



Hotline



For Returned Volunteers/
From the Office of Public Engagement

Hot Resources

Highlights

Join the RPCV Career Center Coordinator for a virtual fireside chat!

For more information, see page 10.

Connect with a Peace Corps Response Recruiter.

For more information, see page 6.

Have photos from your Peace Corps service?

For more information, see page 3.

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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Peace Corps Response

Calls for Resumes – A Powerful Tool to Help RPCVs with NCE Land Federal Jobs

By: Kat Edwards, RPCV/Suriname 2006-2009



As many RPCVs may realize, noncompetitive eligibility (NCE) allows (but does not entitle) an RPCV to be hired for a position without going through the competitive federal hiring process, as long as they meet the minimum qualifications for that job. But how does one effectively market this special hiring status, or tap into federal positions being filled through NCE?

First, be sure to include your active NCE status on ALL federal applications, in your federal resumes (bolded and up front, preferably as part of your key qualifications) and within your cover letter. This helps you raise awareness among federal employers who may have yet-to-be-posted jobs you might be considered for without them having to even advertise the position to the general public. Note: Since NCE only relates to federal positions, there is no need to add the NCE wording to your non-federal resumes or applications for positions in the private or non-profit sector.

(For additional information on NCE special hiring status, be sure to check out our new webpage, www.peacecorps.gov/nce.)

Next, make sure you are connecting directly with federal hiring managers by responding to Calls for NCE Resumes on the RPCVNetwork listserv.

This mechanism has been gaining popularity because it helps federal hiring managers fill open positions quickly with highly qualified candidates who have a proven track record of adaptability, strong communication skills, perseverance, and dedication - aka RPCVs! In 2009, our Office of Returned Volunteer Services (RVS) posted a total of 13 Calls for Resumes. In 2010, that number rose to 48. As of this issue of *Hotline*, we have had 99 Calls for Resumes thus far in 2011. And, given that some of these announcements are advertising multiple vacancies... that's a lot of federal jobs being filled through Peace Corps NCE!

The concept of an NCE Call

for Resumes is quite simple. When a federal hiring manager has an open position in their department, they contact us (RVS) and ask us to solicit resumes from RPCVs with active NCE. We post a special message on the RPCVNetwork listserv, crafted by the hiring agency, which includes a brief description of the position, the minimum qualifications, and the contact information for the hiring agency. RPCVs with NCE then send their resumes directly to the federal employer (a very private sector-like process!).

Below are a few tips to help you stand out to employers when replying to a Call for Resumes:

1. Take the time to read the entire announcement and follow the instructions carefully.
2. Make the effort to tailor your resume to the qualifications and duties listed by the employer.
3. Include a cover letter even if it's not required. This is a great way to stand out from the masses and demonstrate your writing skills. The cover

Public Sector

COMMUNICATIONS SPECIALIST • D.C.

GS-9/13 position available with General Services Administration. Duties: creates and implements communications plan; creates quarterly newsletter; plans, participates in, and publicizes events for office of chief financial officer; coordinates website updates; writes and edits all high-level correspondence; analyzes, interprets, and integrates information; communicates information from senior management. Qualifications: current noncompetitive eligibility; strong oral communication, writing, editorial, and grammar skills; strong Microsoft Word, PowerPoint, Excel and social media skills; ability to deal diplomatically and tactfully with all levels of management; ability to adapt to changing needs; strong time management skills. Salary: \$50K–\$90K. Deadline: 12/15/2011. For more information and to apply, email rachel.litwak@gsa.gov; phone: 202.219.1081; website: www.gsa.gov.

Private Sector

EXECUTIVE DIRECTOR • Bismarck, N.D.

Position available with Dakota Resource Council. Duties: supervises financial management; fundraises; coordinates staff; works with board of directors; manages day-to-day operations of grassroots membership organization; implements policy and action decisions made by board. Qualifications: relevant education; significant experience in grassroots community organization and management of 501(c)(3) organizations; excellent leadership and communication abilities; fund-raising and staff supervision skills. Deadline: 12/5/2011. For more information and to apply, email aleta@drcinfo.com; phone: 701.483.2851; website: www.drcinfo.org.

FAMILY OR PEDIATRIC NURSE PRACTITIONER • Portland, Ore.

Position available with Outside In. Duties: provides comprehensive primary health care in newly designed school-based health cen-

ter; coordinates patient care with pediatric adolescent medicine physician, agencies, and other providers. Qualifications: current Oregon certified nurse practitioner with prescriptive authority license; demonstrated experience; experience with youth and families preferred. Salary: \$36–\$42/hour. For more information and to apply, email apply@outsidein.org; phone: 503.535.3800; website: www.outsidein.org.

COORDINATOR, MALARIA AND CHILD SURVIVAL • D.C.

Position available with Population Services International. Duties: assists in review of contractual documents or program budgets across projects; manages and distributes reference materials for meetings and conferences with external partners as needed. Qualifications: B.A. in public health, international development, or related field or equivalent work experience; two years' prior work experience, preferably in nonprofit and international development sector; Microsoft Office proficiency; ability to perform basic data analysis. Deadline: 1/8/2012. For more information and to apply, visit www.psi.org.

BUSINESS PROPOSAL • Research Triangle Park, N.C. or D.C.

Position available with Research Triangle Park International. Duties: undertakes overseas development work for variety of bilateral and multilateral donors and clients such as USAID, UN, and the World Bank. Qualifications: B.A./B.S. and six years' experience or M.A. and three years' experience in relevant discipline such as business, finance, or accounting; experience in government contracting business and USAID projects and proposals. For more information and to apply, visit www.rti.org/job13730.

CAPACITY BUILDING ADVISOR • Arlington, Va.

Position available with Management Sciences for Health. Duties: supports systems for improved access to pharmaceuticals; services portfolio managers, technical advisors, and in-country teams in development and implementation of capacity building and training activities, ensuring adequate contribution to results; assists in conceptualization and dissemination of center for pharmaceutical management approaches, courses, and products. Qualifications: M.A. or equivalent work experience; experience in international public health, managing training activities, and workshops;

HOT! OPPORTUNITIES

AQUACULTURE CARPENTER AND PRODUCTION ASSISTANT • Fort Valley, Ga.

Position available with Fort Valley State University. Duties: assembles aquaculture tanks, support structures, piping, air manifolds, and plumbing connections in recirculation aquaculture systems; manages water quality, animal husbandry, and harvesting. Qualifications: high school diploma or GED; good physical health; ability to repeatedly lift fifty pounds and swim; experience with construction, machine operation, carpentry, plumbing, pump and aerator installation, and maintenance; previous aquaculture experience preferred. Salary: \$28,000. Deadline: 12/8/2011. For more information and to apply, email duncanp@fvsu.edu; phone: 478.283.2012.

MIGRANT OUTREACH AND BREAST HEALTH PROGRAM COORDINATOR • Salem, N.J.

Position available with Southern Jersey Family Medical Centers. Duties: plans, develops, and implements provision of health education, outreach, transportation, interpretation, breast health program, and social services to migrant and season farm workers during harvest season; supervises three to seven person staff. Qualifications: B.A./B.S. in nursing, health education, public health, or related field; one year managerial experience preferred; willingness to work evenings and some weekends; Spanish language fluency. Salary: \$32K. Deadline: 12/15/2011. For more information and to apply, email carias@sjfmc.org; phone: 609.481.3100; website: www.sjfmc.org.

Microsoft Office proficiency; strong organizational and interpersonal skills. For more information and to apply, email thsueh@msh.org; phone: 617.250.9221; website: <http://jobs-msh.icims.com/jobs/4433/job>.

DIRECTOR OF INTERNATIONAL PROGRAMS • Minneapolis, Minn.

Position available with American Refugee Committee. Duties: leads international programs' team of over 1,800 people in nine countries; provides strategic leadership and operational management to international programs and operations. Qualifications: five years' country and program management experience with international non-governmental organization; experience managing humanitarian operations and budgets; experience providing leadership and guidance to team members; experience working with major donors such as USAID; demonstrated collaborative, results-oriented management style. Deadline: 12/31/2011. For more information and to apply, email directorIP@archq.org; website: www.arcrelief.org.

COASTAL EAST AFRICA PROGRAM OFFICER • D.C.

Position available with World Wildlife Fund. Duties: plans, manages, communicates, and implements program priorities and activities in Kenya, Tanzania, and Mozambique. Qualifications: B.A./B.S.; M.A. in related field preferred; five years' experience in program

management, biodiversity conservation, or natural resources management; two years' work experience in Africa; ability to work effectively as team member with wide range of individuals; Portuguese or Swahili language fluency preferred. For more information and to apply, visit www.worldwildlife.org/who/careers/jobs.html.

FINANCIAL ANALYST, SOUTH AFRICA REGION • D.C.

Position available with Population Services International. Duties: provides assistance in donor proposal budget development through cost and pricing analysis and historical expense trend analysis. Qualifications: B.A./B.S. in finance or equivalent experience; M.B.A. or M.A. in accounting preferred; three years' federal contract accounting regulations experience; balance sheet review and analysis experience; ability to work in fast-paced, team environment; ability to multitask; strong analytical and problem solving skills. Deadline: 1/7/2012. For more information and to apply, visit www.psi.org.

NEW YORK CITY TEACHING FELLOW • New York

Positions available with New York City Teaching Fellows. Duties: work in high-need subject areas and grade levels in New York City public schools while earning subsidized M.A. in education. Qualifications: prior teaching experience not required; ability to

provide students with quality education. Salary: \$45,500–\$54,700. Deadline: 12/5/2011. For more information and to apply, email fellows@schools.nyc.gov; phone: 713.935.4101; website: www.nycteachingfellows.org.

MANAGER, NEW BUSINESS DEVELOPMENT • D.C.

Position available with Population Services International. Duties: manages all aspects of proposal development by working with field and headquarters staff on program design, proposal writing, and cost proposal development. Qualifications: M.A. in business administration, public health, public administration, or related field or five years' related experience; strong diplomatic, negotiating skills; strong interpersonal communication skills. For more information and to apply, visit www.psi.org.

ASSOCIATE, EXECUTIVE, AND SENIOR DIRECTORS • Various locations

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

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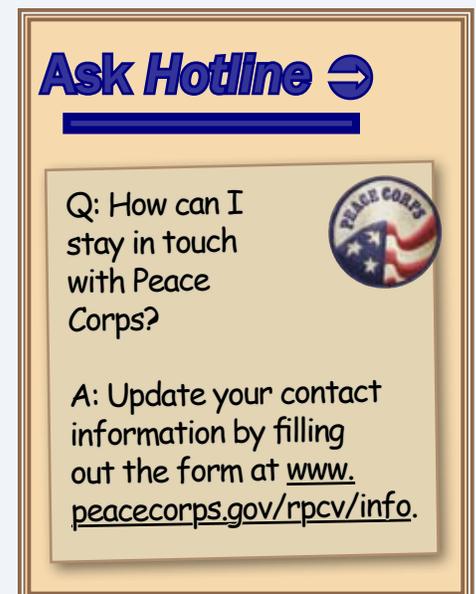


Peace Corps Digital Library
<http://collection.peacecorps.gov>

Have any photos or stories from your Peace Corps experience?

SUBMIT NOW!



Ask Hotline 

Q: How can I stay in touch with Peace Corps?

A: Update your contact information by filling out the form at www.peacecorps.gov/rpcv/info.



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and to apply, email somalley@ccsfundraising.com; phone: 800.832.3214; website: www.ccsfundraising.com/careers.

OUTDOOR SCIENCE INSTRUCTOR • Portland, Ore.

Position available with Oregon Museum of Science and Industry. Duties: teaches concept-based, natural science curriculum for students K-12; prepares daily lesson plans; organizes, assembles, and maintains equipment and teaching supplies for program; leads summer traveling programs; drives van or bus; teaches, prepares meals, and performs campsite set up and breakdown. Qualifications: B.A./B.S. or equivalent combination of experience and education; working knowledge of concepts in natural history and ecology; one year's experience working with youth in outdoor setting. Salary: \$45-\$75/day. Deadline: 12/30/2011. For more information and to apply, email employment@omsi.edu; phone: 503.797.4000; website: www.omsi.edu/employment.

CLIENT SOLUTIONS AND SERVICES ANALYST • Palo Alto, Calif.

Position available with Medallia, Inc. Duties: works with senior team members to carry out customer implementations and post launch programs; improves customer feedback programs; identifies improvements to products and processes. Qualifications: experience in management or information technology con-

sulting; proven track record of meeting and exceeding goals; excellent analytical skills; strong written and oral communication skills; presentation skills. For more information and to apply, email careers@medallia.com; phone: 650.321.3000; website: www.medallia.com/careers/position/client-solutions-and-services-analyst.

International

SUMMER COMMUNITY SERVICE TRIP LEADER • Various worldwide locations

Position available with VISIONS Service Adventure. Duties: supervises and mentors teens; helps supervise work project sites, recreational activities, and daily life. Qualifications: experience leading or teaching teens; demonstrated interest in cross-cultural living and learning; first aid and CPR safety certification; carpentry skills and experience living in different cultures beneficial; sense of humor; natural disposition for hard work and achievement; French or Spanish language fluency required in certain sites. Deadline: 2/29/2012. For more information and to apply, email info@visions-serviceadventures.com; phone: 406.551.4423; website: www.visions-serviceadventures.com/about/employment.html.

COURSE INSTRUCTOR • Various worldwide locations

Position available with Adventures Cross-Country. Duties: fosters constructive group dynamics; facilitates activities and initiatives; oversees outfitted activities; ensures each student in group is able to safely achieve goals. Qualifications: wilderness first responder, emergency medical technician, or wilderness emergency medical technician certification; physical fitness; driver's license; clean driving record; foreign language fluency beneficial. Deadline: 4/11/2012. For more information and to apply, email employment@adventurescross-country.com; phone: 415.332.5075, ext. 240; website: www.adventurescrosscountry.com.

English Teachers • Tbilisi, Georgia

Positions available with Greenheart Travel. Duties: teach English to children; live with host family; aid in educational reformation of country. Qualifications: associates degree. Salary: \$300/month. Deadline: 1/1/2012. For more information and to apply, phone: 888.227.6231; website: www.greenhearttravel.org.

HIV/AIDS AND HEALTH PROGRAM ADVISOR • Addis Ababa, Ethiopia

Position available with Global Health Fellows Program II. Duties: liaises with HIV/AIDS and health teams; supports offices to gather information including performance, success stories, and procurement planning. Qualifications: M.A. in development studies, political science, or related field; 10 years' progressively responsible experience in development or program management; three years' experience working in international or resource-challenged setting. Deadline: 12/5/2011. For more information and to apply, email ghfprecruitment@ghfp.net; website: www.ghfp.net.

INTERNATIONAL SUMMER PROGRAM DIRECTOR, MENTOR FOR TEENS • Various worldwide locations

Position available with Global Leadership Adventures. Duties: leads group of 10 to 50 students through service-learning journey; lives alongside students; supervises students during program operation. Qualifications: B.A./B.S.; experience with teens; relevant language skills and international experience in Ghana, Tanzania, Thailand, China, India, Bali, or Latin America; ability to commit six to eight weeks from late July through early August. Deadline: 2/15/2012. For more infor-

Free Online RPCV Resources!

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

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

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

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





mation and to apply, email jessica@experiencegla.com; phone: 858.771.0646; website: www.experiencegla.com.

DIRECTOR, MATERNAL CHILD HEALTH • Angola

Position available with Population Services International. Duties: works collaboratively with country program staff to achieve program objectives and deliverables; mentors and develops local program staff capacity in strategic planning, marketing, and communications design and development across programmatic areas. Qualifications: M.A. in relevant discipline or equivalent experience; four years' work experience in developing country, preferably in Africa; experience in malaria programs development and management, product, or service delivery in developing countries. Deadline: 1/7/2012. For more information and to apply, visit www.psi.org.

ENGLISH TEACHERS • Various locations in China

Positions available with Greenheart Travel. Duties: use Disney characters to help local students gain English language skills. Qualifications: B.A./B.S.; two years' post-college work experience; teaching English as second language certificate. Salary: \$1,300/month. Deadline: 1/19/2012. For more information and to apply, phone: 888.227.6231; website: www.cci-exchange.com/form.aspx?ekfrm=7532.

EARLY CHILDHOOD EDUCATOR • Myanmar

Position available with Mandalay International School. Duties: provides safe, creative, and academically appropriate environment for young learners; prepares lessons; teaches with local assistant teacher; assists in development of early childhood curriculum; participates in school meetings and functions. Qualifications: B.A./B.S. in prekindergarten, primary education, or related field; two years' teaching experience. Deadline: 1/3/2012. For more information and to apply, email Myanmarpcv@gmail.com.

FIELD COORDINATOR • Democratic Republic of the Congo

Position available with Bonobo Conservation. Duties: serves as point of contact for head office; ensures monitoring and updates are performed according to procedure; builds capacity of local in-country staff; develops and manages community development projects in outlying

villages; assists local survey teams with bonobo population and biodiversity surveys. Qualifications: B.A./B.S.; international development experience; French language fluency; strong Microsoft Office skills; experience with global positioning systems; flexibility and understanding in diverse and challenging situations; strong interest in animal and land conservation. Deadline: 12/16/2011. For more information and to apply, email klarson@bonobo.org; phone: 202.332.1014; website: www.bonobo.org.

DIRECTOR, MALARIA AND CHILD SURVIVAL • Angola

Position available with Population Services International. Duties: works collaboratively with country program staff to achieve program objectives and deliverables; mentors and develops local staff capacity in project strategic planning, marketing, and communications design and development across programmatic areas. Qualifications: M.A. in relevant discipline or equivalent experience; four years' work ex-

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Thinking of Graduate School?

The University of Pennsylvania offers graduate degrees in public health. If you're interested in social work, consider studying at Monmouth University.

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

Peace Corps Response Hot Jobs

RPCVs with Environmental Education experience needed in Georgia.

Two [Environmental Project Specialists](#) are needed to assist the Ministry of Environmental Protection with the implementation of a national environmental education strategy. The Volunteers will assist in managing the development of environmental education curricula and the implementation of training activities. The PCRVs will also develop content for digital environmental education platforms and organize conferences and competitions.

Researcher with experience in HIV/AIDS policy needed in Jamaica.

A [Documentation and Research Specialist](#) is needed to assist several Jamaican agencies with the development of a comprehensive documentation and research agenda related to HIV and the provision of services to vulnerable groups. The Volunteer will train at least 20 staff members in research and documentation techniques and will work to support the adaptation of research findings for web and video distribution.

Spanish-speaking Forester needed in Peru.

A [Protected Areas Educator](#) is needed to help the Peruvian Park Service develop a management and tourism plan for a protected zone in Peru. The Volunteer will support the design of the area's management plan, provide personnel training and educate local inhabitants, raise environmental awareness in the surrounding communities, and help with tourism development and management. The PCRV will also design a training curriculum and outreach strategy for the park.

ICT Specialist needed in the Philippines.

A [Web/XML Applications Developer](#) is needed to help strengthen a disaster risk reduction and management system for the Philippines Department of Social Welfare and Development. The Volunteer will review the design documentation of a disaster man-

agement computerized information system to determine which customer data service components to develop. The PCRV will also develop the code of a department-wide re-engineering pilot system based on the system design.

Pharmacists with hospital experience needed in South Africa.

Multiple [Pharmacy Advisors](#) are needed

to assist the pharmacy managers and chief medical officers of several public hospitals with strengthening pharmaceutical systems at their assigned primary health care centers. The Volunteers will develop an efficient ordering system for the pharmacies, devise effective stock control systems, and design a convenient pharmacy inventory system. The PCRVs will also develop a training plan for caregivers who handle medication.

Connect with a PCR Recruiter!

Peace Corps Response Info Session in New Orleans, La. December 1

Attention all New Orleans area RPCVs: Peace Corps Response will be visiting your area for a recruitment event on **December 1 at 6:00pm!** Come on out to **Tulane University-School of Public Health** to find out about opportunities to undertake short-term overseas assignments. A recruiter will be on hand to share information about current openings as well as answer any questions you may have about the program. Meet us on campus in the Tidewater Building, Room 1203, 1440 Canal Street, New Orleans, LA 70112. No registration is required.

Peace Corps Response Web-Ex Session December 16

Are you interested in doing another tour of Peace Corps, but are not available for two years? Would you like to learn more about short-term assignments for RPCVs? Then sign up to attend a virtual information session from the comfort of your home! Peace Corps Response is hosting a Web-Ex session on December 16, 2011 at 2:00 p.m. EST. Attend this webinar to find out more information about our exciting new programs, upcoming events, and how to apply. You will also have the opportunity to ask questions following the presentation. Click on this link to register: <http://bit.ly/sJj3pI>.

Questions? Contact Peace Corps Response at pcresponse@peacecorps.gov.

Peace Corps Response currently has over 70 openings in more than 25 countries.

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



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perience in developing country, preferably in Africa; experience in malaria programs development and management, product, or service delivery in developing countries. For more information and to apply, visit www.psi.org.

RESEARCHER/WRITER • Buea, Cameroon

Position available with International Centre for Environmental Education. Duties: writes book on Mount Cameroon national park; carries out primary and secondary research; organizes workshop. Qualifications: ability to climb Mount Cameroon; ability to interact with local inhabitants in region. Deadline: 5/24/2012. For more information and to apply, email icenedev2006@yahoo.com; phone: 011.2.377.403.3583; website: www.icenedev.org.

TEACHER • Nagoya, Japan

Position available with Mike Lyons English School. Duties: teaches English in rural area to variety of students at various ages and skill levels. Qualifications: B.A./B.S.; teaching English as foreign language certification; ability to work independently and perform range of administrative tasks. Salary: \$3,327/month. Deadline: 1/10/2012. For more information and to apply, email lyonsmik@lyons-japan.com; phone: 011.8.157.464.0946; website: www.lyons-japan.com.

INTERNATIONAL DEVELOPMENT FELLOW • Various worldwide locations

Positions with International Development Fellows Program (IDFP) offered through Catholic Relief Services. Duties: increase overseas and project management experience; gain exposure to aspects of project management including proposal writing, budgeting, working with donors and partners, and monitoring and evaluation. Qualifications: M.A.; overseas work or volunteer experience in developing country; cross-cultural skills; interest in career in development or emergency relief with organization; French, Spanish, Portuguese, or Arabic language proficiency. Salary: \$21K. Deadline: 12/7/2011. For more information and to apply, email idf@crs.org; website: www.crs.org/fellows.

DIRECTOR OF GLOBAL PROGRAMS • Sydney, Australia

Position available with The Fred Hollows Foundation. Duties: provides leadership for international program team; manages 110 staff members; reports to foundation's chief executive officer; works as member of senior manage-

Tips from the Certification Specialist

Need a Certification of your noncompetitive eligibility (NCE) for a potential federal employer? Email certifications@peacecorps.gov for a request form. Please allow 7-10 business days to process your request.



~ Nicolette Fertakis,
Peace Corps Certification Specialist

ment team. Qualifications: previous international program manager experience, preferably in public health. Deadline: 12/16/2011. For more information and to apply, email fredhollows@oxfordhr.co.uk; website: www.oxfordhr.co.uk/index.php?pg=43&job=154.

Education

MASTER OF ENVIRONMENTAL EDUCATION SCHOLARSHIPS • Bellingham, Wash.

Scholarship available with North Cascades Institute. Recipients receive \$1K-\$2K towards a master of education in environmental education, with certificate in leadership and non-profit administration, through North Cascades Institute in partnership with Western Washington University. Qualifications: B.A./B.S.; strong academic record; ability to live and work in small, remote community. Deadline: 1/15/2012. For more information and to apply, email tanya_anderson@ncascades.org; phone: 206.526.2567; website: www.ncascades.org.

NATIONAL SERVICE GRADUATE FELLOWSHIPS • Houghton, Mich.

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

PHD FELLOWSHIP • Houghton, Mich.

Fellowship available with Forest Resources and Environmental Science department at Michigan Tech University. Duties: completes doctoral research in forestry, forest ecology, wildlife ecology, conservation genetics,

Need a place to live?

The RPCVNetwork listserv offers daily housing and job announcements.

Join today!

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



plant bioinformatics and genetics, or forest management; supports work for Peace Corps Master's International programs across campus. Qualifications: acceptable GRE scores; education and experience suitable for doctoral research; excellent communication skills. Deadline: 12/19/2011. For more information and to apply, email bdorr@mtu.edu; phone: 906.487.2291; website: www.mtu.edu/forest/graduate/funding/pcmi.html.

CORO FELLOW IN PUBLIC AFFAIRS • Various locations

Coro New York Leadership Center is currently offering the Coro Fellows Program. The program is a nine-month, full-time, graduate-level leadership training program that prepares diverse, talented, and committed individuals for effective and ethical leadership in the public arena. Coro seeks motivated candidates from all disciplines that have demonstrated leadership potential and a commitment to public service. Our most qualified candidates are confident, energetic, and



open-minded. Deadline: 1/20/2012. For more information and to apply, email etarica@cor-oneyork.org; phone: 212.248.2935, ext. 303; website: www.coro.org.

RETURNED PEACE CORPS VOLUNTEER SCHOLARSHIPS • New York

NYU's Steinhardt School offers scholarship support to returned Peace Corps Volunteers who enroll in a full-time master's program. Programs include school counseling, mental health counseling, education policy, environmental education, international education, and teaching English as a second language. For more information and to apply, phone: 212.998.5030; website: www.steinhardt.nyu.edu/peacecorps12-11.

LAW SCHOOL SCHOLARSHIP • Spokane, Wash.

Full tuition scholarships are available through Gonzaga Law School's Thomas More Scholarship Program for individuals committed to serving the public interest through law. Applicants should evidence a strong social concern for the welfare of others. Academic achievement, volunteer service, work, and other life experience are all considered. Returned Peace Corps volunteers are among past scholars. Deadline: 2/1/2012. For more information and to apply, email mballard@lawschool.gonzaga.edu; website: www.law.gonzaga.edu.

FULL-TUITION PUBLIC INTEREST LAW SCHOLARSHIP • New York

The Root-Tilden-Kern Program at NYU School of Law awards 20 full-tuition scholarships each year. Scholars are selected on the basis of commitment to public service work, leadership potential, and academic excellence. Scholars also receive mentoring, networking, and orientation opportunities. Deadline: 1/1/2012. For more information and to apply, visit www.law.nyu.edu/financialaid/scholarships/jdscholarships/publicinterestscholarships/.

APPLICATION FEE WAIVER • D.C.

Georgetown University Law Center waives the J.D. application fee for all Returned Peace Corps Volunteers. Applicants who desire a fee waiver must contact the office of admissions prior to submitting their application. The school will also be hosting a group interview exclusively for RPCVs with the Dean of Admission on 12/13/2011 at 5:00 p.m. For more information, and to RVSP email lawadmis@law.georgetown.edu; phone: 202.662.9015; website: www.law.georgetown.edu.

Intern/Volunteer

VOLUNTEER SCHOLARSHIP EVALUATORS • Bethesda, Md.

Position available with Youth for Understanding USA. Duties: volunteers two hours each week, January through March, evaluating scholarship applications; works in office or virtually. Qualifications: background in education or international affairs; strong assessment skills; strong attention to detail and willingness to appreciate values and beliefs of others; experience with exchange students or living abroad. Deadline: 12/9/2011. For more information and to apply, email cjames@yfu.org; phone: 240.235.2138; website: yfuusa.org/volunteers.php.

MEDICAL RESERVE CORPS VOLUNTEERS • Various locations in Ga.

Positions available with Georgia Medical Reserve Corps. Duties: assist local hospitals and health departments with surge personnel needs; participate in various exercises and community disaster drills; support efforts at health fairs, blood pressure screenings, and flu shot clinics; train with local emergency response partners. Qualifications: experience as M.D., public health professional, interpreter, chaplain, or office worker. For more information and to apply, email shlightfoot@dhr.state.ga.us; phone: 404.397.5272; website: www.medicalreservecorps.gov.

DOMESTIC VIOLENCE INTERNSHIP • D.C.

Position available with Asian/Pacific Islander Domestic Violence Resource Project. Duties: provides referral information to survivors; assists curriculum and program development for domestic violence resource project survivors group; administers evaluation surveys; coordinates and locates resources for trainings and meetings; updates organizational information and resource lists for advocates program. Qualifications: passion for addressing and preventing domestic violence; willingness to learn and grow; interest in non-hierarchical structures; prior experience working with Asian or Pacific Islander populations or survivors of domestic violence; language capacity in one or more Asian or Pacific Islander languages desirable. Deadline: 12/20/2011. For more information and to apply, email survivorservices@dvrp.org; phone: 202.464.4477; website: www.dvrp.org.

AmeriCorps/VISTA

CORPS MEMBER • Various locations

Positions available with AmeriCorps National Civilian Community Corps (NCCC). Duties: perform physical labor in stressful environments under adverse weather conditions for ten months; build homes; clean up parks and trails; help communities recover from disasters. Qualifications: team-orientation; flexibility; high motivation; adventurousness; ability to live and serve with team of individuals from diverse backgrounds. Salary: \$4K. Deadline: 3/31/2012. For more information and to apply, email kmathis@cns.gov; phone: 202.606.6701; website: www.americorps.gov/nccc.

FIELD CREW LEADER/MEMBER • Minn. and Iowa

Positions available with Conservation Corps Minnesota and Iowa. Duties: receive training; complete various conservation projects such as tree planting, prairie restoration, stream bank stabilization, GPS/GIS mapping, wildlife surveys, carpentry, construction, timber stand improvement, lakeshore restoration, erosion control, prescribed burning, and environmental education. Qualifications: ability to work outdoors in adverse conditions and on challenging terrain; ability to work well with others in team setting; desire to learn new skills; positive attitude; interest in service and community work; sense of adventure. Salary: \$5,550; stipend; health insurance. Deadline: 12/31/2011. For more information and to apply, email recruit@conservationcorps.org; phone: 651.209.9900; website: www.conservationcorps.org.

TEAM LEADER • Various locations

Positions available with AmeriCorps National Civilian Community Corps (NCCC). Duties: provide leadership and guidance to teams as they work to strengthen communities; liaise with organization's staff, project sponsors, and community officials; coordinate activities and living environments of diverse team of 8 to 12 corps members, ages 18 through 24, in variety of service projects. Qualifications: supervisory experience; experience with service in communities, schools, Peace Corps, or military; demonstrated leadership experience with diverse youth. Salary: \$12,500. Deadline: 3/1/2012. For more information and to apply, email kmathis@cns.gov; phone: 202.606.6701; website: www.americorps.gov/nccc.

ATTENTION JOB SEEKERS: DON'T WRITE OFF DECEMBER!

For tips on making December a productive job search month, read the November 15, 2009 issue of *Hotline*. Visit www.peacecorps.gov/hotline.

Continued from page 1

letter should not regurgitate all that's on your resume but rather provide a concise, well-written description of your key strengths related to the position, thus encouraging them to give your resume further consideration.

It is important to note that when applying to a federal job, you will generally be expected to provide a more comprehensive resume than that which you use in the non-federal sector. In the private sector, most people who have less than 7-10 years of experience may normally submit a one-page resume. When applying to federal jobs, the length of the resume can be much longer. This is because you will be expected to fully justify how you meet each of the qualifications outlined. Suffice it to say, with applying for a federal job, you can throw the one- to two-page maximum out the window.

Please be advised that it is not possible for a hiring manager to hire someone who doesn't meet the minimum qualifications for the position, regardless of NCE or other special hiring status. So, if the position is for a GS-12 and requires a minimum of 10 years of experience in staff development, an RPCV with six years of experience would not qualify. Period. RVS asks RPCVs to carefully consider their qualifications when responding to Calls

for Resumes and to refrain from applying to positions for which they do NOT meet the minimum requirements. (And by all means - please do not apply to these federal Calls for Resumes if you do not have active NCE!)

To receive alerts regarding Calls for Resumes, you must be a member of the RPCVnetwork listserv. Joining is easy and free - simply apply for membership to the Google group by going to: <http://groups.google.com/group/rpcvnetwork>. Please be sure to include your name, country of service, and the years you served in your request. We suggest choosing the "Digest Email" option which will consist of not more than one message per day (i.e., a compilation of all posts vs. individual messages for each posting).

RPCVs who respond to a Call for Resumes often find themselves in a very small pool of candidates - sometimes just a handful of other RPCVs - vs. one of hundreds as is often the case with standard competitive postings. By taking the time to craft a comprehensive resume and an inviting cover letter, you can drastically increase your chances of finding a position in the federal government, where you can continue your passion of serving your country.

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.*

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.

Fireside Chat

Join the RPCV Career Center Coordinator Jodi Hammer, for a special online 'Fireside Chat/Q&A' session hosted by Returned Volunteer Services.



Wednesday, December 7th 1:00 PM EST

In this informative Q&A session, Jodi--a professional career counselor and RPCV-- will field live questions from RPCV participants on career-related topics ranging from conducting an effective job search (resume & cover letter writing, networking, salary negotiation, etc.) to career planning and graduate school.

Whether you're discouraged with your own job search or seeking guidance on how to get started, take advantage of this free opportunity to connect with our resident career counselor. And remember, there's no dumb question except the question that isn't asked, so come one, come all...and prepare to participate by submitting your questions electronically anytime throughout this webinar. Jodi will respond to as many as possible within the one-hour time frame, so be sure to join us if you can.

All you need to join in is a computer, Internet connection (with sound) and your favorite chair. All RPCVs are invited to participate online but you do need to register in advance.

Due to system constraints, all participants must register by 5 p.m. EST, Dec. 6, 2011.

REGISTER NOW!

For more information, email
rvsevents@peacecorps.gov.

