



# Hotline



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

## Hot Resources

### Highlights

#### Want to read two RPCV testimonials?

For more information, see pages 3 & 5.

#### Interested in serving again?

For more information, see page 7.

#### SAVE THE DATE for our upcoming National RPCV Career Conference.

For more information, see page 11.

## Peace Corps Hotline

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

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

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Paul D. Coverdell Fellows Program

Peace Corps Response

## A Peace Corps Legacy

By Kat Edwards, Program Specialist, IT and Special Projects, RPCV Suriname



I remember the first time I encountered *Hotline*. I was at my COS Conference and my Country Director printed out the latest issue and brought it with her. As a Volunteer with a design background, I remember marveling at the fact that the agency put out such a substantial publication twice a month.

After the Conference, I signed on for a third year of Volunteer service, moved to the capital city, and took over the role of Volunteer Coordinator. During that third year, I started applying for jobs and I started reading *Hotline* religiously.

In the July 1, 2009 issue, *Hotline* highlighted a *Hot! Opportunity* for a Program Support Assistant position in the Office of Domestic Programs (which is now known as the Office of Third Goal and Returned Volunteer Services). They were looking for someone to help produce *Hotline*, manage customer service, and provide general administrative support. I remember

joking with my Programming and Training Officer that it was a job written just for me.

I felt like the luckiest Volunteer in the world when I was offered that position at Peace Corps Headquarters. I walked through the doors of HQ a mere five days after I closed my service, and for the past three years I have had the privilege of carrying on one of our agency's proudest traditions: helping to publish its longest running publication, *Hotline*.

Recently, I have accepted a new position within the Office of Third Goal and Returned Volunteer Services, and I will now be working on special projects and focusing on technological innovation. One of my first orders of business will be to look at the way we bring RPCVs job announcements, including *Hotline* and the RPCVNetwork listserv.

There is no doubt that *Hotline* plays a very important role for RPCVs and hiring managers alike. For over 40 continuous years', RPCVs

have read *Hotline* and employers have submitted job announcements. When the agency renovated the building two years' ago, I found hundreds of paper issues of *Hotline*. The earliest copy I found of *Hotline* was from 1977, however, in a 1969 issue of a publication called *Peace Corps Volunteer*, there was reference to over 15 RPCVs responding to a *Hotline* position announcement for work as a governess.

However, over the course of the past four decades, little has changed with *Hotline*. Announcements are still limited to 100 words, employers are still required to submit their open positions two weeks in advance, and it is still a publication with limited search functionality. The time has now come for *Hotline* to adapt and grow with new technology. There are thousands of automated job boards out there, and the current *Hotline* format has too many limitations to make it competitive in the recruitment market. The *Hotline*

### Public Sector

#### **BUSINESS OPPORTUNITY SPECIALIST** • San Francisco, Calif.

Position available with U. S. Small Business Administration. Duties: reviews and analyzes routine applications for 8(a) program participation to determine that all required documentation has been provided; makes decision based upon standard methods of analysis of documentation to determine whether an applicant is qualified; analyzes review of business and personal documents. Qualifications: see OPM.gov website x-118 qualification standards for series 1101 grade 9, review education, or specialized experience requirements. Salary: see general pay scale for San Francisco; incorporating a locality pay of 35.15%. Deadline: 12/07/2012. For more information and to apply, email [teresa.tyhurst@sba.gov](mailto:teresa.tyhurst@sba.gov); phone 415.744.0326; website: [www.sba.gov](http://www.sba.gov).

### Private Sector

#### **SOFTWARE ENGINEER • Boston**

Position available with Aadmi Consulting. Duties: supports eight Cambridge/Boston based software companies that are seeking .NET and Java software engineers. Qualifications: B.A./B.S. or M.A. in computer science; minimum of two years' experience in software development/engineering; technical expertise with the qualities that made you a successful Peace Corps Volunteer. Salary: \$90,000. Deadline: 12/21/2012. For more information and to apply, email [dmendieta@aadmiconsulting.com](mailto:dmendieta@aadmiconsulting.com); phone: 617.383.1026; website: <http://www.AadmiConsulting.com>.

#### **GLOBAL PROGRAMS MANAGER • Needham, Mass.**

Position available with Containers 2 Clinics. Duties: oversees in-country health operations at all organization clinic sites; oversees new clinic site development; supervises staff. Qualifications: B.A./B.S.; M.A. in international development, public health, or related field preferred; five years' work experience, including managing NGO relationships and working in developing world; experience in public health programming; willingness to travel. Deadline: 12/7/2012. For more information and to apply,

email [jobs@containers2clinics.org](mailto:jobs@containers2clinics.org); website: [www.containers2clinics.org](http://www.containers2clinics.org).

#### **BILLING AND REVENUE ACCOUNTANT** • D.C.

Position available with Population Services International (PSI). Duties: takes ownership of assigned contracts/grants and performs necessary tasks, including reconciliation of revenue, deferred revenue, and unbilled and billed receivable; creates invoicing to funders adhering to the funder requirements; works with customers, including in-country platforms ensuring organization is meeting needs of funders. Qualifications: B.A./B.S. in accounting or related field or equivalent experience; certified public accountant highly desirable; three years' accounting experience in financial reporting, billing, non-profit environment, or public accounting; strong communication skills, both verbal and written; ability to effectively interact with senior management. Deadline: 12/13/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

#### **FAMILY LIVING EDUCATOR • Wisconsin Rapids, Wis.**

Position available with University of Wisconsin-Extension. Duties: provides local leadership in support of efforts to strengthen the quality of family life; increases families and communities abilities to effectively manage change. Qualification: M.A. in family development or relate field. Salary: \$40K-\$43. Deadline: 12/18/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/alljobs.cfm](http://www.uwex.edu/ces/hr/alljobs.cfm).

#### **WISCONSIN NUTRITION EDUCATION PROGRAM • Beloit, Wis.**

Position available with University of Wisconsin. Duties: provides leadership for the Rock County Nutrition Education Program, including collaborating with local agencies to ensure delivery of nutrition education to people who are eligible to receive food stamps (or FoodShare), staff training and supervision, and managing the program budget. Qualifications: B.A./B.S. in nutritional sciences, dietetics, family/consumer sciences, community health education, public health, adult education, or related field. Salary: \$42K-46K. Deadline: 12/11/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: <http://www.uwex.edu/ces/hr/alljobs.cfm>.

#### **PIONEERING TEACHER PREPARATION** • D.C. and Baltimore

Position available with Urban Teacher Cen-

## HOT! OPPORTUNITIES

#### **SOCIAL MARKETING TECHNICAL ADVISOR, EAST AFRICA • D.C.**

Position available with Population Services International (PSI). Duties: provides hands on marketing guidance and technical assistance. Qualifications: B.A./B.S. in business, marketing, social marketing, or public health; five years' experience in marketing or social marketing, experience in African commercial or health markets preferred; Portuguese and/or French language skills preferred. Deadline: 12/7/2012. For more information and to apply, visit [www.PSI.org/jobs](http://www.PSI.org/jobs).

#### **LELAND INTERNATIONAL HUNGER FELLOW • Various worldwide positions**

Positions available with the Congressional Hunger Center. Duties: vary by fellowship placement but may, include monitoring and evaluation, research, technical advising, program design, program implementation and management, trainings, advocacy, and communications. All activities are food security-related. Qualifications: M.A. degree in relevant field; international experience; skills, expertise, and languages as outlined by the specific fellowship position. Salary: Competitive stipend and benefits. Deadline: 01/11/13. For more information and to apply, visit <http://www.lelandapplication.org/placements>. Applications accepted online only.



ter. Duties: participates in year-long residency while earning free dual master's degree; receives extensive one-on-one coaching; completes three years' teaching leading to dual certification. Qualifications: college graduate with 2.75 grade point average; must have no more than five courses in teaching methods. Salary: \$48K-\$53K. Deadline: 2/1/2012. For more information and to apply, email [Kerrys@urbanteachercenter.org](mailto:Kerrys@urbanteachercenter.org); phone: 410.446.3463; website: [www.urbanteachercenter.org](http://www.urbanteachercenter.org).

### **TRAINING DEVELOPMENT & PERFORMANCE MANAGER • D.C.**

Position available with Population Services International (PSI). Duties: serves pivotal role in helping to effectively meet capacity building objectives; coordinates organizational training initiatives and assists country programs to meet and exceed minimum standards in human resources management and training. Qualifications: M.A. in related field or equivalent experience; five years' experience developing, managing, facilitating, and evaluating training programs; significant experience in human resources and developing or scaling training programs; French or Spanish language fluency preferred. Deadline: 12/13/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **NUTRITION SPECIALIST, FOOD SECURITY UNIT • Baltimore**

Position available with Catholic Relief Services. Duties: supports development of public donor proposals in food security sector, including nutrition, agricultural growth, community and household resilience with an emphasis on health and nutrition components, and integration across sectors. Qualifications: M.A. in public health, nutrition, or related field; five years' international development experience, including two years' in developing country, preferably working in nutrition and/or health programs; knowledge of programmatic approaches and models used in health and nutrition activities. Deadline: 12/14/2012. For more information and to apply, visit [www.crs.org/about/careers](http://www.crs.org/about/careers).

### **PART-TIME TEMPORARY TRAINING AND FACILITATION ASSISTANT • Burlington, Vt.**

Position available with Tetra Tech International Development Services. Duties: works with home office subject matter experts in analysis, design, and development of engaging and dynamic trainings; assists in implementation of classroom and online trainings; advises and edits presentations for effective adult learning content and, when applicable, makes appropri-

ate adjustments for non-native speakers; develops engaging online learning modules. Qualifications: B.A./B.S. in education, training, organizational development, or a related field or equal experience; one year's experience in training field; solid experience designing and developing training materials that integrate adult learning methods; knowledge of evaluation methods. Deadline: 12/10/2012. For more information and to apply, visit <http://www.tetratechintdev.com>.

### **KNOWLEDGE MANAGEMENT DIRECTOR • Baltimore**

Position available with The Center for Communication Programs. Duties: leads Global Knowledge Management Program at the Johns Hopkins Bloomberg School of Public Health's Center for Communication Programs; oversees center's knowledge management projects, including the Knowledge for Health (K4Health) Project. Qualifications: M.A. in public health, development, health communications, or a knowledge management related discipline; 10 years' related experience required; professional residence in developing country with long-term residential work experience in Africa highly desirable. Salary: \$100K-\$130K. Deadline: 12/3/2012. For more information and to apply, visit: [https://hrnt.jhu.edu/jhujobs/job\\_view.cfm?view\\_req\\_id=54694&view=sch](https://hrnt.jhu.edu/jhujobs/job_view.cfm?view_req_id=54694&view=sch).

### **DEPUTY PROJECT DIRECTOR, K4HEALTH • Baltimore**

Position available with The Center for Communication Programs. Duties: serves as back-up to project director as needed; leads and manages K4H Project and is one of three key positions approved by USAID; directly supervises the Project Result groups; oversees technical and quality assurance of all groups' products and services. Qualifications: M.A.; six years' related experience; expert knowledge and extensive experience in management of health communication, knowledge management, and social networking projects; demonstrated leadership, management, supervisory, and strategic planning skills in library and reference service, editorial, knowledge management, and/or communication projects. Salary: \$73,096-\$100,492. For more information and to apply, email [cgaskins@jhuccp.org](mailto:cgaskins@jhuccp.org); website: [https://hrnt.jhu.edu/jhujobs/job\\_view.cfm?view\\_req\\_id=54756&view=sch](https://hrnt.jhu.edu/jhujobs/job_view.cfm?view_req_id=54756&view=sch).

### **ATLANTIC COUNTY MIGRANT OUTREACH AND BREAST HEALTH PROGRAM COORDINATOR • Hammonton N.J.**

Position available with Southern Jersey Family



A year ago I was commuting by *combi* to the Peace Corps office in Lima, Peru working as the HIV Peace Corps Volunteer Leader to help Volunteers around the country prepare for World AIDS Day, and working with a group of teens from a high risk area of the city to prepare our own World AIDS Day event for peers at their school. Today, I'm working at my dream organization, Population Services International (PSI), supporting HIV/AIDS, and reproductive health programs throughout Latin America and the Caribbean. The scale is a bit different (in Peace Corps, I reported individuals reached through HIV prevention activities while at PSI, we can often talk about the percentage of the national disease burden we have helped avert), but the heart of the projects and the passion behind them is the same.

I would certainly not be in the amazing position of having a job that I love and that directly uses the skills I honed in the Peace Corps, if it weren't for the help of the Peace Corps Career Center. Throughout my job search, which lasted three months, Jodi, Greg, and others at the Career Center guided me. After three years abroad (and over four since I had had to apply for anything more than PEPFAR funds), the constructive feedback on my resume (completely redo the format), the gentle nudges about businesses etiquette (THANK YOU LETTERS!), and the tips for navigating a competitive job market during tough economic times (it's all in the networking) helped me to direct my job search with confidence and at least some degree of grace. So what's my advice to those still looking for the perfect opportunity? Celebrate the small wins, take the set-backs in stride, and use the resources that Peace Corps provides for you. Your job is out there; be patient and you will find it.

**-Sarah Walker-  
Population Services International**



Medical Centers, Inc. Duties: plans, develops, and implements provision of health education, outreach, transportation, interpretation, and social services to migrant and seasonal farm workers in South Jersey area during the harvest season, as well as the breast health program and mobile van; supervises six-22 staff in three sites. Qualifications: B.A./B.S. in health education, public health, nursing, or related field; Spanish fluency required; possession of valid driver's license; basic computer skills; ability to multitask in a fast paced environment. Deadline: 12/21/2012. For more information and to apply, email [carias@sjfmc.org](mailto:carias@sjfmc.org); website: [www.sjfmc.org](http://www.sjfmc.org).

#### **4-H YOUTH DEVELOPMENT PROGRAM ADVISOR • Wisconsin Rapids, Wis.**

Position available with University of Wisconsin. Duties: provides educational support for 4-H community club program. Qualifications: B.A./B.S.; expertise in field relating to youth development, human behavior, education, extension education, recreation, or other behavioral science field. Salary: \$12,943. Deadline: 12/11/2012. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: <http://www.uwex.edu/ces/hr/alljobs.cfm>.

#### **4-H YOUTH DEVELOPMENT PROGRAM ADVISOR • Dodgeville, Wis.**

Position available with University of Wisconsin-Extension. Duties: provides educational support for 4-H community club program during time 4-H youth development educator serves in program liaison and mentoring support role within program. Qualifications:

B.A./B.S. with current content expertise in field that relates to responsibilities of position, such as youth development, human behavior, education, extension education, recreation, or other behavioral science field. Salary: \$12,943. Deadline: 12/11/12. For more information and to apply, email [ces.jobs@uwex.edu](mailto:ces.jobs@uwex.edu); phone: 608.263.1945; website: [www.uwex.edu/ces/hr/listing.cfm?PVL=C13038](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C13038).

#### **SEXUAL AND REPRODUCTIVE HEALTH CONSULTANT • D.C.**

Position available with Population Services International (PSI). Duties: updates, edits, and improves internal knowledge management resources; conducts literature reviews and assists in data analysis; responds to internal and external requests for information; compiles indicators for RH/FP proposals, reports, and other communication documents. Qualifications: M.A. degree candidate; some international work experience preferred; excellent writing, analytical, interpersonal, and organizational skills and attention to detail; background in public health; background in reproductive health a plus. Deadline: 12/21/2012. For more information and to apply, email [familyplanning@psi.org](mailto:familyplanning@psi.org); website: [www.psi.org/jobs](http://www.psi.org/jobs).

#### **FINANCIAL ANALYST, WEST AND CENTRAL AFRICA • D.C.**

Position available with Population Services International (PSI). Duties: provides finance and accounting support services to domestic and overseas program staff. Qualifications: B.A./B.S. in finance or equivalent experience; MBA preferred; three years' professional work experience; ability to work in fast-paced team en-

vironment; strong analytical and problem solving skills and ability to multitask; experience with accounting software; French proficiency required. Deadline: 12/7/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

#### **URBAN FARM MANAGER/EDUCATOR • Camden, NJ**

Position available with The Center for Environmental Transformation. Duties: furthers mission of organization. Qualifications: B.A./B.S. in agriculture or sustainability field; M.A. preferred; broad farming and/or gardening experience; knowledgeable in seed-to-table curriculum and sustainability issues; effective teacher with all age groups; effective in community outreach; oral and written communication skills; grant writing experience; include a letter of interest in which the candidate outlines his/her suitability for this position, resume, and three recommendations. Deadline: 12/15/2012. For more information and to apply, email [president@cfet.org](mailto:president@cfet.org).

#### **SENIOR COST & PRICING OFFICER • D.C.**

Position available with Population Services International (PSI). Duties: manages development of donor specific templates and cost and pricing strategies; supervises research, template, and budget notes development support; supervises and reviews training material development, presentations, field support tools, etc. Qualifications: M.A. or equivalent related experience; four years' experience with cost and pricing work; familiarity with U.S. government contracting rules and regulations and Global Fund requirements. Deadline: 12/7/2012. For

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

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

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

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

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





**D**uring my first two years as a Peace Corps Volunteer, I served as a Community Health Development Worker in a small, rural village in northern Burkina Faso, West Africa. HIV/AIDS education was a part of my health outreach work there, but it was not a priority concern for my community. After finishing my 27-month commitment there, I decided to extend my service for a third year, moving to the capital city and working with a local NGO focused on HIV prevention among at-risk youth, especially female sex workers and vulnerable children. When I finally returned home in March, I knew I wanted to continue my career in global health and specifically HIV/AIDS work if possible. After a few months of readjusting to American life, I began my job search. Having been away for so long, I think I completely underestimated the competition for employment and the difficulties that I would face. From my family's home in Pennsylvania, I filled out dozens of applications with very little response at all. After several months without any prospects, I decided to take a leap and move to D.C. to continue my search, knowing that most of the organizations I was interested in were based there. Not long after I arrived, Peace Corps held a week-long Career Conference for RPCVs at their D.C. Headquarters, of which I took full advantage and am so happy that I did. The tools and tips that I learned that week, from writing an effective cover letter and building a great resume to networking skills and acing the interview, were all incredibly helpful, and I realized so many mistakes I had been making in my job hunt up to that point.

Refocusing my efforts, I soon began to get more call backs and more interviews lined up, but the competition was still steep. I applied for a position at Elizabeth Glaser Pediatric AIDS Foundation and made it through a series of interviews. Unfortunately, I was told that although they were impressed by my skills and my resume, they decided to go with an-



other candidate for the position. Although disheartened, I still sent out thank you notes to all the people I interviewed with to express my appreciation for their consideration and my continued interest should any new opportunities arise there. Only a few days had passed when I received a message from my HR contact there, inviting me to interview again for a similar position that had just opened up. Apparently, I had been recommended by one of the directors that I met with previously. After another round of interviews and more waiting, I was eventually offered the position of Project Coordinator in their Country Programs department, supporting a wide range of projects focused on HIV prevention, care, and treatment throughout Africa. Although the road to employment was filled with potholes and speed bumps, the skills, patience, and perseverance I honed in Peace Corps, and the tools that I learned afterwards from Returned Volunteer Services, ultimately led me to a great job with an amazing organization.

**-Erik Durant-  
Elizabeth Glaser Pediatrics AIDS  
Foundation**

more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **INTERNATIONAL ACCOUNTANT • D.C.**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: provides direct country support for accounting and related compliance needs for one-two Foundation offices in sub-Saharan Africa; works as part of team to identify training needs for field office accounting staff; travel to country offices as needed; reviews and processes monthly office expenses, bank receipts, and sub-grantee cash advances. Qualifications: B.A./B.S. in accounting, business administration, or re-

lated field; professional work experience; familiarity with international development, U.S. government, and other international donors; experience with QuickBooks or other accounting software a plus. Deadline: 12/31/2012. For more information and to apply, visit <http://ch.tb.e.taleo.net/CH03/ats/careers/requisition.jsp?org=PEDAIDS&cws=1&rid=6>.

### **ASSOCIATE DIRECTOR • Various locations**

Position available with CCS Fundraising. Duties: works with major nonprofits in designing and implementing significant fundraising programs. Qualifications: capital campaign or

major gifts experience or transferable consulting, communications, marketing, and strategic planning experience; ability to travel and relocate may be required. For more information and to apply, e-mail [careers@ccsfundraising.com](mailto:careers@ccsfundraising.com), with "Peace Corps" in the subject line; phone: 800.223.6733; website: [www.ccsfundraising.com](http://www.ccsfundraising.com).

### **MEDICAL INTERPRETERS • Work from home**

Position available with Pacific Interpreters. Duties: works as independent contractor over-the-phone interpreters. Qualifications: one-two years' medical and interpreting experience; fully bilingual; as independent contractors, you can set your own schedule. Deadline: 12/31/2012. For more information and to apply, visit <http://www.pacificinterpreters.com/careers/>.

### **AWARDS MANAGEMENT ACCOUNTANT • D.C.**

Position available with Population Services International (PSI). Duties: assists in posting and releasing invoices for the Billing and AR group; maintains the contract setup process flow website; provides backup for project activity contract setup; becomes a technical expert to assist with resolving billing, revenue, and contract setup technical issues. Qualifications: B.A./B.S. in accounting or related degree or equivalent experience; certified public accountant highly desirable; three or more years' accounting experience in financial reporting, government contracting, nonprofit environment, or public accounting. Deadline: 12/21/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **RESEARCH ASSISTANT • Boston**

Position available with The Disparities Solutions Center at Mass General Hospital. Duties: provides assistance with coordination of conferences and meetings for health care leaders, including meeting preparations, communication with participants, and developing and analyzing evaluations; provides administrative support and assists with the preparation of manuscripts and presentation materials. Qualifications: B.A./B.S.; strong organizational, administrative, and oral and written communication skills, with a strong interest and background in disparities, public health, and/or working with underserved populations. Deadline: open until filled. For more information and to apply, visit <http://www2.massgeneral.org/disparitiessolutions/opportunities.html>.

### **DHIS2 CONSULTANT • D.C.**

Position available with Population Services



International (PSI). Duties: recommends “best practices” for DHIS2 customizations and deployment; provides programming and system architecture expertise to meet the PSI MIS requirements; configures and documents hosting strategies (e.g., Amazon Web Services, database hosting, etc.); assists in writing technical documentation. Qualifications: B.A./B.S.; 15 or more years’ experience in design, development, and deployment of enterprise level systems across large, complex international NGOs; experience with international development applications, specifically DHIS2; proven record in improving availability. Deadline: 12/04/2012. For more information and to apply, email [jqualres@psi.org](mailto:jqualres@psi.org); website: [www.psi.org/jobs](http://www.psi.org/jobs).

### **4-H YOUTH AND COMMUNITY DEVELOPER • Washington, Kan.**

Position available with K-State Research and Extension. Duties: provides primary leadership for development, dissemination, and implementation of research-based educational program for school-aged youth using variety of delivery modes; conducts programs with state and area faculty, adult volunteers, and professionals in other youth-serving organizations. Qualifications: B.A./B.S. in education or youth development; M.A. preferred; related experience. Deadline: 12/7/2012. For more information and to apply, email [dmerrill@ksu.edu](mailto:dmerrill@ksu.edu); website: [www.ksre.ksu.edu/jobinfo](http://www.ksre.ksu.edu/jobinfo).

### **GIS, MAPPING, DATA MANAGEMENT, AVAILABILITY STUDIES CONSULTANT • D.C.**

Position available with Population Services International (PSI). Duties: completes statistical spatial analysis, data management; helps with data assessment and data mining; assists research, development, and editorial review of content for technical and non-technical reports, technical posters, presentations, and web content development. Qualifications: B.A./B.S. in geography, planning, computer science, engineering, GIS, or related field; five-seven years’ of experience; expert user of ERIS ArcGIS software suite, as well as other GIS software (including open source). Deadline: 12/21/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **NATIONAL PROGRAM ASSOCIATE - VOLUNTEER TEACHING AND LEARNING, PEER HEALTH EXCHANGE • San Francisco**

Position available with Peer Health Exchange. Duties: leads development and continual improvement of various components of Peer

## Ask Hotline →



**Q: I am doing a Third Goal activity, can I get some supplies to give participants?**

**A: Peace Corps has stickers and bookmarks to give RPCVs to use during Third Goal activities. To request a packet, please send your name, country of service, years of service, type of Third Goal activity, number of people attending, and date to [thirdgoal@peacecorps.gov](mailto:thirdgoal@peacecorps.gov).**

Health Exchange Program, including volunteer recruitment and selection, volunteer training, managing the training calendar, volunteer assessment and coaching, volunteer management, and workshop scheduling. Qualifications: B.A./B.S.; three years’ teaching experience in low-income public schools; experience coaching new teachers. For more information and to apply, email [vtl@peerhealthexchange.org](mailto:vtl@peerhealthexchange.org); phone: 919.260.3647.

## International

### **DEMOCRACY AND GOVERNANCE SPECIALIST- STAFF ASSOCIATE • Burlington, Vt.**

Position available with Tetra Tech International Development Services. Duties: works with senior international development professionals; undertakes international travel; assists in all aspects of proposal preparation; provides technical assistance either for short-term international assignments or in home office advisory capacity. Qualifications: M.A. in political science, public administration, law, or other related field; preferred areas of expertise, include political and institutional analysis, local governance, municipal management, public finance, legislative strengthening, anti-corruption, civil society, and conflict prevention, mitigation, and management; three years’ experience, including relevant overseas work experience; experience in technical assistance programming. Deadline: 12/10/2012. For more information and to apply, visit <http://www.tetratechintdev.com>.

### **FINANCE MANAGER & TECHNICAL ADVISOR • Kigali, Rwanda**

Position available with Population Services International (PSI). Duties: takes lead on overall financial management of Rwanda funding awards and sub-awards, ensuring donor compliance on all financial management systems. Qualifications: M.A. in relevant area or equivalent experience; proven experience in significant financial, risk, and budget management experience and proven ability to build capacity of staff in those areas; five years’ management experience in developing country. Deadline: 12/7/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **FINANCE AND COMPLIANCE DIRECTOR • Luanda, Angola**

Position available with Population Services International (PSI). Duties: ensures contractual compliance with organization and donor regulations; ensures compliance with existing procurement policies; ensures that internal and external financial reports are of high quality; oversees development of program budgets. Qualifications: M.A.; two years’ developing country work experience; three years’ proven experience and ability to motivate and manage finance and contract administration personnel in dynamic and growing work environment. Deadline: 12/7/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **CHIEF OF PARTY, REGIONAL FAMILY PLANNING/ REPRODUCTIVE HEALTH PROJECT • Accra, Ghana**

Position available with Population Services International (PSI). Duties: assists chief of party; supports reproductive health programs under

# Peace Corps Response

## PCR Hot Jobs



### SAVE THE DATE

Next Webinar:  
Short Term Assignments for  
Experienced Professionals  
Tuesday, January 15, 2013  
6:00 PM (EST)

Attend this webinar to find out more information about our exciting new programs, upcoming assignments, and how to apply.

[Register Now](#)

Once you have registered for the meeting, you will receive an email message confirming your registration. This message will provide the information that you need to join the meeting.

**An ESOL Curriculum and Textbook Specialist, with an advanced degree in English language or Education, is needed in Cambodia**

A Peace Corps Response Volunteer is needed to serve as an [ESOL Curriculum and Textbook Specialist](#) for the Ministry of Education, Youth, and Sports. The goal of this project is for the Volunteer to provide the necessary input, support, and expertise in developing professional textbooks and teaching manuals in order to ensure that all materials are appropriate for the Cambodian context.

**An Educational Program Development Specialist is needed in Georgia**

A Peace Corps Response Volunteer, experienced in the field of education and culture, is needed to serve with the National Center of Manuscripts in Georgia. The [Educational Program Development Specialist](#) will update existing programs, design curriculum specific and appropriate for each target audience, develop new sessions, improve overall planning and management of the programs, and initiate joint projects with similar organizations working abroad.

**A Malaria IT & Commodities Data Manager, with knowledge of mobile phone technology, is needed in Madagascar**

A Peace Corps Response Volunteer is needed to serve as a [Malaria IT & Commodities Data Manager](#) for the organization, Healthy Malagasy Families (MAHEFA). The Volunteer will assist MAHEFA with piloting an approach to monitoring the availability of commodities through mobile phone technology. The goal of this project is to develop a mechanism to alert the community health workers to the potential for stockouts of essential products and to prevent these through early action and resupply.

**An Agriculture Expert, with Portuguese language experience, is needed in Mozambique**

A Peace Corps Response Volunteer is needed to serve as an Agricultural Expert for the nonprofit Mozambican association, Esmabama. The [Agricultural Expert](#) will provide technical training and capacity development to the staff and students at Esmabama.

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

Multiple Peace Corps Response Volunteers, with experience in public relations, fundraising and/or grants management, are needed to serve with various HIV-service NGOs. The [Fundraising and Public Relations Specialists](#) will work to increase the impact these organizations have in addressing the pressing needs around HIV/AIDS prevention and reduction of stigma and discrimination of people living with HIV.

***Peace Corps Response currently has over 61 openings in more than 20 countries!***

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the USAID-funded Regional Reproductive Health project in West Africa. Qualifications: clinical medical degree or combined clinical degree with an M.P.H preferred; 10 years' experience in successfully managing complex projects and maintaining consistent standards and quality; five years' experience managing reproductive health/family planning programs, preferably in West Africa Region. Deadline: 12/7/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **GLOBAL FUND FINANCE AND COMPLIANCE MANAGER**

#### **CONSULTANCY • Juba, South Sudan**

Position available with Population Services International (PSI). Duties: leads financial management of program management unit which oversees consolidated Round 7 and Round 10 Global Fund to fight AIDS, Tuberculosis, and Malaria. Qualifications: M.A.; two years' of progressively responsible experience in financial management essential; ability to work independently with minimal supervision; maintain flexibility in working hours. Deadline: 12/7/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **DEPUTY PRINCIPAL INVESTIGATOR - ACT WATCH • Nairobi, Kenya**

Position available with Population Services International (PSI). Duties: provides key technical and managerial oversight in order to ensure that research agenda is achieved, including contributing to maintenance and expansion of existing portfolio of ACTwatch research activities, as well as integration and coordination of new research under the rapid diagnostic tests scale-up project. Qualifications: M.A. in epidemiology, public health, demography, statistics, or other relevant field; four years' experience managing teams in developing country; demonstrable analytic skills and proficiency in statistical packages, STATA in particular; excellent written and verbal English skills; French language skills preferred. Deadline: 12/13/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **AMBASSADOR • Hagley Gap, Jamaica**

Position available with Blue Mountain Project. Duties: lives simply with a twist of adventure, mountain of work, and lifetime of memories; works in Hagley Gap for a year for room and board; gains an understanding of Jamaican people and culture; provides technical assistance and program management that will improve life of community. Qualifications: B.A./B.S.; training and/or experience in health aspects (including public health), education (all

levels including adult), business development and management, or civil or water engineering preferred; willing to make a 12-month commitment; experience working in a developing country. Deadline: open until filled. For more information and to apply, email [ed@bluemountainproject.org](mailto:ed@bluemountainproject.org); phone: 715.690.5433; website: [www.bluemountainproject.org](http://www.bluemountainproject.org).

### **REPRODUCTIVE HEALTH LTTA •**

#### **Phnom Penh, Cambodia**

Position available with Population Services International (PSI). Duties: provides effective strategic and technical inputs for PSI reproductive health services and communication portfolio over three-month period; supports implementation of the Women's Health Project focusing on demand for and access to long-term family planning methods. Qualifications: M.A. required; familiarity with the design, development, and management of communication programs; previous knowledge of and experience with PSI research tools and methodologies, and DELTA marketing planning process; proven ability to work with bi-/multi-lateral donor agencies. Deadline: 12/21/2012. For more information and to apply, email Lisa Thomas at [lthomas@psi.org](mailto:lthomas@psi.org); website: [www.psi.org/jobs](http://www.psi.org/jobs).

### **CHIEF OF PARTY, REPRODUCTIVE HEALTH PROJECT • Kathmandu, Nepal**

Position available with Population Services International (PSI). Duties: ensures successful implementation of project, including leading, managing, and coordinating large scale reproductive health communications, service delivery, quality assurance, and monitoring and evaluating programs. Qualifications: M.A. required; minimum 10 years' experience in implementation and management of international development projects with five years' at managerial level. Deadline: 12/21/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **DIRECTOR OF PROGRAMS • Lilongwe, Malawi**

Position available with Population Services International (PSI). Duties: provides effective leadership and strategic management of PSI Malawi's health interventions in reproductive health, child survival, and HIV prevention to ensure they are targeted, evidence based, and are using international best practice approaches to achieve health impact. Qualifications: M.A. required; at least six years' demonstrated staff management and project oversight experience; at least four years' work experience managing team in a developing country; familiarity with international health, development issues, and international donor community. Deadline:

12/21/2012. For more information and to apply, visit [www.psi.org/jobs](http://www.psi.org/jobs).

### **DIRECTOR OF PROGRAMS • Addis Ababa, Ethiopia**

Position available with African Society for Laboratory Medicine. Duties: supports ASLM with recruitment of Director of Programs who will coordinate and administer all aspects of programmatic activities, including planning, organizing, staffing, leading, and controlling program activities. Qualifications: MBA or PhD in medicine, laboratory science, social work, education, or similar field; at least five

## Still want to be of service? Think of Coverdell Fellows!

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[fellows@peacecorps.gov](mailto:fellows@peacecorps.gov)



## Free On-Demand Webinars

The RPCV Career Center is happy to announce that we now have links to pre-recorded job search webinars

Topics include: **Interviewing, Federal Resume Writing, NCE, Resume and Cover Letter Writing, Networking, and more!**



To view the list of topics and to watch, please visit:

[www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events)

&

Click on "Videos On-Demand"

years' experience in team management role with demonstrated success developing and evaluating program models, and developing innovative programs. Salary: commensurate with experience. Deadline: 12/21/2012. For more information and to apply, email [dmendieta@aadmiconsulting.com](mailto:dmendieta@aadmiconsulting.com); phone: 617.383.1026; website: <http://www.AadmiConsulting.com>.

### **MONTESSORI PRESCHOOL TEACHER • Mandalay, Myanmar**

Position available with Ayeyarwaddy International School. Duties: teaches language in Montessori preschool program; employs Montessori Method for all lessons. Qualifications: professional teacher; ability to prepare lessons and follow established curriculum; ability to manage classroom and work effectively with students, parents, coworkers, and administrators; ability to dress and communicate professionally. Salary: \$2K-\$2,200/month. Deadline: 12/31/2012. For more information and to apply, email [Myanmarpcv@gmail.com](mailto:Myanmarpcv@gmail.com); phone: 95.94.320.7971; website: [www.aisMyanmar.com](http://www.aisMyanmar.com).

### **YOUTH TECHNICAL SPECIALISTS • Various locations worldwide**

Position available with Chemonics International. Duties: provides long or short-term expertise; designs, leads, and implements technical activities; creates buy-in with local stakeholders to ensure project meets goals; contributes to monitoring and evaluation reporting as needed. Qualifications: M.A. in related field;

10 years' experience with positive youth development and youth-focused programming, including donor-funded projects; demonstrated experience in program design, leadership, and implementation; strong communications skills, including experience in engaging stakeholders. Deadline: 12/21/2012. For more information and to apply, email [youth@chemonics.com](mailto:youth@chemonics.com); website: [www.chemonics.com](http://www.chemonics.com).

### **PROJECT MANAGER • Costa Rica**

Position available with Alazan Residential Community. Duties: manages and oversees small, eco-friendly residential community; monitors community infrastructure; provides concierge services; troubleshoots and assesses problems; maintains e-communication with Alazan Directors. Qualifications: Ability to learn quickly; strong work ethic and social skills; self-reliant; good communication skills; Spanish language proficiency; experience with basic construction methods; understanding of the concepts of erosion prevention; interest in permaculture farm start-up. Salary: \$900/mo. and housing. Deadline: 12/31/2012. For more information and to apply, email [knoxster@hotmail.com](mailto:knoxster@hotmail.com); phone: 916.716.3721; website: [www.alazancostarica.com](http://www.alazancostarica.com).

### **HAITI COUNTRY DIRECTOR • Haiti**

Position available with buildOn. Duties: leads school construction and adult literacy programs in Haiti; identifies and cultivates strategic partnerships to drive growth and quality of programming; manages all activities with

strict adherence to mission and methodology. Qualifications: two years' living and working in developing country; Creole or French language fluency required; experience establishing and implementing partnership agreements with NGOs and government organizations; experience in project management, managing budgets, and overseeing program expenditures; experience collecting and analyzing data with focus on monitoring and evaluation; strong writing, editing, interpersonal, and group communication skills; experience fundraising. Deadline: 12/31/2012. For more information and to apply, email [angie.espinal@buildon.org](mailto:angie.espinal@buildon.org); website: [www.buildon.org](http://www.buildon.org).

### **PROGRAM ASSOCIATE • East Africa**

Positions available with One Acre Fund. Duties: lead internal consulting projects, such as impact innovation, growth innovation, and operations; take leadership over relatively independent pilot within One Acre Fund network. Qualifications: B.A./B.S.; top-performing undergraduate background; strong work experience; leadership experience; humility and personal stability; long-term commitment to living in rural areas of East Africa; French language skills required for Rwanda and Burundi. For more information and to apply, email [jobs@oneacrefund.org](mailto:jobs@oneacrefund.org); phone: 732.648.4461; website: [www.oneacrefund.org/get\\_involved/careers](http://www.oneacrefund.org/get_involved/careers).

### **ELEMENTARY TEACHERS • Mandalay, Myanmar**

Position available with Ayeyarwaddy International School. Duties: teaches math, science, language arts, or social studies to students in English. Qualifications: professional teacher; ability to prepare lessons and follow established curriculum; ability to manage classroom and work effectively with students, parents, coworkers, and administrators; ability to dress and communicate professionally. Salary: \$2K-\$2,200/month. Deadline: 12/31/2012. For more information and to apply, email [Myanmarpcv@gmail.com](mailto:Myanmarpcv@gmail.com); phone: 95.94.320.7971; website: [www.aisMyanmar.com](http://www.aisMyanmar.com).

### **TEACHER OF ENGLISH FOR ACADEMIC PURPOSES • Sulaimani, Kurdish Region, Iraq**

Position available with American University of Iraq, Sulaimani. Duties: instructs two 13-week semesters for spring/summer 2013; teaches reading, writing, and grammar. Qualifications: B.A./B.S.; M.A. preferred; experience teaching English for academic purposes. Salary: \$50K. Deadline: 12/15/2012. For more information and to apply, email [rosalind.warfield@auis](mailto:rosalind.warfield@auis).



edu.iq; website: auis.edu.iq.

### ASSISTANT DIRECTOR • Freetown, Sierra Leone

Position available with U.S. Forest Service International Programs. Duties: takes lead role in program monitoring and evaluation to ensure accurate and comprehensive data collection, analysis, and reporting of program indicators to USAID. Qualifications: five years' experience working in Africa; demonstrated knowledge of monitoring and evaluation procedures; experience supervising monitoring and evaluation procedures; French language fluency; familiarity with USAID reporting procedures; experience with program management and monitoring; experience in biodiversity conservation and climate change. Deadline: 12/7/2012. For more information and to apply, email [amna-gy@fs.fed.us](mailto:amna-gy@fs.fed.us).

## Education

### THUNDERBIRD SCHOOL OF GLOBAL MANAGEMENT • Glendale, AZ

Position available with Thunderbird School of Global Management. Duties: Thunderbird School of Global Management offers a \$5,000 Peace Corps Scholarship to all RPCVs who enroll in a full-time master's program at Thunderbird. Programs include MBA (full-time and distance learning), M.S. (global management, global marketing, global finance), and M.A. in global affairs and management. Deadline: student admitted on a rolling basis. For more information and to apply, email [admissions@thunderbird.edu](mailto:admissions@thunderbird.edu); phone: 602.978.7100; website: [www.thunderbird.edu](http://www.thunderbird.edu).

### URBAN TEACHING FELLOW / M.A.T. CANDIDATE • New York City

Position available with American Museum of Natural History MAT Program. Duties: 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; full-time, 15-month fellowship program. Qualifications: B.A./B.S. in earth science or a related discipline. Deadline: 1/31/2013. For more information and to apply, email [mat@amnh.org](mailto:mat@amnh.org); phone: 212.313.7464; website: <http://www.amnh.org/mat>.

### NATIONAL SERVICE GRADUATE FELLOWSHIPS • Houghton, Mich.

Fellowship positions available with Michigan Tech Graduate School. Duties: receive fellow-

ship award that reduces tuition by 30 percent for admitted graduate students. Qualifications: RPCV status; documentation of Peace Corps service; enrollment in one of school's graduate programs. For more information and to apply, email [jacque@mtu.edu](mailto:jacque@mtu.edu); phone: 906.487.1434; website: [www.gradschool.mtu.edu/nsgf](http://www.gradschool.mtu.edu/nsgf).

## Your Photo Here!



Do you have noncompetitive eligibility (NCE), and want to work for Peace Corps?

The Peace Corps RPCV Noncompetitive Eligibility Hiring Program is a great way to get your resume in front of hiring managers and get your foot in the door at Peace Corps Headquarters or regional offices around the U.S.

For more information on the program, visit [www.peacecorps.gov/nce](http://www.peacecorps.gov/nce).

## 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](mailto:certifications@peacecorps.gov). Please include your name during service, dates of service, and country of service. Please allow 7 to 10 business days to process your request.

## 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.



Continued from page 1

tradition is going strong, but its processes must change in order for it to remain viable. That is why my colleagues and I are working on a new, searchable, sortable jobs board, which will be unveiled in the coming months. RPCVs will be able to subscribe to relevant RSS feeds - if you want an alert when a new NCE job is posted, you can sign up for one! You will easily be able to see which jobs require a master's degree and which ones do not. You will be able to sort jobs by location and employers will be able to post jobs and have them made public within hours as opposed to weeks.

During this process there will be substantial changes in the ways RPCVs connect with jobs through the Peace Corps. We are working to bring you job announcements in one centralized location, not through a variety of publications, listservs, announcements, and jobs boards. Your feedback and patience during this process are critically important and greatly appreciated.

Although the format is changing, the spirit of *Hotline* will remain the same. Peace Corps takes the career development of RPCVs seriously and so do the employers looking for RPCV candidates. The Office of Third Goal and Returned Volunteer Services, my colleagues, and I are committed to helping you find that next great opportunity, and we are excited to explore innovative new methods in order to do so.

## SAVE THE DATE!

MARK YOUR CALENDARS FOR THE UPCOMING NATIONAL WINTER RPCV CAREER CONFERENCE, SCHEDULED FOR FEBRUARY 25 THROUGH FEBRUARY 28, 2013.

TWICE A YEAR HUNDREDS OF RPCVs FLOCK TO WASHINGTON, D.C. TO TAKE PART IN THE NATIONAL RPCV CAREER CONFERENCE. THIS CONFERENCE IS AN EXCELLENT OPPORTUNITY TO CRAFT YOUR PEACE CORPS STORY TO HELP YOU STAND OUT TO EMPLOYERS.

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[WWW.PEACECORPS.GOV/RPCV/EVENTS](http://WWW.PEACECORPS.GOV/RPCV/EVENTS)



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