



# Hotline



For Returned Volunteers/  
From the Office of Public Engagement

## Hot Resources

### Highlights

**Determine your noncompetitive eligibility status.**

For more information, see page 14.

**RSVP for the Next Generation Peace Corps conference and Franklin H. Williams Award Ceremony!**

For more information, see page 15.

**Submit your Peace Corps Photos to the Digital Library!**

For more information, see page 8.

## Peace Corps Hotline

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To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)  
or contact  
Peace Corps

Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430  
E-mail: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

Inside  
Public Sector  
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AmeriCorps/VISTA  
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Peace Corps Response

## Informational Interviewing: Get the inside scoop on careers By Olivia Crosby (updated by Tamara Dillon)



*Adapted from the Summer 2010 Occupational Outlook Quarterly (Vol. 54, Number 2), with supplemental information from Megan Abbott, Returned Volunteer Services*

**W**ant to know what a career is really like? Ask someone with first-hand experience. Talking to people about their jobs and asking them for advice is called informational interviewing, a term coined by career counselor and author Richard Bolles. And the technique usually works very well for people exploring careers. Informational interviewing can be as simple as striking up conversations with friends or others about their occupations. But taking full advantage of this career exploration tool requires a more methodical approach. **Deciding whom to interview** Before selecting someone to interview, you'll need to decide which occupations you want to learn more about. After identifying a few possible occupations, it is time to

choose people to interview. Look for people actually working in the occupations you are considering. It's important to choose people with the same level of responsibility you would have if you entered the occupation.

How can you find these people? The easiest way to start is to ask people you already know. Family members, friends, teachers, or past co-workers may work in the occupation you want to explore, or they may know people who do. Career centers and alumni offices of high schools or colleges are another good source of contacts. RPCVs should keep in mind that the RPCV mentoring program [www.rpcvmentoring.org](http://www.rpcvmentoring.org) provides an additional opportunity to network with and learn from more seasoned returned Volunteers.

In addition, professional associations maintain membership directories and often publish them. Many also produce trade magazines and newsletters describing the activities of specific members. These members might be po-

tential interview subjects.

### **Making contact**

There are three main ways to arrange for an informational interview:

**Mutual acquaintance introduction.** Friends and family can be very helpful in setting up an informational interview. If someone you know knows someone you would like to interview, that person might be willing to make the initial request for you. After he or she makes the first request, you can call to arrange a date and time for the interview.

**Letter or email.** A more common way to ask for an interview is to send a letter or email. Some employers prefer to receive written correspondence before you call to set up interviews. When writing, explain who you are, why you want to meet, and how long you expect the meeting to take. (See the sample letter on page X more details.)

**Telephone.** Calling people directly is a faster—but often more stressful—way to arrange an interview. Callers give the same type of information they would give in a



### Public Sector

#### ECONOMIST • DC

GS-7 and GS-9 noncompetitive eligibility positions available with Bureau of Labor Statistics. Duties: conducts data analysis and research; develops knowledge of data collection systems; creates training materials; writes press releases and technical reports; participates in bureau quality assurance. Qualifications: RPCV with noncompetitive eligibility; B.A. in economics or 21 semester hours in economics and three semester hours in statistics, accounting, or calculus. Salary: \$42,209 – \$67,114. Deadline: 8/27/2010. For more information and to apply, email: [olson.holly@bls.gov](mailto:olson.holly@bls.gov); website: <http://www.bls.gov/home.htm>. *Please read letter on page 14 regarding eligibility for this position.*

#### ENTRY LEVEL HEALTH INSURANCE SPECIALIST • Woodlawn, Md.

GS-9 noncompetitive eligibility position available with Centers for Medicare and Medicaid Services. Duties: develops, interprets, and implements health care financing policy which affects disbursement of billions of dollars each

year; analyzes Medicare and Medicaid policies; identifies trends in health care utilization; studies private health insurance; participates in inspections and program evaluations. Qualifications: RPCV with noncompetitive eligibility; M.A. in health-care field; experience within health care. Salary: \$51,630. Deadline: 9/3/2010. For more information and to apply, email [connie.leonard@cms.hhs.gov](mailto:connie.leonard@cms.hhs.gov); phone: 410.786.0627; website: [www.cms.gov](http://www.cms.gov). *Please read letter on page 14 regarding eligibility for this position.*

### Private Sector

#### ACCOUNT MANAGER FOR RECRUITMENT AND PLACEMENT (R#10-25) • New York

Position available with Seedco. Duties: develops recruiting plan for each employer; outlines timeframe, outcomes, and processes used to satisfy hiring demand; shares secured job order information with team; trains team on specific nuances of each employer seeking to interview candidates. Qualifications: B.A.; three year's related experience; excellent written and oral communication skills; strong interpersonal skills and

demonstrated experience in team-based work environment; ability to articulate and motivate; strong sales skills. Deadline: 9/2/2010. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.204.1349; website: [www.seedco.org](http://www.seedco.org).

#### INFANT AND YOUNG CHILD NUTRITION PROGRAM ASSISTANT • DC

Position available with PATH. Duties: schedules meetings; prepares agendas; drafts minutes; coordinates travels; compiles and organizes relevant background materials; monitors follow-up activities; edits, formats, and proofreads project documents. Qualifications: associate's degree; one year's relevant experience; computer skills; proofreading and editing skills; excellent communication skills; strong interpersonal skills; well-organized; ability to work in team situation with minimum supervision. Deadline: 8/27/2010. For more information and to apply, visit [www.path.org](http://www.path.org).

#### COST AND PRICING OFFICER • DC

Position available with Population Services International. Duties: provides support to development of donor specific templates, cost-strategy development; reviews cost proposals and budget realignments; ensures templates, budget notes, policies, and practices align with funder requirements and organization's policy. Qualifications: M.A. or equivalent related experience; two years' experience with cost and pricing work; familiarity with federal government contracting rules and global fund requirements; experience with creating and managing budgets. Deadline: 9/27/2010. For more information and to apply, website: <http://www.psi.org>.

#### COMMUNICATIONS MANAGER • New York

Position available with Seedco. Duties: refines and maintains communication infrastructure; ensures consistent use of messaging and powerful visual identity for organization across wide range of media. Qualifications: M.A. in communications or journalism, or B.A. and seven years' experience in communications or public relations; excellent oral communications and presentation skills. For more information and to apply, email: [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.473.0255; website: [www.seedco.org/about/jobs.php](http://www.seedco.org/about/jobs.php).

#### ENVIRONMENTAL EDUCATOR • Southern Outer Banks, N.C.

Full-year positions available with Sound to Sea. Duties: teach and create classes with topics ranging from island ecology to coastal cultures and human impacts; work with birds of prey and salt and fresh water aquaria; take overnight duty shift

# HOT! OPPORTUNITIES

#### CAMPUS REPRESENTATIVE • Atlanta

Part-time Peace Corps campus representative position available with Clark Atlanta University (CAU). Duties: works with Peace Corps Southeast Regional Recruiting Office to coordinate, design, and implement recruiting activities at Atlanta University Center, which includes CAU, Morehouse College, and Spelman College; evaluates applications; conducts personal interviews; presents programs to student groups, classes, and larger community; works closely with local RPCVs; reports to study abroad office and Peace Corps. Qualifications: RPCV and Clark Atlanta University alum preferred; excellent oral and written communication skills; ability to maintain regular office hours. Deadline: 8/30/2010. For more information and to apply, email [kayers@peacecorps.gov](mailto:kayers@peacecorps.gov); phone: 404.562.3475.

#### UNIVERSITY OF VIRGINIA PEACE CORPS REPRESENTATIVE • Charlottesville, Va.

Peace Corps campus recruiter position available with University of Virginia. Duties: works 20 hours per week; works with Mid-Atlantic Regional Recruiting Office to coordinate, design, and implement recruiting activities to increase awareness at University of Virginia about Peace Corps programs; evaluates applications; conducts personal interviews; works closely with local RPCV groups. Qualifications: RPCV status; enrollment in graduate program at University of Virginia or living in the Charlottesville area; excellent oral and written communication skills; initiative; ability to work independently; ability to maintain regular office hours. For more information and to apply, email [cgilson@peacecorps.gov](mailto:cgilson@peacecorps.gov); phone: 202.692.1040.



once every two weeks. Qualifications: B.A./B.S. in sciences; ability to train in first aid/CPR; ability and desire to work with elementary students through senior adults in small and large groups; creativity, flexibility, and sense of humor. Salary: \$245 per week plus room and board. For more information and to apply, email [soundtosea@trinityctr.com](mailto:soundtosea@trinityctr.com); phone: 252.247.5600 ext. 21; website: [www.trinityctr.com/soundtosea](http://www.trinityctr.com/soundtosea).

### **CHILD SURVIVAL SENIOR RESEARCHER • DC**

Position available with Population Services International. Duties: improves quality of organization's evidence for child survival interventions; increases use of internal and external evidence for decision-making at organization and among global child survival community. Qualifications: M.D./M.P.H. or Ph.D. in public health, tropical medicine, entomology, parasitology, behavioral sciences, population studies, or related field; three years' professional experience in design and implementation of population-based surveys pertaining to health behavior and public health interventions in developing countries. Deadline: 9/28/2010. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **JUNIOR INTERNATIONAL ACCOUNTANT • DC**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: provides administrative support to international accounting unit under direction of senior manager; provides maintenance of foundation's wire log and serving as primary point of contact for filing general journal entries and compliance documentation generated and received by unit; reviews and performs monthly reconciliations. Qualifications: B.A. in related field; one year's professional experience; experience working internationally; strong cross-cultural communication skills; ability to travel internationally to assist with in-country accounting trainings. For more information and to apply, visit [www.pedaids.org](http://www.pedaids.org).

### **RESEARCHER • DC**

Position available with Population Services International. Duties: implements new initiatives; improves quantitative data quality; conducts data analysis. Qualifications: work experience in low- and middle-income countries; knowledge of public health issues and social marketing projects; familiarity with international donor development community; understanding of quantitative methods and ability to explain to technical and non-technical audiences; French, Spanish, or Portuguese language proficiency. Deadline: 9/27/2010. For more information and to apply, visit: [www.psi.org](http://www.psi.org).

### **TRAINING AND ONLINE LEARNING COORDINATOR • DC**

Position available with The QED Group, LLC. Duties: assists in organization and management of online and in-person training events for USAID project; manages logistics; facilitates technical content development; administers web resources. Qualifications: experience organizing large-scale events such as trainings; background or interest in international development issues; experience maintaining portals and websites; strong communication skills, detail-orientated, and good sense of humor. Deadline: 8/31/2010. For more information and to apply, email: [recruiter@qedgroupllc.com](mailto:recruiter@qedgroupllc.com); website: [www.qedgroupllc.com](http://www.qedgroupllc.com).

### **ADMINISTRATIVE ASSISTANT (REQ#10-49) • New Orleans**

Position available with Seedco Financial. Duties: provides broad administrative support and assistance to regional managing director and vice president; responsible for overall office activities, including reception area, mail, purchasing requests, and facilities. Qualifications: B.A./B.S.; three years' office and administrative experience; experience handling highly sensitive and confidential business matters and information required; prior work experience in non-profit sector; experience supporting middle to senior management. For more information and to apply, email [SFSjobopenings@seedco.org](mailto:SFSjobopenings@seedco.org); website: [www.seedcofinancial.org/careers/position.php?id=1107](http://www.seedcofinancial.org/careers/position.php?id=1107).

### **PARK RANGER • Everglades City, Fla.**

Seasonal position available with Everglades National Park. Duties: staffs visitor center desk; answers park questions; develops and presents interpretive programs, including canoe and bike trips; writes backcountry permits; collects park fees; rings-up bookstore sale items; assists with all interpretive operations. Qualifications: B.A./B.S. or equivalent experience; team player; strong customer service and communication skills; ability to present public programs; ability to lead canoe and bike tours; ability to swim and self-rescue from overturned canoe or kayak; ability to operate cash register and handle money. Salary: \$15.50/hr. Deadline: 9/30/2010. For more information and to apply, email [susan\\_reece@nps.gov](mailto:susan_reece@nps.gov); phone: 239-695-3311; website: [www.nps.gov/ever](http://www.nps.gov/ever).

### **COPYWRITER AND SOCIAL MEDIA ASSOCIATE • New York**

Position available with EngenderHealth. Duties: works with entire communications and marketing team; conceptualizes and writes array of communications and promotional materials. Qualifications: ability to write clearly, logically,

and persuasively about complex technical matters for diverse audiences; ability to take abstract concepts and make them interesting and concrete; interest in social media; strong understanding of blogging and effective use of Facebook and Twitter. For more information and to apply, visit [www.EngenderHealth.org](http://www.EngenderHealth.org).

### **ACCOUNT MANAGER WITH COMMUNITY PARTNERS (R#10-24) • New York**

Position available with Seedco. Duties: develops recruiting plan for each employer outlining timeframe, outcomes, and processes to be used to satisfy hiring demand; shares secured job-order information with team; trains team on specific nuances of each employer seeking to interview candidates. Qualifications: B.A.; three year's related experience; excellent written and oral communication skills; strong interpersonal skills and demonstrated experience in team-based work environment; ability to articulate and motivate; strong sales skills. Deadline: 9/2/2010. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.204.1349; website: [www.seedco.org](http://www.seedco.org).

### **CENTRAL KANSAS DISTRICT EXTENSION AGENT WITH HORTICULTURE • Salina, Kansas**

Position available with K-State Research and Extension. Duties: provides primary leadership in development, dissemination, and implementation of research-based educational programs with primary emphasis in educational programming related to horticulture, including, but not limited to woody ornamentals, turf grass, silviculture, floriculture, and food crops. Qualifications: B.A./B.S. in related field; professional development and experience related to field. Deadline: 8/30/2010. For more information and to apply, email [jriniker@ksu.edu](mailto:jriniker@ksu.edu); phone: 785.532.5790; website: [www.ksre.ksu.edu/jobs](http://www.ksre.ksu.edu/jobs).

### **BILINGUAL ACCOUNT REPRESENTATIVE • Beaverton, OR**

Position available with Transcore. Duties: ensures customer development and retention; establishes and maintains favorable relationships with representatives from assigned accounts; sells products and services; researches and resolves customer problems, recommends modifications to products and service lines. Qualifications: excellent customer service and sales skills; professional phone presence; computer proficiency with Microsoft Office Suite; sales, customer service, or account management courses preferred; experience contacting leads and explaining products over phone; knowledge of second language. Deadline: 8/31/2010. For more information and to apply, email:

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# PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 50 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved American communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## **Bowling Green State University**

Bowling Green, OH  
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](mailto:boothmz@bgsu.edu)

## **Carnegie Mellon University**

Pittsburgh, PA  
Public policy/management, arts management, or healthcare policy management.  
Contact: David Eber  
Phone: 412.268.2164  
E-mail: [hznadmit@andrew.cmu.edu](mailto:hznadmit@andrew.cmu.edu)

## **Clark University**

Worcester, MA  
Graduate School of Management  
MBA in Social Change, Master of Business Administration, Master of Science in Finance  
Benefits include a minimum 50% tuition scholarship (over \$28,000 value)  
Contact: Patrick Oroszko  
Phone: 508-793-7682  
Email: [poroszko@clarku.edu](mailto:poroszko@clarku.edu)

## **Columbia University, Teachers College**

New York, NY  
Urban education, including Bilingual/Bicultural Education, teaching of Mathematic or Science (Biology, Chemistry, Earth Science, or Physics), Social Studies, ID/Autism, English.  
Contact: Shelly Chin  
Phone: 212.678.4080  
E-mail: [PCFellows@tc.edu](mailto: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](mailto:tmn2@cornell.edu)

## **Drew University**

Madison, NJ  
Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.  
Contact: Linda Swerdlow  
Phone: 973.408.3285  
E-mail: [lswerdlo@drew.edu](mailto:lswerdlo@drew.edu)

## **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. There are also Certificates of Excellence 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: Matt Nash  
Phone: 919.660.7791  
Fax: 919.660.1096  
E-mail: [mnash@duke.edu](mailto: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](mailto:pidpinfo@duke.edu)

## **Sanford School of Public Policy**

Master of Public Policy (MPP) with option to earn dual degrees in professional or PhD programs.  
Contact: Duke MPP Admissions Office  
Phone: 919.613.9205  
E-mail: [MPPadmit@duke.edu](mailto:MPPadmit@duke.edu)

## **Duquesne University**

Pittsburgh, PA  
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](mailto: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](mailto:moorep@duq.edu)

## **Florida Institute of Technology**

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

## **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  
Phone: 718.817.4064  
E-mail: [iped@fordham.edu](mailto:iped@fordham.edu)

## **George Mason University**

Fairfax, VA  
Elementary education and English as a second language master's programs.  
Contact: Jennifer Coarts  
Phone: 703.993.3602  
E-mail: [jcoarts@gmu.edu](mailto:jcoarts@gmu.edu)

## **George Washington University**

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

## **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](mailto:dwight.call@gcsu.edu)

## **Humboldt State University (Program Temporarily Suspended)**

Arcata, CA  
Secondary education program with placement at Academy of the Redwoods—an early college high school.

## **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](mailto:StevensonCenter@ilstu.edu)

## **Indiana University - Bloomington**

Bloomington, IN  
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy, sustainable development, 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](mailto:spea@indiana.edu)

# PEACE CORPS Fellows/USA



## **Johns Hopkins University**

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

## **Kennesaw State University**

Kennesaw, GA (Metro-Atlanta)  
Coles College of Business  
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

Political Science and International Affairs  
Master of Science in International Policy Management, 16-month program for applied understanding of international policy. Courses offered use online and distance learning formats with focus on political risk, regulatory politics, development policy, strategic negotiation, world politics, and trade policy. Graduate research assistantships available to work with Mayan community. Benefits include stipend and tuition waiver.  
Contact: Dan Paracka  
Phone: 770.423.6732  
E-mail: dparacka@kennesaw.edu

## **Loma Linda University**

Loma Linda, CA  
Public health, including global health. Certificates in emergency preparedness and response, and reproductive health.  
Contact: Kate Reinsma  
Phone: 909.558.4000, ext. 42072  
E-mail: sphpcinfo@llu.edu

## **Marquette University**

Milwaukee, WI  
Master of Arts in Communication, Educational Policy and Leadership, English, History, International Affairs, Political Science, Public Service, Social and Applied Philosophy, or Theology; Master of Science in Civil and Environmental Engineering or Economics; Master of Business Administration. Benefits: full tuition scholarship and monthly stipend.  
Contact: Carole Ferrara  
Phone: 414.288.5861  
E-mail: carole.ferrara@marquette.edu

## **Monmouth University**

West Long Branch, NJ  
Master of Social Work (MSW) with concentrations in Clinical Practice with Families and Children and International and Community Development. Fellows will be awarded Graduate Assistantships which include free room and board and 9 credits of tuition remission.  
Contact: Dr. Robin Mama, Dean  
Phone: 732.571.3543  
E-mail: rmama@monmouth.edu

## **New Mexico State University**

Las Cruces, NM  
College of Agricultural, Consumer and Environmental Sciences (ACES)  
MA, MS, MBA-AB, MAG-AB (Master of Agriculture), DED (Doctorate in Economic Development), and PhD programs available. Fellows will intern with organizations such as the New Mexico Climate Center, USDA Natural Resources Conservation Service, or the Navajo Agriculture Products Industry. Benefits include teaching or research assistantship, including an out-of-state tuition waiver.  
Contacts: John Mexal  
Phone: 575.646.3335  
E-mail: jmexal@nmsu.edu

College of Health and Social Services  
Degrees in public health, social work, and nursing, plus joint public health and social work degree.  
Contact: Dr. Sue Forster-Cox  
Phone: 575.646.2183  
E-mail: sforster@nmsu.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

## **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

## **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

## **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: Laurel Pellis  
Phone: 724.838.4209  
E-mail: lpellis@setonhill.edu

## **Southern New Hampshire University**

Manchester, NH  
Community economic development, international community economic development.

Contact: Sanjeev Sharma  
Phone: 603.644.3124  
E-mail: s.sharma2@snhu.edu

## **University of Alabama at Birmingham**

Birmingham, AL  
Bachelor of Science in Nursing (BSN), Second Degree Option – 5 semester program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) Accelerated Masters in Nursing Pathway (AMNP) – 7 semester program for applicants with a bachelor's degree that is not in nursing. Each Fellow will receive a \$5,000 grant for their first year of study. In addition, AMNP Fellows will receive a full-time nursing resident's salary in their second year when they are employed as registered nurses in a residency program.  
Contact: Lynda Wilson  
Phone: 205.934.6787  
E-mail: lyndawilson@uab.edu

## **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

## **University of Cincinnati**

Cincinnati, OH  
MCP: Economic development planning, environmental planning, international development planning, physical planning, urban design. PhD: regional development planning.  
Contact: Johanna W. Looye  
Phone: 513.556.4943  
E-mail: johanna.looye@uc.edu

## **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

# PEACE CORPS Fellows/USA



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. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. The MSW application fee is waived. Need-based awards are also available. Those selected for the Peace Corps 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: mthomps@du.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

## **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: sondramr@umich.edu

## **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

## **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

## **University of Notre Dame**

Notre Dame, IN  
Mendoza College of Business  
Master of Nonprofit Administration (MNA). Fellows will receive \$10,500 (approximately 25% of the total tuition for 42 credit hour degree).  
Contact: Kim Brennan  
Phone: 574.631.3639  
E-mail: kbrenna1@nd.edu

## **University of Oregon**

Eugene, OR  
Community and regional planning, public administration.  
Contact: Megan Smith  
Phone: 541.346.3881  
E-mail: smith@uoregon.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: Karen Kille  
Phone: 215.898.2600  
E-mail: karener@sas.upenn.edu

School of Medicine – Public Health  
Master of Public Health (MPH). Fellows will intern at nonprofit, public, and private organizations in Philadelphia and the surrounding area. Fellows receive a one-time \$6,000 scholarship towards tuition and are able to apply for an additional merit/need-based scholarship.  
Contact: Karen Kelly  
Phone: 215.573.0917  
E-mail: pubhlth@mail.med.upenn.edu

## **University of Rochester**

Rochester, NY  
Simon Graduate School of Business  
Master of Business Administration (MBA). Fellows will receive \$10,000 annual scholarships and will be eligible for additional merit-based aid.  
Contact: Dan Struble  
Phone: 585.275.2515  
E-mail: dan.struble@simon.rochester.edu

## **University of South Carolina**

Columbia, SC  
Moore School of Business  
International Master of Business Administration  
Contact: Marcelo Frias  
Phone: 803.777.4346  
E-mail: gradinfo@moore.sc.edu

Center for Child and Family Studies (*Program Temporarily Suspended*)  
Multidisciplinary program (written/oral proficiency in Spanish required).

## **University of Southern California**

Los Angeles, CA  
School of Policy, Planning, and 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: Trina Chakraborty  
Phone: 213.740.0550  
E-mail: tchakrab@usc.edu

## **University of Vermont**

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

# PEACE CORPS Fellows/USA



## University of Washington

Seattle, WA  
Evans School of Public Affairs  
Masters of Public Administration (MPA) with specializations in: international development; metropolitan and regional policy; social policy; poverty, education, and social welfare; science and technology policy; public and financial management; evaluation; leadership, management, and decision-making; nonprofit management and philanthropy; environment and natural resource management  
Contact: Alexandra (Alix) Furness  
Phone: 206.616.1618  
E-mail: aef4@u.washington.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 resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.  
Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: tim.ginnett@uwsp.edu

## 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

## Western Illinois University

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

## Willamette University (Program in development)

Salem, OR  
Atkinson Graduate School of Management  
MBA for Business, Government and Not-for-Profit Management. Fellows will work with a variety of public and non-profit organizations in Oregon through the PACE program and other experiential learning opportunities. Fellows are eligible for up to full tuition merit-based scholarships.

Contact: Aimee Akimoff  
Phone: 503.370.6167  
E-mail: aakimoff@willamette.edu

## Xavier University of Louisiana

New Orleans, LA  
Fast Track to Teaching Program for those interested in teaching math, science, business, social studies or special education.  
Contact: Ahdija Donatto  
Phone: 504.520.7533  
E-mail: acbaker@xula.edu

## Yale University

New Haven, CT  
MacMillan Center for International & Area Studies  
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

School of Public Health  
Master of Public Health (MPH). Fellows will complete internships with organizations in New Haven. Each Fellow will receive a minimum of \$5,000 and will be eligible for other merit/need-based scholarships and need-based grants.  
Contact: Jacqui Comshaw  
Phone: 203.785.2844  
E-mail: ysph.admissions@yale.edu

*Continued from page 3*

bgerard@talentfusion.com; website: www.transcore.com/about-us/careers.html.

## ACCOUNTANT • DC

Position available with N Street Village. Duties: reports to director of operations and finance; works with fundraising staff, external auditors, and outsourced accountants to ensure monthly finance statements are accurate and valuable to organization. Qualifications: B.A./B.S. in accounting with two years' experience; M.A., C.M.A, or C.P.A preferred; knowledge and experience dealing with nonprofit accounting issues; advanced skills in Quickbooks and Excel. Salary: \$55,000. Deadline: 9/2/2010. For more information and to apply, email: finance@nstreetvillage.org; phone: 202.939.2073; website: www.nstreetvillage.org.

## DIRECTOR OF SERVICE • New York

Position available with American Jewish World Service. Duties: provides overall leadership, direction, and strategy for organization's volunteer service programs; manages department's day-to-day operations and activities, including all financial activity; builds on existing service

programs articulating and executing ambitious and achievable strategy for responsible growth that balances financial and human resources with demand for volunteer programs in community; monitors and evaluates impact of programs on participants and communities they serve. Qualifications: five years' professional experience. Deadline: 9/21/2010. For more information and to apply, email opportunities@ajws.org; website: http://ajws.org/who\_we\_are/jobs/director\_of\_service\_1.html.

## PROJECT MANAGER • Silver Spring, Md.

Position available with Association of University Centers on Disabilities. Duties: supports, creates, and coordinates capacity-development activities and technical assistance for participating sites; strengthens nation's capacity to carry out public health activities in areas of birth defects, developmental disabilities, and health promotion for people living with disabilities. Qualifications: M.P.H., M.S., or M.A. in public health, disability, clinical, human services, or related field; three years' experience in human services, project management, or provision of technical assistance. Deadline: 9/17/2010. For more in-

formation and to apply, email agriffen@aucd.org; phone: 301.588.8252; website: www.aucd.org/template/opportunity.cfm?opportunity\_id=438&id=158&parent=15.

## EXECUTIVE DIRECTOR • Minneapolis

Position available with OneVillage Partners. Duties: manages board and volunteer programs; manages development of budgets and annual reports. Qualifications: B.A.; experience in nonprofit management, grant writing, African development. Salary: \$40K – \$50K. Deadline: 9/1/2010. For more information and to apply, email: jeffthall1@aol.com; phone: 612.803.7677; website: www.onevillagepartners.org.

## EDUCATION PROGRAM MANAGER • DC

Position available with World Cocoa Foundation. Duties: travels to Ghana and Côte d'Ivoire to conduct site visits; manages education program implementation. Qualifications: B.A./B.S.; six years' experience in international education or development, preferably in West Africa; two years' program management experience; intermediate oral and written French language skills. Salary: \$40K; Deadline: 8/29/2010. For more

information and to apply, email [wcf@worldco-coa.org](mailto:wcf@worldco-coa.org); phone: 202.737.7870; website: [www.worldcocoafoundation.org](http://www.worldcocoafoundation.org).

## **ACCOUNT MANAGER (REQ#10-55) • New York**

Position available with Seedco. Duties: researches large employers with hiring needs suited to wide range of skills and interest of large volume of job seekers; identifies key employers' hiring personnel; generates new business accounts by selling NYC Business Solutions suite of services to employers in New York business. Qualifications: B.A. in business, sales, marketing, or related field; three years' related experience; excellent communication and interpersonal skills; effective organizational and time-management skills; strong interpersonal skills. Deadline: 9/3/2010. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.204.1349; website: [www.seedco.org](http://www.seedco.org).

## **COMMUNICATION SPECIALIST (REQ#10-52) • New York**

Position available with Seedco. Duties: refines and implements comprehensive communications strategy to ensure consistent use of messaging and powerful visual identity for organization across wide range of media with goal of elevating organization's profile among key audiences. Qualifications: B.A./B.S. in communications, journalism, or marketing; two years' experience in communications or public relations; experience in non-profit setting preferred; excellent oral communication and pre-

sentation skills. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.473.0255; website: [www.seedco.org/about/position.php?id=1109](http://www.seedco.org/about/position.php?id=1109).

## **International**

### **INTERNATIONAL COORDINATOR •**

#### **Chajul, Guatemala**

Position available with Limitless Horizons Ixil. Duties: provides support for executive director; communicates between project site and U.S.; manages programs, developments, and evaluations; provides direct services and case management with students and families; conducts accounting; reports to partners, board, and donors; provides fundraising support, networking, and community organizing. Qualifications: B.A.; excellent communication skills, especially in Spanish; flexibility; desire to work in teams and individually; leadership and problem-solving skills; goal-oriented and self-directed personality; patience with translation and cultural differences; experience with youth and non-profits helpful. Salary: \$250 per month. For more information and to apply, email: [info@limitless-horizonsixil.org](mailto:info@limitless-horizonsixil.org); phone: +502.5332.6264; website: [www.limitlesshorizonsixil.org](http://www.limitlesshorizonsixil.org).

### **USAID GENERAL DEVELOPMENT OFFICER • Afghanistan**

Position available with Management Systems International. Duties: works in provincial reconstruction team, district support team, regional

command center, or other field unit; supports development programs by assisting with development strategies and analytical models; designs methodologies and analyzes data; provides assistance on development programs. Qualifications: B.A. plus two years' experience overseas; knowledge of program and project management principles, theories, concepts, methods, and techniques. Salary: \$42,948 – \$77,837 plus up to 70 percent markups. Deadline: 9/27/2010. For more information and to apply, email [JobsThatMakeADifference@msi-inc.com](mailto:JobsThatMakeADifference@msi-inc.com); website: <http://tbe.taleo.net/NA8/ats/careers/requisition.jsp?org=MSI&cws=2&rid=1611>.

### **RESEARCH CAPACITY BUILDING ADVISOR • Luanda, Angola**

Position available with Population Services International. Duties: works with HIV and child survival departments; leads key processes such as population segmentation, testing of communications materials, and monitoring and evaluating processes in line with organization's methodologies. Qualifications: M.A. in public health, behavioral sciences, population studies, psychology, communication, or marketing; Ph.D. preferred; five years' experience in design, management, analysis, and dissemination of behavioral research in public health. Deadline: 9/30/2010. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **REGIONAL VALUE CHAIN DEVELOPMENT SPECIALISTS • Mali and Ghana**

Positions available with Millennium Promise. Duties: effectively plan, coordinate, and implement commodity value chain development activities; assist with project implementation; ensure timely and effective provision of technical support to ensure income from agricultural activities. Qualifications: M.A. in business administration, public administration, finance, or economics; 10 years' experience with value chain or business development; knowledge of community dynamics and community development projects; excellent communication skills; French language skills. Deadline: 9/27/2010. For more information and to apply, email [ibrahimpkf@yahoo.fr](mailto:ibrahimpkf@yahoo.fr) or [ibrahimlimlim@yahoo.fr](mailto:ibrahimlimlim@yahoo.fr); website: [www.millenniumpromise.org](http://www.millenniumpromise.org).

### **PROSTHETICS AND ORTHOTICS TRAINER • Dushanbe, Tajikistan**

Position available with Handicap International France. Duties: helps technicians and assistants in orthopedic workshops to be better equipped and more confident in assessing and providing orthotics and night braces for children with polio; plans for visits to all major regions of country. Qualifications: international degree in prosthetics

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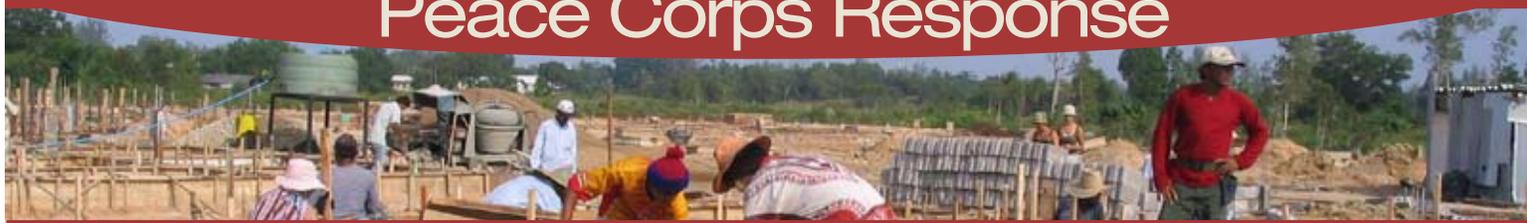
 **Peace Corps Digital Library**  
<http://collection.peacecorps.gov/>

**SUBMIT NOW!**

Have any photos or stories from your Peace Corps experience?



# Peace Corps Response



## Armenia

An [Education Quality Assurance Expert](#) is needed to advise the National Center for Professional Education Quality Assurance on the creation of a framework of rules and mechanisms for effective and efficient quality assurance provisions. The PCRV will provide training to counterparts and share best practices from the U.S. quality assurance industry.

A [TEFL Expert](#) is needed to assist the National Institute of Education with developing standards for TEFL teacher certification. This position is a great opportunity for an experienced TEFL administrator to contribute to the development of long-term assessment strategies for quality management of TEFL curricula nationwide. TEFL experts with experience in education administration are especially encouraged to apply.

## Benin

An [Art Teacher](#) is needed to assist in the development of art curricula for a new school opening in the fall of 2010. The school is focusing specifically on arts and music education and will serve 600 local school children. The PCRV will teach art classes but will also identify supplies, equipment, and resources needed to establish the program.

## Cameroon

A [Monitoring and Evaluation Advisor](#) is needed to create a new monitoring and evaluation plan and operations manual for a three-year program strategy being implemented by EFA/Cameroon (Education Fights AIDS). The PCRV will train local staff on their roles in the new monitoring and evaluation system, including data collection and reporting tools and data entry responsibilities.

## Colombia

An [Adult Education Teacher Trainer](#) is needed to collaborate with local English teachers to design an "English for Special Purposes" curricula. The PCRV will co-plan and co-deliver English lessons to nontraditional students, such as out-of-school youth and adults employed as fishermen, tourist guides,

street vendors, and small business owners. Volunteers are currently being recruited for a winter departure.

[Normal School Teacher Trainers](#) are needed to help strengthen the English language speaking and teaching abilities of teachers of 12<sup>th</sup> and 13<sup>th</sup> grade students studying to become primary school teachers. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings and conversation groups. Volunteers are currently being recruited for a winter departure.

[Secondary School Teacher Trainers](#) are needed to strengthen the English language speaking and teaching abilities of teachers of middle and high school students. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings, direct instruction, extracurricular activities, and conversation groups. Volunteers are currently being recruited for a winter departure.

[Primary School Teacher Trainers](#) are needed to strengthen the English language speaking and teaching abilities of teachers of preschool and elementary students. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings, direct instruction, extracurricular activities, and conversation groups. Volunteers are currently being recruited for a winter departure.

## Fiji

An [Advisor to the Public Service Commission](#) is needed to help design and launch a national volunteer organization to address gaps in human resources in critical shortage areas such as education and healthcare. The Volunteer will develop recruitment strategies, marketing tools, and training materials for a volunteer pool of retired and unemployed Fijians.

## Georgia

[Ecotourism Advisors](#) are needed to assist a local tourism association with marketing and promoting local and regional tourist destinations. The Volunteers will also design and

deliver English training to association members, with a focus on business English skills essential in the tourism and hospitality industry.

[English Teacher Trainers](#) are needed to develop an English language curriculum and conduct training sessions for English teachers in Georgia. The PCRVs will conduct English classes to public school students, identify technical training needs of Georgian English teachers, and implement follow-up activities and class visits to provide additional feedback and guidance.

[Environmental Education Program Specialists](#) are needed to develop and implement modern approaches and extracurricular projects in environmental education as well as strategies for raising public awareness of environmental issues. The PCRVs will design environmental education projects and assist with the establishment of eco-clubs in secondary schools and universities.

## Grenada

A [Special Education Advisor](#) is needed to provide tutoring and speech therapy at a home for children who have been abandoned, neglected, and abused. The PCRV will develop and implement a fixed schedule of activities and interventions for the children so that their individual academic weaknesses can be addressed.

## Guatemala

A [Solid Waste Management Advisor](#) is needed to facilitate the design and implementation of a new solid waste management plan for the municipality of Santiago, Atitlan. The PCRV will train counterparts, community leaders, and the local population in effective solid waste management practices through meetings, interviews, and demonstrations.

## Guinea

[University Level Teacher Trainers](#) are needed to provide comprehensive training to faculty members in teaching English as a second language and materials development.

# Peace Corps Response



The PCRVs will also assist in the revision and adaptation of English teaching materials, including the revision of the English curriculum itself.

[TEFL Teacher Trainers](#) are needed to provide teacher training at the secondary level. The PCRVs will teach English to high school students in classes that range in size from 25 to 150 students during the eight-month academic year. The Volunteers will also train other Guinean high school teachers on English teaching techniques and methods.

A [Microfinance/IT Specialist](#) is needed to assist a national NGO with the collection of accounting information from village banks and the development and implementation of a practical data management system. The PCRV will train local and regional personnel on the use of the new system and develop a plan to implement the new system on a national level.

An [Agribusiness/Shea Technical Consultant](#) is needed to work with local shea producing groups to build their technical and organizational capacity to effectively market their products. The PCRV will also create technical resources, such as training guides and modules, for future Peace Corps Volunteers working with shea producing groups.

A [Microfinance/Training Consultant](#) is needed to assist a national NGO in the development and implementation of systems to improve branch management of banks throughout Guinea. The PCRV will develop resources focusing on business development, credit management, and entrepreneurship best practices.

A [Youth and Enterprise Development Consultant](#) is needed to work with local entrepreneurs and youth associations to increase their organizational and managerial capacity. The PCRV will participate in the conception and implementation of innovative programming activities and approaches related to youth development, microfinance, and microenterprise.

An [Agroforestry Technician](#) is needed to conduct trainings in the promotion of mud stoves, solar cookers, and cooking-efficient pots while promoting the use of these appropriate technologies. The PCRV will reinforce

organizational capacities of rural stakeholders and collaborate with artisans and micro-credit systems to identify potential partners.

A [Social Marketing Assistant/Health Technical Consultant](#) is needed to supervise a media campaign and social marketing activities for an HIV/AIDS education initiative sponsored by Population Service International. The PCRV will also seek to build the capacity of team members to incorporate technology into their marketing plans.

## Guyana

An [ICT Teacher](#) is needed to work in close collaboration with a primary school to develop a new computer lab and work with students and the wider community to teach basic computer skills. The PCRV will develop programs to encourage students to stay in school as well as give students technical skills that will help them obtain future jobs.

A [Monitoring and Evaluation Officer](#) is needed to assist staff of the Guyana Business Coalition on HIV/AIDS in the design and implementation of tools and protocols to assess the effectiveness and impact of non-discrimination workplace policies. The PCRV will work to develop an M&E plan to track progress towards the achievement of program and project level results.

## Lesotho

A [Planning and Development Officer](#) is needed to advise the college rector and other faculty members of the Lesotho College of Education on institutional strengthening and organizational development. The PCRV will identify existing and potential sources of funding for the college and strengthen fundraising efforts for individual departments.

A [General Nursing Instructor](#) is needed to teach nursing students at a health training center. The PCRV will assess the current curriculum and recommend revisions, prepare lesson plans according to course objectives, assess and document student performance, and supervise the implementation of preventative HIV/AIDS activities at the college.

A [Math Instructor](#) is needed to teach mathematics to students at a health training center. The PCRV will assess the current curriculum and recommend revisions, prepare lesson plans according to course objectives, assess and document student performance, and supervise the implementation of preventative HIV/AIDS activities at the college.

A [Physics Instructor](#) is needed to teach physics to students at a health training center. The PCRV will assess the current curriculum and recommend revisions, prepare lesson plans according to course objectives, assess and document student performance, and supervise the implementation of preventative HIV/AIDS activities at the college.

## Madagascar

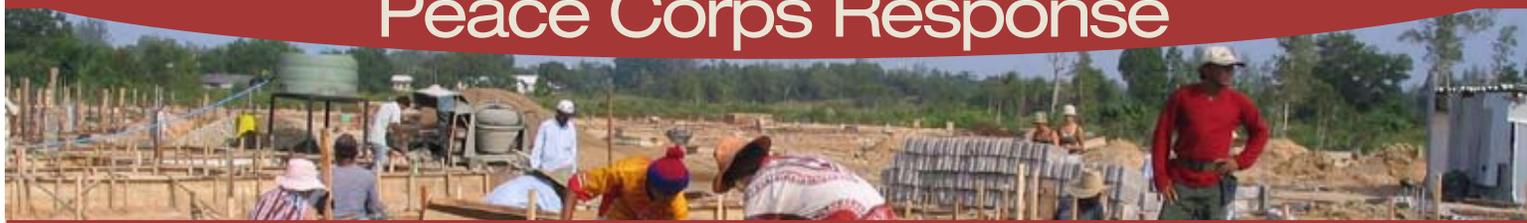
[Community Specialists](#) are being requested by Conservation International to provide hands-on technical assistance to their field teams on the ground. The PCRVs will support communities in their efforts to establish local governance systems to combat illegal logging and hunting and conserve their natural resources and ways of life.

[Early Warning Regional Technical Officers](#) are needed to help implement the World Food Program's SALOHI early warning and food security monitoring system in the southeast and eastern regions of Madagascar. The PCRVs will provide technical assistance to field staff in the areas of IT/data collection, analysis reporting and presentation, emergency assessments, and response analysis.

## Malawi

[HIV/AIDS Technical Advisors](#) are needed to help build the capacity of district assemblies to better respond to Malawi's generalized HIV/AIDS epidemic. Through capacity building, training, communication, and resource identification, the Volunteers will assist with institutional strengthening of community-based and faith-based organizations involved in HIV/AIDS work.

# Peace Corps Response



## Morocco

[NGO Development Specialists](#) are needed to provide training and assistance to NGOs in organizational development and management, project design and management, human resources development, and grant writing. The Volunteers will develop a training manual addressing these topics and others such as budgeting and financial management and public relations and collaboration.

## Mozambique

[Conservation Farming Project Specialists](#) are needed to develop training programs for village youth on sustainable agriculture practices. The PCRVs will demonstrate best practices in conservation farming and permaculture techniques. The Volunteers will also assist with the formation of junior farmer associations (similar to 4-H and FFA).

A [Community Development Project Specialist](#) will work with local organizations to introduce sustainable agricultural practices in their communities. The PCRV will develop a series of training kits on topics such as nutrition, food security, agricultural practices, and the importance of a balanced diet.

## Philippines

An [Occupational Therapy Specialist](#) is needed to develop a training manual for staff, community volunteers, and parents of children with motor disabilities and delays. The PCRV will provide training to caregivers and demonstrate techniques and strategies for handling children with motor problems and delays.

A [Forest Management and Conservation Expert](#) is needed to assist the Makiling Center for Mountain Ecosystems in the revision of a master plan for sustainable forest reserve management. The PCRV will analyze the technical, organizational, and institutional gaps in the implementation of mandated

programs and projects by incorporating these into the revised master plan.

A [Visiting Professor on Quantitative Research](#) is needed to build the capacity of faculty members to effectively teach quantitative research methodologies. The PCRV will be assisting professors in the College of Social Work and Community Development at the University of the Philippines – Diliman campus.

## Saint Kitts

An [E-Commerce Development Trainer](#) is needed to deliver technical support to small- and medium-sized enterprises (SMEs) with a focus on e-commerce activities, marketing, and promotion. The PCRV will provide technical assistance to entrepreneurs in their efforts to conduct profitability and sustainable business operations.

A [Small Business Development Trainer](#) is needed to deliver technical support to small- and medium-sized enterprises (SMEs) with a focus on business plan writing and computer training. The PCRV will provide technical assistance to entrepreneurs in their efforts to conduct profitability and sustainable business operations.

## Saint Lucia

An [Organizational Development Facilitator](#) is needed to assess the current state of the Ministry of Education's special education unit and create a plan to guide the program in a positive direction. The PCRV will form a leadership team to enhance the special needs education sector and promote more effective ways to meet the needs to the targeted population.

## Saint Vincent

A [Speech Therapy Training Coordinator](#) is needed to provide technical training to the staff of the Helping Hands Center in speech training

for persons with disabilities. The PCRV will work directly with students to identify speech problems and provide therapy. The Volunteer will also train staff members in assessing the language skills of students.

An [Information Technology Coordinator](#) is needed to help build the capacity of parents and caregivers to implement enriching education opportunities for young children using technology as the medium of instruction. The PCRV will develop a website and family literacy implementation plan while overseeing implementation and providing technical support.

## Senegal

A [Junior Achievement Educator](#) is needed to build the capacity of local Senegalese teachers and Peace Corps Volunteers to implement Junior Achievement activities. The PCRV will develop a training manual for Peace Corps Volunteers to use in the implementation of junior achievement summer camps at elementary, middle, or high schools.

## South Africa

A [Financial Advisor](#) is needed to review and update financial management systems and procedures for an early childhood community service group. The Volunteer will work to develop systems that will enable management to generate a consolidated organizational budget and meet multiple donor reporting requirements.

## Zambia

An [Agro-Business Specialist](#) is needed to facilitate and coordinate capacity building of partners and local farmers associations in relation to agribusiness management and market development skills. The PCRV will assess current agribusiness strategies and support the development of revised business management and marketing plans for the farmers associations.

### 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](http://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](http://www.peacecorps.gov/response).

Continued from page 8

and orthotics; three years' experience in pediatric and adult orthopedics; three years' experience with prosthetics and orthotics; professional training without translator; very flexible in adapting to new work conditions; knowledge of Russian and Tajik preferred. Salary: \$3K/month. Deadline: 9/4/2010. For more information and to apply, email [recrut05@handicap-international.org](mailto:recrut05@handicap-international.org); website: [www.handicap-international.fr](http://www.handicap-international.fr).

#### **INCLUSIVE EDUCATION ADVISOR • Battambang, Cambodia**

Position available with Handicap International France. Duties: consolidates and develops inclusive education skills of team; supports activities by offering technical expertise on key aspects of including children with all types of disabilities in primary education area. Qualifications: B.A./B.S. in education with specific focus on disability; four years' experience in field of inclusive education and practical aspects of inclusive education in developing countries with two years in capacity development; knowledge of French language. Salary: \$30K – \$40K. Deadline: 9/4/2010. For more information and to apply, email [recrut05@handicap-international.org](mailto:recrut05@handicap-international.org); website: [www.handicap-international.fr](http://www.handicap-international.fr).

#### **REGIONAL HIV PREVENTION AND LIVELIHOODS PROJECT MANAGER • Quang Tri, Vietnam**

Position available with Handicap International France. Duties: contributes to accessibility and

advocacy needs to identified vulnerable groups within Cambodia, Laos, and Vietnam; reduces impact of HIV on vulnerable groups. Qualifications: B.A./B.S. in political or social sciences; three years' experience in project design, elaboration, and budget management; three years' experience in developmental project management in livelihood or HIV prevention area; experience networking and capacity building; organizational, diplomacy, and negotiation skills. Salary: \$3K/month. Deadline: 9/4/2010. For more information and to apply, email [recrut05@handicap-international.org](mailto:recrut05@handicap-international.org); website: [www.handicap-international.fr](http://www.handicap-international.fr).

#### **FIELD AMBASSADOR • Northwest Haiti**

Position available with SocialBon. Duties: provides social media updates to global audience; helps develop and coordinate children's programs; assists with care-giving and supervision of three- to eight-year-old children; facilitates communication between company and its partner non-government organizations and local leaders; helps train and develop additional field ambassadors. Qualifications: B.A.; ability to live outside U.S. at least 75 percent of year; experience developing children's programs or providing childcare; meaningful experience with foreign culture; experience with long-term volunteer or mission work; ability or willingness to learn foreign languages; technologically savvy. Deadline: 8/31/2010. For more information and to apply, email [jobs@socialbon.com](mailto:jobs@socialbon.com); website: [www.socialbon.com](http://www.socialbon.com).

#### **COUNTRY REPRESENTATIVE • Somalia**

Position available with ARD, Inc. Duties: gathers and analyzes data and information at country level for purposes of identifying factors that may influence and affect food security in West African target countries; works closely with individual USAID missions. Qualifications: M.A. in related field; five years' experience in food security, early warning, rapid rural appraisals, market and trade analysis, institutional capacity building, household livelihoods, and agriculture production; experience working in international development. Deadline: 9/29/2010. For more information and to apply, email [ciraheta@ardinc.com](mailto:ciraheta@ardinc.com); phone: 1.802.658.4247; website: [www.ardinc.com](http://www.ardinc.com).

#### **COMMUNITY LIAISON • Laguna San Ignacio, Mexico**

Position available with Philanthropiece Foundation. Duties: supports local coordinators on programs related to education, health, economic opportunity, and environmental education; communicates with Colorado-based home office staff and advisory board; engages in ongoing program evaluation, design, and implementation. Qualifications: experience working in international community development; ability to take initiative and be self-motivated; excellent verbal and written communication skills; passion for people and culture of Latin America; ability to live in rural conditions; goal-oriented; problem solver; advanced level of spoken and written Spanish. Salary: travel, living, and education stipends. Deadline: 10/1/2010. For more information and to apply, email [katie@philanthropiece.org](mailto:katie@philanthropiece.org); phone: 303.440.8484; website: [www.philanthropiece.org](http://www.philanthropiece.org).

#### **SOLAR SYSTEM TECHNICAL CONSULTANTS • Tabora, Tanzania; Zomba, Malawi; or Mbarara, Uganda**

Positions available with Millennium Promise. Duties: support design and implementation of community-level micro-utility programs for Malawi, Tanzania, Uganda Millennium Villages project; play central role in planning, managing, coordinating activities related to operational and organizational elements of project at site level. Qualifications: foundational knowledge of off-grid solar and diesel energy systems; ability to gather data, monitor, evaluate, and report; project management and supervisory skills; experience forming collaborations with government and private entities; strong Microsoft Office skills; written and spoken French fluency. Deadline: 9/27/2010. For more information and to apply, email [employment@millenniumpromise.org](mailto:employment@millenniumpromise.org); website: [www.millenniumpromise.org](http://www.millenniumpromise.org).

## Ask Hotline

**Q:** How can I find out more about noncompetitive eligibility?

**A:** For more information about NCE, please visit the May 15, 2008, issue of Hotline at [www.peacecorps.gov/hotline](http://www.peacecorps.gov/hotline).





### UN AND OTHER INTERNATIONAL ORGANIZATIONS • Various worldwide locations

Multiple positions available with the United Nations and other international organizations. Duties: vary by position; organizations seek candidates with experience in fields such as agriculture, business, computer science, development, economics, engineering, finance, human resources, human rights, law, sciences, public health, statistics, and other fields; positions range from entry to senior level. Qualifications: vary by position; typical qualifications are: M.A.; several years' related experience; some international work; language skills. For more information and to apply, email [employment@state.gov](mailto:employment@state.gov); phone: 202.647.8270; website: [www.state.gov/p/io/empl/](http://www.state.gov/p/io/empl/).

### BEHAVIOR CHANGE COMMUNICATION AND COMMUNITY MOBILIZATION ADVISOR • Bamako, Mali

Position available with JHU Center for Communication Programs. Duties: provides project with technical, programmatic, and administrative leadership for Malian staff; implements

social and behavioral change communication activities; provides day-to-day problem solving, technical input, writing and editing, and procurement processing; ensures development of national quality improvement program with network of rural health centers; implements activities leading to behavioral change. Qualifications: M.A.; five years' related experience; demonstrated experience working internationally or abroad on public health-related projects; malaria programming experience in community mobilization preferred; fluent in written and spoken French. Salary: \$60,424 – \$83,150. Deadline: 9/30/2010. For more information and to apply, visit [https://hrnt.jhu.edu/jhujobs/job\\_view.cfm?view\\_req\\_id=45017&view=sch](https://hrnt.jhu.edu/jhujobs/job_view.cfm?view_req_id=45017&view=sch).

### COUNTRY MANAGER • Zambia

Position available with Land O'Lakes International Development. Duties: successfully implements projects; effectively manages project workload, including all financial planning, administrative compliance and reporting, and monitoring and evaluation. Qualifications: M.A. in agricultural economics, agricultural business management, animal science, or related field.

Deadline: 8/26/2010. For more information and to apply, visit [www.landolakes.jobs](http://www.landolakes.jobs).

### LOGISTICS VOLUNTEER • Congo

Position available with International Medical Corps. Assists logistics coordinator in standardizing logistics procedures and capacity building; manages local procurement, fleet, and equipment maintenance. Qualifications: previous experience as logistician in non-government organization; strong team communication and facilitation skills; excellent management and personal skills; French language fluency. Deadline: 8/20/2010. For more information and to apply, email [mmarconet@InternationalMedicalCorps.org](mailto:mmarconet@InternationalMedicalCorps.org); website: [www.InternationalMedicalCorps.org](http://www.InternationalMedicalCorps.org).

## Intern/Volunteer

### ILLINOIS LEGISLATIVE STAFF INTERN • Springfield, Ill.

Duties: intern as professional legislative staff member working with Illinois General Assembly or legislative research unit; participate in academic seminar. Qualifications: B.A. with cumulative GPA of 2.75 for partisan positions, 3.0 for research unit positions. Salary: \$2,026 per month, health insurance, tuition, fees, and books. Deadline: 3/1/2011. For more information and to apply, email: [aharb4@uis.edu](mailto:aharb4@uis.edu); phone: 217.206.6165; website: <http://ilsip.uis.edu>.

### ELEMENTARY, MIDDLE, AND HIGH SCHOOL TEACHING INTERNSHIPS • Guatemala

Internship positions available with Colegio Decroly Americano. Duties: work with elementary, middle, and high school students in school setting; plan and deliver daily instruction in specific field. Qualifications: B.A./B.S. in specific subject such as English, math, social studies, science, or chemistry. Salary: \$1K in addition to apartment, air fare, and medical insurance. Deadline: 10/27/2010. For more information and to apply, email [gds@decolyamericano.com](mailto:gds@decolyamericano.com); phone: 502.2380.2380; website: [www.decolyamericano.com](http://www.decolyamericano.com).

### SUSTAINABLE LIVING WORK-STUDY • Bellefonte, Pa.

Work-study position available with Spring Creek School. Duties: learns, practices, and works in sustainable living integrated education and work program; learns sustainable living design and practices techniques during program. Qualifications: B.A./B.S. or anticipated August graduation; experience in any area of sustainable living; interest learning and applying sustainable techniques; good communication and computer skills. Salary:

*Continued on page 15*

# Welcome Back

The NPCA welcomes you back from Peace Corps service by offering a **FREE** one-year membership and affiliation with any of its 130+ RPCV groups based on country of service, geographic region, or interest. Go to [www.peacecorpsconnect.org/free](http://www.peacecorpsconnect.org/free) to connect with the RPCV community in America. Explore the online social network

of thousands of returned Volunteers and friends of the Peace Corps at <http://community.peacecorpsconnect.org>.



Want an even more personal connection? Connect with an **RPCV mentor** via phone, email, or face-to-face meetings. Mentors can ease the difficult transition home and help you make the most of Peace Corps community resources. Sometimes

you just need to hear, "I know what you're going through. I've been there." Learn more at [www.rpcvmentoring.org](http://www.rpcvmentoring.org).





Since 1961.

August 15, 2010

Dear RPCVs,

Before you apply for a position where noncompetitive eligibility (NCE) is a qualification, it is important to be sure you have current NCE status. Employers who are only looking for NCE candidates cannot hire someone without NCE status. In order to ensure that Federal agencies continue to promote this hiring mechanism, we ask you to not apply for NCE positions if you do not have current NCE.

#### About Your Noncompetitive Eligibility (NCE):

- RPCVs are awarded one year of noncompetitive eligibility that begins the day after their COS date. It can only be extended by the hiring agency (not Peace Corps) if an RPCV is in graduate school full-time, enters the military, or engages in another activity that the hiring agency thinks warrants an extension. NCE can be extended for two years beyond the initial one-year period, for a grand total of three years. Three years after the COS date, your NCE is no longer valid, regardless of your circumstances.
- 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 a volunteer who has satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the volunteer's control. If you are not sure if you have NCE, please check the last paragraph of your Description of Service.
- Peace Corps staff members who have successfully completed 36 months of continuous service without a break in service of three days earn the status of noncompetitive eligibility (NCE) in applying for other Federal positions, which they retain until three years from the date that they separate from the Peace Corps. Please see 5 CFR 315.607 for the governing authority.
- For further questions regarding RPCV noncompetitive eligibility (NCE), please review the special federal employment issue of *Hotline*, May 15, 2008, at: <http://www.peacecorps.gov/multimedia/pdf/former/hotline/hotline051508.pdf>

If you have any questions about your remaining NCE, please feel free to contact us at 202.692.1430 or at [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov). We wish you the best of luck in your post service job search.

Best regards,

Returned Volunteer Services



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\$7 per hour plus tuition. Deadline: 9/3/2010. For more information and to apply, email [drdeanfonton@gmail.com](mailto:drdeanfonton@gmail.com); phone: 860.970.7744; website: [www.sustainablemasters.com](http://www.sustainablemasters.com).

### Education

#### MIDWEST TEACHER TRAINING PROGRAM • Madison, Wis.

Earn a TEFL certificate in our five-week intensive on-site teacher training program preparing trainees to teach English in classrooms overseas. Ten percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. Program offers hands-on approach to teaching. Practice teaching, classroom observations, and job-placement assistance. Midwest is part of an ESL school, giving students opportunities to interact with professional teachers and international students. No teaching experience re-

quired. For more information and to apply, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, Wisconsin 53703; phone: 800.765.8577; email: [info@mttp.com](mailto:info@mttp.com); website: [www.mttp.com](http://www.mttp.com).

#### PIRAMAL FELLOWSHIP • India

Piramal Fellowship for Sustainable Business is a two-year program that gives aspiring leaders from around the globe an opportunity to explore the power of business. Duties: develop tools that innovate impact-driven business models and become a part of a broader community dedicated to the pursuit of social impact. Qualifications: two years' prior work experience. Salary: \$542 living stipend for duration of program; expense reimbursement. Deadline: 9/15/2010. For more information and to apply, email [info@piramalfellowship.org](mailto:info@piramalfellowship.org); website: [www.piramalfellowship.org](http://www.piramalfellowship.org).

### AmeriCorps/VISTA

#### AMERICORPS • New York

Position available with Seedco. Duties: works one-on-one with low-income families; screens clients in EarnBenefits Online to connect them with income-enhancing benefits and services such as food stamps, Medicaid, and earned-income tax credit. Qualifications: high school diploma or GED, B.A. strongly preferred; customer service or social service experience preferred, particularly in low-income communities; strong computer skills; willingness to work some evenings and weekends, as required. Salary: \$16K plus benefits, including health insurance. For more information and to apply, email: [jobopenings@seedco.org](mailto:jobopenings@seedco.org); phone: 212.473.0255; website: [www.seedco.org/about/position.php?id=1101](http://www.seedco.org/about/position.php?id=1101).

To submit a mailing and/or email address change, visit [www.peacecorps.gov/rpcev/info](http://www.peacecorps.gov/rpcev/info). You can also send changes of contact information to [rpcevupdate@peacecorps.gov](mailto:rpcevupdate@peacecorps.gov).

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

## Next Generation Peace Corps: Cultivating Today's Leaders to Meet Tomorrow's Challenges

This is a day conference focused on international development on the African continent. It will highlight the work of Peace Corps Volunteers and international development professionals. Additionally, the event provides an opportunity for potential Peace Corps applicants to see how hands-on international experience can generate an array of career options. Three expert-led panels, featuring seasoned professionals, will highlight Peace Corps as a prime opportunity to gain requisite international development experience.

#### Keynote Address:

Ian Solomon, US Executive Director of the World Bank

#### Panel Topics:

- China's Emerging Role in Africa and its Impact on US Foreign Policy
- Meeting Africa's Global Health Challenges
- The Role of Small Business Enterprise amidst the Economic Crisis

#### Event Details:

September 9, 2010

8:30 am - 3:15 pm

Paul D. Coverdell Peace Corps Headquarters

1111 20th Street, NW

Washington, DC 20526

The Franklin H. Williams Award Ceremony will follow the conference at 6pm.

The event is free, but you must RSVP at <http://nextgenerationpeacecorps.eventbrite.com> by August 31st to attend.



*Continued from page 1*

letter. They say hello, ask if it is a good time to talk, mention who they are and how they got the person's name, and explain that they would like to meet to learn more about the person's career.

#### **Preparing to interview**

With appointments in place, the next step is to get ready for the interviews by researching the occupation and the organization, creating a resume, and developing questions.

**Research.** Learning about the organization where the interview will take place is an important part of interview preparation. Although you probably do not need as much research for an informational interview as you would for a job interview, knowing something about the organization will make your questions better—and will demonstrate enthusiasm and create good will.

**Creating a resume.** You also may want to write a resume to bring to the interview. A well-written resume demonstrates seriousness and professionalism. The people you interview might ask to review this resume to learn about your experience and education. This allows them to provide more relevant advice. Some interviewees might be willing to review the resume and suggest improvements.

A few counselors recommend against bringing a resume, saying that informational interviewers should use the results of the interview to decide what type of resume to write. If you do bring a resume to the interview, these counselors suggest sending those you interview a final "replacement" resume after deciding which career to pursue.

Regardless of whether you bring a résumé, be prepared to answer the prompt, "Tell me about yourself" with a succinct, 30- to 60-second answer addressing your background and skills. For more information on how to develop yours, read "The Well-Timed Elevator Pitch" in *Hotline* (<http://multimedia.peacecorps.gov/multimedia/pdf/returned/hotline/hotline021508.pdf>)

**Developing questions.** The most critical part of preparing for an informational interview is to compose—and perhaps jot down—the questions you want to ask. Although informational interviews are relaxed, with opportunities for spontaneous discussion, they also need to be

focused and organized so that interviewers gather the information they need.

Before preparing a set of questions, think about what you want in a job. The questions should help you learn if the interviewee's occupation has those characteristics. In addition, think about any preconceived ideas you have about the occupation.

Remember that the purpose of the interview is to get a feeling for what a particular type of job is actually like. You want to be able to imagine yourself in the job and to see whether you would enjoy it. You also need specific information about job tasks, working conditions, and career preparation.

Try to choose open-ended questions instead of questions that can be answered with a "yes" or "no." Informational interviewers learn the most if they can make the interview conversational.

The following are examples of possible questions: What types of advancement opportunities are available for an entry-level worker in this career? What kind of hours do you work? Does this career require travel? How did you prepare for this career? A good guideline is to choose about 10 questions that most interest you.

#### **Interview day: What to wear, what to do**

An informational interview is more casual than a job interview. This casualness is part of its charm. Informational interviews should still be professional, however. Making a positive first impression shows you care about your career.

**Dress well.** On the day of the interview, dress neatly. A good guideline is to dress how the person you are interviewing would dress on an important workday. Wearing a suit of a conservative pattern and color is the safest choice. For women, skirts should be no more than an inch above the knee and shoes should be polished and have a closed toe. Hair should be pulled back or cut short, and jewelry should be unobtrusive. Be sure to bring a notepad and a pen or pencil, and consider bringing a resume and a few business cards.

**Be professional.** As in all business meetings, arrive on time, but no more than 15 minutes early. When greeting receptionists, other employees, and the person you will interview, be friendly.

Smiling and shaking hands will set everyone at ease.

Standard politeness is essential when meeting for the first time. Don't use first names unless invited to do so. Don't sit before your host does. And avoid slang and chewing gum. The goal, say the experts, is to be comfortable without being sloppy.

You are leading this interview, so start by thanking your host for his or her time and briefly recounting why you have come. You might mention your goals and interests. Then, ask questions and listen carefully to the answers.

Listening is the foundation of a successful informational interview. If possible, the person you are interviewing should do most of the talking because you are trying to gather opinions and insights. As he or she talks, take notes to remind yourself of important facts and impressions. And be certain your interest shows.

Allow for casual conversation during the interview, but try to stay on track so that the most important questions are answered. You may need to guide your host gently back to the questions occasionally.

Because you are the interviewer, it is up to you to monitor time and end the interview when you said you would. As the ending point draws near, let your host know. Of course, it is fine to spend more time if your host wants to continue.

Always end the interview by thanking your host and asking two important final questions: Can you suggest other people I could speak to? And may I mention your name when I speak to them? The answers could be the starting point for your next informational interviews.

**Say thank you.** After the interview, show gratitude for your host's generosity by writing and sending a thank-you note within a few days. Counselors agree, the sooner, the better. This note can be quite brief, a paragraph or two expressing appreciation for the time spent and advice given and perhaps recalling a particularly helpful piece of information.

#### **Drawing conclusions**

Hopefully, you'll leave every informational interview with new insights about the career you want. By taking a moment to record your thoughts and feelings about the occupation and work-

place of the person you interviewed, you will be able to refer back to the interview when making career decisions. Try to answer questions like the following: What did you learn in the interview? What did you like? What didn't you like? Did you uncover any new concerns about or advantages to the occupation? What advice did you receive? Did you discover another occupation you might want to pursue? How was the work environment

at this particular organization? And, finally, do you think you would be happy in this type of job or in this type of organization?

Counselors warn interviewers not to let impressions of a particular person or company cloud their judgment of an occupation. Informational interviewers should conduct at least a few interviews in an occupation and try to confirm the

information they find with other sources.

If you decide you like an occupation, the investigation of it doesn't have to end with interviews. You can test it further with additional applied exploration, such as job shadowing or other hands-on opportunities. Early career exploration usually means a better-fitting career for you later.

Jane Ryan

1111 20th St NW

Washington, DC 20036

(202) 692-2999

jryan@emailaddress.com

August 25, 2010

Ms. Gloria Steele

Senior Deputy Assistant Administrator

U.S. Agency for International Development

Washington, DC 20523

Dear Ms. Steele:

I am a returned Peace Corps volunteer who served in Uganda from 2007-09. My primary project focused on improving local community health through HIV/AIDS education and family planning. Currently, I am investigating careers in the public health sector to learn which areas specifically would be the best fit for my skills and experience. I am very interested in international development and global health, and would appreciate the opportunity to talk to you about your work with USAID in the Bureau for Global Health.

I found your biography on the USAID website. After reading the bio and learning about your involvement in a wide variety of USAID programs over the years, I am confident that your insight could help me.

I will call on Friday to request an appointment. Ideally, we can meet for about 20 minutes.

Thank you for considering my request.

Sincerely,

Jane Ryan



## DID YOUR HOST FAMILY HAVE THEIR OWN BUSINESS?



## DID YOU ASSIST IN DEVELOPING A SMALL ENTERPRISE?

This September, give a third goal presentation about business development.

### You can:

- Give a show and tell of crafts that are made in your host community
- Bring an RPCV to work to talk about local business practices overseas
- Write about micro-enterprise and what it looks like in practice
- Speak about your business development project or activities at a local college



Visit [www.peacecorps.gov/engage](http://www.peacecorps.gov/engage) to discover more ways to tell your story and participate in the third goal! Don't forget to register your activity online at [www.peacecorps.gov/thirdgoal/register](http://www.peacecorps.gov/thirdgoal/register). This helps the Peace Corps document the different ways RPCVs are bringing the world home.



# Find Your Path...

Focus Careers  
Self-Assessment Software

*Request your free account today!*

*Email [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) to request access.*

*Include your name, country of service, and dates of service in your request.*

## FREE ONLINE RPCV RESOURCES!

Request passwords from  
Returned Volunteer Services to access any  
of the following six subscriptions:

- *International Career Employment Weekly*
- *InterAction*
- *Alliance for Peacebuilding*
- *Environmental Career Opportunities*
- *Ethical Jobs*
- *Public Health Jobs Worldwide*

To receive free online passwords, email [rvs@peacecorps.gov](mailto: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.