



# Hotline



For Returned Volunteers/  
From the Office of Public Engagement

## Hot Resources

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#### Share your stories with the Digital Library

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#### Use your NCE to find a job with Peace Corps!

For more information, see page 11.

## Peace Corps Hotline

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

Peace Corps

Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430

E-mail: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

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## Upgrade Your Technology Skills

By Kat Edwards, Returned Volunteer Services, RPCV/Suriname, 2006-09



**D**uring my home leave, my younger sister was rambling on, trying to tell me about the past two years of her life in the span of a 25-minute car ride. “He thinks he is really smart” she said, “but he didn’t even know what YouTube was!” I looked at her and asked “What’s a U tube?” Up to this point, I had been the resident technology geek of the family, but with that one comment, I suddenly lost my title.

In the course of two years, phones have gone from being super simple and compact to multipurpose and crazy powerful. People now walk the streets playing with tablet computers that remind one of equipment out of *Star Trek*. When I first came home from my Peace Corps service in 2009 and transitioned into a new job, I faced the challenges of learning updated versions of software, new social networking platforms, and completely new gizmos I had never seen before. It was thrilling and frightening all at the same time.

In fact, it is common for RPCVs to be overwhelmed by

technology advancements upon returning stateside. Most job announcements in 2011 require the candidate to have superior computing skills, a firm understanding of Microsoft Office, and knowledge of industry-specific software packages. It goes without saying that someone who has just spent two years in a hut in the jungle without electricity, let alone without the latest gadgets, might feel a bit left behind.

Let me reassure you however, that although technology has changed, most of it has actually gotten much more user friendly in recent years. Forget those giant reference books. No need to buy the latest version of “Word Processing for those just emerging from under a rock.” A lot of what you now need is readily available on the internet and, bonus, most is free and accessible to all. So, before you drop the last few precious cents of your readjustment allowance on a class to learn up-to-date computer skills, try using some creative, interactive, and free

learning tools.

For example, try going to any streaming video site, such as YouTube or Google Videos. Type in “Microsoft Office 2010, tutorial” and you’ll see a variety of free, helpful videos. Many of these videos are part of larger classes. If you like one in particular, subscribe to the author’s channel. Chances are they have posted other videos on different subjects that you might find interesting and helpful in brushing up your skill set.

I suggest starting with the very basics. Even for full computer geeks like me, it helps to know what the proper names for things are. Did you know that the feature that allows you to change the space between characters to shorten the length of a paragraph without changing the font size is called ‘kerning’? I had previously been calling it the “squishy text thing.” Not only will learning the lingo help you sound professional and technologically savvy to employers, you might find that there are a lot of useful features built



## Public Sector

### **ORISE FELLOW/WATER, SANITATION AND HYGIENE • Atlanta**

Fellowship available with Centers for Disease Control and Prevention. Duties: develops and assists in implementing training program to strengthen capacity of rural technicians within Haitian national water company to perform sanitary inspections, ensure chlorination of small water systems, and monitor chlorine residuals; assists in other water sanitation and hygiene programs in Haiti and other locations. Qualifications: M.A. in public health, environmental engineering, or related field; fluency in Haitian Creole or French; experience working in water, sanitation, hygiene programs in lower income countries, preferably in Haiti. Salary: \$49,500. Deadline: 9/30/2011. For more information and to apply, email [rug7@cdc.gov](mailto:rug7@cdc.gov); phone: 770.488.7067; website: [www.cdc.gov/nceh/ehs/GWASH/default.htm](http://www.cdc.gov/nceh/ehs/GWASH/default.htm).

### **GENERAL DEVELOPMENT OFFICER (MID-LEVEL) • Afghanistan**

Position available with USAID. Duties: participates in the design, implementation, and moni-

toring and evaluation of programs and projects; serves unaccompanied: family members cannot accompany officers to post. Qualifications: B.A./B.S. and with six years relevant development experience of which at least four years were in a developing country, or M.A. with five years' relevant development experience, of which at least three years were in a developing country; U.S. citizenship; ability to obtain security and medical clearances; experience leading teams and projects in multicultural environment; prior experience in Afghanistan, Pakistan, Iraq, Sudan, or another conflict environment preferred. Deadline: 9/30/2011. For more information and to apply, email [OAPArecruitment@tai-pedro.com](mailto:OAPArecruitment@tai-pedro.com); phone: 202.742.1599; website: [www.usaid.gov/careers/fsls.html](http://www.usaid.gov/careers/fsls.html).

### **ADMINISTRATIVE CONTRACTING OFFICER • Afghanistan**

Position available with USAID. Duties: serves as principal contract specialist when cognizant contracting officer is unavailable; serves unaccompanied: family members cannot accompany officers to post. Qualifications: project management professional certification strongly desired; B.A./B.S. with six years' relevant development

experience of which at least four years were in a developing country or M.A. with five years' relevant development experience, of which at least three years were in developing country.; U.S. citizenship; ability to obtain security and medical clearances; experience in multicultural environment; prior experience in Afghanistan, Pakistan, Iraq, Sudan, or another conflict environment preferred. Deadline: 10/16/2011. For more information and to apply, email [OAPArecruitment@tai-pedro.com](mailto:OAPArecruitment@tai-pedro.com); phone: 202.742.1599; website: [www.usaid.gov/careers/fsls.html](http://www.usaid.gov/careers/fsls.html).

### **DISTRICT RANGER • Halsey, Neb.**

GS-12 position available with U.S. Forest Service, Nebraska National Forests and Grasslands. Duties: supervises 10-12 permanent employees; directs management of 200,000 acres of public land. Qualifications: ability to develop and implement organization vision and design and implement strategies to maximize employee potential, emphasize safety, and foster high ethical standards; ability to make timely and effective decisions and produce results; ability to administer human, financial, material, and information resources; knowledge of natural resource, ecosystem, and fire management practices; ability to explain, advocate, and express facts and ideas and develop professional networks. Salary: \$68K. Deadline: 9/30/2011. For more information and to apply, email [slenzo@fs.fed.us](mailto:slenzo@fs.fed.us); phone: 308.533.8115; website: [www.avuecentral.com/casting/central/control/index.jsessionid=a13a53e530d](http://www.avuecentral.com/casting/central/control/index.jsessionid=a13a53e530d).

# HOT! OPPORTUNITIES

### **GENERAL DEVELOPMENT OFFICER (JUNIOR LEVEL) • Afghanistan**

Position available with USAID. Duties: participates in design, implementation, and monitoring and evaluation of programs and projects; serves unaccompanied: family members cannot accompany officers to post. Qualifications: B.A./B.S.; four years' relevant development experience of which at least one year was in a developing country; U.S. citizenship; ability to obtain security and medical clearances; experience leading teams and projects in a multicultural environment; prior experience in Afghanistan, Pakistan, Iraq, Sudan, or another conflict environment preferred. Deadline: 9/30/2011. For more information and to apply, email [OAPArecruitment@tai-pedro.com](mailto:OAPArecruitment@tai-pedro.com); phone: 202.742.1599; website: [www.usaid.gov/careers/fsls.html](http://www.usaid.gov/careers/fsls.html).

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

Position available with Tetra Tech ARD. Duties: identifies staff to fill positions on international development projects; performs searches of internal corporate professional roster database to identify appropriate consultants; makes direct initial phone contact with consultants to introduce job opportunity, ascertain availability, and request needed documentation. Qualifications: B.A./B.S. in related field; prior experience working in professional office environment; telephone communication skills, experience doing market research or sales calls preferred; information management skills; strong attention to detail; ability to organize own work and perform independently; ability to integrate into teams smoothly and understand requirements quickly. Deadline: 9/30/2011. For more information and to apply, visit <https://careers.ardinc.com/ARDCareers/App/USPostingDetail.aspx?PostingId=239>.

## Private Sector

### **DIRECTOR OF DEVELOPMENT, WEST COAST • Los Angeles**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: develops comprehensive program of major gifts fundraising that builds and sustains relationships and support throughout West Coast with focus on Los Angeles, San Francisco, and Silicon Valley metro areas. Qualifications: 10 years' proven experience in individual fundraising; demonstrated financial success. For more information and to apply, visit [www.pedaid.org](http://www.pedaid.org).

### **TUBERCULOSIS NURSE CASE MANAGER • Indianapolis, Ind.**

Position available with Health and Hospital Corporation of Marion County. Duties: co-staffs free tuberculosis clinic; performs case management for tuberculosis cases and suspects; becomes expert in tuberculosis case management and tuberculosis prevention and treatment guidelines; serves as resource and



educator for both hospital and community; travels between office, hospital, homeless shelters, district health offices, clients' homes, and community sites. Qualifications: B.S.N.; M.A. in nursing or public health, or progress toward degree; ability to demonstrate commitment to public health principle through volunteer experience. Salary: \$45,469. For more information and to apply, email [hmail@hhcorp.org](mailto:hmail@hhcorp.org); phone: 317.221.2010; website: [www.hhcorp.org](http://www.hhcorp.org).

**BILINGUAL SPANISH LANGUAGE SUPPORT REPRESENTATIVE • Various locations in Northeast-Midwest**

Position available with Agri-Placement Services, Inc. Duties: recruits prospective dairy farm employees; transports selected workers to farm; trains workers to perform dairy farm tasks; facilitates communication between Spanish-speaking workers and farmer; calls new clients; writes reports. Qualifications: extensive Spanish-language skills; sales experience preferred; dairy or other farm experience preferred; ability to travel extensively overnight. For more information and to apply, email [Brandon.Mallory@agri-placement.com](mailto:Brandon.Mallory@agri-placement.com); website: [www.agri-placement.com](http://www.agri-placement.com).

**CAREER ADVISOR (REF# 11-10) • New York**

Position available with Seedco. Duties: provides one-on-one employment counseling to customers in need of intensive employment services; conducts thorough assessment of customer skills and aptitudes and compares them against customer career goals; assists customers in developing individual employment plans. Qualifications: B.A./B.S.; three years' direct related experience in employment counseling; excellent communication, interpersonal, and analytical skills; bilingual skills in Spanish preferred. For

more information and to apply, email resume and cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

**ACCOUNT MANAGER – RECRUITMENT AND PLACEMENT (REF# 11-08) • 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./B.S.; three years' directly related experience required; bilingual Spanish and English skills. For more information and to apply, email resume and brief cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org), with subject line "Account Manager – Recruitment & Placement (Ref# 11-08)."

**TRAINER (REF# 11-09) • New York**

Position available with Seedco. Duties: creates curriculum for jobseeker workshops; implements and facilitates workshops and reports training outcomes. Qualifications: B.A./B.S.; three years' relevant work experience in facilitation in workforce development, corporate training and development, or human resources; working knowledge of current marketplace trends including resume formation, cover letters, interviewing questions, and current social media trends. For more information and to apply, email resume and brief cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org), with subject line "Trainer (Ref# 11-09)."

**COMMUNITY ORGANIZER • Hayward, Calif.**

Position available with Congregations Organizing for Renewal. Duties: learns organization's congregation/community model

of organizing and incorporate its principles into day-to-day work activities; develops and trains leadership teams in principles and practices of organization's model of organizing; conducts 20 one-to-one visits per week with new or established organizational leaders. Qualifications: ability to work in multi-faith, multi-racial, or ethnic settings; two years' community or labor organizing experience, building leaders and moving issue campaigns; capacity to produce results; ability to work in team and be self motivated; proficient Spanish skills. For more information and to apply, email [penelope@corcommunity.org](mailto:penelope@corcommunity.org); website: [www.corcommunity.org](http://www.corcommunity.org).

**SENIOR STRATEGIC OPERATIONS COORDINATOR (REQ#11-77) • New York**

Position available with Seedco. Duties: serves as analyst, synthesizer, and career center champion of change initiatives and business process redesign projects aimed towards significantly improving overall operations at center. Qualifications: B.A./B.S. in business administration, general operations management, management science, operations research, organizational behavior, statistics; M.A. preferred; three years' professional experience. For more information and to apply, email resume with position title to [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

**ASSISTANT DIRECTOR OF STUDENT ACTIVITIES AND RESIDENCE LIFE • Fort Kent, Maine**

Position available with University of Maine at Fort Kent. Duties: performs all administrative and developmental aspects of campus-wide student activities and residential life. Qualifications: B.A./B.S.; demonstrated interest and ability in student or personal development activities; demonstrated interpersonal and organizational skills; willingness to work with diverse populations; commitment to supporting academic and personal success of all students. Salary: \$23K–\$27K; room and board. Deadline: 9/23/2011. For more information and to apply, email [umfkjobs@maine.edu](mailto:umfkjobs@maine.edu); phone: 207.834.7844; website: [www.umfk.maine.edu/jobs](http://www.umfk.maine.edu/jobs).

**DIRECTOR OF COMMUNITY DEVELOPMENT • New York**

Position available with New York Restoration Project. Duties: engages stakeholders and community members to invigorate use of organizations' public open spaces as catalyst to increased stewardship and use; serves as resource for low-income community members; develops community-based programming; works with local stakeholders; supervises team of four. Qualifications: strong relational and

## Looking for a job?

The RPCVNetwork listserv offers daily housing and job announcements.

Join today!

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



## Thinking of Graduate School?

Think of Coverdell Fellows!

The Paul D. Coverdell Fellows Program partners with more than 60 universities across the country to offer financial aid and career-enhancing internships toward graduate degrees. With more than 190 degree offerings in 30 states and the District of Columbia, chances are we have a program that's right for you.

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



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

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

leadership skills; community outreach experience in low-income, high-needs urban communities, preferably in NYC boroughs; Spanish language fluency. Salary: \$50K. For more information and to apply, email [HR@nyrp.org](mailto:HR@nyrp.org); website: [www.nyrp.org/LinkClick.aspx?fileticket=X49M6CNfYLQ%3d&tabid=186](http://www.nyrp.org/LinkClick.aspx?fileticket=X49M6CNfYLQ%3d&tabid=186).

### RESEARCH ASSISTANT - BUSINESS AND PROPOSAL DEVELOPMENT •

**Arlington, Va.**

Position available with BroadReach Healthcare. Duties: conducts research to inform bid decisions, bid strategies, pre-proposal team activities; researches and analyzes competitor, donor, and geographic and technical landscapes; develops capability statements for various geographical and technical expertise areas; prepares past performance references; maintains file of quarterly statements. Qualifications: B.A./B.S. in public health, social sciences, or international development-related field of study; two years' work experience in management consulting, business, healthcare management, international development, or similar firm; excellent research, data analysis and synthesis, and writing skills. Deadline: 9/19/2011. For more information and to apply, visit <https://jobs-brhc.icims.com/jobs/1277/job>.

### PERFORMANCE AND QUALITY IMPROVEMENT MANAGER (REQ#11-73) • Memphis, Tenn.

Position available with Seedco. Duties: directs data quality and assurance activities of organization's Mid-South operations Tennessee Families

First contract including technical assistance and guidance to contractors, data quality monitoring and reporting, and program quality liaising. Qualifications: B.A./B.S.; M.A. preferred; six years' prior experience in auditing, quality assurance management, training, and supervision. For more information and to apply, email resume and cover letter [jobopenings@seedco.org](mailto:jobopenings@seedco.org), with subject line "Performance and Quality Improvement Manager"; website: [www.seedco.org](http://www.seedco.org).

### TRAINER (REQ#11-78) • New York

Position available with Seedco. Duties: creates curriculum for workshops; implements, facilitates, and conducts workshops; updates existing internal and external user guides and training materials. Qualifications: B.A./B.S. in communications, education, or technical writing; two years' relevant experience creating or delivering presentations and document organization policies and procedures; experience working with nonprofit organization. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org), with subject line "Trainer (Ref# 11-78)."

### BUSINESS SYSTEMS ANALYST, INFORMATION SERVICES/LAWSON • D.C.

Position available with Population Services International. Duties: conducts business needs assessments to gather required data from field offices; analyzes country business requirements and makes appropriate design decisions; configures required setup for each field office; prepares and updates design documents; conducts system tests to validate system design. Qualifications:

B.A./B.S.; knowledge of software configuration management; five years' professional work experience; ability to work in fast-paced team environment; strong analytical and problem solving capabilities; experience with software implementation, including requirements analysis and training. Deadline: 10/29/2011. For more information and to apply, phone: 202.785.0072; website: [www.psi.org](http://www.psi.org).

### DIRECTOR OF PARTNERSHIPS • Boston

Position available with Interise. Duties: cultivates and manages network of partners who utilize organization's small business resources and programs. Qualifications: track record of successful sales management, partnership creation, sales and business development, and marketing experience at regional or national level. Deadline: 9/24/2011. For more information and to apply, email [segmont@egmontassociates.com](mailto:segmont@egmontassociates.com); website: [www.interise.org](http://www.interise.org).

### ASSOCIATE NEW BUSINESS DEVELOPMENT OFFICER • D.C.

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: works as key member of new business development team; plays critical role in new business development efforts to ensure support for foundation's international programs. Qualifications: two years' relevant work experience in or exposure to new business development; experience in international health and development programs. For more information and to apply, visit [www.pedaids.org](http://www.pedaids.org).

### PROCUREMENT AND LOGISTICS OFFICER • D.C.

Position available with Population Services International. Duties: conducts purchasing of health commodities for principal recipients of Global Fund programs under the Global Fund voluntary pooled procurement mechanism. Qualifications: B.A./B.S. or equivalent experience; three years' experience in procurement, logistics, or related field; experience working on U.S. Government, Global Fund, or World Bank-funded projects; willing to travel internationally up to 25 percent of time to countries; strong multi-tasking, communication, and computer skills. Deadline: 10/24/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### SENIOR PROCUREMENT AND LOGISTICS OFFICER • D.C.

Position available with Population Services International. Duties: conducts purchasing of health commodities for Principal Recipients of Global Fund programs under Global Fund Voluntary Pooled Procurement Mechanism. Qualifications: B.A./B.S. or equivalent experience;



five years experience in procurement, logistics, or related field; experience in procurement of health commodities under U.S. Government, Global Fund, or World Bank; fluency in French or Spanish; willingness to travel up to 25 percent of time. Deadline: 10/23/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### PROJECT MANAGER, PROCUREMENT AND LOGISTICS • D.C.

Position available with Population Services International. Duties: manages Global Fund voluntary pooled procurement project for cost-effective and efficient procurement processing of health commodities; leads project's technical direction; provides management oversight. Qualifications: 10 years' significant experience working as procurement professional; working knowledge of French, Spanish, or Portuguese preferred; ability to travel; experience working on U.S. Government-, Global Fund-, or World Bank-funded projects; extensive knowledge of international best practices in procurement procedures. Deadline: 10/24/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### ACCOUNT MANAGER, JOB DEVELOPMENT, WORKFORCE1 CAREER CENTER (REQ#11-07) • New York

Position available with Seedco. Duties: assists organization in engaging employers. Qualifications: B.A./B.S. preferably in business, sales, marketing, or related field; three years' directly related experience. For more information and to apply, email resume and cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org) with subject line "{Account Manager – Job Development, WorkForce1 Career (Req#11-07)."

ings@seedco.org with subject line "{Account Manager – Job Development, WorkForce1 Career (Req#11-07)."

### INTERIM 4-H YOUTH DEVELOPMENT EDUCATOR - DUNN COUNTY • Menomonie, Wis.

Position available with University of Wisconsin-Extension, Cooperative Extension. Duties: provides educational support for 4-H Community Club program; plans, implements, teaches, and evaluates culturally relevant educational programs to meet identified needs and interests of county individuals, businesses, organizations, and communities. Qualifications: B.A./B.S. with content expertise in field related to responsibilities of position, such as youth development, human behavior, education, extension education, recreation, or other behavioral science field; ability to plan, teach, and deliver educational programs. Salary: \$36K–\$40K. Deadline: 9/20/2011. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=STH1206](http://www.uwex.edu/ces/hr/listing.cfm?PVL=STH1206).

### OPERATIONS ASSISTANT (REQ#11-62) • New York

Position available with Seedco. Duties: enters related services for all jobseeker recruitment activities into Worksource1 system; scans jobseeker membership cards when available; performs data entry of customer information forms into Worksource1 from screening events; uploads jobseeker resumes into respective jobseeker Worksource1 account. Qualifications: high school diploma or GED; associate's degree preferred; prior customer service background and skills, including experience in reception, front desk work. For more information and to apply, email resume and cover letter to [jobopenings@seedco.org](mailto:jobopenings@seedco.org) with subject line "Operations Assistant (Ref# 11-62)".

### OFFICE COORDINATOR • New York

Part-time position available with American Friends Service Committee. Duties: functions as part of team to carry out day-to-day aspects of management and administration of Quaker United Nations Office and Quaker House; manages functioning and organization of office to ensure smooth and efficient daily operations. Qualifications: B.A./B.S. or equivalent experience; three years' office management and administrative experience; experience in nonprofit sector preferred; demonstrated organizational and problem solving skills; ability to maintain accurate records and understand interrelatedness of overall program. Salary: \$23,755. Deadline: 9/22/2011. For more information and to apply, visit <https://jobs-afsc.icims.com/jobs/1218/job>.

### PORTAGE COUNTY COMMUNITY, NATURAL RESOURCES AND ECONOMIC DEVELOPMENT

#### EDUCATOR (80%) • Stevens Point, Wis.

Part-time interim position available with University of Wisconsin-Extension. Duties: plans, teaches, and delivers community, natural resources and economic development community-based educational programs through wide variety of teaching methods at sites throughout geographic area served; prepares educational materials, program evaluations, and reports using appropriate technology. Qualifications: B.A./B.S. in field related to responsibilities of position, such as community development, leadership, and organization; content knowledge in related professional field. Salary: \$38K–\$48K. Deadline: 9/20/2011. For information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.262.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=STH1209](http://www.uwex.edu/ces/hr/listing.cfm?PVL=STH1209).

### INTERNATIONAL VISITOR PROGRAM SPECIALIST, EXECUTIVE ASSISTANT • D.C.

Position available with METI, Inc.-U.S. Forest Service. Duties: supports international visitors program and all activities of agency's exchange program; works student exchange visitors' information system; provides administrative support to director and director's office. Qualifications: experience working with international students or visiting scholars; broad range of financial and programmatic tracking, reporting, and administrative skills; strong skills in database operations, accounting, writing, and editing. For more information and to apply, email [mrosalez@meticorp.com](mailto:mrosalez@meticorp.com).

### INTERIM AGRICULTURE EDUCATOR (60-80%) - MARATHON COUNTY • Wausau, Wis.

Part-time interim position available with University of Wisconsin-Extension, Cooperative Extension. Duties: plans, implements, teaches, and evaluates culturally relevant educational programs to meet identified needs and interests of county individuals, businesses, organizations, and communities; focuses on dairy and livestock production, farm business, and financial management. Qualifications: B.A./B.S. in field related to responsibilities of position, such as dairy science, animal science, agricultural business management, agricultural economics, agricultural education, agronomy, or plant sciences; ability to plan, teach, and delivery educational programs. Salary: \$38K–\$50. Deadline: 9/20/2011. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=STH1207](http://www.uwex.edu/ces/hr/listing.cfm?PVL=STH1207).

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## Ask Hotline



**Q:** Does Peace Corps have any more 50th Anniversary events coming up?

**A:** Yes! For more information go to the 50th Anniversary information page at [www.peacecorps.gov/50](http://www.peacecorps.gov/50).

# Peace Corps Response

## Join us for a Webex!

Are you looking for an opportunity to serve overseas again on a short-term basis? Then make plans to attend a virtual information session on Sept. 20 at 12:30 pm EDT! This webinar will feature guest panelists who served with Peace Corps Response. There will be time for Q&A following the presentation.

To register for this event, [click here](#).

## Meet with us in person!

WASHINGTON, DC

The public is invited to celebrate the 15th Anniversary of Peace Corps Response (PCR) during the 50th Anniversary of Peace Corps. A panel of Returned Peace Corps Response Volunteers will share their experiences and how returning to service enriched their personal lives and furthered their professional development. There will be an opportunity to ask questions and interact with panelists and current PCR staff during the session. Additionally, PCR staff members will discuss the recent changes to the program and plans for the future. The event will be from 1-2pm on Saturday, September 24, 2011 at Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC. There will be time for Q&A following the short presentation.

## Peace Corps Response Hot Jobs

### Malaria Initiative Opportunities for RPCVs

Several Response Volunteers are needed to fill positions for the Stomp Out Malaria Initiative in [Cape Verde](#), [Burkina Faso](#), and [Uganda](#). Volunteers will work with local partners to facilitate inter-organization, communication, and coordination, develop a malaria initiative action plan with statements of work and build community support for anti-malarial programs.

### RPCVs with reproductive health experience needed in Zambia

[Maternal and Neonatal Health Advisors](#) are needed to assist various NGOs throughout Zambia by investigating and reporting on a number of factors that affect maternal health. Additionally, the Peace Corps Response Volunteers (PCRVs) will participate in and facilitate maternal and child health logistics system training activities in the province, as well as transfer skills in supply chain management and monitoring at rural health centers and posts.

### RPCV with crop production experience needed in Benin

A [Gardening and Crop Production Advisor](#) is needed to assist several



agricultural teams to coordinate crop planning based on seasons, context, and market demands. The PCRV will help staff members define policies and make strategic choices in seed selection, experimentation, and multiplication. The Volunteer will also conceive and manage a production system that will be adaptable to different and profitable environments.

### Occupational therapist needed in the 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. The Volunteer will also design and implement training on vocational rehabilitation and employment for young adults with disabilities.

Peace Corps Response currently has over 65 openings in 25 countries!

View [all of our open positions](#) and apply today!



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### BEHAVIORAL HEALTH SERVICES PROGRAM ASSISTANT • Portland, Ore.

Position available with Outside In. Duties: supports innovative specialty mental health team providing mental and behavioral health services and resources for diverse population of homeless and low-income clients in integrated primary care clinic; schedules clients; answers phones; works with medical records and advocacy; works 32–40 hours/week. Qualifications: experience working with underserved populations; ability to multitask and retain accuracy; attention to detail; mental health or medical background preferred. Salary: \$13–\$13.25/hour. For more information and to apply, email [apply@outsidein.org](mailto:apply@outsidein.org); phone: 503.535.3800; website: [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

### GRANTS SPECIALIST • Miami

Position available with Florida Immigrant Advocacy Center. Duties: identifies prospective foundation, corporation, and state and federal government agencies to diversify organization's funding base; writes proposals and grant applications; works with program staff to implement projects, monitor funded work, and prepare reports and invoices for grant and contract managers. Qualifications: B.A./B.S.; M.A. preferred; experience writing grants and preparing

reports for not-for-profit organizations; excellent writing and editing skills; good human relations skills; ability to communicate well and work with contract managers, funders, partner agencies, and program staff; knowledge of local, state, and national foundations helpful. For more information and to apply, email [gwright@fiacfla.org](mailto:gwright@fiacfla.org); website: [www.fiacfla.org](http://www.fiacfla.org).

### PROGRAM MANAGER • Los Angeles

Position available with Computers for Youth. Duties: oversees Take IT Home program and school relations for approximately 10 schools; works closely with team of program managers and program coordinators; reports directly to lead program manager. Qualifications: passion for organization's mission; B.A./B.S.; one year's experience in program management; proven organizational and problem-solving skills; demonstrated experience leading large presentations or training sessions; detail orientation; strong writing, relationship, and people skills. For more information and to apply, email [jobs@cfy.org](mailto:jobs@cfy.org); website: [www.cfy.org](http://www.cfy.org).

### CAREER COACH (REF# 11-11) • New York

Position available with Seedco. Duties: uses combination of cognitive- and solution-based techniques to work one-on-one with all employed

candidates. Qualifications: B.A./B.S. in related field; motivation; creativity; ability to be team player; excellent written and oral communication skills. For more information and to apply, email resume, cover letter, and salary requirements in Microsoft Word format to [jobopenings@seedco.org](mailto:jobopenings@seedco.org) with subject line "Career Coach (Ref# 11-11)"; website: [www.seedco.org](http://www.seedco.org).

### DODGE COUNTY INTERIM FAMILY LIVING EDUCATOR • Juneau, Wis.

Position available with University of Wisconsin-Extension. Duties: plans, teaches, and delivers family living programs, community-based education programs through wide variety of teaching methods at sites through geographic area served; prepares educational materials, program evaluations, and reports using appropriate technology. Qualifications: B.A./B.S. with content expertise and one degree in field related to responsibilities of position; content knowledge in professional field of family and consumer sciences; ability to play, teach, and deliver educational programs. Salary: \$42K–\$47K. Deadline: 9/20/2011. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.262.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=STH1208](http://www.uwex.edu/ces/hr/listing.cfm?PVL=STH1208).

# Peace Corps Digital Library

<http://collection.peacecorps.gov>

Have any photos or stories from your Peace Corps experience?

## SUBMIT NOW!





## International

### CHIEF OF PARTY • Cap Haitien, Haiti

Position available with Creative Associates International. Duties: increases agricultural incomes and exports in Haiti's Northern Corridor. Qualifications: M.A.; 15 years' relevant experience; experience managing project of similar size; experience with USAID; spoken and written fluency in English and French; demonstrated understanding of Haitian context; demonstrated ability to work and coordinate with wide variety of organizations. Deadline: 10/5/2011. For more information and to apply, email [ChrisW@CreativeDC.com](mailto:ChrisW@CreativeDC.com); website: [www.creativeassociatesinternational.com/CAIStaff/Dashboard\\_GIROAdminCAII](http://www.creativeassociatesinternational.com/CAIStaff/Dashboard_GIROAdminCAII).

### TECHNICAL AND PROGRAM COORDINATOR • Somaliland

Position available with Population Services International. Duties: provides technical, financial, and managerial support to organization and five other non-governmental organizations in Health Consortium Somalia Program. Qualifications: B.A./B.S. in relevant discipline; five years' work experience; M.A. in relevant discipline preferred; proficiency in word processing, spreadsheet software, and data analysis; experience in program management, especially maternal and child health; technical experience in maternal and child health; project management experience; strong communication skills. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### MONITORING AND EVALUATION

#### TECHNICAL ADVISOR • Nigeria

Position available with Population Services International. Duties: monitors sub-contractor progress in various program areas; develops monitoring and evaluation work plans; monitors overall program progress and achievement of activities and outputs; develops research designs for HIV/AIDS studies and operations research including study designs. Qualifications: M.A. or equivalent experience in social, medical, or biological sciences; Ph.D. preferred; five years' relevant developing country work experience; experience in design, management, analysis, and dissemination of behavioral research in public health, especially HIV/AIDS. Deadline: 11/9/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### SENIOR FINANCIAL MANAGER • Cap Haitien, Haiti

Position available with Creative Associates International. Duties: ensures contractual requirements are met based on USAID policies and

procedures; develops and implements financial procedures in compliance with organization and USAID policies and procedures; manages procurement actions and executing subcontracts and consulting agreement; manages payroll and staff. Qualifications: B.A./B.S. in relevant field; 15 years' relevant experience; experience managing finances for project of similar size; experience with USAID project finances and budgeting preferred or similar work for other donors and U.S. government agencies; ability to work in English and French. Deadline: 10/5/2011. For more information and to apply, email [ChrisW@CreativeDC.com](mailto:ChrisW@CreativeDC.com); phone: 202.772.5159; website: [www.creativeassociatesinternational.com/CAIStaff/Dashboard\\_GIROAdminCAII](http://www.creativeassociatesinternational.com/CAIStaff/Dashboard_GIROAdminCAII).

### SENEGAL PROGRAM DIRECTOR • Dakar, Senegal

Position available with Global Citizen Year. Duties: leads organization's local program and operations. Qualifications: five years' management experience with domain expertise in international development; five years' experience living in Senegal; experience in international development or education; broad network in Senegalese social sector; experience working across Senegalese and American cultures; successful track record building and managing high quality youth programs. Deadline: 9/30/2011. For more information and to apply, visit <http://globalcitizenyear.org/about/careers/>.

### SENIOR MARKETER • Vietnam

Position available with Population Services International. Duties: develops and implements

trade marketing strategies to motivate retail outlets to improve access to and visibility of essential health products including male condoms and water-based lubricant; develops and implements strategies to increase commercial condom brand accessibility and visibility in hotels and guest houses. Qualifications: M.B.A. or equivalent degree; three years' in senior marketer position overseeing comprehensive and complex marketing plans for multiple fast-moving consumer good products including extensive interactions with sales and distribution units and integrated strategies to incentivize both trade and consumers. Deadline: 10/26/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### PUBLIC SCHOOL TEACHERS • Abu Dhabi, United Arab Emirates

Position available with Teach Away Inc. Duties: teaches kindergarten, elementary (grades 1-4), or secondary English in local public schools as part of massive educational reform. Qualifications: B.A./B.S.; government-issued teaching license; one year's experience teaching at relevant level; native English skills. Salary: \$3,350-\$5,500/month. Deadline: 10/14/2011. For more information and to apply, email [jobs@teachaway.com](mailto:jobs@teachaway.com); website: [www.teachaway.com/form/application.php](http://www.teachaway.com/form/application.php).

### COMMUNITY ECONOMIC DEVELOPMENT PROGRAM MANAGER • Kenya

Position available with Nuru International. Duties: effectively manages microfinance operations in order to deliver high quality training and

## The RPCV Career Center has moved from Rosslyn, VA to Washington, DC

*Though the RPCV Career Center is located on the fifth floor of the building across the street from headquarters, all Career Center guests are required to clear security, check-in, and wait for an escort in the lobby of the main headquarters building. RPCVs will not be permitted to enter the RPCV Career Center without clearing security.*

The Career Center is open to RPCVs **Monday through Friday 10am-5pm**. Please note that the RPCV Career Center is closed on all federal holidays.

For RPCVs wishing to visit the new RPCV Career Center location, please visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) and check the posting titled: "RPCV CAREER CENTER HAS MOVED TO DC - Walk In Hours."



services to community members, while ensuring loan portfolio and all lending activities comply with organization's community economic development microfinance model guidelines and performance expectations; trains and mentors program team; empowers local leaders. Qualifications: B.A./B.S. in business, finance, or international development; M.B.A. preferred; two years' operational field experience and project management in microfinance, preferably in rural credit cooperatives or microsavings and micro-credit institutions; experience with information systems. Deadline: 12/1/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

### DEMAND PLANNER • Geneva

Position available with Population Services International. Duties: works closely with Global Fund and principal recipients; designs and generates weekly and monthly statistical forecast reports; closely coordinates and communicates customer action plans with supply planning; continuously improves forecasting techniques, method, and approach. Qualifications: three years' related experience with background in master scheduling, forecasting, procurement, and planning; B.A./B.S. finance, accounting, math, or statistics; M.B.A. preferred; strong analytical abilities; strong knowledge of demand planning process preferably within supply chain for health commodities. Deadline: 10/24/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

## Intern/Volunteer

### INTERNSHIP, BACK TO WORK • New York

Position available with Seedco. Duties: incorporates several key areas of Welfare-to-Work program including case management, job-readiness training, job development, job retention, and program-related administrative assistance. Qualifications: M.A. preferred; excellent public speaking and presentational skills. For more information and to apply, email resume and brief cover letter to [internships@seedco.org](mailto:internships@seedco.org) with subject line "Internship, Back to Work"; website: [www.seedco.org](http://www.seedco.org).

### EDUCATION FELLOW • Kenya

Position available with Nuru International. Duties: works with education team and monitoring and evaluation team to develop measurement tools and surveys to assess impact of organization's education programs on poverty level of community; refines education model; manages organization's outreach programs and learning

center; maintains communication with community and Ministry of Education. Qualifications: B.A./B.S.; three years' experience in program management and implementation; experience with alternative education approaches and education systems in developing country strongly preferred; prior experience living and working in developing country. Deadline: 11/15/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

### ENGLISH AND ENVIRONMENTAL EDUCATOR • Patagonia, Chile

Positions available with WorldTeach and Patagonia Sur Foundation. Duties: collaborate with local English teacher in classroom, kindergarten through twelfth grade; leads English workshops; creates community activities relating to environmental education such as building and maintaining composts, leads students on conservation hikes, and assists in afterschool environmental education workshops. Qualifications: experience teaching or working with children and adults in classroom setting; experience working on conservation and environmental issues; Spanish language proficiency. Salary: \$750/month. Deadline: 10/15/2011. For more information and to apply, email [wchile@worldteach.org](mailto:wchile@worldteach.org); phone: 617.495.5527; website: [www.worldteach.org/programs/chile\\_pat\\_sur\\_year.html](http://www.worldteach.org/programs/chile_pat_sur_year.html).

### MONITORING AND EVALUATION FELLOW • Kenya

Position available with Nuru International. Duties: manages data collection and metrics; assists with data-driven decision making; continues development of robust data collection and storage system, and mobile-phone based system; manages and coaches local monitoring and evaluation staff; serves as monitoring and evaluation liaison to organization's field staff. Qualifications: M.A. or B.A./B.S. with two years' work or volunteer experience; ability to perform crisis management and rapid, innovative problem solving in uncertain environments. Deadline: 11/15/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

### COMMUNITY ECONOMIC DEVELOPMENT FELLOW • Kenya

Position available with Nuru International. Duties: effectively manages microfinance operations in order to deliver high quality training and services to community members, while ensuring loan portfolio and all lending activities comply with organization's community economic development microfinance model guidelines and performance expectations. Qualifications:

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



- Add a returned Peace Corps Volunteer group based on country of service, geographic region, or interest
- Connect with thousands of RPCVs around the U.S.
- Continue to receive WorldView magazine
- Make your voice heard on important advocacy issues.

Visit [www.PeaceCorpsConnect.org/free](http://www.PeaceCorpsConnect.org/free) to join.



Want a more personal connection? RPCV Mentors can ease the transition home and help you make the most of Peace Corps community resources. They get it!

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

## Free Online RPCV Resources!

Explore career paths with Focus Careers Self-Assessment Software

Find international jobs with *International Career Employment Weekly* and *Public Health Jobs Worldwide*.

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

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



B.A./B.S. business, finance, or international development; M.B.A. preferred; experience working with management information systems; two years' operational field experience in microfinance organization, preferably in rural credit, cooperatives, microsavings, or microcredit. Deadline: 11/15/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

### HEALTHCARE FELLOW • Kenya

Position available with Nuru International. Duties: trains and mentors healthcare program team, including community health workers; empowers local leaders in healthcare program to continually take ownership of program; adapts and implements healthcare interventions within organization's community healthcare worker framework to prevent and mitigate under five mortality. Qualifications: B.A./B.S. in nursing or registered nurse or nurse practitioner certificate with equivalent experience; M.P.H. preferred; one year's experience creating and sustaining healthcare solutions for poor; prior experience living and working in developing world; solid quantitative skills and experience with Excel. Deadline: 11/15/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

### AGRICULTURE FELLOW • Kenya

Position available with Nuru International. Duties: ensures agriculture program is sustainable and scalable; trains and mentors organizations' agriculture program team; empowers local leaders in agriculture program to continually take increased ownership of program; manages recruiting of new farmers and scale to new communities within program. Qualifications: B.A./B.S. in international development, business, or agriculture; M.A. preferred; two years' experience in project management; one year's experience creating and sustaining agricultural solutions for poor; prior experience living and working in developing world; solid quantitative and Excel skills. Deadline: 11/15/2011. For more information and to apply, email [jobs@nuruinternational.org](mailto:jobs@nuruinternational.org); website: [www.nuruinternational.org](http://www.nuruinternational.org).

schools. Qualifications: B.A./B.S.; passing scores on California Basic Education Skills Test and California Subject Examinations for Teachers exams; admission to University of San Francisco or Stanford Teacher Education Programs. Apprentice stipend: \$12,100. First year teacher salary: \$45K. Deadline: 3/1/2012. For more information and to apply, email [mjimenez@sfdedfund.org](mailto:mjimenez@sfdedfund.org); phone: 415.749.3700, ext. 3033; website: [www.sfdedfund.org/SFTR](http://www.sfdedfund.org/SFTR).

### TEACHING ENGLISH AS SECOND LANGUAGE CERTIFICATE • Madison, Wis.

Certification program available with Midwest Teacher Training Program. Earn Teaching English as a Foreign Language certificate in 5-week intensive, on-site teacher training program. RPCVs and AmeriCorps VISTAs receive 10% tuition discount with proof of service. Program offers hands-on approach to teaching and preparing trainees to teach English overseas and is associated with English as Second Language which provides opportunities to interact with professional teachers and international students. Program includes teaching practice, classroom observations, and job placement assistance. No teaching experience required. For more information and to register, 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).

## Education

### RESIDENT/TEACHER • San Francisco

Position available with San Francisco Teacher Residency Program. Duties: teaches math, science, Spanish-bilingual, or elementary education; works as year-long apprentice in urban classroom; takes master's level coursework; earns California Preliminary Teaching license; graduates to teach in San Francisco public

*Continued from page 1*

into software that you didn't even know existed.

If you find yourself struggling because you can't get your margins to line up, try typing "Margins Microsoft Word" into any of the plethora of search engines available. You will find tons of resources on how to fix whatever problem you are having. While you are at it, try watching a tutorial on Microsoft Word paragraph styles, and one on Microsoft Publisher—two tools that can really help you format an awesome looking resume!

Free video classes are a great resource as you can learn some rare and marketable skills. Through the help of such videos, I myself have mastered the entire Adobe Creative Suite, learned how to play some awesome guitar riffs, and even learned a

few phrases in American Sign Language. But it is important to remember that just about anyone can make a video and not everyone who posts a tutorial is going to be an expert in the field. You can get tips on acing a job interview, but it doesn't mean that those tips are good ones. If you don't think the advice you are being given in the video is sound, don't take it and search elsewhere.

And remember, there are tons of internet scams out there, so be careful. There are videos that look like they are on promising subjects, but they link out to other sites, or they display a video that is just a URL. In these situations, never go to that URL as these are most likely scams. If the video is free and legal, it should pull up in YouTube directly, versus taking you to another site.

Lastly, don't let the technology learning curve throw you. Of course an employer wants their chosen candidates to have the ability to work in a modern office environment, and with the help of the above tools, you can master the latest, ever changing technology in no time. But equally important and worthy of mention on your resume and in interviews is the fact that you were able to survive and succeed in a resource-challenged environment, without the luxury of technology. You thrived in a resource poor setting, thinking up innovative ways to address the needs of your community where technology wasn't readily available. Through that, you have demonstrated the ability to learn and adapt, and that is an incredibly impressive skill that even the most modern of employers are looking for.

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

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



## Do you have NCE\* and want to work for the Peace Corps? The RPCV Noncompetitive Eligibility Hiring Program can help you get your foot in the door!

To apply, visit [www.peacecorps.gov/rpcv](http://www.peacecorps.gov/rpcv) choose the “Jobs” tab and click on “RPCV Noncompetitive Employment Program.”

\* Not sure if you still have NCE? Read our special issue of Hotline.



### Basic information about the program:

- When you apply using this mechanism, you are adding your résumé to a pool of RPCV candidates who may be considered for vacancies at the Peace Corps (hiring managers are not required to use this roster to fill a vacancy).
- Managers can use this roster to fill positions up to the FP-5 (GS-9/10) grade level.
- This announcement is open-continuous, which means that the positions listed are not necessarily vacant.
- You must recertify your eligibility and interest every 90 days; otherwise you will be removed from the roster.
- You may be contacted for an interview right away, or you may never be contacted - it depends on the hiring managers' needs.
- For more information, please contact Peace Corps' Human Resources Office at 202.692.1200 or [hrmjobs@peacecorps.gov](mailto:hrmjobs@peacecorps.gov).

### Tips from RVS on how to make your NCE application stand out:

- Working at Peace Corps is fundamentally an office-based job, so you need to highlight your administrative and other concrete skills in your application. Peace Corps needs people who can keep up with hundreds of emails a day, write memos and other documents well, and organize information.
- Don't count on your résumé to do all the work! When hiring managers open your file in Avue, they will see the “Work History” section first. If that's not well-written, they may not even open your résumé file.
- When crafting your work history, focus on your accomplishments related to each job. Rather than a passive description of your responsibilities (e.g., “My duties included....”), show the hiring manager how you solved problems, saved (or made) money, increased efficiency, etc. during your Peace Corps service and in other jobs.
- When composing your narrative responses (the section titled “KSAs/Competencies”), it is not enough to write, “I am interested in a position in the Country Desk Unit...” since most RPCVs are. Instead, you should write about how your previous accomplishments lend themselves to the duties of the positions in question.
- Likewise, a hiring manager will see all the narrative responses that are a part of your application, so don't use the same responses for all your narratives. Instead, address as specifically as you can the various bulleted sets of responsibilities included in each job category.
- Always include a cover letter; since most RPCVs don't, this detail will go far to set you apart from the other 100 people on the roster. It will also show hiring managers what a good writer you are!

