



Hotline



For Returned Volunteers/
From the Office of Public Engagement

Hot Resources

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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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Stumped About What You Want to Do Next? Career Decision-Making Resources

By Ellen Alderton, Marketing Specialist



As you may know from your Peace Corps experience, work, for many people in the world, begins at a young age and entails few choices. In the Western world, with a college degree likely tucked under one arm and a Peace Corps DOS under the other, you have the luxury of deciding what you want to do in order to earn a living.

Having a choice, however, doesn't always make it easy to come to a conclusion; hence, the long-established profession of career counseling with all its accoutrements of aptitude tests and personality analyses.

If you are currently looking for work, now is the time to focus on introspection as well as do some concrete research of what career options might be best for you.

One free resource available to all returned Peace Corps Volunteers is the Peace Corps-licensed Focus Careers software, a highly interactive tool designed to help with the process of self-assessment. The results can contribute to

more informed and rational decisions about your field of study and career by helping you assess your work-related values, interests and skills. To request an account, email rvs@peacecorps.gov and include your full name, country of service, and dates of Peace Corps service.

Indeed, Dick Bolles, author of the classic job hunter's guide, *What Color Is Your Parachute?*, has long advocated an 'inside-out' approach to job hunting. That is, he encourages his readers to focus on what areas of interest bring them the most fulfillment and what type of skills they most enjoy using before taking the next step of deciding what job might be best for them.

His website, jobhunters-bible.com, includes a broad body of free advice on not only how to find a job but, just as importantly, how to pinpoint the type of job and the sector of work that is right for you.

Of note within all this web-based literature is a portal to free online personality tests which can be surprisingly re-

vealing. Included is the classic Kersey Temperament Sorter, based on the theories of Carl Gustav Jung, which you may have come across in a college psychology class. The test looks at various character and temperament types, and can provide personal and professional insights.

Once you have completed the test and determined your psychological type, you can find abundant information on the internet as to what types of professions and work environments go best with your personality type.

After you have determined what type of work you would enjoy, then begins the treasure hunt of looking for that work in the real world. In this way, you are doubly fortunate because many of you have at least two alumni networks to draw upon—from your university and your status as an RPCV.

Virtually all universities offer career advice not only to their current students, but also to their alumni. You can contact your university career center and ask for a phone



Private Sector

MANAGEMENT SPECIALIST • D.C.

Position available with Management and Engineering Technologies International, Inc. Duties: translates activity budgets into integrated office budget databases; manages access to system for program office and technical teams; assists in managing procurements; researches and liaises with multiple government offices. Qualifications: B.A.; strong administrative, budget, accounting, database, organizational, and interpersonal skills; Spanish, Portuguese, French, or Haitian Creole language fluency desired; knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Google Docs, and SharePoint. Deadline: 11/30/2011. For more information and to apply, email mrosalez@meticorp.com; phone: 915.772.4975; website: www.meticorp.com.

MANAGER OF PRODUCT PREPARATION • Purcellville, Va.

Position available with Endless Summer Harvest, LLC. Duties: prepares hydroponic produce for farmers markets; makes deliveries to groceries and restaurants; forecasts plant

production and business decision-making relative to daily requirements; supervises packing team. Qualifications: strong leadership, communication, and organizational skills; enthusiastic, motivated, and reliable; ability to lift 30 pounds. Salary: \$12/hour. Deadline: 11/30/2011. For more information and to apply, email info@esharvest.com; phone: 540.751.0900; website: www.esharvest.com.

LOGISTICS COORDINATOR • New York

Position available with CFY. Duties: assists in managing school logistics involved with executing workshops for connected learning program, connected foundations program, and other special projects; completes school site visits to assess if school's facility meets logistical and electrical requirements of digital learning program. Qualifications: B.A.; one year experience in event planning, project planning, or other logistics position; demonstrated organizational and problem-solving skills, demonstrated skills managing multiple details; strong interpersonal skills; demonstrated ability to work independently; ability to lift 25 pounds. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

MANAGER, COMMUNITY RELATIONS AND VOLUNTEER ENGAGEMENT • Los Angeles

Position available with CFY. Duties: manages community relations and volunteer engagement; performs outreach and recruiting by recruiting corporate, college and community groups with focus on technology and education; recruits and schedules volunteers at workshops; ensures volunteers are oriented; manages volunteer database. Qualifications: B.A.; two years' experience in volunteer coordination; experience managing outside partnerships; strong written and verbal communication skills; demonstrated organization and problem-solving skills; ability to work independently and with minimal oversight. For more information and to apply, email jobs@cfy.org; phone: 212.563.7300; website: www.cfy.org.

TEACHER TRAINER • New York

Position available with CFY. Duties: leads teacher learning workshops, provides fun, engaging and stimulating professional development experience for educators; works with team to implement engaging workshop; provides customer service to educators, families, and schools. Qualifications: strong professional development skills; experience teaching or coaching; experience developing lesson plans or utilizing digital learning activities in classroom; ability to work with team and independently; strong communication skills; proficient computer skills, ability to work Saturdays. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

DEVELOPMENT ASSOCIATE • New York

Position available with CFY. Duties: oversees and executes data entry of relevant information for gifts, pledges, grants, and other fundraising opportunities; executes acknowledgement letters for donors; conducts research on individual and organizational donors; works with directors of major gifts and other senior fundraising leaders to support cultivation of donors. Qualifications: two years' work experience; strong technical skills including proficiency in Microsoft Word, Excel, and database application; experience with Salesforce or other donor management software strongly preferred; strong written and oral communication skills; ability to work independently. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

VICE PRESIDENT/MANAGING DIRECTOR OF ALABAMA • Birmingham, Ala.

Position available with Seedco. Duties: oversees organization's business operations within state of Alabama. Qualifications: B.A./B.S.; M.B.A. or M.A. in related

HOT! OPPORTUNITIES

BILINGUAL FAMILY TRAINER, SPANISH • New York

Position available with CFY. Duties: trains families how to effectively use home learning center to strengthen core academic skills; helps parents feel more empowered to help children do better in school; provides two three-hour workshops, with up to 15 families per workshop. Qualifications: Spanish language fluency; experience training or teaching; experience working with low-income communities; strong interpersonal, communication, and problem-solving skills; strong public speaking skills. Salary: \$20-\$25/hour. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

EXTENSION AGENT, 4-H YOUTH DEVELOPMENT • Dodge City, Kan.

Position available with K-State Research and Extension. Duties: provides primary leadership for the dissemination and implementation of research-based educational program for youth using variety of delivery modes. Qualifications: B.A. in education, youth development, sociology, or related field; M.A. preferred; related experience. Salary: \$36,000 base. Deadline: 11/21/2011. For more information and to apply, email jriniker@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu.



Tips from the Certification Specialist

Are you an RPCV trying to reinstate Medicare Part B? If so, please contact certifications@peacecorps.gov to obtain a Request Form for a Peace Corps Certificate of Health Care Coverage to send to the Social Security Administration. (For more information on Medicare Part B, visit <http://www.medicare.gov/navigation/medicare-basics/medicare-benefits/part-b.aspx>)

~ Nicolette Fertakis,
Peace Corps Certification Specialist



field preferred; seven years' management or leadership experience with focus on managing multifunctional office with staff in multiple locations. Deadline: 12/30/2011. For more information and to apply, email SFSjobopenings@seedco.org.

EXTENSION AGENT, LIVESTOCK PRODUCTION AND NATURAL RESOURCES • Minneapolis

Position available with K-State Research and Extension. Duties: provides primary leadership in development, dissemination, and implementation of research-based educational programs for livestock production and natural resources including species selection and management, nutrition, facilities, animal identification, and sustainable production techniques. Qualifications: B.A.; M.A. preferred; related experience. Salary: \$36,000 base. Deadline: 11/28/2011. For more information and to apply, email jriniker@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu.

EXECUTIVE DIRECTOR • Juneau, Alaska

Position available with SAGA. Duties: provides leadership to ongoing development and operation of organization; serves as highly visible community spokesperson as well as working directly with senior staff to support AmeriCorps members in service activities. Qualifications: B.A. in education, business management, social work, or related field, or equivalent experience; M.A. preferred; five years' experience managing medium- to large-scale nonprofit organizations, preferably with focus on youth development. For more information and to apply, email recruiter@servealaska.org; phone: 907.789.2218; website: www.servealaska.org.

INTERNATIONAL PROGRAM ADMINISTRATOR • D.C.

Position available with International Association of Homes and Services for Aging. Duties: implements global education programs, networking initiatives, and member services of global ageing network. Qualifications: B.A. in international affairs, communications, or related field; three years' related office experience working with members or other constituencies; international or association program support experience; foreign language fluency and interest in global ageing issues beneficial. For more information and to apply, email careers@leadingage.org; website: www.leadingage.org or www.iahsa.net.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT • New York

Position available with Seedco. Duties: provides professional and efficient management of program participants, telephone calls, and messages. Qualifications: High school diploma or GED required; two years related administrative and clerical experience; Spanish language fluency preferred; Microsoft Word, Excel, and PowerPoint proficiency; ability to use major office equipment, including phone, fax, copier, and scanner. Deadline: 12/09/2011. For more information and to apply, email jobopenings@seedco.org.

CAPITAL TEACHING RESIDENCY • D.C.

Position available with KIPP D.C. Public Schools. Duties: mentors high school students over weekend; works with students from low-income communities; participates and contributes as member of particular school community; attends all school-level professional development sessions. Qualifications: deep passion to teach in low-income area; belief that

all students can and will learn; strong integrity and commitment to mission of program; willingness to receive feedback and constantly reflect, improve, and learn; ability to function as "relentless achiever" by setting high goals. Deadline: 11/28/2011. For more information and to apply, email katie.mcmahon@kipppdc.org; phone: 202.265.5477; website: www.capitalteachingresidency.org.

SUMMER CAMP HEAD COUNSELOR • West Milford, N.J.

Position available with Vacamas Programs for Youth. Duties: assists camp director in running all aspects of camp; supervises division leaders; oversees care of all staff members; works June 1st to August 28th 2012. Qualifications: B.A./B.S.; camp experience; three seasons supervisory experience; strong interest in staff training and development; ability to work with large and diverse staff. Salary: \$500/week. Deadline: 12/31/2011. For more information and to apply, email michael@vacamas.org; phone: 973.838.3023; website: www.vacamas.org.

PROGRAM AND NETWORK MANAGER • Portland, Ore.

Position available with Grantmakers for Education. Duties: serves in dual capacity on program team; coordinates two funder networks and supports design and implementation of some web seminars and convenings. Qualifications: six years' professional experience; experience in education and philanthropy; knowledge of policy and community organizing preferred; effective facilitator of groups or committees; strong relationship-building and interpersonal skills; strong project management and organizational skills. Deadline: 11/21/2011. For more information and to apply, email gfe.new.hire@gmail.com; website: www.edfunders.org.

GLOBAL COMPENSATION SPECIALIST • Richmond, Va.

Position available with ChildFund International. Duties: provides analysis and support for global remuneration initiatives; leads projects in support of performance management, handles job description management and evaluation and expatriate remuneration packages; provides statistical analysis and presents data in multiple formats for management level decision making. Qualifications: B.A./B.S. in human resources or related field or equivalent work experience; five years' international human resources experience; experience with federal state employment regulations; experience designing domestic and international compensation programs, including management of expatriate remuneration.



neration; ability to travel domestically and internationally. Deadline: 11/20/2011. For more information and to apply, visit childfund-hr.silkroad.com/epostings.

DIRECTOR, MARKETING AND COMMUNICATIONS • D.C.

Position available with Special Olympics. Duties: plans, organizes, and manages organization's marketing and communications plan throughout region; works in close collaboration with organization's headquarters marketing and communications leadership. Qualifications: seven years' leadership and marketing experience in fast paced, non-profit, media or corporate environment; proven marketing and communications success or track record in industry of relevance. Deadline: 11/30/2011. For more information and to apply, visit <https://home.eease.adp.com/recruit/?id=975481>.

CHIEF EXECUTIVE OFFICER • San Antonio, Texas

Position available with Girl Scouts of Southwest Texas. Duties: leads dynamic council serving 21 counties. Qualifications: executive level leadership including communications, financial management, and board relations; ability to lead volunteer-driven organization of over 20,000 members; Spanish language fluency preferred. Salary: \$135K. Deadline: 12/16/2011. For more information and to apply, email evergreen.source@att.net; phone: 800.221.6663; website: www.egreensource.com.

OFFICE MANAGER • New York

Position available with CFY. Duties: organizes and coordinates office operations and procedures to ensure organizational effectiveness and efficiency; provides technical support to staff; reports to senior staff member. Qualifications: B.A.; three years' experience as executive assistant or similar position; experience resolving internal information technology issues and managing information technology vendors beneficial; strong writing and verbal communication skills; strong organizational skills; high attention to detail and diplomacy. For more information and to apply, email jobs@cfy.org, website www.cfy.org.

PROGRAM SPECIALIST • Baltimore

Position available with The Center for Communication Programs. Duties: supports two reproductive health projects in Nigeria and Kenya that aim to increase contraceptive prevalence rate; reviews and edits documents; re-writes scopes of work and program documents; tracks activities and progress; draws information from staff in Africa to update and curate web-

site; assists senior program officers with technical support. Qualifications: B.A.; two years' experience or additional education; experience travelling or working abroad. Salary: \$39,341–\$54,165. For more information and to apply, visit jobs.jhu.edu.

SENIOR RESEARCH ASSISTANT • Baltimore

Position available with The Center for Communication Programs (CCP). Duties: provides technical support on program research and evaluation to the Center for Communication Programs' Global Program on Malaria; provides support to NetWorks and Voices for Malaria-Free Future projects in various countries throughout sub-Saharan Africa. Qualifications: B.A. in related discipline, e.g. communication, public health or related behavioral science. Salary: \$33,880–\$46,586. For more information and to apply, email cgaskins@jhspsh.edu; phone: 410.659.2641.

MALARIA PROGRAM OFFICER II • Baltimore

Position available with The Center for Communication Programs. Duties: provides support to stop malaria project management team to improve reporting and do more forward planning; supports project monitoring and evaluation officer in synthesizing and summarizing data for routine reports to USAID and National Malaria Control Program. Qualifications: M.P.H. or M.A. in related field; four years' related experience; experience in inter-

national development with significant portion of that work outside the U.S.; strong math and writing skills; ability to interpret data; excellent interpersonal skills and public speaking ability; French language fluency. Salary: \$53,050–\$72,999. For more information and to apply, visit www.jobs.jhu.edu.

SENIOR PROGRAM OFFICER • Cambridge, Mass.

Position available with Management Sciences for Health. Duties: works under the direction of Country Portfolio Directors; coordinates work of country support teams; ensures that requests for technical, contractual, administrative, financial, and logistics assistance from the home office are handled in an effective manner. Qualifications: M.A. or equivalent experience; three years' experience; demonstrated managerial and supervisory skills; understanding of contractual and compliance issues; and strong interpersonal and communication skills. For more information and to apply, email thsueh@msh.org; phone: 617.250.9221; website: www.msh.org.

PROGRAM OFFICER • Baltimore

Position available with The Center for Communication Programs. Duties: provides support to Tanzania, Ethiopia, and Zambia projects; serves as field programs' consistent link to Baltimore; provides day-to-day problem solving, technical input, writing and editing, and procurement processing field programs require. Qualifications: M.A.; three years' related experience;

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 Careers Self-Assessment Software**.

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





experience working in Africa preferred; ability to travel internationally; strong writing and editing skills. Salary: \$45,694–\$62,858. For more information and to apply, visit jobs.jhu.edu.

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 activities; 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/hour. Deadline: 1/23/12. For more information and to apply, email michele_maertens@nps.gov; phone: 828.407.5630; website: www.nps.gov/blri.

INTERNSHIP, BACK TO WORK • New York

Position available with Seedco. Duties: learns daily operational functions of serving hard-to-employ population; shadows relevant staff and provides support as required. Qualifications: some college with pursuit of degree in applicable field, graduate students preferred but strong junior and senior undergraduate candidates will be considered; ability, maturity, and interest in working with individuals who may be facing serious barriers to employment, including homelessness and limited English. Deadline: 12/12/2011. For more information and to apply, email internships@seedco.org.

ACCOUNT ADVISOR • Oak Park, Ill.

Position available with Spirit Cultural Exchange. Duties: manages and develops base of cooperating employers in hospitality industry to receive international students as summer staff; manages arising issues before and after participant arrival. Qualifications: B.A.; outgoing personality; strong written and oral communication skills; demonstrated passion for international student exchange; ability to multi-task in fast paced environment. Salary: \$33,000. Deadline: 11/30/2011. For more information and to apply, email kgault@spiritexchange.com; website: www.spiritexchange.com.

ENVIRONMENTAL EDUCATORS • Outer Banks, N.C.

Position available with Trinity Centers Sound to Sea Environmental Education Program. Duties: learns about five major habitats on bar-

rier island, coastal cultures, and current issues; utilizes hands-on activities to teach; creates programs and classes for diverse populations; cares for birds of prey and salt and fresh water aquaria; takes overnight shift every other week. Qualifications: B.A./B.S. in science or teaching experience preferred; ability to work with elementary students through adults; first aid and CPR training; sense of humor; ability to be creative and flexible. Salary: \$255/week. For more information and to apply, email soundtosea@trinityctr.com; phone: 252.247.5600 ext. 12; website: www.trinityctr.com/soundtosea.

PROGRAM ASSISTANT, CFO AND GENERAL COUNSEL • New York

Position available with Seedco. Duties: serves as principal administrative aid; supports chief financial officer and general counsel in managing wide range of issues. Qualifications: B.A./B.S.; three years' relevant experience; experience reporting to member of senior management; prior work at non-profit organization and legal work experience preferred. Deadline: 12/30/2011. For more information and to apply, email jobopenings@seedco.org.

TRAINING COACH • New York

Position available with CFY. Duties: observes, coaches, and provides feedback to family trainers and customer service representatives. Qualifications: B.A.; Spanish language fluency; experience evaluating, training, or giving feedback to facilitators; experience working with low-income communities; strong interpersonal and oral communication skills;

ability to work three Saturdays a month during school year. Salary: \$30/hour. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

GRANTS SPECIALIST • Shoreview, Minn.

Position available with Land O'Lakes Inc., International Development. Duties: assists in drafting, managing and monitoring grants and agreements; including working with operations team to review grants and agreements in accordance with sub-award approval requirements, ensuring grants and agreements are in compliance with applicable rules and regulations. Qualifications: B.A., M.A. preferred; one year experience working with grants or agreements; strong administrative, organizational, and communication skills; knowledge of Microsoft Office; experience working with U.S. government funding; experience with award management systems; foreign language fluency. For more information and to apply, visit performancemanager4.successfactors.com/sfcareer/jobreqcareer?jobId=4526&.

NATURAL RESOURCES TECHNICIAN III • Bellingham, Wash.

Position available with Lummi Natural Resources Department. Duties: assists water resources specialist perform wide variety of field studies, data collection efforts, and projects related to ground and surface water management. Qualifications: high school diploma or GED required; B.S. with specialty in environmental and water-related field preferred; experience with hydrology, water quality monitoring tech-

Looking for international jobs?

Join the RPCVNetwork listserv. Receive daily emails with job and housing opportunities around the U.S. and the world.



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



niques, storm water management, and wetlands preferred; experience using word processing, spreadsheet, database, and GIS software and global positioning system equipment preferred; ability to operate small boat and motor used for water sampling preferred. Deadline: 11/16/2011. For more information and to apply, visit www.lummi-nsn.gov.

TECHNICAL ADVISOR LEVEL III: IMMUNIZATION TECHNICAL ADVISOR • D.C.

Position available with The Global Health Fellows Program II. Duties: provides technical oversight and guidance to maternal and child health projects; contributes to mandate of advancing USAID's work on maternal and child health. Qualifications: M.A. in public health or related field required; 10 years' progressively responsible experience working in health care in international setting; three years' practical field experience working with childhood immunization programs. Deadline: 11/28/2011. For more information and to apply, email ghfprecruitment@ghfp.net; website: www.ghfp.net.

PIONEERING TEACHER PREPARATION PROGRAM • D.C. and Baltimore

Position available with Urban Teacher Center. Duties: participates in intensive year-long residency followed by three year teaching commitment in high need elementary, middle, or high school; enrolls in master's of education program directly relevant to urban teacher center. Qualifications: 2.75 minimum undergraduate grade point average; less than 15 credit hours in education coursework and not already licensed to teach; willing to be accountable for student performance each year of program. Salary: 47K-\$50K. Deadline: 12/15/2011. For more information and to apply, email Kerry@urbanteachercenter.org; phone: 410.446.3463; website: www.urbanteachercenter.org.

International

PROJECT MANAGER • Duk Payuel, Jonglei State, South Sudan

Position available with John Dau Foundation. Duties: provides management support and oversight to ensure programming is compliant with donor, partner, and Republic of South Sudan health policies; provides regular reporting to donors, ministry of health and UN agencies; represents foundation at NGO meetings and strategic planning exercises. Qualifications: B.A. in public health, public administra-

tion, or other relevant field; advanced degree preferred; three years' experience in health programming and grant management; experience implementing community-based health programs, especially in developing countries; experience in South Sudan preferred. Deadline: 11/25/2011. For more information and to apply, email mwagner@johndaufoundation.org; phone: 882.164.334.0138; website: www.johndaufoundation.org.

DEVELOPMENT WORKER • Jalapa, Nicaragua

Position available with Boulder-Jalapa Friendship City Project. Duties: serves as development worker; works on water, sanitation, and hygiene development for gravity-fed portable water project. Qualifications: Spanish language fluency; love of Spanish language and Latin American culture; self-starter; ability to adapt and accept challenges; problem-solving and strategic thinking skills. Salary: \$350/ month. Deadline: 12/5/2011. For more information and to apply, email info@boulderjalapa.org; phone: 303.444.8414; website: www.boulderjalapa.org.

JUNIOR BANK CONSULTANTS • Middle East and North African Countries and China

Positions available with Internationale Projekt Consult, GmbH (IPC). Duties: provide support in development of all aspects of small and medium enterprise lending operations; train local specialists; develop credit products; implement credit technologies; improve processes; conduct risk assessments. Qualifications: B.A./B.S. in related discipline; practical work experience in lending preferred; strong interest in responsible banking; ability to communicate in open and sincere manner; Chinese or Arabic language fluency preferred. Deadline: 12/15/2011. For more information and to apply, email personal@ipcgbmh.com; website: www.ipcgbmh.com.

REGIONAL PLATFORM REPRESENTATIVE • South Africa

Position available with Population Services International. Duties: develops and implements marketing and communication campaigns and other social marketing activities; develops sales targets, ensuring they remain ambitious and are regularly surpassed; tracks and maintains distribution systems and sales figures. Qualifications: M.A. in relevant field or equivalent experience; ten years' personnel and financial management experience; five years' work experience in developing country; experience in commercial marketing or sales preferred. For more information and to apply, visit www.psi.org.



Peace Corps Digital Library

<http://collection.peacecorps.gov>

Have any photos or stories from your Peace Corps experience?

SUBMIT NOW!





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, 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 hiring managers' needs.
- For more information, please contact Peace Corps' Human Resources office at 202.692.1200 or 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!





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: 11/30/2011. For more information and to apply, email rthorndahl@mcd.org; phone: 301.244.6186; website: mcdi.mcd.org.

TEACH AWAY IN GEORGIA • Republic of Georgia

Position available with Teach Away Inc. Duties: teaches English at elementary, middle, and secondary school level. Qualifications: two years post-secondary education; experience working with young learners preferred. Salary: \$300/month. For more information and to apply, email nicholas@teachaway.com; phone: 647.477.7606; website: www.teachaway.com/.

TEACH AWAY IN CHILE • Chile

Position available with Teach Away Inc. Duties: teaches English in Chilean public schools. Qualifications: B.A.; ability to work with children; experience living or travelling abroad; interest in Chilean culture. Salary: \$122/month. For more information and to apply, email valen@teachaway.com; phone: 647.477.1556; website: www.teachaway.com/.

TEACH AWAY IN MALAYSIA • Malaysia

Position available with Teach Away Inc. Duties: works within cluster of public schools; provides support and training to local teachers; improves English and English as a Second Language teaching pedagogy. Qualifications: B.A.; teaching English as foreign language certification; three years' experience teaching English at primary level; experience in Southeast Asia beneficial. Salary: \$2,274/ month. For more information and to apply, email kate@teachaway.com; phone: 647.477.4038; website: www.teachaway.com/.

WATER AND SANITATION FELLOW • Isibania, Kenya

Position available with Nuru International. Duties: partners with community to iden-

tify community's needs in water collection, accessibility of clean drinking water, water-borne disease prevention and treatment, and education in proper human and animal waste disposal; designs sustainable solutions to meet needs. Qualifications: one year experience creating and sustaining water and sanitation solutions for poor, specifically in marketing sanitation and

hygiene products; prior experience living or working in developing world. Deadline: 11/30/2011. For more information and to apply, email jobs@nuruinternational.org; website: <http://www.nuruinternational.org/fellows> and www.nuruinternational.org/takeaction/jobsvolunteer.html.

Thinking of Graduate School?

Interested in American Studies? Look into Coverdell fellowships at the University of Wyoming.

What about business or accounting? Northern Arizona University offers Coverdell Fellows programs in these fields.

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

Peace Corps Response



Maintaining a Strong Peace Corps Presence in the Philippines

Want to spend your New Year in the tropics?

Multiple Peace Corps Response Volunteers are needed to help support numerous development initiatives in the Philippines. There are currently more than a dozen opportunities in sectors ranging from child development to disaster risk reduction. Check out some of our current openings below to learn how you can help make a difference in the Philippine Islands!



Multiple [Swift Water Rescue Trainers](#) are needed to strengthen local “all-hazard” approaches to disaster preparedness and introduce effective response mechanisms. The PCRVs will develop a training manual for Swift Water Rescue and Emergency Response and organize training of disaster volunteers.

A [Livelihood Development and Marketing Expert](#) is needed to assist the training of Provincial Livelihood Department Office in livelihood development and marketing skills. The PCRV will consult on development marketing capabilities for viability and sustainability, as well as the application of technology and product development in livelihood and entrepreneurial undertakings.

A [Disaster Risk Management Specialist](#) is needed to train local Disaster Operations Center staff on how to appropriately implement a Disaster Preparedness Plan to minimize the effects of calamities within the municipality. The PCRV will review the current plan before addressing the necessary improvements.

An [Occupational Therapy Specialist](#) is needed to work with a local NGO committed to the care and rehabilitation of disabled, neglected, and abandoned children. The PCRV will develop a training manual and train caregivers in techniques for assisting children with motor problems and delays.

An [Information Systems Analyst](#) is needed to assist a local nonprofit committed to empowering women and girls. The PCRV will create an appropriate data management system for the organization, design a survey questionnaire, and create a computer-generated system for health information and data management.

A [Special Education Advisor](#) is needed to work with the Stepping Stone Learning Center to raise the school’s curriculum to world-class standards. The PCRV will assist administrators in acquiring the facilities necessary to improve operational control, detail the steps necessary to improve the school’s standing, and hold seminars for optimal teaching methods.

A [Web/XML Applications Developer](#) is needed to assist the Department of Social Welfare and Development to strengthen internal and external coordination and information management. The Volunteer will analyze the current disaster management information systems and develop the code for re-engineering the pilot system.

An [Emergency Medical Service \(EMS\) Technical Advisor](#) is needed to work in conjunction with a newly-established Emergency Response Team to improve their ability to respond to natural and man-made disasters. The PCRV will develop a training manual and conduct training sessions for staff and volunteers.

An [Organizational Development Specialist](#) is needed to assist Grace Christian Mission, which works to provide schooling and a home for abandoned and neglected children. The PCRV will help the Mission create a more cogent system of operations and strategize methods to identify resources for funding.

A [Drug Rehabilitation Planning Officer](#) is needed to work with a local treatment and rehabilitation center to assess areas which necessitate improvement. The Volunteer will work closely with the program director and the staff of the center in order to determine their needs and identify strategies to address those needs.

A [Disaster Risk Reduction and Management Program Officer](#) is needed to assist a recently created Disaster Risk Reduction and Management office to strengthen the municipality’s technical capacity to provide efficient service to those affected by disasters. The Volunteer will develop an operations manual and hold training sessions for personnel.

A [Child Development Specialist](#) is needed to work with an NGO caring for abandoned and abused children. The Volunteer will develop modular sessions for developmentally difficult issues. The PCRV will also assist social workers and psychologists in dealing with positive child management and psycho-social education.

Peace Corps Response currently has over 80 openings in more than 26 countries!

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





TECHNICAL ADVISOR, NUTRITION • Dhaka, Bangladesh

Position available with The Center for Communication Programs. Duties: sits within institute of public health nutrition and provides technical assistance to develop and deliver effective nutrition interventions and strategies; assists in developing strategies and activities to address anemia; provides support to strategies for Vitamin A deficiency and other nutrition identified priorities; develops job aids and strategies to deploy growth monitoring through community clinics and community healthcare workers. Qualifications: M.A. in nutrition, public health, or related field; five years' related experience, including experience developing and implementing nutrition programs in developing country. Salary: \$61,632–\$84,813. Deadline: 12/5/2011. For more information and to apply, visit jobs.jhu.edu.

TECHNICAL ADVISOR, HEALTH SERVICES • Pakistan

Position available with Population Services International. Duties: advises Greenstar on all technical and operational aspects of delivering health services; improves quality and productivity of Greenstar private provider network by building Greenstar's capacity in management and implementation. Qualifications: M.A. in relevant field or equivalent experience; five years in management or clinical practice; management of public health programs or franchising programs experience preferred; strong understand of reproductive health issues, especially around intrauterine devices and post-abortion care. For more information and to apply, visit www.psi.org.

SOCIAL AND BEHAVIORAL CHANGE COMMUNICATIONS TECHNICAL ADVISOR • Swaziland

Position available with Population Services International. Duties: supervises and provides leadership to marketing and communications creative team to deliver integrated approach to business in Swaziland. Qualifications: M.A. in relevant field or equivalent experience; four years' international experience with health or marketing organization; four years' experience developing social and behavioral change communications message and interventions; private sector marketing experience preferred. For more information and to apply, visit www.psi.org.

Education

THE ROBERT NOYCE SCHOLARSHIP PROGRAM • Portland, Ore.

Position available with The Center for Science Education, Portland State University. Duties: receives \$10,000 towards earning masters in science teaching degree and teaching certificate. Qualifications: B.A., B.S. in science or math; foreign language fluency and experience teaching underserved populations beneficial. Deadline: 12/1/2011. For more information and to apply, email stwagner@pdx.edu; phone: 503.725.8345; website: www.pdx.edu/cse/mst.

URBAN TEACHING FELLOW/MAT CANDIDATE • New York

Learn to teach earth and space science in New York City through the Master of Arts

in Teaching Urban Residency Program at the American Museum of Natural History, the first urban teacher residency program offered by a museum. The program includes a full-time 15 month fellowship program with benefits and a stipend. Qualifications: B.A./B.S. in earth science or related discipline; minimum GPA of 3.00. Salary: \$30K plus full tuition and health benefits. Deadline: 1/15/2012. For more information and to apply, email mat@amnh.org; phone: 212.769.5329; website: www.amnh.org/education/mat.

URBAN TEACHER FELLOWSHIP • Denver, Colo.

Get your teaching license and master's degree in curriculum and instruction from the University of Denver Morgridge College of Education while learning to teach for equity in urban public schools. The Boettcher

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.



Teachers Program seeks prospective teacher looking to make a difference. Qualifications: B.A./B.S.; standard of excellence or initial license from Colorado Department of Education; academically qualified in licensure area sought; pass either PLACE or Praxis II for selected discipline. Salary: \$10K stipend. Deadline: 1/9/2012. For more information and to apply, email dbarton@pebc.org; phone: 303.861.1169; website: www.boettcherteachers.org.

Intern/Volunteer

RESOURCE EDUCATION INTERN • Newport, Ore.

Position available with Yaquina Head Outstanding Natural Area – Bureau of Land Management. Duties: develops and conducts variety of education and interpretive programs throughout park; implements natural and human history programs to elementary, middle-school students, and adult visitors. Qualifications: demonstrated enthusiasm or interest for working with children and park visitors; personal vehicle

Continued from page 1

also to their alumni. You can contact your university career center and ask for a phone consultation—if you are no longer living in the area. You can also look up school alumni working in fields that might be interesting to you and reach out to them to ask about their work. Offering career guidance to more junior alumni is standard practice in the United States—although you should always approach people from the perspective that you are looking for advice and not for a job.

Similarly, you can find RPCVs in your area through the National Peace Corps Association (www.peacecorpsconnect.org), your local RPCV chapter or, on the internet, by looking for “friends of” groups (e.g., Friends of Ecuador) either in your geographic area or representing your country of service. All of these people have gone through the same transition you are going through and, if approached respectfully, can be great resources as you try to explore what job is best for you.

required; ability to navigate in rocky tide pools and ascend and descend stairs. Salary \$200/week. Deadline: 3/31/2012. Applications are being accepted now, and the position will be filled on a first come, first serve basis. For more information and to apply, email roy_simpson@blm.gov; phone: 541.574.3122; website: www.blm.gov/or/resources/recreation/yaquina/education-groups.php.

NEW WORLD PRIMATE CAREGIVER INTERNSHIP • Maui, Hawaii

Position available with Pacific Primate Sanctuary, Inc. Duties: cares for and rehabilitates 70 rainforest monkeys; maintains monkey’s facility; keeps records; updates and creates protocol; trains volunteers. Qualification: B.A./B.S. in wildlife management, biology, anthropology, agriculture, or related field; small animal husbandry experience; computer skills; ability to learn, teach, and appreciate solitary, rural living; ability to make one-year commitment preferred. Deadline: 12/30/2011. For more information and to apply, email pps@aloha.net; phone: 808.572.8089; website: www.pacificprimate.org.

Kyle Turk, a two-time volunteer and also a Peace Corps Coverdell Fellow, found that the Peace Corps helped him to switch careers and move into a field that better aligns itself with his passions. He describes himself as “a recovering engineer turned economic developer,” and explains that volunteering in Mexico allowed him to transition into development work while his Coverdell Fellowship in business management at Western Illinois University helped him to seal the deal.

For you, your experience may be different. Maybe the Peace Corps has cultivated leadership skills in you that can take you down paths completely diverse from international development—art, writing, entrepreneurship, industry. There are no rules. There are only the opportunity and the responsibility to make choices. And remember, in today’s world, the average worker will have far more than one career over the course of his or her lifetime, so take the pressure off and know that you have the opportunity to invent and re-invent yourself time and again, as you wish.

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.

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.