



Hotline



For Returned Volunteers
From the Office of Third Goal and
Returned Volunteer Services

Hot Resources

Highlights

Want to learn more about the National Peace Corps Association?

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Don't know where to start with your Noncompetitive Eligibility?

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Interested in serving again? Check out PCR Volunteer Opportunities.

For more information, see page 6.

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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Holiday Job Hunting: Don't Write the Holidays Off During Your Job Search Process

By Jodi Hammer, RPCV Career Center Coordinator/Career Counselor, RPCV Ecuador 1994-97



Reprinted from Hotline, December 15, 2008

Chances are most of you reading this article are, in one way or another, maneuvering the intricacies of your own job search. Whether you've just returned from your country of service and are struggling to find that first post-Peace Corps job, or you've been back for awhile and are seeking to transition into a new career, you're faced with the challenges and complexities of the job search. In these difficult economic times, the process can be especially discouraging but, whatever you do, don't believe what you hear about the time between Thanksgiving and the New Year being a "dead zone" from a job search perspective. In fact, quite the opposite is true. The end of the year - December in particular - can be an especially effective time to conduct a job search for the following reasons:

There is less competition. Many people mistakenly write off the entire month of December, assuming that "no

one will be hiring over the holidays," which means that fewer people actually *apply* during this time. This is great news for those who take advantage of this opportunity to get their applications in as it means they'll be competing against fewer people; a bonus during this already tight job market. Additionally, even if the boss is out for part of the holidays and the actual hiring takes place early in January, you'll have a jump start on the rest of the folks who opt to wait until the New Year to submit their application—which may be too late!

The "jolly holiday spirit" abounds. Networking, an integral component of any effective job search, can be especially easy during the holidays when there is an abundance of holiday parties and people tend to have a more benevolent, generous spirit. Take advantage of this holiday spirit and special holiday events as prime opportunities to expand your networking allies. Consciously interact

with as many people as possible at any holiday events you attend; chat first about them and what they do (discovering their subject area of expertise) before talking about yourself and what you are looking for or fields you are currently exploring. You will be surprised at how easy it is to network if you do it correctly. Be sure to be tactful with your networking efforts, as you do not want to come across as desperate or asking for a job. Upon learning more about the individual's background, you might, for example, share with them that you've returned from Peace Corps and are currently seeking to connect with professionals working in X industry in order to learn more about their experiences, and to get any advice they might have for someone such as yourself. Approaching it in this way will make people much more open and receptive to an "informational interview" and they might even refer you on to friends and other contacts in your field.

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Public Sector

DIRECTOR, CENTER FOR GLOBAL HEALTH • Atlanta, Ga.

Position available with Centers for Disease Control and Prevention. Duties: oversees staff of more than 2,500 located in over 60 countries; manages budget of more than \$2 billion; manages major programs in implementation, research, and partnerships in HIV, malaria, parasitic diseases, immunizations, including polio eradication, emergency response, and public health system strengthening. Qualifications: senior management experience that reflects strong leadership skills with proven ability to effectively work with professional staff on global public health program implementation. Salary: \$119,554–\$199,700. Deadline: 11/30/2012. For more information and to apply, visit www.usajobs.gov.

REPRESENTATIVE • Westwood, Calif.

Position available with U.S. Social Security Administration. Duties: provides both in-person and telephone assistance to the public on a wide variety of subjects; analyzes and inves-

tigates situations to secure facts and reconcile discrepancies where cases are often complex and complicated by frequent changes in the law. Qualifications: GS-5/6/7: one year of specialized experience that shows ability to perform listed duties OR GS-5: four years' college leading to a bachelor's degree OR a bachelor's degree OR combination of experience and education; GS-6: half year of graduate education; GS-7: one year of related graduate level education; graduate education must be in a field that is directly related to the position. Salary: \$34,881 - \$43,208. Deadline: 11/19/2012. For more information and to apply, email griselda.valdivia@ssa.gov; phone: 866.964.5773 ext.10400

Private Sector

NORTH PACIFIC GROUNDFISH OBSERVER • Anchorage, Alaska

Position available with A.I.S., Inc. Duties: works at sea collecting and recording fish catch/discard and biological samples for the National Marine Fisheries Service (NMFS)

aboard commercial fishing vessels; records detailed information on gear and fishing activity of vessels. Qualifications: B.A./B.S. in marine biology or other natural sciences, including 30 semester hours of biological course work that includes at least one course that required extensive use of dichotomous keys; five semester hours of mathematics consisting of at least one math course and one statistics course; U.S. passport and drivers license. Salary: \$15/hr. Deadline: 12/31/2012. For more information and to apply, email: jay@aisobservers.com; phone: 508.990.9054; website: www.aisobservers.com.

NORTHEAST FISHERIES MONITOR • New Bedford, Mass.

Position available with A.I.S., Inc. Duties: collects scientific, management, compliance, and other data at sea through interviews of vessel captains and crew, observations of fishing operations, and measurements of selected portions of the catch as directed by the National Oceanic and Atmospheric Administration Fisheries. Qualifications: B.A./B.S. in natural sciences; 30 semester hours in the biological sciences; one undergraduate course in math or statistics; experience with data entry on computers; sea experience preferred. Salary: \$15/hr. Deadline: 12/31/2012. For more information and to apply, email: jay@aisobservers.com; phone: 508.990.9054; website: www.aisobservers.com.

FREELANCE WRITER • Berkeley, Calif.

Position available with Hesperian Health Guides. Duties: drafts any new material ads and revises exiting material for new publication, Helping Children Live with HIV. Qualifications: ability to write clearly for lay audience; experience with popular education print materials, working in Sub-Saharan African communities, working with families, and ability to write quickly under deadlines; strong communication skill; identification with mission of organization. Deadline: 12/30/2012. For more information and to apply, email jobsearch@hesperian.org; website: hesperian.org/about/jobs/.

COMMUNITY ORGANIZER • Grand Junction, Colo.

Position available with Western Colorado Congress. Duties: recruits new members; plans and implements strategy on issue campaigns; conducts research; participates in grassroots fundraising efforts; trains members in activism skills; generates turnout for events; helps members in contact with public officials and press.

HOT! OPPORTUNITIES

RESOURCE EDUCATOR/INTERPRETER • Newport, Ore.

Positions available with U.S. Bureau of Land Management - Yaquina Head Outstanding Natural Area. Duties: provide tide pool and other programs to K-12 students; assist in interpretive services; explore and describe natural history of tide pools, marine mammal, birds, and other park features; staff site's interpretive center and fee collection station; lead costumed tours of Oregon's tallest lighthouse. Qualifications: demonstrated enthusiasm or experience for working with children and park visitors; personal vehicle required; ability to physically ascend and descend stairs and navigate rocky tide pools. Salary: \$200/week. Deadline: 3/15/2013. For more information and to apply, email rsimpson@blm.gov; phone: 541.574.3122; website: www.blm.gov/or/resources/recreation/yaquina/education-groups.php.

MILLENNIUM CHALLENGE CORPORATION INNOVATION FELLOW • D.C.

Position available with Arizona State University. Duties: conducts research; surveys existing best practices and generates knowledge to enhance project implementation; measures and compares social and economic benefits of new and existing projects; assists organization and partner countries to enhance use of technology in development projects; develops new approaches to building sustainable public-private partnerships in partner countries. Qualifications: M.A. in social sciences, health sciences, engineering, computers, mathematics biological, physical, or earth sciences. Salary: \$55K–\$75K. Deadline: 11/21/2012. For more information and to apply, email mccif@asu.edu; phone: 480.220.4939; website: mccif.asu.edu.



Qualifications: commitment to Western Colorado Congress' issues and values; ability to get along well with people from diverse backgrounds; ability to work independently, think strategically, and be organized; strong speaking and writing skills; familiarity with computers, including word processing and social networking. Salary: \$30K. Deadline: 11/30/2012. For more information and to apply, email info@wccongress.org; phone: 970.210.5242; website: www.wccongress.org.

FAMILY LIVING AGENT • Hayward, Wis.
Position available with University of Wisconsin-Extension. Duties: takes scholarly approach in providing local leadership in support of efforts to strengthen quality of family life; increases families' and communities' abilities to effectively manage change. Qualifications: M.A. in family development or related field. Salary: \$25,800–\$27K. Deadline: 12/4/2012. For more information and to apply, email ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C13030.

AGRICULTURE AGENT • Antigo, Wis.
Position available with University of Wisconsin – Extension. Duties: leads in teaching, accessing, and applying research findings from agronomy, plant sciences, agricultural economics, and horticulture. Qualifications: M.A. in agronomy, plant sciences, horticulture, soil science, agricultural economics, agriculture business management, agriculture education, and related fields. Salary: \$40K–\$55K. Deadline: 11/27/2012. For more information and to apply, email ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C13029

BUSINESS SOLUTIONS ANALYST • Baltimore
Position available with Catholic Relief Services. Duties: maintains and improves agency's business processes and use of financial systems and data; creates improvements through combination of staff training and implementation of new or enhanced technology. Qualifications: B.A./B.S. in accounting, information systems, mathematics, or related field; three years' experience as business analyst, de-

signer, or developer; knowledge of business and accounting processes; strong analytical, critical thinking, and problem solving skills. Deadline: 11/30/2012. For more information and to apply, visit www.crs.org/about/careers.

4-H YOUTH DEVELOPMENT EDUCATOR • Green Bay, Wis.
Position available with University of Wisconsin – Extension. Duties: serves as educational leader in teaching, accessing, and applying research findings in social, human, and behavioral sciences. Qualifications: M.A. with course work in educational principles, curriculum development, program evaluation, or cognitive and social development of youth and adults. Salary: \$40K–\$46K. Deadline: 12/4/2012. For more information and to apply, email ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C13031.

EXTENSION REGIONAL FOOD AND NUTRITION SPECIALIST • Burlington, Wash.
Position available with Washington State University. Duties: provides innovative educational programming on community food systems, access, nutrition, wellness, and food preservation. Qualifications: M.A. in health and nutrition, exercise science, health education, health, or closely related field; experience in developing and implementing community-based education programs; demonstrated use of technology for teaching, communication, information-gathering, program delivery, or reporting. Deadline: 12/17/2012. For more information and to apply, email eeo.coordinator@wsu.edu; phone: 509.335.282; website: www.wsujobs.com.

ENERGY EFFICIENCY SALES REPRESENTATIVE • Montgomery and Prince George's Counties, Md.
Position available with Matrix Energy Services, Inc. Duties: signs customers up for free lighting retrofit to lower electricity bills; educates small businesses on energy conservation techniques; performs brief walk-through energy assessment of small businesses. Qualifications: highly motivated self-starter; excellent verbal and written communication skills; outgoing and good with people; must have reliable transportation. Deadline: 12/31/2012. For more information and to apply, email ben@matrixescorp.com; phone: 916.822.5526; website: www.matrixescorp.com.

PROPOSAL OFFICER • Baltimore
Position available with Jhpiego. Duties: works with new program development office together

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

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- Continue to receive WorldView magazine
- Make your voice heard on important advocacy issues.



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Learn more at www.RPCVMentoring.org.

with technical and program staff to diversify funding base; enables well organized, cogent, and timely responses to private funding opportunities, with emphasis on non-U.S. government sources, particularly private foundations. Qualifications: B.A./B.S.; three years' U.S. government, foundation, or corporate proposal development or project management experience; knowledge of international and U.S. donor agencies, and private sector foundations; ability to work in complex environment with multiple tasks, short deadlines, and intense pressure to perform; strong communication skills. For more information and to apply, visit jobs-jhpiego.icims.com/jobs/1655/proposal-officer/job.

PROGRAM COORDINATOR • D.C.

Position available with GlobalWorks Foundation. Duties: works with Building a Modern Workforce in Honduras Project; provides support to project manager and team members; researches substantive issues; schedules meetings; organizes conference calls; translates documents and arranges team trips to Honduras. Qualifications: background in international development, labor, and human rights preferred; superb management and organizational skills; attention to detail; flexibility in fast-paced environment; fluency in Spanish. Deadline: 12/14/2012. For more information and to apply, email hiringmanager1200@gmail.com; phone: 202.296.8100; website: www.globalworksfoundation.org.

OFFICE MANAGER • D.C.

Position available with GlobalWorks Foundation. Duties: facilitates day-to-day management of firm, vendor relations, accounts receivable, and accounts payable; coordinates meetings/events; does administrative tasks; supports senior staff on variety of other deliverables. Qualifications: B.A./B.S.; ability to manage numerous simultaneous tasks in very busy office environment and keep on schedule; strong writing and interpersonal skills. Deadline: 12/14/2012. For more information and to apply, email hiringmanager1200@gmail.com; phone: 202.296.8100; website: www.globalworksfoundation.org.

FINANCIAL COUNSELOR • New York

Position available with Neighborhood Trust Financial Partners. Duties: delivers financial empowerment services to low-income clients via individualized financial counseling and signature financial education workshop series, in partnership with local organizations and community development credit unions. Qualifica-

Tips from the Certification Specialist

Wondering if you have noncompetitive eligibility (NCE) status? It is written on your DOS (generally the last paragraph). For answer to some frequently asked questions regarding NCE, visit pages 13-17 of <http://multimedia.peacecorps.gov/multimedia/pdf/returned/hotline/hotline051511.pdf>



~ Nicolette Fertakis,
Peace Corps Certification Specialist

tions: B.A./B.S.; Spanish language fluency; strong teaching and facilitation skills; background in education, microfinance, community and economic development, or social work; commitment to improving lives of working poor through dedication to affordable financial services and long-term goals. For more information and to apply, email hr@neighborhoodtrust.org; website: www.neighborhoodtrust.org.

PART-TIME DEVELOPMENT

ASSOCIATE • Providence, R.I. or Boston

Position available with Health Leads. Duties: ensures region's donors have positive and rewarding philanthropic experience; supports all Providence-based development activities. Qualifications: three years' progressive development, campaign, or comparable experience; proven skill in developing external partnerships and in managing high-stakes relationships. Salary: \$20K. For more information and to apply, email hnichols@healthleadsusa.org; website: careers.healthleads.icims.com/jobs/1047/development-associate/job.

PROGRAM OPERATIONS ASSOCIATE • Chapel Hill, N.C.

Position available with Futures Group. Duties: provides administrative and operational assistance in implementation of project activities for large USAID-funded project; works part-time for approximately 20-30 hours per week with potential to become full-time in early 2013. Qualifications: B.A./B.S. in business, finance, international relations, public health, or related field; one year's project planning and budget control experience in research, public health, or international development environment; exposure to government or international projects or programs desired. Salary: \$30K-35K. Deadline: 11/16/2012. For more information and to apply, email jbest@futuresgroup.com; phone: 202.777.0951; website: www.futuresgroup.com.

ASSISTANT FARM MANAGER • Brookeville, Md.

Position available with The Farm at Our House. Duties: oversees production, marketing, and management responsibilities associated with small scale farming in collaboration with farm owners. Qualifications: one year's farming experience required; two years' preferred; experience working with at risk young people preferred; some administrative or supervisory experience preferred; strong communication and organizational skills critical. Salary: \$10K-\$11K. Deadline: 11/21/2012. For more information and to apply, email maregrossman2001@yahoo.com; phone: 202.412.5698; website: www.thefarmatourhouse.com.

ENVIRONMENTAL EDUCATORS • Outer Banks, N.C.

Position available with Sound to Sea Environmental Education Program. Duties: learns about five major habitats on Barrier Island as well as coastal cultures and current issues; utilizes hands-on activities to teach multidisciplinary curriculum to diverse populations; cares for birds of prey, salt and fresh water aquaria; takes overnight shift once every two weeks. Qualifications: B.A./B.S. in sciences or teaching; must train in first aid and CPR; ability and desire to work with elementary students - senior adults in small and large groups; creativity, flexibility, and sense of humor; experience working with students preferred. Salary: \$260/week. For more information and to apply email soundtosea.trinity@gmail.com; phone: 888.874.6287 ext. 21; website: trinityctr.com/soundtosea.



Ask Hotline

Q: What is an SF-50 and do I have one?



A: An SF-50 is a document that is issued to federal employees. As a PCV you were not a federal employee, so you did not have an SF-50. If someone asks for one, provide a copy of your DOS.

Ask Hotline



Q: Where can I find more information regarding NCE?



A: Check out our new webpage www.peacecorps.gov/nce.

International

DIRECTOR OF FINANCE • Democratic Republic of Congo

Position available with PSI. Duties: assists in development of constructive external relations with tax and customs authorities, immigration, and the Ministries of Plan and Foreign Affairs; recruits, trains, and supervises personnel as needed. Qualifications: M.A. in relevant area or equivalent experience in related field; significant experience in financial management of large, multiple donor-funded programs, managed through multiple offices; in-depth knowledge of management in challenging environments; exceptional diplomatic skills. Deadline: 12/3/2012. For more information and to apply, visit www.psi.org/jobs.

DIRECTOR OF PROGRAMS • Dar es Salaam, Tanzania

Position available with PSI. Duties: provides effective leadership and strategic management of organization Tanzania's health interventions in HIV prevention, reproductive health, and child survival. Qualifications: M.A. in relevant field; technical expertise in the area of HIV, reproductive health, maternal and/or child health; six years' demonstrated staff management and project oversight experience; familiarity with international health and development issues. Deadline: 11/23/2012. For more information and to apply, visit www.psi.org/jobs.

GLOBAL INTERNAL AUDIT ADVISOR • West and Central Africa

Position available with PSI. Duties: provides internal audit support to organization's local platforms; coordinates and performs assessments at company and affiliate locations; assists in planning and scheduling of specific assessments; performs assessments in accordance with the organization guidelines. Qualifications: Certified Public Accountant or equivalent qualification; seven years' experience, including internal audit and/or external audit experience; excellent verbal and written communication skills in both French and English. Deadline: 11/23/2012. For more information and to apply, visit www.psi.org/jobs.

DEAN OF SCHOOL OF BUSINESS AND ENTREPRENEURSHIP • Yola, Nigeria

Position available with The American University of Nigeria. Duties: acts as leader; contributes to diversity and excellence of academic community through research, teaching, or service; supports and initiates entrepreneurial outreach. Qualifications: Ph.D. in related academic discipline; five years' comparable experience in position of academic leadership; management abilities; effective organizational and communication skills. For more information and to apply, email AUNDeanBusiness@HCALTD.com; website: www.aun.edu.ng/.

AGRICULTURE FELLOW • Chench, Ethiopia

Position available with Nuru International. Duties: leads agriculture program; develops and implements agricultural interventions to meet needs of partner communities; emphasizes co-creation of agriculture program strategy with Ethiopian staff; recruits, manages, and trains Ethiopian agriculture staff; measures solutions based on sustainability and scalability. Qualifications: B.A./B.S. in international development, business, or agriculture;

M.A. preferred; two years' work or volunteer experience in agriculture, natural resources, international development, project management, or related fields; prior experience living or working in developing country. Deadline: 12/15/2012. For more information and to apply, email jobs@nuruinternational.org; website: www.nuruinternational.org.

COUNTRY REPRESENTATIVE/PACE EXECUTIVE DIRECTOR • Kampala, Uganda

Position available with Population Services International. Duties: represents PACE to national government agencies, key stakeholders such as UN agencies, private sector partners, and NGOs in legal, administrative, and public hearings, and to donors in host country; maintains excellent relationships with donors and relevant stakeholders; maintains active participation of PACE senior management. Qualifications: 10 years' work experience in developing countries; strong diplomatic and political skills; demonstrated strengths in strategic organizational leadership and external relations; proven ability to develop and mentor staff; familiarity with CDC, Global Fund, USAID, DFID, and foundations. Deadline: 12/03/2012. For more information and to apply, visit www.psi.org/jobs.

ECONOMIC DEVELOPMENT COORDINATOR • Trujillo, Peru

Position available with SKIP- Supporting Kids in Peru. Duties: supervises and coordinates volunteers of microcredit program as well as artisan workshop project; manages department's budget; undertakes participatory analysis of needs of families in program, focusing on sustainable income generation activities. Qualifications: Spanish language fluency; ability to commit to at least one year; two years' work experience in economic development, particularly with small businesses and/or Latin American cooperatives; knowledge of micro-loan management and fair/ethical trade. Salary: 550 Peruvian Nuevos Soles or approximately \$210/mo. Deadline: 11/24/2012. For more information and to apply, email volunteering@skipperu.org; website: <http://skipperu.org/en>.

REGIONAL DIRECTOR OF OPERATIONS • Africa, Middle East, or Asia Pacific region

Position available with CIEE. Duties: manages business responsibility for set of organization's study centers in particular region of world, requiring delivery of high-quality programming, logistics, and related services. Qualifications:

Peace Corps Response

PCR Hot Jobs

Water System Engineers, fluent in Spanish, needed in Dominican Republic

Two Response Volunteers, with a B.A./B.S. in Civil Engineering, are needed to serve with the Health Horizons International or the Local Women's Committee. Both organizations have requested [Water System Engineers](#) to assist with the design and construction of gravity-flow water systems to improve access to clean potable water in the communities they work with. This project will result in the reduction of cholera and other water-borne illness outbreaks and in creating a potable water source for consumption.

Educational Program Development Specialist, with experience in designing and delivering trainings, needed in Georgia

An [Educational Program Development Specialist](#), experienced in the field of education and culture, is needed to assist the National Center of Manuscripts with updating existing programs, designing curriculum specific and appropriate for each target audience, developing new sessions, improving overall planning and management of the programs, and initiating joint projects with similar organizations working abroad. The goal of this project is to increase staff and organizational capacity in English language skills, attract tourists, provide quality services, and develop new projects and initiatives, all of which will help the center better promote Georgia's cultural heritage.

Occupational Therapy Specialist, skilled in physical or occupational therapy, needed in the Philippines

A Peace Corps Response Volunteer is needed to serve as an [Occupational Therapy Specialist](#) for Norfil Foundation, Inc.—a local nongovernmental organization specializing in the care and rehabilitation of disabled, neglected, and abandoned children through community and family-based programs. The Volunteer will develop a training manual for staff, community volunteers, and parents that will equip them to: (1) assist children and youth with motor problems to maximize their abilities and become more independent; (2) promote the prevention of secondary complications as a result of physical disabilities; and (3) ensure that children

and youth with motor problems have access to and equal opportunities for education, employment, and other activities of mainstream society.

Fundraising and PR Specialists, with basic Russian or Ukrainian language skills, needed in Ukraine

Multiple Peace Corps Response Volunteers are needed to serve with various HIV-service NGO's in Ukraine. The Volunteers will help strengthen the organizational capacity of their partner organizations to increase the impact these organizations have in addressing HIV/AIDS prevention. The [Fundraising and Public Relations Specialists](#) will also review and research funding sources, develop short-term and long-term fundraising action plans, as well as co-plan and coordinate the implementation of fundraising events. The goal of this work is to improve financial sustainability, decrease donor dependence, improve communication to potential partners and international donors, and ensure efficient use of resources.

Deaf Education Specialist, fluent in American Sign Language, needed in Jamaica

A Peace Corps Response Volunteer, fluent in American Sign Language, is needed to serve with the Jamaica Association for the Deaf. The [Deaf Education Specialist](#) will introduce the Junior Achievement curriculum to several deaf schools in Jamaica. The goal of this project is to increase both educational and professional opportunities for teachers, demonstrate an increased mastery of literacy and numeracy among students and develop a sustained passion for lifelong learning throughout the deaf community.

Disaster Response/Early Warning Systems Specialists, with Malagasy language skills, needed in Madagascar

Two Peace Corps Response Volunteers are needed to serve as Disaster Risk Response/Early Warning Systems Specialists working with Catholic Relief Services. The [Disaster Response/Early Warning Systems Specialists](#) will develop food security training toolkits for local communities, help those communities identify basic needs in case of emergency, as well as ways to facilitate access to local resources. The goal of this program is to work to support the implementation of a community-based food security early warning system in targeted areas of the country.



Peace Corps Response Webinar

Short-Term Assignments for Experienced Professionals
January 15, 2013 at 6:00PM(EST)

We invite you to join this webinar to learn about the many exciting opportunities, how the PCR application process works and about the benefits of working in a short-term assignment. Please [register](#) to secure your spot.

Peace Corps Response currently has over 65 openings in more than 20 countries!

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



M.A. in related field; eight years' work experience with five years' hands-on managerial experience in study abroad, international education exchange, or related higher education institutional setting; experience developing and managing budgets; commitment to organization's values and goals; exhibited professionalism both internally and externally. For more information and to apply, email ciceresume@cicee.org; website: www.cicee.org.

SOCIAL MARKETING, TECHNICAL ADVISOR • Hargeisa, Somaliland

Position available with PSI. Duties: develops, coordinates, and builds capacity of organization's Somaliland social marketing interventions; identifies new business opportunities for innovative interventions for organization's Somaliland programs; facilitates social marketing trainings to build capacity to implement interventions that will increase coverage of product distribution. Qualifications: M.B.A. or relevant post-graduate degree, or equivalent experience as technical advisor, consultant, program manager, or similar role; two years' work experience in developing country required; fund management experience with DFID, UNICEF, and Dutch donors preferred. Deadline: 13/3/2012. For more information and to apply, visit: www.psi.org/jobs.

PROGRAM ASSISTANT • Asia & Eastern Europe region

Position available with Population Services International. Duties: supports program management functions in the Asia/Eastern Europe region; provides administrative/programmatic support to program staff; works in word pro-

cessing, proofreading, formatting charts, graphs, and presentations. Qualifications: B.A./B.S. or equivalent experience; one year's work experience in fast paced office environment, or through combination of internships or volunteer experiences; demonstrated interest in Asia region, and health or marketing preferred; demonstrated ability to review financial documents and budgets. Deadline: 12/03/2012. For more information and to apply, visit www.psi.org/jobs.

ESL ENGLISH TEACHER • Jakarta, Indonesia

Position available with Wall Street Institute. Duties: teaches variety of English classes using our uniquely successful method; creates social clubs and other events; promotes all-English speaking environment; acts as a counselor, mentor, evaluator, and coach; motivates students. Qualifications: B.A./B.S. in English or TESOL; non-negotiable government required TEFL certificate; CELTA/Trinity preferred; native English speaker with valid U.S. passport. Salary: approximately \$1,750/mo. Deadline: 11/30/2012. For more information and to apply, email john.kotcher@wallstreet.ac.id; phone: 6221.725.2625; website: www.wallstreet.ac.id/en/career/#!job-opportunity.

COUNTRY REPRESENTATIVE • Kathmandu, Nepal

Position available with Population Services International. Duties: manages development, management (financial, administrative, and programmatic), and representation of organization's activities in Nepal, including leader-

ship of senior management team, departmental directors responsible for marketing and communications, reproductive health, research and evaluation, finance, administration, and human resources; develops annual marketing and operational plans together with longer-term strategic plans. Qualifications: M.A. in relevant area or equivalent experience; significant fundraising, personnel, operational, and financial management experience in Asia preferred; technical background in marketing, advertising, or communications preferred; five years' management experience in developing country. Deadline: 12/03/2012. For more information and to apply, visit www.psi.org/jobs.

MALARIA COORDINATOR • Conakry, Guinea

Position available with Population Services International. Duties: manages and leads organization's Guinea's malaria prevention strategy to implement malaria prevention activities; serves as organization's focal point to Guinea's National Malaria Control Program (NMCP) and other partners to expand household coverage and use of Long Lasting Insecticidal Nets; engages with partners to improve coordination. Qualifications: M.A. in area related to public health; six years' work experience in successfully designing, implementing, and managing malaria programs; technical knowledge of malaria epidemiology, treatment, and prevention required. Deadline: 12/3/2012. For more information and to apply, visit www.psi.org/jobs.

CHIEF OF PARTY, PRESIDENT'S MALARIA INITIATIVE • Conakry, Guinea

Position available with Population Services International. Duties: oversees management and implementation of large malaria project covering distribution of long-lasting insecticide treated nets, behavior change communications, facility, and community-level diagnosis and treatment; serves as donor's main point of contact on project. Qualifications: M.A. in related field; 10 years' demonstrated experience in designing/managing public health programs; demonstrated success in implementing health programs in developing countries. Deadline: 12/3/2012. For more information and to apply, visit www.psi.org/jobs.

MANAGING DIRECTOR • Kabul, Afghanistan

Position available with Global Partnership for Afghanistan. Duties: implements strategic plan; obtains financial resources needed to execute programs; assures effective management of all aspects of operations; represents organi-

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zation to international agencies, governments, foundations, and donors. Qualifications: B.A./B.S. in related field; M.A. preferred; five years' NGO experience overseas focused on strong program, team, and financial management; strong written and oral Dari and Pashto language skills. Deadline: 11/30/2012. For more information and to apply, email info@gpfa.org; website: www.gpfa.org.

ALFA FELLOW • Moscow, Russia

Position available with Alfa Fellowship Program. Duties: receives work assignments at leading organizations in fields of business, economics, journalism, law, and public policy; receives language training and extensive professional experience; attends seminar series. Qualifications: M.A.; two years' professional experience in business, economics, journalism, law, or public policy; high professional and academic achievements; Russian language fluency preferred. Deadline: 12/1/2012. For more information and to apply, email alfa@culturalvistas.org; phone: 212.497.3525; website: www.culturalvistas.org/alfa.

COUNTRY DIRECTOR • Jordan

Position available with Work Wide Hearing. Duties: oversees pilot launch of development project in Jordan for one year; creates operation from scratch with guidance from the executive team; sets and achieves annual performance goals; uses feedback and data to improve operations; oversees and develops staff of two people, as well as a group of technicians. Qualifications: M.B.A. or equivalent in international development; four years' work experience with at least one year's experience working in a developing country; English fluency required; Arabic fluency preferred. Deadline: 11/30/2012. For more information and to apply, email jobs@wwhearing.org; phone: 514.312.2604; website: www.wwhearing.org.

SENIOR MANAGER, ONLINE ENGAGEMENT • D.C.

Position available with Population Services International. Duties: provides management-level analysis to help organization implement targeted online fundraising and engagement practices; develops and executes aggressive online fundraising; develops and executes online strategies; provides analysis and develops best practices; manages coordinator, online engagement, as well as consultants. Qualifications: B.A./B.S. in relevant area with experience working in field; M.A. in relevant area preferred; seven years' experience managing online campaign and online fundraising work;

strong management, budgeting, analytical, and organizational skills. Deadline: 12/03/2012. For more information and to apply, visit www.psi.org/jobs.

Education

SOCIAL WORK & PUBLIC HEALTH SCHOLARSHIPS • St. Louis

Brown School at Washington University offers Master of Social Work and Master of Public Health degrees. Master's of Social Work offers two \$35K John F. Kennedy Scholarships annually to RPCVs. Master's of Public Health program offers two full-tuition community and population health scholarships with special consideration for service corps alums. Six concentrations and international practicum opportunities available. Applications processed on rolling basis. Deadline: 3/1/2013. For more information and to apply, email rsigg@wustl.edu; phone: 314.935.4382; website: www.brownschool.wustl.edu.

PH.D. ASSISTANTSHIP BIOLOGICAL SCIENCES • Houghton, Mich.

Position available with Biological Sciences, Michigan Technological University. Duties: performs doctoral research in subfield of biological sciences; assists Director of Peace Corps programs in management of University's Peace Corps Master's International Program. Qualifications: RPCV status; B.A./B.S. in biological

sciences or closely related field preferred. Salary: \$17,500; tuition. Consideration of applications begins immediately and will continue until the position is filled. For more information and to apply, email cjhuckin@mtu.edu; phone: 906.487.2475; website: <http://peacecorps.mtu.edu/BioSciAssist.html>.

GRADUATE FELLOWSHIPS – MICHIGAN TECHNOLOGICAL UNIVERSITY • Houghton, Mich.

Michigan Tech's National Service Graduate Fellowships for RPCVs provides a fellowship award that reduces tuition by 30% for admitted graduate students. Fellowships are available to students enrolled in most graduate programs upon documentation of Peace Corps service. For more information, visit www.gradschool.mtu.edu/nsgf.

RETURNED PEACE CORPS VOLUNTEER SCHOLARSHIPS • New York

NYU's Steinhardt School offers scholarship support to RPCVs who enroll in full-time master's program in school counseling, mental health counseling, education policy, environmental education, international education, teaching English as foreign language, and more. For more information and to apply, email mbf211@nyu.edu; phone: 212.998.5030; website: www.steinhardt.nyu.edu/peacecorps12-12.

Thinking of Graduate School? Think of Coverdell Fellows!

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Paul D. Coverdell Fellows Program
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Be sure to express your appreciation to those who assist you by sending a handwritten card or at least an email of sincere appreciation.

Direct/easier access to hiring officials. During the holidays, many employees take vacations and this can actually work in your favor, as it might mean you have a better chance of getting direct access to hiring officials. Chances are the business will not completely close down for the entire month of December, but many business activities and commitments (meetings, etc.) are slowed down or put on hold during the holidays—generally making it a slower time. This means that hiring officials might have more time to review your resume, or provide you with an informational interview.

Temping opportunities are plentiful. We've all heard that temping is a good way to explore an organization and to network your way into a full-time job. The holidays are a time when temping requests are at a high because

of the many vacation requests coming from employees during this time. So, if you're willing to consider temping over the holidays, you can get your foot in the door, earn some extra holiday money, *and* prove yourself as a valuable and flexible team player worthy of being considered for full-time positions. The fiscal year of most organizations lines up nicely with the calendar year, with annual goals and directives often following suit—which means new jobs and opportunities may arise then as well. So, by getting your foot in the door early, you might be able to temp your way into an organization and into an exciting new job soon thereafter.

Holiday cards are a great excuse to reconnect with networking contacts and interviewers. Consider sending holiday cards (along with your contact card, if possible) to individuals who have provided you with an informational interview. This is a great way to check in with these folks, to wish them well, express your appreciation for their assistance, and to update them on your

progress (remember, your professional networking contacts have a vested interest in your success—they've given you their expert opinion and tips, and so naturally they want to see you succeed!). Your holiday card will show your professionalism, and it might also spark additional ideas and new networking contacts for you as well. You might also consider sending holiday cards to the hiring official of a job you have already interviewed. This can be a great way to make a lasting impact and set yourself apart from the other applicants. Even if they've selected another applicant, it shows your professionalism and hiring officials may keep you in mind for other possible jobs within the organization.

If you follow the above tips, I venture to predict you might just find that the holiday season will not only be jolly, but productive as well. Best wishes for a happy and productive holiday season. May the coming months bring you much peace, joy, and, of course (for those in the job market), a **FABULOUS, WELL-DERIVED NEW JOB!**



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