



# Hotline



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

## Hot Resources

### Highlights

**Returned Volunteer Services is coming to San Francisco!**

For more information on the RPCV Career Event, see page 3.

**Have you heard about the online career resources available to RPCVs?**

For more information, see page 4.

**Interested in receiving financial aid to earn your master's degree?**

For more information, see page 7.

## Peace Corps Hotline

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Returned Volunteer Services

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

## Acing the Phone Interview: Tips for RPCVs Bonnie K. Robinson (RPCV Ukraine, 2002-05)



*(Reprinted from the May 1, 2008 issue of Hotline)*

For many candidates, the job interview is the most grueling part of the job search. Everyone wants to give you advice before the big day: be enthusiastic but not too enthusiastic, don't cross your legs (except maybe at the ankles), don't fidget, be sure to wear a suit, don't ask for water but accept it if it's offered, never badmouth your former boss ... and so on. So you go in there and give it your best shot, and after all this, you're left to wonder, "What did they really think of me?"

Now, imagine that same job interview, only conducted over the telephone. Before you get even more nervous, remember: as an RPCV, chances are you might have already interviewed successfully over the phone - remember that interview two or more years ago with your recruiter? If you had a phone interview before being nominated to Peace Corps, you already have some practice.

And if you approach it right, the phone interview for your next job can be just as engaging as your Peace Corps interview was.

Luckily, much of the advice you've heard about how to prepare for an in-person interview also holds true for the phone interview. You should review a company's website and your application to the position, and prepare a written list of questions to ask ahead of time. You should map out your answers to common interview questions like, "Why are you the best candidate for the job?" or "Tell us about a time you worked with a difficult colleague." And you should definitely "let your personality shine through in the conversation - in today's team work dynamic, people want to work with other friendly people," explains Vivian Nguyen, former Peace Corps Week program specialist.

Of course, telephone interviews are not just in-person interviews where everyone sits around with their eyes

closed - they have their own idiosyncrasies and challenges. I have found it very frustrating to be on a panel interviewing a candidate over the phone; I remember telling my manager, "If only I could shake her hand and see her in person, I'd get a much better sense of how she'd fit in with our team." Some of the other hiring managers in my office have felt the same way. Jahleezah Eskew former Master's International employee at Peace Corps likes to meet candidates face-to-face to "get a better sense of who they are, in addition to their skills and experience."

This lack of face-to-face contact may also be frustrating for you, the job-seeker. Peace Corps' program specialist for Diversity and Outreach, Shea Bennett-Callen felt the same way after her first phone interview. In person, she says, "it's easier to see if you connect with the current staff, and it gives you a more thorough introduction to where you may be working. It was a little nerve-racking

### Private Sector

#### **ASSOCIATE PROGRAM MANAGER, WEST AND CENTRAL AFRICA • DC**

Position available with Population Services International. Duties: supports organization's West and Central Africa social marketing programs; assists with new business development; acts as liaison between overseas staff and PSI/Washington's regional, technical, and functional departments, and manages communications; creates, reviews, updates, and realigns donor budgets. Qualifications: M.A. in relevant subject or equivalent experience; two years' work experience in developing country; fluency in English, high proficiency in French; ability to work in fast-paced team environment; interest in private sector approaches to development. For more information and to apply, website: [www.psi.org](http://www.psi.org).

#### **EXTENSION EDUCATOR, AGRICULTURE AND NATURAL RESOURCES - FRANKLIN COUNTY • Brookville, Ind.**

Position available with Purdue University-Cooperative Extension Service. Duties: assists local farmers and agricultural industries with produc-

tion, management, and marketing; uses agricultural and natural resources to contribute to overall social and economic development within county; provides expanded educational opportunities for those engaged in agriculture. Qualifications: M.A. in agriculture-related field. Salary: \$41,600. For more information and to apply, email [ballard1@purdue.edu](mailto:ballard1@purdue.edu), and attach transcripts and names and addresses of at least three references when applying; website: [www.purdue.edu/hr/careers](http://www.purdue.edu/hr/careers), and search for position #1101435.

#### **DIRECTOR / ASSOCIATE DIRECTOR OF FINANCIAL AID • Fort Kent, Maine**

Positions available with University of Maine. Duties: provide leadership and direction for Financial Aid Office, including planning, organizing, supervising, and administering student financial aid activities; ensure office's full compliance with all applicable laws, rules, regulations, and university policies. Qualifications: B.A./B.S. required; for Director position, three years' experience directing and administering financial aid programs; for Associate Director position, three years' solid fiscal and administrative experience; experience supervising staff and managing office functions; knowledge of Federal and state finan-

cial aid regulations. Salary: \$39,900-\$53,500. Deadline: 8/24/2012. For more information and to apply, email [umfkjobs@maine.edu](mailto:umfkjobs@maine.edu); phone: 207.834.7844; website: [www.umfk.maine.edu](http://www.umfk.maine.edu).

#### **PROGRAM COORDINATOR • DC**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: provides administrative and program support to Program Innovation and Policy unit. Qualifications: B.A./B.S. with three years' in senior or executive-level administrative assistant or program coordinator role; superior administrative skills; exceptional relationship-building skills; strong organizational and collaboration skills. Salary: \$35K-\$40K. Deadline: 8/31/2012. For more information and to apply, email [mmathis@pedaids.org](mailto:mmathis@pedaids.org); phone: 202.448.8460; website: [www.pedaids.org](http://www.pedaids.org).

#### **INTERNATIONAL ACCOUNTANT • DC**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: provides general accounting support and oversight, including reviewing and performing monthly reconciliations to one of foundation's country offices overseas; serves as primary point of contact within foundation's DC office for accounting-related matters in assigned country offices, under supervision of assigned mentor. Qualifications: B.A. required; three years' of professional experience, preferably in related field. Salary: \$45K-\$60K. Deadline: 8/31/2012. For more information and to apply, email [mmathis@pedaids.org](mailto:mmathis@pedaids.org); phone: 202.448.8460; website: [www.pedaids.org](http://www.pedaids.org).

#### **AGRICULTURE AGENT - TREMPPEALEAU COUNTY • Whitehall, Wis.**

Position available with University of Wisconsin-Extension. Duties: takes scholarly approach in integrating concerns and issues identified at county, state, and national levels relative to agriculture economic development, agriculture profitability, environmental quality, and in building capacity of adults, youth, families, organizations, and communities. Qualifications: B.A./B.S. in related field, with course work in dairy or animal science, agricultural economics, agriculture business management, agronomy or plant sciences, broad area agriculture, or agriculture education; completion of approved M.A. within five years' of employment if hired with B.A./B.S. Salary: \$45K-\$48K. Deadline: 8/21/2012. 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/listing.cfm?PVL=C13003](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C13003).

#### **SENIOR PROCUREMENT AND LOGISTICS OFFICER • DC**

Position available with Population Services International. Duties: manages procurement of con-

## HOT! OPPORTUNITIES

#### **PROGRAM MANAGER, SUPPORT FOR INTERNATIONAL FAMILY PLANNING • DC**

Position available with Population Services International. Duties: assists in design and implementation of centrally-funded program and related country-specific mission buy-ins in partnership with organization country platforms and backstopping teams, project partners, and USAID; coordinates development of program case studies; travels internationally approximately 30 percent of time. Qualifications: M.P.H., M.I.A., M.B.A., or related post-graduate degree or equivalent experience; four years' of professional experience with ideally two years' of overseas work; two years' of staff management or supervisory experience; French or Spanish language skills desired. For more information and to apply, email [info@psi.org](mailto:info@psi.org); phone: 202.785.0072; website: [www.psi.org/jobs](http://www.psi.org/jobs).

#### **REGIONAL COMMUNICATIONS OFFICER, SOUTHEAST ASIA AND UKRAINE • Cambodia**

Position available with Clinton Health Access Initiative. Duties: works across five country offices to ensure overall success of program implementation, specifically in areas of communications, reporting, knowledge management, development, and donor management; supports development of communications materials, such as donor reports. Qualifications: M.A., in communications, journalism, public relations, international development, or related field preferred; B.A./B.S. with equivalent level of experience; superb writing, presentation, and communication skills; ability to write on and edit variety of topics. Salary: \$40K-\$50K. Deadline: 9/10/2012. For more information and to apply, email [recruitment@clintonhealthaccess.org](mailto:recruitment@clintonhealthaccess.org); phone: 617.774.0110; website: <https://careers-chai.icims.com/jobs/2742/job>.



receptive, pharmaceutical, and related products; prepares requests for proposals, tenders, purchase orders, and negotiation of awards for portfolio of countries or commodities. Qualifications: B.A./B.S. or equivalent experience; five years' progressive experience in procurement, logistics, or related field within international development; strong knowledge of USAID and other Federal Acquisition Rules. For more information and to apply, website: [www.psi.org](http://www.psi.org).

### **DAY HABILITATION SPECIALIST • New York**

Position available with Gateway Counseling Center. Duties: works with developmentally disabled population; teaches and facilitates groups in areas such as drama, art, literacy, film, photography, and community activities; goes on field trips as escort; monitors and writes monthly progress reports on individuals. Qualifications: B.A./B.S. in health, human services,

or related field; motivation to work with developmentally disabled population; creativity welcomed. Salary: \$32K–\$36K; medical and dental insurance co-pay. For more information and to apply, email [Niall.Conway@gccnyc.org](mailto:Niall.Conway@gccnyc.org); phone: 862.207.0056; website: [www.gccnyc.org](http://www.gccnyc.org).

### **HELP DESK ENGINEER • DC**

Position available with International Justice Mission. Duties: works as part of organization's Information Systems Global Support Team; provides general help desk support for staff in DC and in Spanish-speaking Latin America offices. Qualifications: B.A./B.S. in computer science and one year's experience in systems administration, or any equivalent combination of education and experience with providing IT support in fast-paced, professional environment; fluency in written and oral Spanish and English. Deadline: 10/1/2012. For more information and to apply, email [applications@ijm.org](mailto:applications@ijm.org); phone:

703.465.5495; website: [www.ijm.org/careers/help-desk-engineer-spanish-fluency-required](http://www.ijm.org/careers/help-desk-engineer-spanish-fluency-required).

### **AWARDS AND COMPLIANCE OFFICER • DC**

Position available with Population Services International. Duties: provides general award support and guidance on compliance questions; creates guidance documents that explain funder requirements for award mechanisms, support program needs, and best practices; shares negotiation strategies across department; supports development of award monitoring tools and templates. Qualifications: M.A. or equivalent experience; Spanish language skills required; expertise in researching, interpreting, and applying funder regulations; knowledge of Federal Acquisition Regulations, USAID Acquisition Regulations, federal cost principles, U.S. Office of Management and Budget circulars, and administrative requirements regarding implementation of federal awards recommended. For more information and to apply, email [info@psi.org](mailto:info@psi.org); website: [www.psi.org](http://www.psi.org).

### **SENIOR PROJECT MANAGER, INFORMATION TECHNOLOGY • DC**

Position available with Population Services International. Duties: shapes and leads corporate systems selection and implementation efforts; defines and supervises business architecture; processes design and development activities; develops capabilities and key performance measurements and indicators; designs project communication strategy and approach; provides Level III ongoing support for operational systems. Qualifications: B.A./B.S. or M.A. in information systems, business administration, accounting, finance, or related field; 12 years' experience in implementing or designing enterprise solutions or business process transformation; in-depth Lawson S3 knowledge required; ability to manage complex projects and competing priorities. For more information and to apply, email [info@psi.org](mailto:info@psi.org); phone: 202.785.0072; website: [www.psi.org/jobs](http://www.psi.org/jobs).

### **COMMUNITY, NATURAL RESOURCE, AND ECONOMIC DEVELOPMENT AGENT • Rhinelander, Wis.**

Position available with University of Wisconsin-Extension. Duties: takes scholarly approach in strengthening communities and local government through educational programming that builds understanding and leads to improved decision-making and leadership skills. Qualifications: M.A. or other graduate degree, with one degree in field that relates to position responsibilities, such as community, economic or organizational development, planning, leadership, business, or natural resources. Salary: \$45K–\$47K. Deadline: 8/14/2012. For

## Regional RPCV Career Events

There is only **one** more Regional RPCV Career Event left in 2012! Don't miss your chance to attend targeted workshops and an exclusive RPCV Career Fair.



Can't make it to a Regional Career Event?  
We offer online webinars and a National RPCV Career Conference in Washington, D.C. in September.

For more information and to register for any RPCV events,  
visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events).



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=C13001](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C13001).

### **BILLING AND REVENUE ACCOUNTANT • DC**

Position available with Population Services International. Duties: prepares bills in compliance with donor agreement; reconciles revenue, deferred revenue, and unbilled and billed receivable balances with each invoicing; updates monthly billing metrics database; works with Accounts Receivable and financial services to identify unapplied cash. Qualifications: B.A./B.S. in accounting or related field, or equivalent experience; Certified Public Accountant highly desired; three years' accounting experience in financial reporting, billing, non-profit environment, or public accounting. For more information and to apply, website: [www.psi.org](http://www.psi.org).

### **CAPACITY BUILDING SPECIALIST • DC**

Positions available with Panagora Group. Duties: work on centrally-funded USAID grants and technical assistance program as mid-level international or developing country specialists in variety of areas related to pediatric eye care, including grants or knowledge management, non-governmental organization capacity building, project design, or operations research. Qualifications: B.A./B.S. in relevant field; six years' experience in one or more of above technical areas in developing country setting; demonstrated experience with partnerships under donor-funded programs supporting local non-governmental organizations, host country governments, and other stakeholders; proficiency in foreign language preferred. Deadline: 9/1/2012. For more information and to apply, email [connect@panagoragroup.net](mailto:connect@panagoragroup.net).

### **E-COMMERCE WEB DEVELOPER •**

#### **Akron, Pa.**

Position available with Ten Thousand Villages. Duties: works with full lifecycle web-based development; designs, builds, implements, and optimizes Magento e-commerce web stores, landing pages, display advertisements, and email campaigns and newsletters among others; develops and implements custom web applications. Qualifications: experience with Magento e-commerce platform preferred, with deep familiarity of platform's functions, including installations, upgrades, integrations, API, store development, reporting development, interface development, and database management and optimization; demonstrable experience with HTML, CSS, JavaScript, and jQuery; strong background in e-commerce. Salary: \$35,110. Deadline: 8/31/2012. For more information and to apply, email [careers@tenthousandvillages.com](mailto:careers@tenthousandvillages.com); phone: 717.859.8100; website: <http://tenthousandvillages.com/careers>.

### **EXECUTIVE DIRECTOR • Seattle**

Position available with Prosthetics Outreach Foundation. Duties: assumes leadership to ensure all programs are designed and implemented to deliver services effectively and efficiently to each country site; works in key areas of fundraising and alliance building; works with Development Director to raise funds for organization. Qualifications: B.A./B.S.; M.A. preferred; 10 years' relevant nonprofit or other professional experience; five years' supervisory management experience; demonstrable fundraising ability; ability to travel internationally approximately eight weeks per year. Deadline: 8/15/2012. For more information and to apply, email [info@pof-sea.org](mailto:info@pof-sea.org); website: [www.pofsea.org](http://www.pofsea.org).

### **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, or strategic planning experience; ability to travel and relocate may be required. For more information and to apply, email [careers@ccsfundraising.com](mailto:careers@ccsfundraising.com), with "Peace Corps" in subject line; phone: 800.223.6733; website: [www.ccsfundraising.com](http://www.ccsfundraising.com).

### **PROGRAM ASSISTANT, WEST AND CENTRAL AFRICA • DC**

Position available with Population Services International. Duties: supports program management

## Free Online Resources

Returned Volunteer Services provides RPCVs with multiple subscriptions to online career resources!

Our subscriptions include: **InterAction**, **Environmental Career Opportunities**, **Ethical Jobs**, **Alliance for Peace Building**, **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](mailto:rvs@peacecorps.gov) to request access. Include your name, country of service, and dates of service in your request.

There are

# 6,071

RPCVs receiving daily job and housing announcements on the RPCVNetwork listserv

## Are you one of them?

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



functions in organization's West and Central Africa department; works with wide-ranging responsibilities and with organization staff at all levels, both in DC and overseas. Qualifications: B.A./B.S.; one year's experience working in fast-paced office environment; proficiency in French preferred. For more information and to apply, website: [www.psi.org](http://www.psi.org).

### **SENIOR CLINICAL OFFICER • Waterbury, Vt.**

Position available with Grounds for Health. Duties: manages organization's cervical cancer programs in Africa and Latin America; travels internationally 25 percent of time. Qualifications: experience with international travel required; health care professional with international public health experience; experience with women's public health programs; experience with training and management; fluency in Spanish; ability to travel internationally. Salary: \$65K-\$75K. For more information and to apply, email [info@groundsforhealth.org](mailto:info@groundsforhealth.org); phone: 802.241.4146; website: [www.groundsforhealth.org](http://www.groundsforhealth.org).

### **WNEP MILWAUKEE COUNTY ADMINISTRATOR • Wauwatosa, Wis.**

Position available with University of Wisconsin-Extension. Duties: provides leadership for Milwaukee County Nutrition Education Program, including staff training and supervision, managing program budget, and collaborating with local agencies to ensure delivery of nutrition education to people who are eligible to receive food stamps. Qualifications: B.A./B.S. in nutritional sciences, dietetics, family and consumer sciences, community health education, public health, adult education, or related field. Salary: \$42K-\$46K. Deadline: 8/21/2012. 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/listing.cfm?PVL=C12082](http://www.uwex.edu/ces/hr/listing.cfm?PVL=C12082).

### **INTERNATIONAL ASSISTANCE COORDINATOR • Bethesda, Md.**

Position available with Europ Assistance USA. Duties: provides medical and non-medical case management, customer service, and travel assistance to clients and customers; ensures that contract stipulations and execution are followed according to pre-established requirements. Qualifications: one year's experience working in customer service or call center environment required; professional-level of business administration generally obtained in first two years' of college or equivalent years of experience in insurance industry and customer service required; one year working in medical capacity, such as medical technician; experience working in insurance industry. For more information and to apply, email [rmanu@europassistance-usa.com](mailto:rmanu@europassistance-usa.com); phone: 240.330.1023; website: [www.europassistance-usa.com](http://www.europassistance-usa.com).

### **INSTRUCTIONAL/E-LEARNING DESIGNER • Bethesda, Md.**

Position available with Europ Assistance USA. Duties: designs curriculum for training programs and activities, including those that are instructor-led, online, and alternative; develops and writes content. Qualifications: B.A./B.S. in instructional design, adult education, learning and development, education, organizational development, or related field or equivalent business experience; two years' experience in instructional design and developing e-learning courses for business operations using variety of tools. For

more information and to apply, email [rmanu@europassistance-usa.com](mailto:rmanu@europassistance-usa.com); phone: 240.330.1023; website: [www.europassistance-usa.com](http://www.europassistance-usa.com).

### **MAJOR GIFTS OFFICER • Takoma Park, Md.**

Position available with Handicap International. Duties: supports development and implementation of materials for donor interactions, and annual and long-term strategies for raising private, unrestricted funds; establishes portfolio of high-priority prospects and donors; manages portfolio and secures major gifts through identification, cultivation, and solicitation of individual donors, foundations, and corporations. Qualifications: B.A./B.S.; three years' of fundraising experience with verifiable success; familiarity with fundraising tools, such as Wealth Engine and Raiser's Edge, and Microsoft Office; strong interpersonal skills; high proficiency with conducting research. Salary: \$45K-\$65K. Deadline: 8/7/2012. For more information and to apply, email [HIRecruitmajorgiftsofficer@handicap-international.us](mailto:HIRecruitmajorgiftsofficer@handicap-international.us); phone: 301.891.2138; website: <http://handicap-international.us>.

### **NATIONAL PROGRAM ASSOCIATE - TEEN TEACHINGS AND LEARNING (TTL) • San Francisco**

Position available with Peer Health Exchange. Duties: leads development and continual improvement of organization Program Model as related to TTL; supports high-quality program implementation across all organization sites; leads in design, revision, and evaluation of program's strategic investments; supports organization's National Program Team. Qualifications: B.A./B.S.; experience in curriculum design or

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- 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.
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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).



**National  
Peace Corps  
Association**



## Your Photo Here!



Do you have noncompetitive eligibility 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).

three years' of teaching experience; ability to design systems to increase productivity; proficiency with Microsoft Office; strong verbal, writing, and editing skills; organizational skills and detail-orientation. Deadline: 8/31/2012. For more information and to apply, email cover letter, resume, and writing sample to [ttl@peerhealthexchange.org](mailto:ttl@peerhealthexchange.org); phone: 415.684.1234; website: <http://peerhealthexchange.org>.

### International

#### HAITI COMMUNICATIONS COORDINATOR • Haiti

Position available with Partners In Health. Duties: facilitates both internal and external communications with regard to organization's activities in Haiti; writes articles on organization activities, profiles of staff members, website articles, brochures, and organization bulletins; assists with

reports for donors; coordinates media-related visits to sites. Qualifications: B.A./B.S. in public health, international development, or communications-related field; three years' experience in journalism or communications; fluency in English, and Haitian Creole (preferred) or French; excellent written and oral communication skills; basic photography skills. For more information and to apply, website: [www.pih.org](http://www.pih.org).

#### DEPUTY CHIEF OF PARTY • Abuja, Nigeria

Position available with Abt Associates. Duties: oversees strategic management of project, ensuring appropriate allocation of resources to implement and monitor timely achievement of planned interventions and successful accomplishment of project's overall goal and objectives. Qualifications: M.A./M.B.A. with 15 years' experience, Ph.D. with 10 years' experience, or equivalent combination of education and experience with considerable portion spent in West Africa; extensive experience in strengthening health systems,

including design implementation and evaluation. Salary: \$140K–\$190K. Deadline: 8/3/2012. For more information and to apply, email [Abt-DeputyCoP@oxfordhr.co.uk](mailto:Abt-DeputyCoP@oxfordhr.co.uk); website: [www.oxfordhr.co.uk/index.php?pg=43&job=191](http://www.oxfordhr.co.uk/index.php?pg=43&job=191).

#### DIRECTOR, BUSINESS OPERATIONS AND MANAGEMENT HEALTH CONSORTIUM SOMALIA (HCS) • Hargesia, Somaliland

Position available with Population Services International. Duties: leads finance and management functions related to organization's role as management partner in Maternal and Child Health program being implemented in Somalia, funded by U.K. Department for International Development. Qualifications: B.A./B.S. in accounting, finance, or related field; M.A. recommended; five years' relevant experience in similar-sized organization; experience with financial management of large donor-funded programs, particularly U.K. Department for International Development. For more information and to apply, website: [www.psi.org](http://www.psi.org).

#### RWANDA MEDICAL DIRECTOR • Rwanda

Position available with Partners In Health. Duties: contributes to overall strategy of organization as member of senior management team; manages and mentors doctors, clinical program leaders, and other clinicians; liaises with government partners on district and national levels; builds relationships with donors, visiting clinicians, and other non-governmental organization partners. Qualifications: M.D. with five years' of post-graduate training or clinical experience; extensive clinical and program management experience; English proficiency required; strong communication, writing, and presentation skills; commitment to social justice; French or Kinyarwanda proficiency strongly preferred. For more information and to apply, website: [www.pih.org](http://www.pih.org).

#### ENGLISH TEACHERS • China

Positions available with EF English First. Duties: teach English; create and develop interesting and unique ways to engage students; receive ongoing classroom-based professional development; take Chinese lessons. Qualifications: B.A./B.S.; two years' work experience, with one year's teaching experience. Salary: \$2,048/month. For more information and to apply, email [efrecruitment@ef.com](mailto:efrecruitment@ef.com); website: [www.englishfirst.com/trt/job-openings.html](http://www.englishfirst.com/trt/job-openings.html).

#### COUNTRY REPRESENTATIVE • Togo

Position available with Population Services International. Duties: acts as organization representative to host country government, key stakeholders, and in-country donors; directs international and host country national staff; devel-



ops new business opportunities for organization; ensures contract compliance; manages financial, administrative, and logistical resources; prepares and executes budgets, and marketing and work plans. Qualifications: M.B.A., M.I.A., M.P.H., related post-graduate degree, or equivalent experience; five years' work experience in developing country in senior management position; fluency in verbal and written French and English; strong technical background in public health. For more information and to apply, email [info@psi.org](mailto:info@psi.org); phone: 202.785.0072; website: [www.psi.org/jobs](http://www.psi.org/jobs).

### POINT OF CARE DIAGNOSTICS ANALYST • Dar es Salaam, Tanzania

Position available with Clinton Health Access Initiative. Duties: supports countries in evaluation and adoption of new diagnostic technologies; assists health ministries with conducting technological evaluations, developing implementation plans, and creating operating systems; assists in managing global supplier relations; provides support to organization teams; travels 75 percent of time. Qualifications: B.A./B.S. with two years' experience; experience living or working in developing country; experience in pharmaceuticals, healthcare, management, or banking; proficiency in Microsoft Office Suite; excellent written and verbal communication skills; strong analytical and problem-solving skills. Salary: \$40K–\$50K. Deadline: 8/18/2012. For more information and to apply, email [recruitment@clintonhealthaccess.org](mailto:recruitment@clintonhealthaccess.org); phone: 617.774.0110; website: [www.clintonhealthaccess.org](http://www.clintonhealthaccess.org).

### PRODUCT DEVELOPER • Kampala, Uganda

Position available with Sseko Designs. Duties: determines availability of materials for producing new products and developing existing ones; works to create new products marketable in U.S.; designs new product lines and production systems; creates thorough step-by-step production plan for each product; works for minimum nine-month contract. Qualifications: B.A./B.S. or experience in fashion industry; proficiency with sewing, pattern-making, and creating proto-types; experience working with industrial sewing machines; experience working in footwear, accessories, handbags, and leather desired. Salary: monthly stipend; health insurance. Deadline: 8/30/2012. For more information and to apply, email [liz@ssekodesigns.com](mailto:liz@ssekodesigns.com); phone: 636.236.9050; website: <http://ssekodesigns.com/product-designer-description>.

### MICROFINANCE CLEAN ENERGY FELLOWSHIP • Various worldwide locations

Positions available with MicroEnergy Credits. Duties: work on-site with microfinance institution for one-two years'; leverage organization's

infrastructure, experience, and global resources to implement and ensure clean energy program meets key milestones. Qualifications: B.A./B.S.; one year's experience in banking or consulting; microfinance experience recommended; knowledge of microfinance, clean energy, carbon markets, Internet and mobile phone technology, and social enterprise; regional knowledge of Africa, India, or South Asia; demonstrated self-starter; language skills recommended. Benefits: living stipend; round trip travel; health insurance. For more information and to apply, email [info@microenergycredits.com](mailto:info@microenergycredits.com); phone: 303.668.7382; website: [www.microenergycredits.com](http://www.microenergycredits.com).

### TECHNICAL ADVISOR, CONSULTANT • South Sudan

Positions available with Carter Center-South Sudan Guinea Worm Eradication Program. Duties: supervise implementation of all regional interventions to stop guinea worm disease transmission; manage five-12 field-level staff; spend 80 percent of time supervising field staff in villages. Qualifications: two years' of public health experience; management experience desired; English fluency; ability to work under pressure, meet deadlines, and foster teamwork. Deadline: 8/16/2012. For more information and to apply, send CV and cover letter in Microsoft Word or PDF format to [ajweis2@emory.edu](mailto:ajweis2@emory.edu) with subject line "Application Technical Advisor Position," and indicate where job posting was seen in body of email; phone: 404.420.3887.

### LOGISTICS MANAGER • Iringa, Tanzania

Position available with Cheetah Development. Duties: establishes farmer payment systems and information databases for cooperatives; coordinates pick-ups and deliveries to villages; values chain analysis; manages relations between joint ventures, ensuring quality control for crops. Qualifications: B.A./B.S.; two years' experience in East Africa; management experience and knowledge of agriculture; fluency in Swahili; strong business mind. Deadline: 7/31/2012. For more information and to apply, email [jack.langworthy@cheetahdevelopment.org](mailto:jack.langworthy@cheetahdevelopment.org); phone: +255.753.482.196; website: <http://cheetahdevelopment.org>.

### ENGLISH TEACHERS • China

Positions available with Greenheart Travel. Duties: help students learn English; enjoy cross-cultural experiences and adventure; learn about Chinese culture and learn to speak Mandarin Chinese. Qualifications: B.A./B.S.; internationally-recognized teaching English as a foreign language certificate; two years' post-graduate teaching experience; native English speaker; strong organizational skills; ability to juggle

## Still want to be of service?

### Think of Coverdell Fellows!

Want a chance to give back while earning a master's degree? The Paul D. Coverdell Fellows Program offers RPCVs financial assistance and professional internships in underserved communities at more than 70 universities. Find a program that is right for you....

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Paul D. Coverdell Fellows Program  
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[www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows)  
[fellows@peacecorps.gov](mailto:fellows@peacecorps.gov)

multiple priorities; energy, enthusiasm, and passion to inspire children. Salary: \$1,570–\$1,730/month. Deadline: 8/31/2012. For more information or to apply, phone: 888.227.6231; website: [www.cci-exchange.com/form.aspx?ekfrm=7532](http://www.cci-exchange.com/form.aspx?ekfrm=7532) or [www.greenhearttravel.org](http://www.greenhearttravel.org).

### TEACHERS, SPRING 2013 • South Korea

Positions available with Greenheart Travel. Duties: teach English in South Korean public schools; enjoy cross-cultural experiences and adventure; learn about Korean culture. Qualifications: B.A./B.S.; non-native English speakers must have studied in U.S., Canada, U.K., Ireland, Australia, New Zealand, or South Africa since seventh grade; no criminal record. Salary: \$1,600–\$2,200. Deadline: 11/15/2012. For more information and to apply, phone: 888.227.6231; website:



[www.cci-exchange.com/form.aspx?ekfrm=7296](http://www.cci-exchange.com/form.aspx?ekfrm=7296)  
or [www.greenhearttravel.org](http://www.greenhearttravel.org).

### PROGRAM ASSOCIATES • 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 organization network. Qualifications: 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).

## Education

### RETURNED PEACE CORPS VOLUNTEER SCHOLARSHIPS • New York

Scholarships available with New York University's Steinhardt School. Duties: receive scholarship support to earn M.A. in school counseling, mental health counseling, education policy, environmental education, international education, Teaching English to Speakers of Other Languages, or other offered programs. Qualifications: RPCV status; enrollment in one of school's full-time M.A. programs. For more information and to apply, website: [www.steinhardt.nyu.edu/peacecorps08-12](http://www.steinhardt.nyu.edu/peacecorps08-12); phone: 212.998.5030.

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

Fellowship positions available with Michigan Tech Graduate School. Duties: receive fellowship 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).

## Intern/Volunteer

### ENGLISH TEACHERS • Republic of Georgia

Positions available with Greenheart Travel. Duties: teach English; work to improve education throughout country; enjoy unique, eye-opening, and unforgettable experience; help make a difference. Qualifications: two years' of college; native English skills; ability to pass national criminal record check; flexibility and open-mindedness; enthusiasm and motivation to learn and share knowledge. Salary: \$275/month. Deadline: 8/31/2012. For more information and to apply, phone: 888.227.6231; website: [www.cci-exchange.com/form.aspx?ekfrm=7532](http://www.cci-exchange.com/form.aspx?ekfrm=7532) or [www.greenhearttravel.org](http://www.greenhearttravel.org).

### KNOWLEDGE MANAGEMENT INTERN – PART-TIME • DC

Position available with Save the Children. Duties: supports work on several projects, such as urban programming resource webpage, capacity building resources, and monitoring and evaluation resources that address knowledge management at international programs level; works 20 hours per week from September – December. Qualifications: B.A./B.S. preferred; experience with and interest in urban programming, capacity building, organizational development, knowledge management, or monitoring and evaluation preferred; ability to work efficiently with minimal supervision; strong communication skills; strong analytical and organizational skills; familiarity with Microsoft SharePoint and Publisher preferred. Salary: \$15/hour. For more information and to apply, visit [www.savethechildren.org](http://www.savethechildren.org), under "Careers."

### VOLUNTEER AMBASSADORS • Hagley Gap, Jamaica

Positions available with Blue Mountain Project. Duties: work in Hagley Gap for one year, gaining understanding of Jamaican people and culture while providing technical assistance and program management that will improve life in community; live simply with twist of adventure, mountain of work, and lifetime of memories. Qualifications: training or experience in health, education, business development and management, or civil or water engineering fields; experience working in developing country; willingness to make 12-month commitment. Benefits: room and board. 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).

### TUTOR • DC

Positions available with Community Club. Duties: serve as one-on-one tutor and mentor to students from DC public and charter schools, primarily in grades seven-12; develop special relationship with student while working on academic skills every Thursday during school year; spend time, if willing, with students on social occasions or special academic pursuits in addition to Thursday night study hall. Qualifications: willingness to commit 90 minutes, from 6:45 P.M. – 8:15 P.M., every Thursday for full school year of September – May. Deadline: 10/1/2012. For more information and to apply, email [susannah@communityclub.org](mailto:susannah@communityclub.org); website: <http://communityclub.org>.

## AmeriCorps/VISTA

### CONNECTIONS MEMBERS – TEMPORARY • Alaska

Positions available with SAGA Connections Program. Duties: work with various nonprofit organizations and government agencies through variety of job opportunities; provide direct services that support each agency's youth development and volunteer activities; gain valuable leadership skills and job experience; explore Alaska; make a difference. Qualifications: age 21 or older; ability to pass Federal and state Criminal Background Check and National Sex Offender Check; position-specific qualifications. Salary: \$5,550/month; AmeriCorps Education Award upon completion of service. Deadline: 8/31/2012. For more information and to apply, email [recruiter@servealaska.org](mailto:recruiter@servealaska.org); phone: 907.790.6412; website: [www.servealaska.org/index.php?option=com\\_content&view=article&id=68&Itemid=41](http://www.servealaska.org/index.php?option=com_content&view=article&id=68&Itemid=41).



Want to help spread the word on Peace Corps? Check out our new Third Goal content at [www.peacecorps.gov/thirdgoal](http://www.peacecorps.gov/thirdgoal).

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# Peace Corps Response

*Global Health Service Partnership applications go live!*



*On July 20th, Peace Corps Response announced the new applications for the Global Health Service Partnership.*

*Global Health Service Partners Volunteers will primarily function as medical or nursing educators and participate in direct medical care appropriate to effective education and mentorship.*

*Peace Corps Response offers returned Volunteers and qualified professionals the chance for short-term, highly specialized service.*

*Visit our website to learn more, check out open positions, and submit your resume today.*



## PCR Hot Jobs

### **French-speaking Music Educator and Trainer needed in Benin**

A Volunteer is needed to serve with the International Center of Art and Music in Ouidah to enhance the arts education of several hundred children. [The Music Educator and Trainer](#), fluent in French and experienced in both music and education, will fill the pedagogical gap in the Center's teaching and allow it to more successfully teach and promote the arts in Benin.

### **Malaria Training Advisors needed in Guinea**

Multiple [Malaria Training Advisors](#), with advanced French spoken language skills, are needed to assist the project health team in oversight of program activities, field surveillance, and participation in the facilitation of trainings for health center/health post staff and community volunteers.

### **Two Nutrition Program Specialists needed in Guinea**

Two Volunteers, with health experience, are needed to serve as [Nutrition Program Specialists](#) for the United Nations World Food Program. The Volunteers will develop a Monitoring & Evaluation tool, raise awareness on hunger and malnutrition, and reinforce field staff skills on nutrition promotion.

### **Mechatronics/Automation Specialists needed in Mexico**

A Volunteer, with extensive experience in mechatronics, is needed to assist the Center for Research and Advanced Studies of the National Polytechnic Institute in facilitating its growth and development. The [Mechatronics/Automation Specialist](#) will assist students, professors, and technicians in a wide array of automation tasks.

### **EFL Teaching and Training Specialist needed in Moldova**

A Volunteer, with extensive teaching experience, is needed to serve as an [EFL Teaching and Training Specialist](#) for the Future English Language Teachers' School. The Specialist will assist the school with the design, implementation, and evaluation of a comprehensive non-formal, applied learning curriculum, as well as assist staff to be the first university in Moldova to accredit the non-formal curriculum.

### **Spanish-speaking Information Technology Trainer needed in Panama**

An [Information Technology Trainer](#), fluent in Spanish, is needed to work with a community and school to advance the implementation and enhancement of a computer center. The goal of this project is to train the computer center staff members as well as support the school and community through basic computer skills training.



***Peace Corps Response currently has over 50 openings in more than 20 countries!***

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

***Questions? Contact Peace Corps Response at [pcresponse@peacecorps.gov](mailto:pcresponse@peacecorps.gov)***



Continued from page 8

**VOLUNTEER COORDINATOR • Baltimore**  
Position available with Baltimore CASH Campaign. Duties: recruits new and manages existing volunteers; helps build capacity of program; works on dynamic, innovative team that includes three other RPCVs; works for AmeriCorps service year from September – August. Qualifications: experience in community development and volunteer management; proficiency with computers; passionate about service to low income families; comfortable working with diverse groups of people; creativity. Salary: \$13K stipend; \$5,550 education award. Deadline: 8/15/2012. For more information and to apply, email resume and cover letter to [info@baltimorecashcampaign.org](mailto:info@baltimorecashcampaign.org); website: [www.baltimorecashcampaign.org](http://www.baltimorecashcampaign.org).

**ADMINISTRATIVE SUPPORT ROLES •**

**Various locations**

Positions available with Teach For America. Duties: manage logistical, operational, and communication details for either entire staff team or one–two senior-level staff members; work primarily on completing administrative tasks and setting up systems to keep team running; gain unique perspectives and hone strong professional skills by working alongside ambitious colleagues and dynamic senior leaders. Qualifications: previous support experience; proficiency with Microsoft Outlook, Word, Excel, and PowerPoint. Deadline: 9/30/2012. For more information and to apply, website: [www.teachforamerica.org](http://www.teachforamerica.org).

## Peace Corps Digital Library

<http://collection.peacecorps.gov>

Have any photos or stories from  
your Peace Corps experience?

**SUBMIT NOW!**



PEACE CORPS  
*Office of Third Goal and  
Returned Volunteer Services*

**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.*



*Continued from page 1*

coming into a job on the first day and meeting your boss (and whoever hired you) for the first time in addition to all of your new co-workers.”

Nevertheless, phone interviews do have some advantages. In fact, some candidates actually prefer phone interviews. “They are less intimidating and stressful,” says Heather Groome, former administrative specialist with the Peace Corps. “In a phone interview, the interviewer can only focus on what you have to say rather than what you look like or what you are doing .... It is easier to mask nervousness when the interviewer cannot see you.” Of course, the downside to not being able to see your interviewers, as Director of the Office of Third Goal and Returned Volunteer Services, Eileen Conoboy points out, is that “the interviewee doesn’t have the benefit of seeing that ‘you’ve said enough’ look given by interviewers at the end of a response and can be at greater risk of providing rambling, run-on answers.” Sandy Jacobs, former programming and training specialist at Peace Corps, suggests handling this by “inquiring if additional information or elaboration is needed at the end of your response.”

A telephone interview can serve as a prime demonstration of your interpersonal communication skills. Vivian Nguyen points out that “this is important if the job requires the candidate to speak on the phone often for outreach purposes.” Bob Michon, former Director of Returned Volunteer Services, agrees. “Phone interviews place the emphasis on elocution, voice modulation, and efficiency of oral communication. If that is a key component of the position, then that can be a significant assessment tool - one advantageous to both the interviewer and interviewee.”

To that end, it is vital that you sound confident and professional. This may appear obvious, but the truth is that we all have certain verbal tics that others are willing to overlook in person; in a phone interview, those things can be disastrous. “All you’ve got in the phone interview is your voice,” says Julie Driver, former program manager for Paul D. Coverdell Fellows Program. “Be conscious of tone, pitch, and verbal tics like ‘um,’ ‘uh,’ or ‘like’. You have

to demonstrate conviction, power, and confidence.” I personally have noticed a tendency among some job-seekers to articulate their qualifications in a way that sounds like they are ending every sentence with a question mark. By doing this, you signal to interviewers that you are not confident of what you are saying, thereby giving them an opportunity to doubt your skills and abilities. Remember, interviewers can’t see your smiling and engaged oh-so-competent face on the telephone, but we recommend that you do smile as it does impact the tone of your voice. You must, instead, “work on modulation, emphases, timbre, and inflection in order to properly emphasize points and responses,” as Bob Michon explains. If you don’t demonstrate in the phone interview that you are confident and professional, there is no reason for interviewers to see you as someone with interest, ability, and desire.

You will also need to articulate things in a phone interview that might not need to be vocalized during an in-person interview. Fran Quintana, a former Peace Corps staff member, had to do the same thing in her most recent phone interview. “In a standard in-person interview, you can rely upon those subtle, nonverbal cues (facial expression, posture and gesture, sense of physical space, and body language) to gauge timing and read a person’s emotional state or intention. You have the luxury of allowing those factors to inform your conversation. In a phone interview, you have a lot less to go on. You have to pay extra attention to your volume, articulation, and diction. Using your words becomes key; for example, verbalizing, ‘I need a minute to think about that,’ instead of quietly giving a moment’s pause to reflect. Because quietly reflecting is invisible on the phone, the person on the other end may wonder if you’re still on the line.”

To aid you in those moments of quiet reflection, former RVS administrative assistant Jenn Bream says you’ll need to have notes in front of you, including “all the materials the company has received from you, as well as all the information you have access to about the employer and the job.” You should also arm yourself with written answers to the standard questions an interviewer is

bound to ask. Sandy Jacobs points out that this way you’re “less likely to ‘draw a blank’ when asked a question.” Sandy also recommends crafting six to eight STAR (situation, task, actions, results) scenarios from your Peace Corps service or other professional situations. You can use these to “address common behavioral questions. In a phone interview, these scenarios can be organized on paper in a way that prompts responses.” Also, be sure to make bullet points and avoid writing out responses word for word. Employers can tell if you are reading from a script and it is best to avoid reading from a script verbatim.

And of course, don’t forget to send a thank-you note! I once got a very professional and friendly thank-you note from a candidate that directly addressed some of my very misgivings about the phone interview. The candidate wrote, “What may have been lost over the phone is my friendly personality that makes working with me a positive experience, my professional demeanor, and my adaptability to various situations.” For me, that cinched it—the candidate had answered all our questions very well, and by acknowledging the difficulty of the phone interview, she demonstrated that she was people-smart and unafraid to confront what could have been an awkward situation.

Phone interviews give you a chance to ditch your business suit for pajamas if you want (although, we recommend that you dress the part anyway, to help put you in the right mindset), sit in a comfy chair with your favorite beverage, and look at notes and other papers - all things in-person interviews never allow. So, the next time you are offered a telephone interview, prepare as you normally would, consider the above, and get that job, RPCV!

\* \* \*

*For more information on job interviews, as well as other opportunities for your professional development as an RPCV, we encourage you to attend our FREE upcoming National RPCV Career Conference, September 10-14, 2012, in Washington, DC. Visit [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) for details!*