



Hotline



For Returned Volunteers/
From the Office of Public Engagement

Hot Resources

Highlights

**Don't Miss This Free Online
Resume Writing Webinar, Nov. 3rd!**

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French Speakers Needed

For more information see page 10

Learn More About InterAction

For more information see page 8

Peace Corps Hotline

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To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact
Peace Corps

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

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Paul D. Coverdell Fellows Program

Peace Corps Response

Surviving Unemployment in a Tough Economy

By Jodi Hammer, RPCV Career Center Coordinator, RPCV/Ecuador, 1994-1997



In today's tough economy, I frequently encounter RPCVs struggling with unemployment, either initially upon return to the States when attempting to transition into post-Peace Corps employment while juggling the challenges of readjustment, or after rejoining the ranks of the unemployed after falling victim to all-too-frequent staff reductions in today's dismal economy.

Periods of unemployment can be especially discouraging for RPCVs who have successfully transitioned into a fulfilling post-Peace Corps job only to find themselves unexpectedly laid off for reasons beyond their control. Many fear that the resulting—sometimes lengthy—gap in employment will be viewed negatively by prospective employers, but this is not necessarily the case. Most organizations today—government, private sector and non-profits alike—understand all too well, often from first-hand experience, the unfortunate reality of having to make staff reductions due to decreased funding and budget cuts. Being laid off is not the 'scarlet letter' that many fear it to be nor does it signal a red flag to prospective employers as to

your abilities. If you find yourself the victim of a lay-off, be honest, straightforward and as positive as possible in explaining your situation to prospective employers. Use clear and non-defensive language, stressing any positive feedback and performance appraisals in such discussions. How you handle stress and challenges says a lot to an employer. You might also consider asking your former boss to write a short reference letter attesting to your skills, which you can offer to prospective employers as proof of your abilities.

Organizations today not only understand that there are many very qualified persons who are either unemployed or underemployed in today's depressed job market, they also realize that the current job search process can take many months—far longer than in prior years due to the current economic environment. A recent Bureau of Labor Statistics report showed that, as of September, 2011, the average period of unemployment was 40 weeks—yes, nine months—but don't lose faith—it may well take you much less than that, depending on how disciplined and proactive you are with or-

ganizing and carrying out your job search.

The length of your own unemployment will depend largely on how much you invest yourself in the job search process. It comes down to how much time and energy you are willing to actively dedicate to searching, and how flexible and resourceful you are in the process. Following are some tips on how to take control and help reduce the length of your job search.

First, **REDEFINE YOUR JOB SEARCH**. Instead of seeing it as a 'dreaded but necessary evil', treat your search for employment as a full-time job.

Plan to spend at least 30 hours/week in fully-focused job search mode. Set a regular 'work' schedule and stick to it; consider working outside of your home—whether in a library, café, or career center—if you are easily distracted at home by household tasks and 'nap-time'. Find that place you can concentrate best without interruption and frequent it.

Also consider tapping into your nearest One-Stop Career Center—free state and/or federally funded employment centers located throughout the States provide unemployed persons

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Public Sector

CLEAN AIR ACT INSPECTOR • Boston

Position available with U.S. Environmental Protection Agency. Duties: conducts field inspections of air pollution sources such as factories, power plants, painting shops, truck depots, and refrigeration systems to determine compliance. Qualifications: B.S. in engineering; strong environmental ethic; strong writing and verbal communication skills; ability to work independently and in teams; ability to do field work; driver's license and ability to travel approximately once per month. Salary: \$42K–\$51K. For more information and to apply, email rapp.steve@epa.gov; phone: 617.918.1551; website: www.epa.gov/aboutepa/region1.html.

PARK RANGER • Asheville, N.C.

Position available with National Park Service—Blue Ridge Parkway. Duties: staffs three visitor centers; answers park questions; develops and presents interpretive programs, including hikes, campfire programs, and family activi-

ties; rings up bookstore sales items; contributes to 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 operate cash register and handle money. Salary: \$13.50. Deadline: 1/23/2012. For more information and to apply, email michele_maertens@nps.gov; phone: 828.407.5630; website: www.nps.gov/blri.

PROGRAM ANALYSTS • D.C.

Noncompetitive eligibility position available with African Development Foundation. Duties: manages portfolio of overseas economic development operations. Qualifications: GS-09 level; professional or educational experience in economics, finance, accounting, business, grants management, or international development preferred; strong analytical, organizational, and communication skills; knowledge of or interest in Africa beneficial; regional language proficiency beneficial. Salary: \$51,630. Deadline: 11/07/2011. For more information and to apply, email cmcallister@usadf.gov and info@usadf.gov; phone: 202.233.8805; website: www.USADF.gov.

Private Sector

MONITORING AND EVALUATION ADVISOR • Chapel Hill, N.C.

Position available with IntraHealth International, Inc. Duties: provides leadership and guidance on monitoring, evaluation, and research (MER) activities. Qualifications: eight years' experience working in MER including designing and facilitating MER systems and building MER capacity in local institutions. Deadline: 12/10/2011. For more information and to apply, email jobs@intrahealth.org; website: www.intrahealth.org/section/careers.

INSTITUTIONAL STRENGTHENING ADVISOR • Chapel Hill, N.C.

Position available with IntraHealth International, Inc. Duties: serves as senior technical expert. Qualifications: ten years' experience in international health and development; experience with U.S. government funded projects and in Africa preferred. Deadline: 12/10/2011. For more information and to apply, email jobs@intrahealth.org; website: www.intrahealth.org/section/careers.

PARALEGAL - FARMWORKER UNIT • Raleigh, N.C.

Position available with Legal Aid of North Carolina. Duties: gives litigation support for cases as part of team with attorneys and paralegals; works independently to gather and synthesize documentary and testamentary proof for cases; maintains records in office case management system; interviews clients under attorney supervision; handles administrative cases under attorney supervision; leads outreach team; conducts client education sessions; works some evenings or weekends. Qualifications: experience with farm workers or employment law issues preferred; good organization and computer skills; Spanish language fluency. Deadline: 11/18/2011. For more information and to apply, email blessb@legallaidnc.org; website: www.legallaidnc.org.

PROGRAM OFFICER • Baltimore, Md.

Position available with Johns Hopkins University / The Center for Communication Programs (CCP). Duties: supports one or more field programs for NetWorks project; serves as field program's consistent link to Baltimore; provides day-to-day problem solving, technical input, writing and editing, and procurement processing field programs require; travels internation-

HOT! OPPORTUNITIES

SENIOR DIRECTOR OF GENDER AND EMPOWERMENT • Atlanta or D.C.

Position available with CARE USA. Duties: sets organization's strategic vision and direction; provides leadership and institutional support for gender and empowerment approaches. Qualifications: M.A. in social science; formal gender studies, women's studies, or research training; 15 years' experience in international development; 10 years' experience in leading gender equality and equity; eight years' leadership experience in international gender equity or women's empowerment. Deadline: 12/5/2011. For more information and to apply, visit tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=CAREUSA&cws=1&rid=1468.

HEAD OF FOOD, JUSTICE, AND LIVELIHOODS • Atlanta or DC

Position available with CARE USA. Duties: provides leadership for technical staff in sub-teams of economic development, access Africa, water, gender, and food security, and climate change; works with team to ensure program standards and systems in place. Qualifications: 10 years' senior management or leadership experience with international agencies; 10 years' experience in international programming; team management experience; successful fundraising experience; experience planning and overseeing large budgets; knowledge of large interdependent decentralized organizations. Deadline: 12/5/2011. For more information and to apply, visit: tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=CAREUSA&cws=1&rid=1464.



ally to provide technical assistance in areas of expertise. Qualifications: M.A.; three years' related experience; French language skills. Salary: \$45,694–\$62,858. For more information and to apply, visit <http://jobs.jhu.edu>.

HOUSING SPECIALIST • Portland, Ore.

Position available with Outside In. Duties: joins an energetic and innovative team; provides transitional housing program for culturally diverse, homeless youth, ages 16–24; stays on-call; works overnights and weekends occasionally. Qualifications: two years' experience working in areas of at-risk youth, homeless youth, or shelter and housing programs; Spanish language ability preferred. Salary: \$11/hour. For more information and to apply, email apply@outsidein.org; phone: 503.535.3800; website: www.outsidein.org.

ENVIRONMENTAL HEALTH ADVISOR • D.C.

Position available with Global Health Fellows Program II. Duties: provides technical leadership for environmental health, especially sani-

tation and indoor air quality; provides technical assistance to offices and divisions, USAID missions, and regional bureaus. Qualifications: M.A. in public health, engineering, or related field; five years' experience in research, design, implementation, or evaluation of international health, especially environmental health programs. Deadline: 11/15/2011. For more information and to apply, email ghfprecruitment@ghfp.net; website: www.ghfp.net.

INFORMATION TECHNOLOGY SPECIALIST • Portland, Ore.

Position available with Outside In. Duties: works with administrative and information technology teams at nonprofit clinic to support and maintain the electronic health records software and all third-party add-ons to the electronic health records system; assists with clinic operations such as data extraction and reporting and quality assurance; completes various information technology software and hardware support duties. Qualifications: two years' relevant information technology experience, includ-

ing hardware and software support. Salary: \$33,280–\$34,840. For more information and to apply, email apply@outsidein.org; phone: 503.535.3800; website: www.outsidein.org.

SUPPORT REPRESENTATIVE • Various U.S. Locations

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 farmers; travels throughout Northeast and Midwest states. Qualifications: dairy or other farm experience preferred; Spanish language fluency. For more information and to apply, email Brandon.Mallory@agri-placement.com; website: www.agri-placement.com.

ACCOUNTS MANAGER • New York

Position available with Seedco. Duties: researches large employers with hiring needs suited to wide range of skills and interests of large volume of job seekers; identifies key employers hiring personnel; generates new business accounts by selling New York business solutions suite of services to employers in the Manhattan area. Qualifications: B.A./B.S.; degree in business, sales, marketing, or related field preferred; three years' directly related experience. Deadline: 11/30/2011. For more information and to apply, email jobopenings@seedco.org.

ACCOUNTS MANAGER • New York

Position available with Seedco. Duties: develops recruiting plan for each employer outlining timeframe, outcomes, and processes to be used to satisfy the 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; Spanish language fluency preferred. Deadline: 11/30/2011. For more information and to apply, email jobopenings@seedco.org.

CAREER ADVISOR • 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; compares assessments against customer career goals; assists customers in developing individual employment plans. Qualifications: B.A./B.S.;

HEADS UP!

There's still time to register for the free online RPCV Webinar on "WRITING AN IMPACTFUL RESUME: TIPS AND TECHNIQUES FOR STRENGTHENING YOUR RESUME" which will take place on THURS., NOV. 3, from 1-2 p.m. (EDT).

Whether you're just venturing into the job search or you're frustrated by the little to no response you've gotten on the multitude of resumes you've already submitted, this event is for you. RPCV Career Center Coordinator Jodi Hammer will share tips and techniques on how to get the attention of employers through impactful, well-formatted resumes and answer your questions live online so plan to participate from the comfort of your home or anywhere you have Internet access and sound. All RPCVs are invited to participate online but you do need to register in advance by visiting: <https://peacecorps.webex.com/mw0306l/my-webex/default.do?siteurl=peacecorps&service=6>

Registration deadline: 9 p.m. (EDT), Nov. 2.





three years' directly related experience in employment counseling; excellent communication, interpersonal, and analytical skills; Spanish language fluency preferred. Deadline: 11/30/2011. For more information and to apply, email jobopenings@seedco.org.

EXECUTIVE PROGRAM ASSISTANT • New York

Position available with Seedco. Duties: serves as principal aide to senior vice president; supports senior vice president in managing wide range of issues. Qualifications: B.A./B.S.; three years' relevant experience; experience reporting to member of senior management; experience working for non-profit preferred; proficiency in Microsoft Office applications including Word, Excel, and PowerPoint. For more information and to apply, email sfsjobopenings@seedco.org; website: www.seedco.org.

PROJECT ADMINISTRATION MANAGER • Research Triangle Park, N.C. and D.C.

Position available with RTI International. Duties: participates with senior project management in implementing projects by performing financial, contractual, operational, and administrative management activities to support successful achievement of project deliverables; prepares any contract budget revisions, extensions, and any work plan budgets. Qualifications: M.A.; three years' experience; advanced budgeting, financial analysis, and spreadsheet skills; strong attention to detail; experience with supporting international field-based projects. For more information and to apply, visit www.rti.org/job13567.

ASSOCIATE, EXECUTIVE, AND SENIOR DIRECTORS • Various Locations

Positions available with CCS. Duties: provide full-time, onsite fundraising and management consulting services; work collaboratively with organization's executives and client leaders to identify, design, and implement management and development methodologies to prepare for and conduct successful fund-raising campaigns. Qualifications: capital campaign or major gifts fundraising experience or transferable consulting, communications, marketing, and strategic planning experience; ability to temporarily relocate for regional assignments. For more information and to apply, email somalley@ccsfundraising.com; phone: 800.832.3214; website: www.ccsfundraising.com/careers.

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

Have any photos or stories from your Peace Corps experience?

SUBMIT NOW!

SERVICE OPERATIONS SPECIALIST • New York

Position available with Seedco. Duties: serves expansion center; oversees daily office management functions at center; serves as initial customer facing entity through facilitation of individual and small group sessions. Qualifications: associates; B.A. or B.S. in relevant field preferred; strong communication, interpersonal, and analytical skills. For more information and to apply, email jobopenings@seedco.org.

DAIRY AND LIVESTOCK EXTENSION SPECIALIST • Mount Vernon, Wash.

Position available with Washington State University. Duties: leads innovative programs in dairy and livestock production in area; works collaboratively as member of statewide animal agriculture team; integrates efforts with research and extension centers, animal sciences departments, veterinary extension programs, and county extension offices in area. Qualifications: M.A. in animal science or related field; strong academic training or experience in livestock or dairy production. Deadline: 12/1/2011. For more information and to apply, email eo.coordinator@wsu.edu; phone: 509.335.2822; website: www.wsujobs.com.

HEAD OF GIRLS' EMPOWERMENT AND ADOLESCENT PROGRAMMING • Atlanta

Position available with CARE USA. Duties: provides strategic direction and leadership to program effort in girls and adolescent empow-

erment; evolves strategy, approaches, linkages, and internal capacity to effectively address, promote, and implement gender and development priorities. Qualifications: M.A. in social science; education; public health; international development, or related field; six years professional experience in development, implementation, or management and evaluation of programs working with children, youth, or women. Deadline: 12/5/2011. For more information and to apply, visit tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=CAREUSA&cws=1&rid=1467.

PROJECT DIRECTOR • Chapel Hill, N.C.

Position available with IntraHealth International, Inc. Duties: provides vision and leadership for Global Health Resources and Services Administration project. Qualifications: ten years' experience in public health programming at leadership level, including high level collaboration with U.S. donor agencies, international donors, host country governments, and local partner agencies. Deadline: 12/10/2011. For more information and to apply, email jobs@intrahealth.org; website: www.intrahealth.org/section/careers.

GLOBAL FUND TECHNICAL ADVISOR • D.C.

Position available with Population Services International. Duties: provides technical and program management assistance to programs and to support platforms to implement effective and robust global fund principal recipient and sub-recipient awards. Qualifications: M.A. in related field; five years' experience managing and im-



Tips from the Certification Specialist

Do you need proof of group health plan coverage while you were a Peace Corps Volunteer? Please contact certifications@peacecorps.gov to obtain a Certification Request Form. Please allow 7-10 business days to process your request.

~ Nicolette Fertakis,

Peace Corps Certification Specialist



plementing programs in developing countries; strong working knowledge of French language required; ability to travel internationally. Deadline: 11/30/2011. For more information and to apply, visit www.psi.org.

EXECUTIVE DIRECTOR • Oakland, Calif.

Position available with Family Violence Law Center. Duties: guides development and implementation of plans; ensures best practices; focuses on board development, finances and budgets, fundraising, program delivery, staff recruitment and development, public relations outreach, and communications. Qualifications: J.D., or M.A. in public health, nonprofit administration, social work, or related field, or related experience and five years' of senior level nonprofit management experience; experience with fundraising, operational planning and execution, and complexities of personnel management. For more information and to apply, email fvlc@peopleandsystems.com; website: www.nonprofitJOBMARKET.org/jobDetail.aspx?jobId=5798.

APPRENTICE AND PROGRAMS COORDINATOR • Bethel, Alaska

Position available with Yuut Elitnaurviat, People's Learning Center, Incorporated. Duties: recruits for eight vocational programs that take place at organization during year; develops and administers organization's four federally registered apprenticeship programs; develops promotional material for relevant programs; assists local people of southwest Alaska in finding employment. Qualifications: B.A./B.S.; teaching or recruiting experience; three years' management experience preferred; strong commitment to customer service; ability to lead projects and think critically about efficiency, purpose, and mission to accomplish goals and objectives. Salary: \$45K-\$50K. Deadline: 11/23/2011. For more information and to apply, email josborne@yuut.org; phone: 907.543.0996; website: www.yuut.org.

TEACHER IN TRAINING • San Francisco

Position available with San Francisco Teacher Residency. Duties: earns California preliminary teaching credential while combining yearlong teaching apprenticeship in math, science, Spanish-bilingual, and elementary education in urban classroom with master's level coursework. Qualifications: B.A.; passing scores on California basic educational skills test and California subject examinations for teachers exams; admission to University of San Francisco or Stanford Teacher Education Programs. Salary: \$12,100. Deadline: 3/01/2012. For more information and to apply, email mjimenez@sfdfund.org; phone: 415.241.6101 ext.3057; website: www.sfdfund.org/sftr.

PROJECT ADMINISTRATION MANAGER • Research Triangle Park, N.C. and D.C.

Position available with RTI International. Duties: prepares contract budget revisions, extensions, and any work plan budgets; coordinates with project management team for inputs; initiates, prepares, and maintains cost-to-complete and other financial reporting for project team, other internal stakeholders, and client. Qualifications: M.A.; three years' experience; French language fluency; advanced budgeting, financial analysis, and spreadsheet skills; strong attention to detail; experience with supporting international field-based projects. For more information and to apply, visit www.rti.org/job13568.

International

VOLUNTEER, HEALTH SYSTEMS

STRENGTHENING • Monrovia, Liberia

Position available with Clinton Health Access Initiative. Duties: helps carry out preliminary activities; supports additional activities as needed. Qualifications: B.A. in public health, global health, or international relations; strong analytical and writing skills; strong commu-

nication and team building skills; ability to set priorities, multi-task, troubleshoot, and work independently; strong Microsoft Excel skills; ability to travel. For more information and to apply, email recruitment@clintonhealthaccess.org; phone: 617.774.0110; website: www.clintonfoundation.org.

ENGLISH AS FOREIGN LANGUAGE INSTRUCTOR • Jinan, Shandong Province, China

Position available with Clark University. Duties: teaches at partner university in China from late February through early June 2012. Qualifications: M.A. in related field; experience teaching at university level. Deadline: 11/15/2011. For more information and to apply, email [jraby@clarku.edu](mailto:jrabry@clarku.edu).

DEPUTY OPERATIONS MANAGER • Kinshasa, DRC

Position available with IMA World Health. Duties: supports operations manager to facilitate grants management in Democratic Republic of Congo; ensures adherence to standard contracting and grants oversight to expectation of donor agency. Qualifications: M.B.A or M.A. in related field; two years' experience working in developing country; two years' experience in grant management or program oversight; excellent oral and written communication skills; French language fluency. Deadline: 11/16/2011. For more information and to apply, visit www.imaworldhealth.org.

COURSE INSTRUCTOR • Various locations worldwide

Position available with Where There Be Dragons. Duties: instructs safe, educational, dynamic, and engaging course; engages language skills and regional fluency to support safe travel and navigation of course; leads groups and works with adolescents. Qualifications: extensive experience traveling or living in region; wilderness first responder or wilderness emergency medical technician certification; regional language fluency; strong regional contacts; experience in relevant field. For more information and to apply, email staffing@wheretherebedragons.com; phone: 800.982.9203; website: www.wheretherebedragons.com.

ALFA FELLOW • Moscow, Russia

Position available with Alfa Fellowship Program. Duties: works on assignments at leading organizations in Russia in fields of business, economics, journalism, law, and public policy while receiving language training, seminar series, and extensive professional



experience. Qualifications: M.A. and professional experience in business, economics, journalism, law or public policy; high professional and academic achievements; Russian language fluency preferred. Deadline: 12/1/2011. For more information and to apply, email alfa@cdsintl.org; phone: 212.497.3510; website: www.cdsintl.org/alfa.

FINANCIAL ADMINISTRATIVE OFFICER • Malabo, Equatorial Guinea

Position available with Medical Care Development International. Duties: oversees financial and administrative management of project activities to include budgeting, forecasting, accounting, and implementation of all services required to financially and administratively support field office operations. Qualifications: B.S. or M.A. in international management or equivalent; extensive financial, procurement, and logistics experience; strong interpersonal skills; ability to work with team and under stress; ability to work with people from different cultures; Spanish language fluency; strong computer skills, including spreadsheets and finance software. Deadline: 11/4/2011. For more information and to apply, email rthorndahl@mcd.org; phone: 301.244.6186; website: mcdi.mcd.org.

SMALLER WORLD TRIP COORDINATOR • Panama or Honduras

Position available with Sustainable Harvest International. Duties: leads tours; oversees donor visits to project sites in rural farming communities. Qualifications: Spanish language fluency; strong cross-cultural communication skills; experience working in Latin America; highly organized; ability to work with team; strong leadership and communication skills; past experience coordinating volunteer programs, leading trips, donor relations, and emergency management training beneficial. For more information and to apply, email swjobs@sustainableharvest.org; phone: 207.669.8254; website: sustainableharvest.org/who-we-are/smaller-world-trip-coordinator.

ASSISTANT COUNTRY DIRECTOR • Dar es Salaam, Tanzania

Position available with CARE USA. Duties: oversees development of program strategies; manages team of professionals on design, funding, implementing, and monitoring and evaluation of programs and projects; develops, tests, and implements new and innovative program approaches. Qualifications: B.A. in related field; five years' senior management experience in

development field; experience leading strategic and operational planning; leadership and management skills; experience in emergency related activities. Deadline: 12/5/2011. For more information and to apply, visit tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=CAREUSA&cws=1&rid=1452.

COUNTRY DIRECTORS • Various Locations Worldwide

Position available with CARE USA. Duties: oversees development, funding and implementation of country office strategy and program portfolio, including emergency programming; ensures proper system implementation to guarantee proper management, safety of staff, and proper stewardship of resources; promotes gender equity and diversity; establishes and maintains good working relationships with host government officials, donors, and partners. Qualifications: B.A.; eight years' senior management experience; demonstrated experience in leading strategic and operational planning; demonstrated leadership and management skills in very complex international setting; experience in emergency-related activities. Deadline: 12/5/2011. For more information and to apply, email moffett@care.org; phone: 404.979.9432; website: www.care.org.

DEPUTY FINANCE OFFICER • Kinshasa, DRC

Position available with IMA World Health. Duties: supports finance officer to facilitate smooth management of financial operations for projects managed by organization in Democratic Republic of Congo. Qualifications: B.A./B.S. in accounting or related field; three years' experience in accounting; three years' experience working or living in developing country; ability to work with, and analyze, large amounts of financial and

accounting data; French language fluency preferred. Deadline: 11/18/2011. For more information and to apply, visit www.ima-worldhealth.org.

MONITORING AND COMMUNICATIONS MANAGER • Kabul, Afghanistan

Position available with Mercy Corps. Duties: oversees and coordinates all monitoring and evaluation, reporting, and public information activities for incentives driving economic alternatives for north, east, and west program. Qualifications: two years' international development experience; knowledge of program monitoring and evaluation systems and methodologies. For more information and to apply, visit www.mercycorps.org/jobs.

MONITORING AND EVALUATION OFFICER • Takhar, Kabul, Afghanistan

Position available with Shelter For Life. Duties: interviews field staff and project beneficiaries about project impact; documents primary source responses; collaborates with field staff as translators; undertakes observational and ethnographic research of activities; identifies interviewees; arranges meetings; writes and edits reports. Qualifications: B.A./B.S. or M.A. in international affairs, development, journalism, or ethnography; experience in reporting; strong understanding of quantitative and qualitative data, collection, and statistics; strong skills in Microsoft Word, Excel, and database development. Deadline: 11/30/2011. For more information and to apply, email marguerite@shelter.org; phone: 763.253.4082 ext.203; website: www.shelter.org.

TEACHING POSITIONS • Abu Dhabi, UAE

Positions available with Teach Away Inc. Duties: teach in Abu Dhabi public schools; teach kindergarten, primary, and secondary English; participate in education reform

Need a place to live?

The RPCVNetwork is a great place to find RPCVs looking for roommates!



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



in Middle East. Qualifications: B.A./B.S.; qualified teacher status or certified teacher; one year experience. Salary: \$3,300–\$5,500. For more information and to apply, email jessa@teachaway.com; website: www.teachaway.com.

TEACHING POSITIONS • Republic of Georgia

Positions available with Teach Away Inc. Duties: teach English at elementary, middle, and secondary school level; experience rich culture and traditions of Georgia; works for six or 12 months. Qualifications: two years' post-secondary education; experience working with young learners preferred. Salary: \$300/month. For more information and to apply, email jessa@teachaway.com; website: www.teachaway.com.

PRE-SCHOOL TEACHERS • Mandalay, Myanmar

Three positions available with Mandalay International School. Duties: teach pre-school age children at new private academy; provide safe, creative and academically appropriate environment for young learners; prepare lessons and teach with local assistant teacher; assist in development of pre-K curriculum; participate in school meetings and functions. Qualifications: B.A./B.S. in Pre-K/Primary Education; two years' teaching experience. For more information and to apply, email Myanmarpev@gmail.com.

FINANCE OFFICER • Kinshasa, DRC

Position available with IMA World Health. Duties: ensures smooth management of financial operations for projects managed by organization in Democratic Republic of Congo; serves as primary liaison with organization's headquarters for financial and accounting matters. Qualifications: B.A./B.S. in accounting or related field; five years' experience in accounting; five years' experience working or living in developing country; ability to work with, analyze, and interpret large amounts of financial and accounting data; French language fluency preferred. Deadline: 11/17/2011. For more information and to apply, email www.imaworldhealth.org.

PROGRAM ASSOCIATES • East Africa

Multiple positions available with One Acre Fund. Duties: works with persistently hungry farm families to generate permanent one hundred percent gain in farm income; leads new crop trials and configurations; streamlines organization's financial systems; expands program enrollment and efficiency. Qualifications: strong independent problem-solving skills; ability to self-manage; strong overall judgment. For more informa-

tion and to apply, email jobs@oneacrefund.org; website: www.oneacrefund.org/get_involved/careers.

MICROFINANCE MANAGER • Takhar, Kabul, Afghanistan

Position available with Shelter For Life International. Duties: leads and directs work of microcredit team to improve existing prac-

tices and properly mobilize microcredit partners; develops and enforces new processes to make organization's microcredit effective, efficient, and successful; assists organization's country leadership. Qualifications: B.A./B.S. in finance, business, economics, or related field; M.A. preferred; five years' previous experience in international development and project management; two years' experi-

Thinking of Graduate School?

Drew University's Caspersen School of Graduate Studies in Madison, New Jersey offers Coverdell fellowships towards an M.A. in Teaching.

The University of Wisconsin, Stevens Point's College of Natural Resources offers Coverdell fellowships in a variety of fields related to the environment.

Looking for something different? With more than 190 graduate degree offerings at more than 60 universities throughout the United States, chances are we have a program that's right for you.

All programs offer Fellows financial assistance and a professional internship in their field of study. Learn more about our [graduate school partnerships](#).

You can also download the full list of Paul D. Coverdell Fellows programs by clicking [here!](#)



Paul D. Coverdell Fellows Program

www.peacecorps.gov/fellows | fellows@peacecorps.gov

ence in managing application of microcredit programs. Salary: \$48,000. For more information and to apply, email marguerite@shelter.org; phone: 763.253.4082 ext.203; website: www.shelter.org.

Intern/Volunteer

ENGLISH TEACHING ASSISTANTS • Chile

Position available with English Opens Doors Program. Duties: works as teaching assistant in classrooms; lives with Chilean families; interacts and works with members of community. Qualifications: B.A. in related field. Salary: \$115/month. Deadline: 5/28/2012. For more information and to apply, email voluntarios@mineduc.cl; website: www.centrodevoluntarios.cl.

AMBASSADOR • Hagley Gap, Jamaica

Positions available with Blue Mountain Project. Duties: work in Hagley Gap for year for room and board; gain understanding of Jamaican people and culture; provide technical assistance and program management that will improve life of community. Qualifications: training or experience in health, education, business development and management, or civil or water engineering; experience working in developing country; willingness to make

12 month commitment. For more information and to apply, email ed@bluemountainproject.org; phone: 715.690.5433; website: www.bluemountainproject.org.

Education

RETURNED PEACE CORPS VOLUNTEER SCHOLARSHIPS • New York

NYU's Stenhardt School offers scholarship support to Returned Peace Corps Volunteers who enroll in a full-time master's program. Program's include school counseling, mental health counseling, education policy, environmental education, international education, teaching English as a second language, and more. For more information and to apply, phone: 212.998.5030; website: www.steinhardt.nyu.edu/peacecorps11-11.

SOCIAL WORK AND PUBLIC HEALTH SCHOLARSHIPS • Saint Louis, Mo.

Earn master's degree in social work or public health in two years, full-time study at Washington University in St. Louis. Social work program offers two \$35,000 John F. Kennedy scholarships annually and public health programs offer two full-tuition community and population health scholarships to RPCVs. Six concentrations and international practicum opportunities are

available. Deadline: 12/15/2011. For more information and to apply, email rsigg@wustl.edu; phone: 314.935.4382; website: www.brownschool.wustl.edu.

NATIONAL SERVICE GRADUATE FELLOWSHIPS • Houghton, Mich.

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

Free Online RPCV Resources!

Returned Volunteer Services is happy to announce that we have renewed multiple subscriptions to online career resources!

Our newest subscriptions are: **InterAction**, **Environmental Career Opportunities**, and **Alliance for Peace Building**. We continue to offer International Career Employment Weekly and Public Health Jobs Worldwide.

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

Email rvs@peacecorps.gov to request access. Include your name, country of service, and dates of service in your request.



Ask Hotline



Q: If a prospective employer wants to confirm that I served in the Peace Corps, what should I do?

A: Requests for confirmation of service are handled by the Peace Corps Certification Specialist. Direct your requests to certifications@peacecorps.gov. Please include your name during service, approximate dates of service, and country of service. Please allow 7 to 10 business days to process your request.

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 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.

Continued from page 1

with individualized assistance, trainings, access to job postings and free use of Internet for job searching. To find the One Stop Career Center nearest you, visit www.servicelocator.org and enter your zip code. Most countries will have their own career center.

An effective job search should consist of substantial time dedicated to each of the following:

1. Researching organizations and refining your target market (via Internet, news, word of mouth)
2. Networking with people from organizations of interest, via Linked In and other social media tools, to increase your exposure and uncover opportunities perhaps not even posted. Remember, networking is not schmoozing but rather building your alliance of people who know who you are, what your skill set is and what you are seeking. At least 50% of your job search should involve networking, especially since approximately 75% of today's jobs are in the 'hidden job market'—i.e. never even posted but rather filled informally through networking and recommendations of respected peers.
3. Setting up informational interviews in person or via phone with people who work in the industry or organization(s) you are most interested in.
4. Tailoring a cover letter to accompany every customized resume for each and every job you do apply for. Even if the vacancy announcement doesn't require it, a well written cover letter can set you apart and showcase your writing skills, plus many (myself included) won't even consider granting an interview to a candidate who hasn't submitted a cover letter!

Next, be sure to BUILD IN TIME FOR 'SELF-CARE' to engage in activities that are relaxing and enjoyable to you, which will also serve as important stress relievers. In most metro areas, including DC, there are an abundance of free activities and events

to enjoy. Whether wandering the halls of a free museum (hint: All the Smithsonian Museums in DC are free), attending a book signing or learning origami, do what brings you joy. In addition, exercise is vital—be it biking through nature or practicing yoga, do whatever form of exercise brings you peace and reenergizes you. Positive self-care is a vital part of helping you maintain the positive mental attitude so crucial to a successful job search.

Third, CONSIDER DOING SOME TEMPORARY WORK DURING YOUR JOB SEARCH. In addition to providing some cash and current work experience while refining your administrative skills (important as most jobs include doing your own admin work), temping provides additional opportunities to network which is an essential part of the job search process. If filling in for a receptionist, for example, you will be in the prime seat to meet both visitors and fellow staff alike. Alternatively, you might consider volunteering or interning at an organization of interest to you, which will provide insight as well as potential contacts and the opportunity to get your foot in the door and prove yourself.

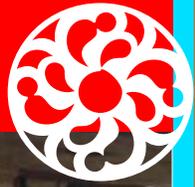
And finally, STAY POSITIVE AND PERSEVERE—you can and will experience success if you don't give up. It's just a matter of time. Yes, you may need to be a bit more flexible in regards to that next job—perhaps you will need to start at a level below that which you are technically qualified for, but if you are willing to eat a slice of 'humble pie' and get your foot in the door, proving yourself as the amazing employee you are, you will likely experience success in the long run and may be promoted quickly. Be sure to learn from your mistakes too—whether failed interviews or lost chances to network, process the shortcomings and errors and refine yourself in the process. We are all works in progress and there is always room for improvement.

Keep the faith, RPCV job seekers, and be sure to report back to me where you land! Wishing you a happy, productive (and SHORT) job search!

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

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

Peace Corps Response



Peace Corps Response Hot Jobs

French-speaking Health Coordinator needed in Mali

A [Coordinator](#) for the Action for Health program is needed to assist the Mali Health Organizing Project, an NGO providing free primary health care for children in order to decrease child mortality. The Volunteer will oversee the daily functions of the program, help with grant-writing, and serve as the primary contact for community health workers and clinic staff. The Health Coordinator will work with the medical director to adapt the program design and evaluate it.

Drug Rehabilitation Officer needed in the Philippines

A [Drug Rehabilitation Planning Officer](#) is needed for the Department of Health's Treatment and Rehabilitation Center. The PCRV will assess the existing design of the program for areas of improvement and prioritize which areas to develop first. The Volunteer will also identify strategies such as programs and activities that can be implemented to address the needs identified.

Horticulture Specialists needed in South Africa

Multiple [Horticulture Specialists](#) are needed for the Bambisanani Project, an organization working to develop solutions to food shortages and nutrition deficiencies in orphans, people living with HIV/AIDS, and other vulnerable populations. The PCRVs will provide training on plant/crop production, financial management, and marketing, as well as designing a training manual for future caregivers. The Volunteers will also have the opportunity to assist local schools in designing their own vegetable gardens.

Organizational Development Specialists needed in South Africa

Multiple [Organizational Development Specialists](#) are needed to assist several local NGOs working to combat AIDS, tuberculosis, and other communicable diseases in their communities through outreach, education, and access to healthcare. The Volunteers will: assist the management teams to design strategic growth plans; assist the human resource teams with policy development; assist the training teams to develop effective materials; and assist the finance teams on proposal writing and fundraising.



Recruiting French-speaking Volunteers!

Calling all French speakers

Peace Corps Response is currently recruiting multiple French-speaking Volunteers to participate in a variety of assignments in Burkina Faso this winter! Positions are available in many sector areas, including health, NGO development, agriculture, and education. Positions begin in January 2012. Check out the links below for more information and apply today!

Multiple [IT Education Specialists](#) are needed to provide technical expertise in computer science and education for College Sainte Bernadette. The Volunteers will serve to increase the technical knowledge of teachers at the school, and will train the IT professor in curriculum development. They will also develop extracurricular IT activities for students and assist IT PCVs in developing a national IT curriculum to present to the Ministry of Education.

A [Stomping out Malaria Startup Coordinator](#) is needed to serve with Jhpiego, a local nonprofit health organization. Malaria is a serious public health concern in Burkina Faso, and Peace Corps is currently engaged in malaria prevention activities throughout Africa. The Startup Coordinator will identify important partner organizations and create a malaria "snapshot" identifying major malaria prevention organizations in the country. The Volunteer will also work to develop a health sector-specific malaria curriculum for PCVs.

A [Financial Analyst](#) is needed to assist Fonds d'Appui à l'Initiative des Jeunes (FAIJ), a micro-lending program encouraging youth to start micro businesses. The Financial Analyst will assist FAIJ in the financial management of their training program and with the details of creating partnerships. The Volunteer will analyze the program's financial situation and budget reviews. Based on these analyses, the Volunteer will advise FAIJ on their allocation and monitoring of funds, and will support the program's search for more technical and financial partners.

A [Documentation and Agricultural Learning Specialist](#) is needed to document emerging practices and provide feedback on existing toolkits for programming for Lutheran World Relief. The Volunteer will complete research on resources for agro-business related professions. The PCRV will also document emerging practices and give written recommendations for methods/technology that could be used to best distribute technical information.

Multiple [Health and HIV/AIDS Advisors](#) are needed to help the Ministry of Health strengthen reporting tools and mechanisms for the health district and the surrounding 30 health centers. The Volunteers will develop simple data collection tools and create a database, as well as conducting training for the new system. The PCRVs will also train all district management staff on basic management skills. At the end of their service, the Volunteers will present the program to the Ministry of Health.

Peace Corps Response currently has over 80 openings in more than 25 countries!

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