with Peace Corps. Duties: works with the mid-Atlantic regional recruiting office to coordinate, design, and implement recruiting activities to increase awareness about Peace Corps programs; evaluates applications and conducts personal interviews; works closely with local RPCV groups. Qualifications: RPCV enrolled in a graduate program at University of Virginia or living in the Charlottesville area; excellent oral and written communication skills; initiative and ability to work independently; ability to maintain regular office hours; work 20 hours/week. For more information and to apply, e-mail rmofsowitz@peacecorps.gov; phone: 202.692.1051; website: www.peacecorps.gov.

HEALTH INSURANCE SPECIALIST • Woodlawn, MD

Position available with Centers for Medicare and Medicaid Services. Duties: ensures health care security; works in partnership with the entire health care community to

improve quality and efficiency in an evolving health care system and provides leadership in the broader health care marketplace. Qualifications: BA with 3.5 GPA or greater; **must have noncompetitive (NCE) status**; healthcare experience or health outreach/education a plus. Salary: \$39,330–\$51,124. Deadline: 9/01/2008. For more information and to apply, e-mail lisa.hoyt@cms.hhs.gov; phone: 410.786.4205.

CRISIS, STABILIZATION AND GOVERNANCE OFFICER •

Various locations

Position available with U.S. Agency for International Development (USAID). Duties: assists in the planning, analysis, negotiation, implementation, and evaluation of USAID emergency, crisis, transition, humanitarian assistance, food assistance, and democracy and governance. Qualifications: MA/PhD in a functional area directly related to the crisis, stabilization, and governance position; must have advanced degree at time of application. Salary: \$36K–\$53K. Deadline: 4/02/2009. For more information and to apply, e-mail fsncr@usaid.gov; phone: 202.712.1030; website: www.usaid.gov/careers.

EDUCATION OFFICER •

Various locations

Position available with U.S. Agency for International Development (USAID). Duties: serves as a technical resource to foreign assistance activities in the area of education and development; reviews, evaluates, and analyzes education data and provides advice on education issues. Qualifications: MA/PhD in a functional area directly related to international comparative education; knowledge of education policy and administration; applicants must have advanced degree at time of application. Salary: \$36,762–\$52,986. Deadline: 3/19/2009. For more information and to apply, e-mail fsncr@usaid.gov; phone: 202.712.1030; website: www.usaid.gov/careers.

AUDITOR • DC

Position available with U.S. Agency for International Development (USAID). Duties: plans, performs, and provides oversight to a variety of financial audits at USAID, using problem-solving skills, evaluation techniques, and communication skills. Qualifications: BA/MA in accounting or in a related field, such as business administration, finance, or public administration. Salary: \$39K–\$90K. Deadline: 12/31/2008. For more information and to apply, e-mail recruitment@usaid.gov; phone: 202.712.4189; website: www.usaid.gov/careers.

AGRICULTURE OFFICER •

Various locations

Position available with U.S. Agency for International Development (USAID). Duties: serves as a technical resource to foreign assistance activities in the area of agriculture development. Qualifications: MA/PhD in a functional area directly related to the agriculture position; must have advanced degree at time of application. Salary: \$36K–\$53K. Deadline: 3/19/2009. For more information and to apply, e-mail fsncr@usaid.gov; phone: 202.712.1030; website: www.usaid.gov/careers.

PROGRAM ANALYSIS AND PROJECT DEVELOPMENT OFFICER •

Various locations

Position available with U.S. Agency for International Development (USAID). Duties: serves as a technical resource for the planning, programming, and evaluation of foreign assistance programs and activities in all areas of international economic devel-

HOT! OPPORTUNITIES

POST-SECONDARY EDUCATION OFFICER • DC

GS-7/9/11/12 position available in the Office of Postsecondary Education (OPE) of the U.S. Department of Education (ED). Duties: performs grant administration functions for programs authorized by the Higher Education Act of 1965, enhances program and project accountability, coordinates data collections and analysis for programs designed to provide financial assistance to eligible students enrolled in postsecondary educational institutions. Qualifications: strong background in financial analysis; strong oral and written communication skills; strong analytical and research skills; must have current noncompetitive eligibility. Send résumé and a short cover letter to OPEExecutiveofficer@ed.gov with the subject line, "Peace Corps Volunteer Employment Consideration." **Your cover letter must include an explanation of your noncompetitive eligibility.** Deadline: midnight, 8/18/2008. **Please see page 17 in this issue for more information about NCE.**

OPERATIONS SPECIALIST • DC

GS-5/7 position available with the State Department, Office of the Secretary/Operations Center. Duties: reviews and analyzes press reporting from wire services, news agencies, television stations, and U.S. government monitoring agency; collects items of importance to USG policymakers and reports of new and breaking developments; drafts Global Issues briefs, covering new developments in fields such as: nuclear proliferation, arms control, terrorism, and refugee affairs. Qualifications: ability to review and analyze reports from various sources, draft briefing memos, answer phones, operate computers/faxes, and convene conference calls. **Only RPCVs with current NCE status will be considered.** For more information and to apply, send resume and transcripts to Operations Management Officer Sara Revel, S/ES-Ops, Room. 7516, Main State; fax: 202.647.1015.



opment. Qualifications: MA/PhD in a functional area directly related to the PO/PDO position; must have advanced degree at time of application. Salary: \$36,762–\$53,986. Deadline: 4/02/2009. For more information and to apply, e-mail fsncr@usaid.gov; phone: 202.712.1030; website: www.usaid.gov/careers.

CONTRACT SPECIALIST •

VariouS locations

Position available with U.S. Agency for International Development (USAID). Duties: analyzes sources for the products or services to be procured; monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Qualifications: knowledge of laws, rules, regulations, and procedures governing U.S. Government procurements; ability to develop, prepare, and complete procurement documents based upon extensive research of issues; BA with a major in any field. Salary: \$48,108–\$107,854. Deadline: 6/02/2009. For more information and to apply, e-mail joeavue@avuetech.com; phone: 202.771.1007 x 4; website: www.usaid.gov/careers.

EXECUTIVE OFFICER •

VariouS locations

Position available with U.S. Agency for International Development (USAID). Duties: serves as primary advisor to the Director of USAID's overseas offices on administrative matters. Qualifications: must possess strong knowledge of federal rules, regulations, and guidelines concerning management issues; academic background; ability to work in teams to achieve results and to communicate effectively other than in writing; ability to write persuasively and effectively in English; experience working in a developing country with limited modern conveniences; knowledge of administrative support services. Salary: \$36,762–\$53,986. Deadline: 3/19/2009. For more information and to apply, e-mail fsncr@usaid.gov; phone: 202.712.1030; website: www.usaid.gov/careers.

BUDGET ANALYST • DC

Position available with Environmental Protection Agency (EPA). Duties: assists in the development, presentation, and defense of the national enforcement's program budget; prepares for Congressional (and other)

budget hearings; reviews/edits budget submissions; identifies resource needs; maintains budget data; responds to inquiries from OMB and the Congress. Qualifications: ability to communicate in writing; good quantitative/analytical skills; familiarity with spreadsheet and presentation applications is desirable; knowledge of the federal budget process and/or environmental programs is helpful, but not required; strong organizational skills and the ability to multi-task are critical. Salary: \$48K–\$75K (GS-9/11). Deadline: 8/22/2008. For more information and to apply, e-mail swack.david@epa.gov; phone: 202.564.9963; website: www.epa.gov.

Private Sector

SENIOR PROGRAM ASSOCIATE • DC

Position available with American Association for the Advancement of Science. Duties: manages energy, environment, agriculture, and natural resources (EEANR) fellowships, with 50 fellows working in federal agencies; oversees interactions with PhD-level scientists/engineers and federal agency program officers; facilitates selection and placement of fellows; develops and strengthens operations; makes contacts in science-policy community; coordinates selection committees and orientation sessions; provides guidance to fellows and agency supervisors; monitors and reports on annual activities; assesses operations and opportunities for enhancement; implements strategies for improvement. Qualifications: BA, MA preferred; five years' related experience. For more information and to apply, e-mail jobs@aaas.org and reference "req # 1682"; website: www.aaas.org/careercenter/employmentataaas/.

RESEARCH ASSOCIATE-SENIOR TECH SPECIALIST-HIV/AIDS • Chapel Hill, NC

Position available with MEASURE Evaluation- Carolina Population Center, UNC-CH. Duties: provides technical advice on HIV/AIDS related activities; liaises with international agencies to further standardize and harmonize HIV/AIDS M&E tools and methods. Qualifications: MA/PhD in public health or related fields with HIV/AIDS specialization; seven years' experience in HIV/AIDS programs with significant responsibility for data collection/analysis; 15 years'

professional experience. Salary: \$80K–\$110K. For more information and to apply, visit <https://s4.its.unc.edu/RAMS4/details.do?reqId=1000776&type=N>.

RESEARCH ASSOCIATE-DEPUTY DIRECTOR HIV/AIDS/INFECTIOUS DISEASE • Chapel Hill, NC

Position available with MEASURE Evaluation-Carolina Population Center, UNC-CH. Duties: manages HIV/AIDS activities; oversees technical leadership activities in malaria, tuberculosis, avian influenza, and emerging infectious diseases. Qualifications: MA in public health or related field with specialization related to HIV/AIDS; five years' in-country field experience in M&E of HIV/AIDS programs; 15 years' professional experience. Salary: \$90K–\$120K. For more information and to apply, visit <https://s4.its.unc.edu/RAMS4/details.do?reqId=1000775&type=N>.

GRADUATE RESEARCH ASSISTANT • East Lansing, Michigan

Position available with Department of Agriculture, Food, and Resource Economics. Duties: works with faculty engaged in using economic tools to reduce poverty and improve environmental outcomes; takes classes leading to MS or PhD degree. Qualifications: BA in biological or social sciences; prior coursework in micro-economics, calculus, and statistics preferred. Salary: \$18K; graduate research assistants qualify for salary, free tuition, and health care benefits. Deadline: 12/31/2008. For more information and to apply, e-mail aecgrad@msu.edu; phone: 517.353.6644; website: <http://aec.msu.edu/grad.htm>.

RESEARCH ASSOCIATE-DEPUTY DIRECTOR FIELD PROGRAMS • Chapel Hill, NC

Position available with MEASURE Evaluation- Carolina Population Center, UNC-CH. Duties: oversees the project's field programs and systems to manage technical and research operations. Qualifications: MA (PhD preferred) in public health, social sciences, or related area; five years' experience in managing a complex research project, preferably within a university setting. Salary: \$80K–\$110K. For more information and to apply, visit <https://s4.its.unc.edu/RAMS4/details.do?reqId=1000722&type=N>.

PEACE CORPS Fellows/USA



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

ARIZONA

University of Arizona

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

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.
Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

CALIFORNIA

Humboldt State University

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

Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health.
Contact: Nikki Gray
Phone: 909.558.4902
E-mail: sphpcinfo@llu.edu

University of Southern California

Los Angeles, CA
School of Policy, Planning, and Development
In Development: Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.
Contact: Marisol Gonzalez
Phone: 213.740.0527
E-mail: marisolr@usc.edu

COLORADO

University of Colorado Denver

Denver, CO
School of Public Affairs
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.
Contact: Dr. Christine Martell
Phone: 303.315.2716
E-mail: christine.martell@cudenver.edu

University of Denver

Denver, CO
Josef Korbel School of International Studies
International administration, international development, international human rights, international studies, international security, global finance, trade, and economic integration.
Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: Nicole.vilegi@du.edu

Graduate School of Social Work
Master of Social Work (MSW) degree with concentration in either clinical or community practice; specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. The MSW application fee is waived. All applicants to the program are considered for merit scholarships, ranging from \$6,000 to \$12,000 per year for full-time students. Need-based awards also available. Those selected for the Fellows/USA program will receive an additional \$5,000 scholarship.
Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.
Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthompson@du.edu

CONNECTICUT

Yale University

New Haven, CT
International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.
Contact: Alice Kustenbauder
Phone: 203.432.3418
E-mail: International.relations@yale.edu

DISTRICT OF COLUMBIA

George Washington University

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

FLORIDA

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).
Contact: Dr. Tom Marcinkowski

Phone: 321.674.8946
E-mail: marcinko@fit.edu

GEORGIA

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.
Contact: Dr. Dwight Call
Phone: 478.445.0875
E-mail: dwight.call@gcsu.edu

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Master of Business Administration (MBA) and Master of Accounting (MACC) degrees. Graduate assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.
Contact: Dan Paracka
Phone: 770.423.6732
E-mail: dparacka@kennesaw.edu

ILLINOIS

DePaul University

Chicago, IL
Teaching certificate leading to MA in Education in Special Education, Spanish, Math, or Science.
Contact: Katie Dorsch
Phone: 773.325.7170
E-mail: kdorsch@depaul.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.
Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: stevensoncenter@ilstu.edu

Western Illinois University

Macomb, IL
Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.
Contact: Karen Peitzmeier
Phone: 800.526.9943
E-mail: pcf@wiu.edu

INDIANA

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and inter-

PEACE CORPS Fellows/USA



national affairs, environmental policy and natural resource management, policy analysis; and nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master degree with other programs also available.

Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

KANSAS

Wichita State University

Wichita, KS

Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

LOUISIANA

University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson
Phone: 504.280.3110
E-mail: cupa@uno.edu

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

MARYLAND

Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

University of Maryland–Baltimore

Baltimore, MD

Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.

Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvictorson@ssw.umaryland.edu

University of Maryland–Baltimore County

Baltimore, MD

Shriver Peaceworker Program

All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.

Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Maryland–College Park

College Park, MD

Degrees in public policy and management, joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.

Contact: Ms. Taryn Faulkner
Phone: 301.314.2486
E-mail: faulkner@umd.edu

MICHIGAN

University of Michigan

Ann Arbor, MI

Ford School of Public Policy

Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.

Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment

Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.

Contact: Sondra Auerbach
Phone: 734.764.6453
E-mail: sondrmr@umich.edu

MISSOURI

University of Missouri–Columbia

Columbia, MO

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

Contact: Donald Spiers
Phone: 573.882.6131
E-mail: spiersd@missouri.edu

University of Missouri–Kansas City

Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: David Renz
Phone: 816.235.2342
E-mail: renzd@umkc.edu

NEW HAMPSHIRE

Southern New Hampshire University

Manchester, NH

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

Contact: Kathleen Kennedy
Phone: 603.644.3103 ext. 2307
E-mail: k.kennedy@snhu.edu

NEW JERSEY

Rutgers University

Camden, NJ

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

Contact: Sandra Cheesman-Cattefesta
Phone: 856.225.6860
E-mail: scheesma@camden.rutgers.edu

NEW MEXICO

New Mexico State University

Las Cruces, NM

Degrees in public health, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox
Phone: 505.646.2183
E-mail: sforster@nmsu.edu

Western New Mexico University

Gallup, NM

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

Contact: Dr. Patricia Maguire
Phone: 505.722.3389
E-mail: wnmupcf@hotmail.com

NEW YORK

Columbia University, Teachers College

New York, NY

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

Contact: Shelly Chin
Phone: 212.678.4080
E-mail: pcfellows@tc.edu

Cornell University

Ithaca, NY

City and regional planning (MS)

Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.edu

Fordham University

Bronx, NY

MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg

PEACE CORPS Fellows/USA



Phone: 718.817.4064
E-mail: iped@fordham.edu

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.
Contact: Admissions Office
Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

NORTH CAROLINA

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. Certificates of Excellence also offered in finance and marketing as well as a certificate program in health sector management. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matthew T.A. Nash
Phone: 919.660.7791
Fax: 919.660.1096
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: mppadmit@duke.edu

OHIO

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design.
Contact: Johanna W. Looye
Phone: 513-556-0216
E-mail: johanna.looye@uc.edu

Bowling Green State University

Bowling Green, OH
In Development: Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.
Contact: Dr. Margaret Zoller Booth
Phone: 419.372.9950
E-mail: boothmz@bgsu.edu

OREGON

University of Oregon

Eugene, OR
Community and regional planning, public administration.
Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@darkwing.uoregon.edu

PENNSYLVANIA

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: David Eber
Phone: 412.268.2164
E-mail: hnzadmit@andrew.cmu.edu

Duquesne University

Pittsburgh, PA
Center for Environmental Research and Education
Environmental science, environmental management, environmental policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.
Contact: Dr. Stanley J. Kabala
Phone: 412.396.4233
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@duq.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.
Contact: Dane Zimmer
Phone: 724.838.4209
E-mail: zimmer@setonhill.edu

University of Pennsylvania

Philadelphia, PA
Fels Institute of Government
Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.
Contact: Michelle Garcia-Navarro
Phone: 215.746.6684
E-mail: garciana@sas.upenn.edu

SOUTH CAROLINA

University of South Carolina

Columbia, SC
Center for Child and Family Studies
Multidisciplinary program (written/oral proficiency in Spanish required).
Contact: Laura Boudon
Phone: 803.777.5190
E-mail: boudon@gwm.sc.edu

Moore School of Business
International business administration, joint degrees.
Contact: Reena Lichtenfeld
Phone: 803.777.6749
E-mail: rlichten@moore.sc.edu

VERMONT

University of Vermont

Burlington, VT
Community and economic development, entrepreneurship; environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.
Contact: Ken Bauer
Phone: 802.656.1965
E-mail: Ken.bauer@uvm.edu

VIRGINIA

George Mason University

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

WISCONSIN

Marquette University

Milwaukee, WI
Business, engineering, communication, educational policy and leadership, English, economics, history, international affairs, philosophy, political science, public service, theology. Benefits: full tuition scholarship and monthly stipend.
Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

University of Wisconsin-Milwaukee

Milwaukee, WI
Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.
Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural

PEACE CORPS Fellows/USA



resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwyo.edu

WYOMING

University of Wyoming
Laramie, WY
American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

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COMMUNITY DEVELOPMENT CREDIT UNION MANAGER •

New York City

Position available with Neighborhood Trust Federal Credit Union. Duties: promotes economic empowerment among low-income families in upper Manhattan; accountable for all aspects of the credit union—both social impact and its financial sustainability. Qualifications: five years' relevant experience with solid supervisory skills; strong accounting and financial analysis skills; commitment to community development; Spanish fluency preferred; desire to develop an innovative business model for a social enterprise. Salary: \$70K–\$90K. Deadline: 8/15/2008. For more information and to apply, e-mail jzinkin@cwcid.org; phone: 212.927.5771 x 213; website: www.cwcid.org/betasite/NTFCU.htm.

MANAGING DIRECTOR •

New York City

Position available with Credit Where Credit Is Due (CWCID). Duties: balances oversight of existing programs along with innovative program and curriculum design and a goal of program replication; oversees a ten-person staff. Qualifications: three years' supervisory experience; familiarity with field of asset development and/or economic development; experience in adult education, curriculum development, and evaluation; Spanish fluency; committed to mission of financial empowerment; sensitivity to the financial experience of the Latino immigrant community. Salary: \$80K–\$90K. Deadline: 8/15/2008. For more information and to apply, e-mail jzinkin@cwcid.org; phone: 212.927.5771 x 213; website: www.cwcid.org.

EXECUTIVE DIRECTOR •

Ossining, NY

Position available with Bridges to Community. Duties: responsible for overall management and oversight of the mission and vi-

sion under the supervision and direction of the Board of Directors. Qualifications: BA degree required; MA; seven years' nonprofit experience including senior level nonprofit management; exceptional communications, strategic planning, and operational skills; knowledge of and commitment to the mission and vision of Bridges to Community; knowledge of nonprofit board development; knowledge of international community development and cross cultural education; proven success in fund development; energetic, persuasive, and innovative; Spanish fluency a plus. Deadline: 8/15/2008. For more information and to apply, e-mail maureendunn@sbcglobal.net; phone: 203.961.1393; website: www.gatewayexecsearch.com.

REHABILITATION COORDINATOR • Montgomery County, MD

Position available with St. Luke's House, Inc. Duties: plans, develops, coordinates, and documents all services received for client caseload; communicates clients' progress to both internal and external treatment teams; works to assess clients' needs and collaborates with clients to develop goals. Qualifications: BA in a related field is required; experience working with the mentally ill is preferred, but not required; multiple years' experience may also be substituted for a relevant degree; applicants must have their own transportation and a valid driver's license with no more than two points on the driving record. Salary: \$27K base. For more information and to apply, e-mail HelenG@stlukeshouse.com; phone: 301.593.6414; website: www.stlukeshouse.org.

CAREER TRANSITION SPECIALIST • Montgomery County, MD

Position available with St. Luke's House, Inc. Duties: provides vocational/educational support and case management services for 16-21 year old youth with emotional disabilities; conducts skills assessments and co-

ordinate with community service providers, schools, and families for necessary support. Qualifications: BA in a related field is required; experience working with the mentally ill is preferred, but not required; multiple years' experience may also be substituted for a relevant degree; must have own transportation and a valid driver's license with no more than two points on the driving record. Salary: \$27K base. For more information and to apply, e-mail HelenG@stlukeshouse.com; phone: 301.593.6414; website: www.stlukeshouse.org.

SUPPORTED EMPLOYMENT SPECIALIST •

Montgomery County, MD

Position available with St. Luke's House, Inc. Duties: manages caseload of clients with chronic mental illness; assists clients in choosing, finding, and maintaining employment; provides job development, vocational counseling, and job coaching; works closely with the business community and with SLH teams. Qualifications: BA in a related field is required; experience working with the mentally ill is preferred, but not required; multiple years' experience may also be substituted for a relevant degree; must have own transportation and a valid driver's license with no more than two points on the driving record. Salary: \$27K base. For more information and to apply, e-mail HelenG@stlukeshouse.com; phone: 301.593.6414; website: www.stlukeshouse.org.

RESIDENTIAL COUNSELOR •

Montgomery County, MD

Position available with St. Luke's House, Inc. Duties: assists and instructs clients in living skills; provides counseling, behavior management, and crisis intervention; monitors medication. Qualifications: BA in a related field is required; experience working with the mentally ill is preferred, but not required; multiple years' experience may also

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Peace Corps Response



Eastern Caribbean

The Health, Hope and HIV Network (HHH Network) of Antigua & Barbuda has requested a Peace Corps Response Volunteer (PCRV) to work as a **Capacity Building Volunteer** for a six month assignment. HHH Network is a nonprofit and non-governmental organization that was formed to address the plight of people living with HIV and AIDS (PLWHA) and supports those who are infected and affected. The PCRV will assist in building the capacity of the HHH Network office to more effectively support PLWHA in Antigua and Barbuda.

For more details and to apply, visit www.peacecorps.gov/response.

The Nevis Disaster Management Department (NDMD) has requested a PCRV to provide technical advice to the five (5) districts in the development and execution of a community-based disaster preparedness and mitigation program. The PCRV will develop a risk assessment survey and implement within the communities; Review and identify risk information and approaches to strengthen disaster management at the community level; Develop a social marketing and training plan to promote community preparedness within all 5 communities and 4 schools; Review NDMD training plans and develop complementary materials and/or community training modules to be delivered by community leaders; Make recommendations for the sustainability of the disaster committees.

For more details and to apply, visit www.peacecorps.gov/response.

El Salvador

Save the Children US is requesting **two** Peace Corps Response Volunteers to provide support for an emergency preparedness project in the municipality of Izalco in El Salvador for a Disaster Preparedness and Mitigation (DPM) program. The PCR Volunteers will support and strengthen existing emergency response teams in nine communities and train the remaining two communities in disaster preparedness activities to include formulating emergency plans, updating risk mapping procedures and risk maps, and conducting emergency preparedness drills. The Volunteers will also be responsible

for coordinating all disaster preparedness activities with local government entities and other relevant organizations.

For more details and to apply, visit www.peacecorps.gov/response.

Guyana

The Health Sector Development Unit (HSDU) and Guyana Geology and Mines Commission (GGMC) is requesting a Peace Corps Response Volunteer to assist with the Guyana HIV/AIDS Prevention and Control Project. The Technical Officer will work to promote HIV/AIDS awareness within the mining sector through *outreach activities, * the training of Field Counselors and selected members of the community and through the *promotion of alternative sustainable income programs to augment mining activities.

For more details and to apply, visit www.peacecorps.gov/response.

Jamaica

The **Jamaica Red Cross**, Manchester Chapter seeks a Peace Corps Response Volunteer for six months to serve as an **Emergency Medical Technical Trainer**. The Volunteer will provide basic-level Emergency Medical Technician (EMT-B) training to designated staff and volunteers (about 20-30 students); develop a path to EMT certification for students by researching, documenting and facilitating follow-up testing by recognized certification organizations; and research Continuing Education requirements necessary for students to maintain certification.

For more details and to apply, visit www.peacecorps.gov/response.

Liberia

The Ministry of Health and Social Welfare (MHSW) supports the World Health Organization recommendation of skilled attendance at every birth. Unfortunately, Liberia has lost hundreds of practicing physicians over the last three decades and are in the process of rebuilding the health sector. Frontline services now rest with the mid-level health professionals. The MHSW

has prioritized the training of midwives in meeting the need for skilled attendance at each birth. Two Peace Corps Response Volunteers are being requested to work as **Midwife Program Instructors**.

For more details and to apply, visit www.peacecorps.gov/response.

The Ministry of Health and Social Welfare (MHSW) supports the World Health Organization recommendation of skilled attendance at every birth. Unfortunately, Liberia has lost hundreds of practicing physicians over the last three decades and are in the process of rebuilding the health sector. Frontline services now rest with the mid-level health professionals. The MHSW has prioritized the training of midwives in meeting the need for skilled attendance at each birth. Two Peace Corps Response Volunteers (PCRVs) will be working as Midwife Program Instructors; however, an additional **two PCRVs are being requested to teach English and Math** to these same students in the midwife program as, due to the interruption of education during the war, students entering the midwife program will need extra training in those areas. While the priority will be to teach the midwife students, there is also opportunity to work at the local high school in extracurricular enrichment classes, like honors or remedial classes, or after-school math and/or English clubs.

For more details and to apply, visit www.peacecorps.gov/response.

Peace Corps Response/Liberia requests one Peace Corps Response Volunteer (PCRV) to work as a **Library Support Specialist**. In order to ameliorate the education infrastructure, Liberia is working to promote increased access to basic education services. The PCRV will work within the project goal of providing over-age youth access to primary school education who were unable to do so as a result of the war. Through well organized Learning Resource Centers (LRC), students and teachers will have access to educational materials and information.

For more details and to apply, visit www.peacecorps.gov/response.

The World Food Program (WFP) is a United Nations food assistance agency which looks for programs to protect livelihoods in emergencies; invests in disaster preparedness and mitigation measures; and helps countries build capacity to

Peace Corps Response



develop food policies. The entire population of Liberia was affected by many years of civil conflict and WFP has been providing food rations to about a third of the population every month since 2003. This conflict has impacted many sectors of society including the education sector. Schooling was badly disrupted as food-insecure families often employed children into income activities instead of sending them to school. WFP plans to mobilize Parent Teacher Associations (PTAs) and create awareness of community leaders to support the school feeding program at the community level. **WFP is requesting a Peace Corps Response Volunteer to provide leadership mentoring to Parent Teacher Associations** and to build the capacity of these PTAs.

For more details and to apply, visit www.peacecorps.gov/response.

The **Liberian Ministry of Education's Rural Teacher Training Institutes (RTTIs)** in Kakata, Zorzor, and Webbo have requested the assistance of three (3) Peace Corps Response Volunteers (PCRVs) who have the ability to work in a challenging environment. The project goal is to provide leadership mentoring to these RTTIs and build the capacity of administrators and staff to develop transparent and open systems of communication and administration. They are requesting a PCRV at each of these locations to work as a **Mentor to the Academic Dean of the RTTI**.

For more details and to apply, visit www.peacecorps.gov/response.

The **Liberian Ministry of Education's Rural Teacher Training Institutes (RTTIs)** in Kakata, Zorzor, and Webbo have requested the assistance of three (3) Peace Corps Response Volunteers (PCRVs) who have the ability to work in a challenging environment. The project

goal is to provide leadership mentoring to these RTTIs and build the capacity of administrators and staff to develop transparent and open systems of communication and administration. They are requesting a PCRV at each of these locations to work as a **Mentor to the Business Manager of the RTTI**.

For more details and to apply, visit www.peacecorps.gov/response.

The **Liberian Ministry of Education's Rural Teacher Training Institutes (RTTIs)** in Kakata, Zorzor, and Webbo have requested the assistance of three (3) Peace Corps Response Volunteers (PCRVs) who have the ability to work in a challenging environment. The project goal is to provide leadership mentoring to these RTTIs and build the capacity of administrators and staff to develop transparent and open systems of communication and administration. They are requesting a PCRV at each of these locations to work as a **Mentor to the Director of the RTTI**.

For more details and to apply, visit www.peacecorps.gov/response.

The **Rural Teacher Training Institutes (RTTIs)** in Kakata, Zorzor, and Webbo have requested the assistance of three (3) Peace Corps Response Volunteers (PCRVs) who have the ability to work in a challenging environment. The project goal is to provide leadership mentoring to these RTTIs and build the capacity of administrators and staff to develop transparent and open systems of communication and administration. They are requesting a PCRV at each of these locations to work as a **Mentor to the Field Coordinator**.

For more details and to apply, visit www.peacecorps.gov/response.

Malawi *

** This program requires that volunteers serve out a full twelve-month term.*

The **Ministry of Local Government and Rural Development** in Malawi is requesting Peace Corps Response Volunteers to work as **HIV/AIDS Technical Assistants** at the district level beginning in October 2008. The Technical Assistants will provide HIV/AIDS support to the Director of Planning and Development, the District AIDS Coordinator and the Office of Social Welfare; assist with development of CommunityBasedOrganizations(CBOs)through capacity building, training, communication and resource identification; create and modify M&E tools and financial spreadsheets; and strengthen relationships among stakeholders.

For more details and to apply, visit www.peacecorps.gov/response.

Zambia

The **National HIV/AIDS/STI/TB Council** is requesting four (4) PC Response Volunteers to assist with building capacity of the Provincial AIDS Coordination Advisors and other Provincial support staff in an effort to improve data collection methodologies and reporting structures. The duties and responsibilities of the PCRVs will be to implement effective data collection methodologies and analytical tools, provide training to ensure data integrity and continuity throughout all provinces and districts, and strengthen capacity of reporting capabilities.

For more details and to apply, visit www.peacecorps.gov/response.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Peace Corps Response website at www.peacecorps.gov/response; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at www.peacecorps.gov/response.

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



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be substituted for a relevant degree; must have own transportation and a valid driver's license with no more than two points on the driving record. Salary: \$27K base. For more information and to apply, e-mail HelenG@stlukeshouse.com; phone: 301.593.6414; website: www.stlukeshouse.org.

MANAGER, FOUNDATIONS AND GRANTS • DC

Position available with Center for Inspired Teaching. Duties: supports fundraising department; responsible for donor identification, research and tracking, relationship building, grants, and reports. Qualifications: BA; three years' experience; superior communication and analytical skills; initiative focused and motivated; capacity to multitask and meet deadlines; detail oriented and organized. For more information and to apply, e-mail cover letter and résumé, a three page writing sample, and contact information of three professional references to pam@inspiredteaching.org; phone: 202.462.1956 x 14; website: www.inspiredteaching.org.

DEVELOPMENT ASSOCIATE • DC

Position available with Center for Inspired Teaching. Duties: works with Director of Development to implement annual fundraising plan; coordinates all fundraising efforts; manages development calendar to meet deadlines; assists with events and in the preparation of grants and reports; identifies potential donors; supports stewardship process; manages donor database. Qualifications: BA; three years' experience; superior research, communication, and analytical abilities; initiative focused and motivated; detail oriented and organized; knowledge of Excel and databases preferred. For more information and to apply, e-mail cover letter and résumé, a two page writing sample, and contact information for three professional references to pam@inspiredteaching.org; phone: 202.462.1956 x 14; website: www.inspiredteaching.org.

SENIOR RECRUITMENT OFFICER • Arlington, VA

Position available with International Relief and Development, Inc. Duties: identifies and recruits professionals and experts for IRD's headquarters; works closely with hiring managers to determine staffing needs; conducts interviews and reference checks; coordinates schedules and logistics for interviews; writes job descriptions; researches and sources new recruiting avenues. Qualifications: BA, MA

preferred; ten years' relevant work experience; proven track record of full-life cycle recruiting including creatively sourcing candidates, posting positions to various job boards, pre-screening candidates, interviewing, and finalizing offers with hiring managers; strong networking skills. For more information and to apply, e-mail ird@ird-dc.org; phone: 703.248.0161; website: www.ird-dc.org.

BILINGUAL OUTREACH WORKER • Hendersonville, NC

Position available with Blue Ridge Community Health Services Inc. Duties: provides health education and case management to migrant farm workers and joins multi-disciplinary community outreach team. Qualifications: Spanish fluency; strong interest in being a flexible team player extending services to a culturally diverse patient population; BA preferred but will consider prior experience. For more information and to apply, e-mail letter of introduction and résumé to mbutter@brchs.com; phone: 828.692.4289 x 2425; website: www.brchs.com.

DIRECTOR OF OPERATIONS • New York City

Position available with Credit Where Credit Is Due (CWCID). Duties: oversees program delivery to 20 partnering agencies; conducts ongoing capacity analysis; responsible for follow-up program. Qualifications: strong organizational and problem-solving capacity; ability to be both flexible and very detail-oriented and to work efficiently in a fast-paced environment; solid computer skills, experience with Access a plus; commitment to community economic development; Spanish fluency. Salary: \$50K-\$60K. Deadline: 8/15/2008. For more information and to apply, e-mail jzinkin@cwcid.org; phone: 212.927.5771 x 213; website: www.cwcid.org.

WATERSHED CIRCUIT RIDER • Charleston/Thomas, WV

Position available with Canaan Valley Institute. Duties: provides assistance to local watershed and community-based initiatives; assists stakeholders with water quality initiatives; supports outreach including meeting facilitation and partnership building. Qualifications: BA in environmental science, natural resources, or related degree; demonstrated experience working with volunteer groups; possess strong technical knowledge in decentralized wastewater treatment

systems; experience with grant writing is helpful. For more information and to apply, e-mail personnel@canaanvi.org; website: www.canaanvi.org.

ADULT ESL INSTRUCTOR • Arlington, VA

Position available with Arlington Education and Employment Program. Duties: provides adult ESL instruction using the REEP curriculum; maintains accurate student records on attendance and progress; attends teacher meetings and participates in staff development; participates in outreach efforts, program evaluation, and teacher evaluation. Qualifications: MA degree in ESL or related field (BA/BS minimum); experience teaching adult immigrants and refugees at a variety of levels; familiarity with competency-based and learner-centered approaches; ability to participate in staff development activities. Salary: \$22/hour. Deadline: 8/05/2008. For more information and to apply, e-mail ebeckett@arlington.k12.va.us; phone: 703.228.8026; website: www.reep-world.org.

TRANSPORTATION SALES PROFESSIONAL • Billings, MT

Position available with GET Logistics. Duties: sells GET Logistics services to customers with diverse transportation needs; develops working rapport with a variety of customers and carriers. Qualifications: possess motivation and high ethical standards; effective communication skills; strong customer service skills; attentive to detail and accuracy; ability to multi-task; must be team oriented; strong decision making, problem solving, and analytical skills; growth and sales orientated; desire to grow professionally. Salary: \$40K-\$70K. Deadline: 9/15/2008. For more information and to apply, e-mail rob@geload.com; phone: 406.208.6941; website: www.geload.com.

HUMAN RESOURCES COORDINATOR • Baltimore, MD

Position available with International Youth Foundation. Duties: supports all recruitment efforts and assists with other general human resource needs; coordinates all recruitment efforts; assists in organizational training and development efforts; works closely with the orientation coordinator on office management functions; assists in planning staff and other events. Qualifications: BA degree or one year experience in HR or equivalent field; ability to identify and establish pri-



orities and exercise sound judgment; ability to establish effective working relationships with all employees; effective written and verbal communication skills; proficient in Microsoft Office. Salary: \$35K–\$40K. Deadline: 8/01/2008. For more information and to apply, e-mail jobs@iyfnet.org; website: www.iyfnet.org.

WORKPLACE ESL INSTRUCTOR • Arlington, VA

Position available with Arlington Education and Employment Program. Duties: provides adult ESL instruction using the REEP curriculum; maintains accurate student records on attendance and progress; attends teacher meetings and participates in staff development; participates in outreach efforts, program evaluation, and teacher evaluation. Qualifications: MA in ESL or related field (BA/BS minimum); experience teaching adult immigrants and refugees; familiarity with competency-based and learner-centered approaches; ability to participate in staff development activities. Salary: \$22.05–\$33.77/hour. Deadline: 8/04/2008. For more information and to apply, e-mail ebeckett@arlington.k12.va.us; phone: 703.228.8026; website: www.reepworld.org.

INTEPRETER/TRANSLATOR • Hendersonville, NC

Position available with Blue Ridge Community Health Services, Inc. Duties: delivers accurate medical interpreting for patients to providers and financial staff; answers Spanish phone line as necessary; assists in calling patients regarding appointments; translates organization's forms in to Spanish when needed; assists patients when signing in to the clinic. Qualifications: high school graduate; Spanish fluency; basic computer skills; familiarity with Microsoft Office; ability to multi-task effectively. For more information and to apply, e-mail kmelgar@brchs.com; phone: 828.692.4289 x 2211; website: www.brchs.com.

HOUSING COUNSELOR • Dover, NJ

Position available with Housing Partnership for Morris County. Duties: works with individuals and groups to plan for home ownership. Qualifications: excellent communication skills and housing experience required. For more information and to apply, submit résumé with cover letter and salary requirements to: Housing Partnership,

2 E. Blackwell St., Dover, NJ 07801; fax: 973.659.9220; e-mail: hpmc@bellatlantic.net; website: www.housingpartnershipnj.org.

OUTREACH COORDINATOR • Marietta, GA

Part-time position available with Girls Incorporated of Greater Atlanta. Duties: coordinates and facilitates workshops and network with community groups. Qualifications: experience in facilitating health-related topics; ability to be flexible in scheduling of work hours; high school diploma; bilingual (Spanish/English) is a plus; experience working with diverse communities. For more information and to apply, fax résumé to 770.499.2386; e-mail: Karolina.Klinker@girlsincatl.org.

MICROFINANCE LOAN ADMINISTRATOR • DC

Position available with Latino Economic Development Corporation. Duties: manages loan closing process on each new micro loan; ensures compliance with all funding regulations; performs process improvement to improve efficiency and reduce risk; organizes and maintains client files; responsible for monthly billing and posting of client repayments in database system and client follow-up. Qualifications: Spanish fluency; work experience in finance, accounting, bookkeeping, or related field; strong computer skills, including Microsoft Excel; highly organized with strong attention to detail; self-starter who is able to work with limited supervision; interest in microfinance. Salary: \$35K–\$43K, plus benefits. Deadline: 8/15/2008. For more information and to apply, e-mail rvickers@ledcdc.org; website: www.ledcdc.org.

YOUTH ADULT KONNECTIONS

(YAK!) COORDINATOR • Hailey, ID

Position available with St. Luke's Center for Community Health. Duties: responsible for the planning, coordination, implementation, and administration of YAK!'s community based youth outreach programs and activities. Qualifications: BA/BS or health care license; two years' experience in social services, education, youth development, health care, or related field; Spanish proficiency a plus. For more information and to apply, send cover letter and résumé to Erin Pfaeffle at pfaeffle@slwrmc.org; phone:

208.727.8734; website: www.stlukesonline.org/employment/.

ENROLLMENT MANAGER • Monterey, CA

Position available with Monterey Institute of International Studies. Duties: increases inquiries, applications, and enrollment for all degree programs at the Monterey Institute of International Studies. Qualifications: MA preferred and two years' work experience, preferably in higher education administration and/or an international environment. Deadline: 10/21/2008. For more information and to apply, visit <http://miis.interviewexchange.com/jobofferdetails.jsp?JOBID=10521>.

PHILLIPS-ROOKS DISTRICT

EXTENSION AGENT • Phillipsburg, KS

Position available with K-State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based educational programs to support successful families and the systems that serve them in communities. Qualifications: BA with major course work, professional development, and experience appropriate to the needs of the position; MA preferred. Deadline: 8/11/2008. For more information and to apply, e-mail swarner@ksu.edu; phone: 785.532.5790; website: www.oznet.ksu.edu/jobs.

LEADER IN TRAINING/PRINCIPAL • Gary, IN

Position available with Lighthouse Academies. Duties: works closely with the school-based leadership team to enhance the achievement of the Gary Lighthouse Charter School (GLCS) Upper Academy; works on the development of the college prep academy; transitions to Principal after the development year 08-09 is complete. Qualifications: MA in education or education administration; five years' teaching experience with two years' instructional coaching; track record of success in closing the achievement gap; training in and experience with implementation of curriculum programs; proficiency in data analysis. Salary: \$65K. Deadline: 9/01/2008. For more information and to apply, e-mail mgallup@lighthouse-academies.org; phone: 508.626.0901; website: www.lighthouse-academies.org.



4-H YOUTH DEVELOPMENT EDUCATOR • Sheboygan, WI

Position available with University of Wisconsin - Extension. Duties: plans, teaches, and evaluates educational programs that support the positive development of youth, especially in the areas of leadership, interpersonal, and citizenship skills. Qualifications: MA; experience with educational programs for youth, volunteer development, and youth clubs. Salary: \$35K-\$47K. Deadline: 8/19/2008. For more information and to apply, e-mail ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces.

4-H YOUTH DEVELOPMENT EDUCATOR • Port Washington, WI

Position available with University of Wisconsin - Extension. Duties: teaches and evaluates educational programs that support the positive development of youth, especially in the areas of leadership, interpersonal, and citizenship skills. Qualifications: BA; experience with educational programs for youth, volunteer development, and youth clubs. Salary: \$35K-\$45K. Deadline: 8/19/2008. For more information and to apply, e-mail ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces.

SALES AND MARKETING

ENTREPRENEUR • Various locations

Position available with Sustainable Solutions International Marketing Group. Duties: uses experience to create national and international partnerships; works with an enthusiastic team on sustainable income-producing ventures; builds a database; develops marketing strategies. Qualifications: high level of drive and focus; forward thinker; interest in health, prevention, and environmental sustainability; ability to work individually and with a team. Deadline: 8/31/2008. For more information and to apply, e-mail cover letter and résumé to gallarano@ss8img.com; phone: 800.549.0772; website: www.shaklee.net/gallarano.

SENIOR GENDER ADVISOR • DC

Position available with Public Health Institute/Global Health Fellows. Duties: provides technical assistance and guidance to the development and strategic planning of the headquarters operations plan (HOP) and country operational plans (COPs); shares information and updates regarding gender and HIV programming and gender technical

working group activities with member agencies. Qualifications: MA/PhD in health management, public health, or related discipline; ten years' work experience on gender and HIV prevention; three years' international work experience. Deadline: 8/08/2008. For more information and to apply, e-mail ghfprecrutment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

LAC REGIONAL AVIAN INFLUENZA COORDINATOR • DC

Position available with Public Health Institute/Global Health Fellows. Duties: provides technical assistance, strategic planning, and program management. Qualifications: MA in development, agriculture, veterinary medicine, public health, or related field; five years' progressively responsible experience that includes project management, with an emphasis on strategic planning and program monitoring and implementation. Deadline: 8/08/2008. For more information and to apply, e-mail ghfprecrutment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

PROGRAM OFFICER • Chapel Hill, NC

Position available with IntraHealth International. Duties: develops and manages field budgets; manages country project in coordination with project country staff, finance, and contracts team; develops annual field budget for country projects by activity and funding source; liaises with sub-grantees in the field to develop budgets for sub-agreements. Qualifications: BA; four years' experience in administration and management; experience working with USAID-funded projects; strong oral and written communication skills, including editing skills; proficient in Word, Excel, and Power Point; French or Spanish fluency a plus. Deadline: 8/15/2009. For more information and to apply, e-mail jobs@intrahealth.org; website: www.intrahealth.org/employment/74.

International

ENGLISH TEACHER • Korea

Positions are available with Teach Away Inc. Duties: conducts English language instruction for students at either Korean public schools (EPIK) or one of numerous private schools. Qualifications: BA; native English speaker (12 years of schooling in native Eng-

lish environment); submit application online at ww.teachaway.com/form/application.php. Salary: \$2,360/month. Deadline: 8/18/2008. For more information, e-mail jobs@teachaway.com; website: www.teachaway.com.

DIRECTOR, SUSTAINABLE VALUE CHAINS • London, England

Position available with Rainforest Alliance. Duties: leads the sustainable agriculture division's marketing program worldwide; grows market demand for RA-certified farm goods in coordination with RA field activities to generate consumer and commercial interest in certified crops; facilitates and harmonizes marketing strategies among the three main market areas. Qualifications: BA in a related field; ten years' experience; demonstrated understanding of and commitment to ethical business practices; understands global value chains for commodities; superior management and communication skills; proven experience in planning and prioritizing. For more information and to apply, e-mail mwills@oxfordhr.co.uk; website: www.oxfordhr.co.uk/index.php?pg=43&job=32.

TEACHER OF ENGLISH • Kazakhstan

Position available with The Ministry for Education and Science. Duties: teaches students; shares knowledge and experience with local teachers; organizes different language activities. Qualifications: BA; three years' teaching experience at primary school, secondary school, or high school. Salary: \$2K; \$2K to cover traveling and other expenses. Deadline: 10/31/2008. For more information and to apply, e-mail teshshimkent@yahoo.com; website: www.natek.freenet.kz.

OPERATIONS MANAGER • Chad

Position available with The International Rescue Committee (IRC). Duties: provides relief, rehabilitation, and post-conflict reconstruction support to victims of oppression and violent conflict. Deadline: 8/09/2008. For more information and to apply, visit www.theirc.org and mention how you found this opportunity.

COUNTRY DIRECTOR • Dominican Republic

Position available with Infante Sano. Duties: assures the integration, consistency, and high quality of project activities; manages and supervises the project staff; provides oversight and management of technical and financial



aspects of international programs; helps coordinate site assessments, training, and quality improvement programs. Qualifications: international public health training and experience; clinical background in maternal or child health preferred; strong data collection and analytical skills; experience with quality improvement programs; excellent interpersonal and communication skills; creative problem solver; flexible. Deadline: 8/22/2008. For more information and to apply, e-mail Sarah@infantesano.org; phone: 781.894.8050; website: www.infantesano.org.

EDUCATIONAL COMMUNITY DEVELOPMENT •

Europe, Asia, or Middle East

Positions available with Kindermusik International. Duties: identify and engage partners (for-profit and nonprofit NGOs, public schools); liaise with U.S. offices (Greensboro, NC and Evanston, IL); lead international educators. Qualifications: BA/BS in international public administration, business, linguistics/ESL, or related field; fluency in English and at least one additional language; independent work ethic; three years' overseas development experience, preferably in Europe, Middle East, or Asia. Salary: \$50K–\$70K. Deadline: 8/21/2009. For more information and to apply, e-mail mgd@kindermusik.com; phone: 336.273.3363 x 2000; website: www.kindermusik.com.

ALTERNATIVE EDUCATION CONSULTANT • Sri Lanka

Position available with International Rescue Committee (IRC). Duties: supports the development of the policy of education for vulnerable children, building on the information gleaned from the studies currently underway; participates in steering group meetings and provides written recommendations. Qualifications: MA in education or related technical field; eight years' experience being progressively responsible for professional work at the national and international levels in education program management, monitoring, and evaluation; five years' experience in emergency education. Deadline: 9/23/2008. For more information and to apply, visit www.ircjobs.org.

TECHNICAL WRITER/STRATEGY EXPERT/DESIGN WORK CONSULTANT • Pakistan

Position available with Management Systems International (MSI). Duties: travels

to Islamabad and helps draft a 15–20 page strategy narrative that reflects USAID's overall strategic approach to education; reviews and analyzes previously composed strategy; works closely with mission staff while composing an education strategy narrative. Qualifications: MA with 15 years' experience, or PhD with ten years' experience; experience in strategic writing with USAID projects; previous project development experience; knowledge of USAID's strategic approach to education; excellent technical writing skills; regional work experience preferred. Deadline: 8/18/2008. For more information and to apply, visit www.msiworldwide.com.

DEPUTY DIRECTOR OF PROGRAMS • Addis Ababa, Ethiopia

Position available with International Rescue Committee. Duties: reports to the country director; responsible for the oversight of IRC field office and Addis Ababa-based program staff; oversees the grants unit including proposal development, submission, and the subsequent reporting on the projects. Qualifications: MA in relevant field; five years' field experience with one year as deputy country director, or three years as head of a large field office; experience in coordinating international NGO relief operations in Africa. For more information and to apply, visit www.theirc.org.

GENDER BASED VIOLENCE COORDINATOR • Uganda

Position available with International Rescue Committee (IRC). Duties: responsible for strategy development, program design, implementation, standardization, and evaluation of all gender based violence-related activities. Qualifications: MA in social work, social sciences, public health, community health, or related field; three years' experience working in the field of gender-based violence, protection, gender, or human rights in conflict-affected areas. For more information and to apply, visit www.theirc.org.

PROCUREMENT ASSISTANT • Sudan

Position available with Management Systems International (MSI). Duties: assists in sourcing and pricing of procurement requests that require off-shore procurements; assist primarily in commercial supplies and equipment; performs occasional short-term non-personal service consultancies; assists in the formal advertising as required

by FAR/AIDAR. Qualifications: five years' experience in administrative procurement of supplies and equipment of various categories for USAID projects; skilled in negotiating for best price through use of personal contacts or vender correspondence; knowledge of USAID procurement rules and regulations for FAR/AIDFAR; knowledge of U.S. government contracting instruments. Deadline: 8/11/2008. For more information and to apply, visit www.msiworldwide.com.

SENIOR PROJECT DESIGN EXPERT CONSULTANCY • Sudan

Position available with Management Systems International (MSI). Duties: provides mission-wide support to USAID/Sudan in program and project evaluation and designs; provides support in MIS management, translation services, facilities management, VIP hosting, and research. Qualifications: MA in social science; ten years' experience in design, implementation, and evaluation of overseas development projects; five years' experience in post-conflict settings; knowledge of different social science technique; experience in Southern Sudan; experience with diaspora communities; proven written skills; works well in difficult physical circumstances. Deadline: 8/15/2008. For more information and to apply, visit www.msiworldwide.com.

FIELD COORDINATOR • Kitale, Kenya

Position available with International Rescue Committee (IRC). Duties: oversees development of IRC's programming in Kitale catchments area including ongoing assessments, proposal design, and budget generations; works with the sites and sector managers to ensure adequate and appropriate goods and services in the camp, and within the local community. Qualifications: two years' experience working overseas in an IDP or refugee setting; BA in international affairs, public administration, or related field; MA an advantage. For more information and to apply, visit www.theirc.org.

MATERNAL CHILD HEALTH/ PREVENTION OF MOTHER TO CHILD TRANSMISSION ADVISOR • Ethiopia

Position available with Public Health Institute and Global Health Fellows. Duties: serves as the primary USAID technical advisor to USAID contractors, working closely with them to design country programs and work plans; meets regularly with USAID



contractors to discuss issues related to program vision, strategy, design, and development/implementation. Qualifications: MA/PhD in public health or related discipline; demonstrated ability to design and implement MCH/PMTCT programs in developing country settings; five years' work experience in public health or related field with two years' experience in an international/resource poor setting. Deadline: 8/06/2008. For more information and to apply, e-mail ghfpre-cruitment@ghfp.net; phone: 202.661.8020; website: www.ghfp.net/recruitment.

GENDER BASED VIOLENCE

PROGRAM COORDINATOR • Liberia

Position available with The International Rescue Committee (IRC). Duties: provides relief, rehabilitation, and post-conflict reconstruction support to victims of oppression and violent conflict. For more information and to apply, visit www.theirc.org and mention how you found this opportunity.

DEPUTY DIRECTOR, PROGRAMS • Nairobi, Kenya

Position available with International Rescue Committee (IRC). Duties: coordinates with technical staff to identify viable and active local NGO partners; develops and implements capacity-building protocols for the transfer of IRC skills and experience to local government and local NGO/CSO partners. Qualifications: five years' overseas experience (ideally in sub-Saharan Africa), preferably in relief and/or development work with management and supervisory responsibilities; experience with administration at senior management level; two years' international experience in management. For more information and to apply, visit www.theirc.org.

SENIOR PROGRAM ADVISOR • Kenya

Position available with Public Health Institute and Global Health Fellows. Duties: coordinates the youth initiative with the PEPFAR coordination office; coordinates the Office of the Global AIDS and USG Kenya PEPFAR implementing agencies; coordinates the youth initiative with the partnership for an HIV-free generation; supports international private and public sector visits related to youth initiative in Kenya. Qualifications: MA in public health, epidemiology, sociology, or related field; ten years' demonstrated experience in planning, managing, and implementing public health/development programs.

Deadline: 8/15/2008. For more information and to apply, e-mail ghfpre-cruitment@ghfp.net; phone: 202.661.8020; website: <https://www.ghfp.net/recruitment>.

CONVERSATIONAL ENGLISH INSTRUCTOR •

Various Locations, Ukraine

Positions available with American English Center. Conversational English teachers begin 8/3, 9/7, and 9/28. Duties: work with Ukrainian nationals; lead English lessons and conversation groups. Qualifications: no teaching experience necessary; ability to show how grammar is used in conversational English; energetic, enthusiastic, and creative; ability to teach to young adults across cultures. Salary: \$2K/seven week semester. For more information and to apply, e-mail jonpernick@AmericanEnglish.ua; phone: 202.657.6158 or 38.093.393.02.65; website: www.AmericanEnglish.ua.

ECONOMIC GOVERNANCE

SPECIALIST • Afghanistan

Position available with Management Systems International (MSI). Duties: focuses on projects supporting women's participation in the economic sphere, particularly energy privatization. Qualifications: seven years' international development experience; prior experience on USAID economic governance programs preferred; BA in economics, international affairs, or related field; MA preferred; prior Afghanistan experience and thorough knowledge of Afghanistan government preferred; Dari or Pashtu fluency strongly preferred; expertise in economic governance, capacity building (particularly for government ministries), monitoring and evaluation, communications, or gender. Deadline: 8/11/2008. For more information and to apply, visit www.msiworldwide.com.

PROGRAM DIRECTOR • Syria

Position available with International Rescue Committee (IRC). Duties: serves as representative in Syria, reporting to the Regional Director; responsible for all facets of the Syria program, including fiscal management, staff oversight, policy implementation, and program design and implementation; bears significant responsibility for fund raising. Qualifications: MA in a relevant field and/or six years' overseas experience, including relief work and local partnerships with programming responsibilities; experience in program start-up; strong diplomatic and communication skills. Deadline: 9/15/2008.

For more information and to apply, visit www.ircjobs.org.

REFUGEE RELOCATION CONSULTANT • Jordan

Position available with International Rescue Committee (IRC). Duties: researches the likelihood of a relocation or return of Iraqi refugees in the Middle East to northern Iraq, and the feasibility and relevance of a project to accompany such a movement. Qualifications: experience working in the Middle East; knowledge of the Iraqi political and humanitarian context preferred; previous work in contexts involving refugee and/or displaced persons, and understanding of the legal and political frameworks relevant to those issues; Arabic fluency. Deadline: 9/15/2008. For more information and to apply, visit www.ircjobs.org.

PROCUREMENT SPECIALIST

CONSULTANCY • Philippines

Position available with Management Systems International (MSI). Duties: manages the procurement of all commodities (particularly IT) and goods and services for the project; upholds procurement policies and standards; writes procurements for equipment/service as applicable; reviews RFQs and bids on large commodity procurements as needed. Qualifications: five years' procurement experience; demonstrated expertise in USAID procurement rules and regulations required (FAIR, AIDAR, etc); demonstrated knowledge of U.S. government contracting instruments; BA in business administration, economics, or related field. Deadline: 8/11/2008. For more information and to apply, visit www.msiworldwide.com.

CHIEF OF PARTY, JUSTICE SECTOR DEVELOPMENT • Russia

Position available with Management Systems International (MSI). Duties: works with the Supreme Court of Russia, Department of Judicial Administration, and Training academy; provides direct technical assistance relating to access to justice; assists with implementation of training curricula; assists in developing mechanisms for self governance; serves as primary USAID and project team contact. Qualifications: JD required; eight years' experience in international development programs required; prior experience in Russia required; solid understanding of rule of law reforms, court



administration assistance, civil society, and anti-corruption; prior USAID project experience required; Russian fluency required. Deadline: 8/11/2008. For more information and to apply, visit www.msiworldwide.com.

Intern/Volunteer

OCEAN POLICY INTERN • DC

Position available with Marine Conservation Biology Institute. Duties: conducts research on US marine policy; sets lobbying appointments with Congressional staffers; accompanies MCBI staff on lobby visits and keep records of visits; stays abreast of and briefs staff on marine conservation news; prepares educational materials and fact sheets; provides administrative support. Qualifications: excellent research, writing, and communication skills; excellent organization skills; ease working with Windows-based computer applications; demonstrated ability to work independently; commitment to the preservation of marine life; college graduates or graduate students in law, policy, or ocean management. Deadline: 8/08/2008. For more information and to apply, e-mail internships@mcbi.org; website: www.mcbi.org.

ANIMAL CARETAKER INTERN • Kendalia, TX

Position available with Wildlife Rescue & Rehabilitation, Inc. Duties: cares for animals in the rehabilitation clinic. Qualifications: great attitude, exceptional work ethic, and enthusiasm and passion for working with animals required; college-level training in a biological science and previous animal experience a definite plus. Salary: \$50/week; housing. For more information and to apply, e-mail krystalm@wildlife-rescue.org; phone: 830.336.2725 x 303; website: www.wildlife-rescue.org.

Education

GRADUATE SCHOOL SCHOLARSHIPS • Brattleboro, VT

Position available with SIT Graduate Institute. SIT Graduate Institute (formerly School for International Training), a program of World Learning, invites applications for its fall 2008 Master's programs in Intercultural Service, Leadership, and Management and MA in Teaching ESOL. Scholarships of up to \$10,000 are still available for qualified RPCVs. SIT helps RPCVs and other students prepare for careers in international development, international education, TESOL, conflict transformation, international management, and a variety of international/intercultural fields. For more information and to apply, e-mail admissions@sit.edu; phone: 800.336.1616 or 802.258.3510; website: www.sit.edu/graduate.

IDCE FELLOWSHIP • Worcester, MA

Position available with Clark University. IDCE Fellowship of \$48,900 available to RPCVs in MA programs in International Development and Social Change, Geographic Information Sciences for Development and Environment, Community Development and Planning, or Environmental Science and Policy. RPCVs can bridge practical experience with theory. IDCE offers tuition remission for RPCVs and AmeriCorps. IDCE awards a 100% full tuition fellowship for an RPCV and a 100% full tuition fellowship for an AmeriCorps. Deadline for fall 2009: 1/15/2009. For more information and to apply, e-mail idce@clarku.edu; phone: 508.793.7205; website: <http://www.clarku.edu/idce>.

ADAPTIVE MANAGEMENT FOR CONSERVATION PROJECTS: TRAINING COURSE FOR PRACTITIONERS • DC

Position available with University of Maryland and Foundations of Success. Duties:

learns and practices project design, planning, and monitoring. Qualifications: The course will be taught at World Wildlife Fund Headquarters in downtown Washington D.C. each Wednesday afternoon, September 10–November 19, 2008, 4-7 pm; participants will need to reserve additional time outside class for group work on their projects; credit and non-credit options are available. Deadline: 8/11/2008. For more information and to apply, e-mail consoffice@umd.edu; phone: 301.405.7409; website: www.fosonline.org/.

FIELD COURSE IN ADAPTIVE MANAGEMENT FOR CONSERVATION PROJECTS • Las Cruces, Costa Rica

Position available with Organization for Tropical Studies and Foundations of Success. Duties: plans, implements, monitors, evaluates, and improves conservation projects; works directly with conservation organizations helping to develop and refine the organizations' projects. Qualifications: graduate-level students whose career trajectory is professional conservation practice; Spanish proficiency is strongly preferred. Deadline: 9/30/2008. For more information and to apply, e-mail Marcia@fosonline.org; phone: 301.365.3876; website: www.fosonline.org/ or <http://www.ots.duke.edu>.

MONTEREY INSTITUTE • Monterey, CA

The Monterey Institute offers scholarships up to \$14K for qualified RPCVs: MBA, International and Environmental Policy Studies, Public Admin, Translation and Interpretation, TESOL, and Teaching Foreign Languages. Prepare for your international career in private, public, and nonprofit sectors with students from 50+ countries. For more information and to apply, e-mail admit@miis.edu; phone: 831.647.4123 or 800.824.7235; website: www.miis.edu.

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer : When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

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members bring record-keeping skills, an understanding of budgets, or the foresight to plan ahead. Certainly, it helps for members to be resourceful, flexible, informed, and solution-oriented. It also doesn't hurt to be well-connected in the community.

In addition, diversity in regard to people's backgrounds is important. The board of the Guatemala Human Rights Commission, for example, consists of a teacher, an interpreter, a lawyer, and an aspiring writer, to name just a few titles. Non-profit boards will typically seek people from such areas as finance, public relations, journalism, law, social services, and education. And, yes, boards do seek members from under-represented groups. We only have two Guatemalans, but we do have six women and five men. In sum, boards seek trustworthy and committed members who can contribute skills, time, and resources to the organization.

So how does one join a board? Boards recruit their members in various ways. For me, I had attended a human rights delegation in Guatemala last year and, even after the trip, continued to advocate for justice for the women and girls killed there. Other times, organizations advertise for members in their newsletters. Idealist, BoardSource, and Greater

DC Cares are some places that advertise opportunities to serve on boards. Finally, you can volunteer with an organization that matches your values and become aware of board opportunities.

When you are looking for an organization that matches your convictions, consider the following:

- What is the mission statement of the organization?
- What programs do they have and how do they support the mission?
- How often does the board meet?
- How long is the term for members and is it renewable?
- What is the board's role in regard to the organization's budget?
- Is the organization financially sound?
- Are you expected to make an annual contribution; if so, how much?
- Who are the other board members, what do they do, and how well do they work together?
- Does the board offer training or orientation materials for new members?
- Are there committees to join; if so, what do they do and how often do they meet?

In sum, as a board member you will be asked to participate in meetings, make

sure the policies and by-laws are being followed, deal with the budget, donate to the organization, and, in some fashion, help with fundraising efforts. In return for your time, skills, and resources, you will build new relationships, enhance your leadership skills, and feel good about your charitable role. If it sounds beneficial to your soul and career, it is!

So, what are you waiting for? You already possess the qualities boards seek: as an RPCV, you're loyal, ethical, and committed to social equality. Get on board!

For further information, visit:

www.boardnetUSA.org
www.boardsource.org
www.dc-cares.org
www.foundationcenter.org
www.urban.org

Do you have a story to tell about a lesson learned? We welcome your articles related to education, career, or transition. Please submit your 500-1000 word article for consideration to HotlineEmail@peacecorps.gov.

online passwords

Returned Volunteer Services offers RPCVs free online passwords to six job bulletins:

- International Career Employment Weekly
- Environmental Career Opportunities
- Public Health Jobs Worldwide
- Alliance for Conflict Transformation
- Ethical Jobs
- InterAction

To receive free online passwords, e-mail rvs@peacecorps.gov. Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.



Noncompetitive Eligibility Frequently Asked Questions

Unclear about your Noncompetitive Eligibility? Here's what it is.

Under the Provisions of Executive Order (EO) 11103 (5 CFR, § 315.605), certain returned Peace Corps Volunteers are awarded one year of noncompetitive eligibility (NCE) for selection for federal employment. This eligibility does not mean that returned Volunteers are entitled to federal employment.

Though noncompetitive eligibility does not require, it does permit an agency to hire a returned Volunteer who meets the minimum qualifications for the position without going through all of the formalities of the competitive process. The decision whether to hire a returned Volunteer under noncompetitive eligibility is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that RPCVs make the hiring agency aware of their remaining NCE as clearly as possible.

RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the Country Director may issue certification to Volunteers who have satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the Volunteer's control. Country Directors will include the certification statement as the final paragraph on the Description of Service statements for Volunteers granted this benefit.

What are competitive service positions?

Congress has established laws, policies, and procedures governing employment. This formal process is designed to eliminate discrimination and favoritism and to provide fair and open competition so that hiring and promotion are based on merit. These competitive service jobs are governed by specific examination or appointment procedures as set out by the U.S. Office of Personnel Management (OPM). Thus, RPCVs (with NCE) who have an interest in a "competitive service" position may be hired more easily because that employing agency can select that RPCV without going through all the competitive-related hiring procedures.

How do I make sure the employing agency is aware of my NCE?

RVS has developed a sample cover letter that can be tailored to help explain NCE status to the hiring agency. The regulatory authority for NCE is set out under Title 5 Code of Federal Regulation (CFR) § 315.605. RPCVs should highlight NCE status in their cover letter, on their resume, and through the supplemental documents area most online applications systems provide. In addition, we have made available an informational letter from Peace Corps that RPCVs may also give to prospective federal employers explaining their noncompetitive eligibility.¹

The U.S. Department of Education, listed in the "Hot Opportunities" section on page two of this issue of *Hotline* are already aware that RPCVs applying for their vacancies have NCE; thus, it is not necessary to provide an informational letter. **You must, however, include an explanation of your NCE status in the cover letter you submit to the U.S. Department of Education. Include the following text, as appropriate:**

I closed my Peace Corps service on mm/dd/yyyy. Since that date was less than one year ago, I have noncompetitive eligibility.

-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I am/was enrolled in a full-time graduate program at [university name] from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I am/was a member of the U.S. military from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I am/was a Peace Corps Response volunteer from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

-OR-

I am/was a Peace Corps civil service employee. I entered on duty on mm/dd/yyyy, and separated from the Peace Corps on mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

How do I prove NCE?

NCE is officially granted to you through your Description of Service (DOS) and is proved by attaching a copy of your DOS when applying for a federal job. The DOS will reference "Executive Order 11103," which is the Presidential directive that established NCE. If you have misplaced your original DOS, contact the Office of Volunteer and PSC Financial Services, at 800-424-8580, ext. 1770, for another copy.

What are some instances that noncompetitive eligibility is extended? And, if I qualify for the extension, how do I make sure that it is granted?

Noncompetitive eligibility can be extended by the hiring agency for up to two additional years (which would equal a maximum of three years from the COS date) for four reasons:

- If, after Peace Corps service, you enter the military.
- If you become a full-time student at a recognized institution of higher learning.
- If you work for the Peace Corps in activities related to Volunteer program operations. For example, if you work on a Peace Corps training program following your service, your NCE could be extended for the length of time you worked on the training program.
- If you engage in another activity that the hiring agency thinks warrants an extension. The Federal Personnel Manual states, "Generally, work experience which is pertinent to the position being filled and which can be expected to enhance the candidate's performance and value to the agency could be an appropriate basis for extension. Extensions should not be granted routinely, but should be reserved for situations in which the activity has truly enhanced the RPCVs value to the agency."

Can NCE be "used up" during the 12 month period?

The answer to this question is "no." You are able to use your noncompetitive eligibility more than once during the period of eligibility if the hiring agency permits you to do so.

¹ For more information about documenting your NCE for federal agencies, please refer to the May 15, 2008 issue of *Hotline*.



Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI³

What is SIGI³?

SIGI³ is a highly interactive career assessment tool that is designed to help you make informed and rational decisions about your field of study and career. SIGI³ can help you assess your work-related values, interests, and skills. SIGI³ will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways. First you will enter your work-related preferences, and then SIGI³ will search its built-in library and find those careers that most closely match your preferences. SIGI³'s library is so large that it may well find career options that you never even considered or knew existed!

How do I register for access to SIGI³?

To access SIGI³, e-mail RVS at rvsinfo@peacecorps.gov with your full name, country and dates of Peace Corps service.

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“The logic of the Peace Corps is that someday we are going to bring it home to America.”
President John F. Kennedy, 1961

Go to <http://www.peacecorpsconnect.org/free>
to activate your FREE one-year membership in the National Peace Corps Association
and any of its 130+ groups based on country of service, geographic region,
or interest. Also, explore jobs and graduate programs
through their online Career Center.

All RPCV groups are nonprofit organizations of returned Peace Corps Volunteers, former staff, and friends, and are not part of Peace Corps. This posting is for informational purposes only and should not be considered either as an endorsement or promotion of any particular organization.