



Hotline



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

Hot Resources

Highlights

National RPCV Career Conference Washington, DC

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.

Have photos from your service that you would like to share?

For more information, see page 5.

Peace Corps Hotline

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To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact
Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

Inside
Public Sector
Private Sector
Online Resources
International Sector
Intern/Volunteer

Peace Corps Response
Paul D. Coverdell Fellows Program

Successfully Marketing Yourself at Career Fairs

Jodi Hammer, RPCV Career Center Coordinator
(RPCV Ecuador 1994-1997)



Reprinted with modifications from Hotline, June 1, 2010

Editor's note: The next RPCV Career Fair in Washington, DC, on Thursday, September 13th is a great way to try out some of Jodi's tips below! For more information, visit www.peacecorps.gov/rpcv/events.

Have you ever attended a career fair, excited about the organizations being represented, eager to learn about the many job opportunities awaiting you, and all prepared to sell yourself with your well-crafted 30-second elevator pitch ... only to walk away feeling utterly frustrated, even disillusioned? Were you disappointed to find that the vast majority of recruiters didn't even collect hard copies of the resume you toiled over in preparation for the event, but rather simply referred you to their website for all job postings and/or to submit your resume electronically?! If so, you're not alone.

One of the most frequent complaints I hear from RPCVs in the job market today is just this—they feel job fairs are not a very productive part of their job search process.

I beg to differ. While, yes, I empathize with RPCVs that job fairs can be frustrating, I contend it has more to do with how RPCVs are approaching job fairs and what they're expecting from them. In my opinion, much of the frustration results from clinging to an outdated definition of career fairs. Let's face it, gone are the days of the "old fashioned" career fairs where recruiters would flock to the event primarily to collect hard copy resumes from attendees for current and future openings.

Like it or not, thanks to today's advanced technology recruitment efforts, like everything else, are now largely managed electronically. This directly impacts job fairs. Employers have found electronic submission of data to

be much more efficient for organizing and processing resumes, not to mention it is much less costly and a more environmentally-friendly approach.

Truth be told, even if an organization does agree to take a hard copy of your resume at a job fair, it doesn't guarantee that it won't end up in the "circular file" (a.k.a. the trash can) in favor of an electronically-submitted version. Nevertheless, you should be willing to go the extra mile and also submit your resume electronically when connecting with the recruiter at the job fair. There's nothing wrong with bringing a small stack of resumes in the event a recruiter wants to see one (sometimes it's easier for them to get a sense of your background from a resume while you're chatting), but don't be offended if they don't want to keep it. Instead, simply agree to follow up with an electronic version.

Public Sector

SENIOR DEVELOPMENT OUTREACH AND COMMUNICATIONS OFFICER • Kabul, Afghanistan

Position available with U.S. Agency for International Development. Duties: serves as senior advisor to mission management on public information, media relations, and outreach matters; supervises staff of Americans and Afghans; coordinates information dissemination, journalism outreach, and public events, working with mission's offices, units, technical staff, and outside organizations. Qualifications: B.A./B.S.; M.A. in development, international relations, journalism, or related field preferred; eight years' experience with international affairs, journalism, or international development. Salary: GS-14 (\$84,697–\$110,104). Deadline: 8/19/2012. For more information and to apply, email slodeen@usaid.gov; phone: 202.216.6288, ext. 4344; website: www.usaid.gov or www.fbo.gov, and search with solicitation number: SOL-306-12-000072-DIR.

PEACE CORPS CAMPUS

REPRESENTATIVE • Lawrence, Kan.

Position available with Peace Corps. Duties: promotes and recruits for Peace Corps on campus and in communities; designs and implements recruitment strategy, including promotion to faculty, staff, and students; participates in job fairs; organizes information tables and informational meetings. Qualifications: strong communicator; ability to network; creative, organized, and flexible; RPCV and Kansas University graduate student preferred; work 15–20 hours/week. Salary \$14.00/hour; Deadline: 07/18/2008. For more information and to apply, website: <http://jobs.ku.edu> and search position number 00000554 and attach resume and cover letter to on-line application; email: adgaston@ku.edu; phone: 785.864.7675.

Private Sector

SENIOR FORECASTING AND ANALYSIS OFFICER, PROCUREMENT AND LOGIS- TICS • DC

Position available with Population Services Inter-

national. Duties: supports organization's social marketing programs, both at field and headquarters level, to include process of Systematic Forecasting for various health commodities. Qualifications: B.A./B.S., preferably with economics as major subject; five years' purchasing experience, comprising of two years' of forecasting; exposure to and awareness of various forecasting methodologies. For more information and to apply, website: www.psi.org.

PROJECT COORDINATOR, ENTERPRISE DEVELOPMENT • DC

Position available with ACDI/VOCA. Duties: provides daily administrative and programmatic support to several enterprise development projects; acts as liaison between overseas staff, recruitment, finance, and other portfolios at headquarters; collaborates with field staff and portfolio's managing staff on issues such as developing work plans, drafting project reports, and responding to financial issues. Qualifications: M.A. in international development, business, or related degree; understanding of enterprise development issues and approaches required; experience working with USAID projects preferred; possession of strong budgeting and analytical capabilities; proficiency in Excel, Word, and PowerPoint. For more information and to apply, email Careers@acdivoca.org; phone: 202.469.6000; website: www.acdivoca.org/jobs.

NUTRITION EDUCATION PROGRAM COUNTY COORDINATOR • Wisconsin

Position available with University of Wisconsin-Extension. Duties: provides leadership for Menominee County and Nation, and Shawano County Nutrition Education Program through collaborating with local agencies to ensure delivery of nutrition education to people eligible to receive food stamps or FoodShare, staff training and supervision, and managing program budget. Qualifications: B.A./B.S. in nutritional sciences, dietetics, family and consumer sciences, community health education, public health, adult education, or related field. Salary: \$36K–\$42K. Deadline: 8/28/2012. For more information and to apply, email ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C13006.

CUSTOMER SERVICE REPRESENTATIVE • New York

Position available with CFY. Duties: works on Friday afternoon set-up of classrooms at schools; supports organization Family Trainers by encouraging families to engage and participate in workshops as well as answering questions that families may have; provides minor computer troubleshooting in classrooms. Qualifications: strong customer service skills; proficient comput-

HOT! OPPORTUNITIES

DEVELOPMENT AND COMMUNICATIONS MANAGER • New York

Position available with African Rainforest Conservancy. Duties: manages fundraising and communications initiatives; helps oversee day-to-day operations of organization. Qualifications: three years' progressive nonprofit management, fundraising, and communications experience; experience living or working in Africa, or other international development experience; ability to work independently with little direct supervision. Deadline: 9/30/2012. For more information and to apply, email kate@africanrainforest.org; phone: 212.431.5508; website: www.africanrainforest.org.

ASSOCIATE FAMILY COORDINATOR • Los Angeles

Position available with CFY. Duties: assists with all prep work for workshops and with student outreach days at organization partner schools; serves as registration coordinator or volunteer coordinator for Family Learning Workshops in assigned partner schools. Qualifications: B.A./B.S.; experience working with youth; demonstrated experience leading large presentations or training sessions; strong writing skills; proven organizational and problem-solving skills; proficiency with Microsoft Office applications, including Word, Excel, and Outlook; detail-orientated. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.





ers skills; strong problem-solving skills; ability to communicate clearly and accurately; team player but also capable of working independently or with minimal oversight; ability to lift 30 pounds; enjoyment of working with families and students; availability on Friday afternoons and Saturdays. Salary: \$10/hour. For more information and to apply, email jobs@cfy.org; website: www.cfy.org.

EXTENSION AGENT, WILDCAT DISTRICT - CROP PRODUCTION AND NATURAL RESOURCES • Girard, Kan.

Position available with Kansas State Research and Extension. Duties: provides primary leadership for dissemination and implementation of research-based educational programs for crop production and natural resources; identifies needs and major educational priorities of community and develops pro-active educational plan to address needs. Qualifications: B.A./B.S. with major course work, professional development, and experience appropriate to needs of position; M.A. preferred; access to personal vehicle and

possession of or ability to obtain valid Kansas driver's license. Benefits: retirement plan, health and life insurance. Deadline: 8/20/2012. For more information and to apply, email mmonihen@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu/jobs.

HARVEY COUNTY EXTENSION AGENT, AGRICULTURE AND NATURAL RESOURCES • Newton, Kan.

Position available with Kansas State Research and Extension. Duties: provides primary leadership for dissemination and implementation of research-based information and development of agriculture and natural resources educational programs; collaborates with local community members, partner organizations, and extension faculty to develop and implement educational programming assuring that all citizens have equal access. Qualifications: B.A./B.S. with major course work, professional development, and experience appropriate to position; M.A. preferred; access to personal vehicle; valid Kansas driver's license.

Benefits: retirement plan, health and life insurance. Deadline: 8/27/2012. For more information and to apply, email mmonihen@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu/jobs.

BARTON COUNTY EXTENSION AGENT, AGRICULTURE AND NATURAL RESOURCES • Great Bend, Kan.

Position available with Kansas State Research and Extension. Duties: provides primary leadership for dissemination and implementation of research-based information and development of agriculture and natural resources educational programs; collects evidence of program impact to market, reports results, and improves program. Qualifications: B.A./B.S. with major course work, professional development, and experience appropriate to needs of position; M.A. preferred; ability to communicate effectively with individuals, groups, and through mass media; access to personal vehicle; valid Kansas driver's license. Benefits: retirement plan, health and life insurance. Deadline: 8/27/2012. For more information and to apply, email mmonihen@ksu.edu; phone: 785.532.5790; website: www.ksre.ksu.edu/jobs.

ASSOCIATE PROGRAM MANAGER, LATIN AMERICA AND CARIBBEAN • DC

Position available with Population Services International. Duties: provides support to organization's social marketing programs in Latin America and Caribbean region; serves as special assistant to chief liaison officer. Qualifications: M.A. in relevant subject area strongly preferred, equivalent experience with organization may suffice; two years' work experience in developing country; proficiency in Spanish required and French desired; knowledge of U.S. Agency for International Development and international donor community preferred. For more information and to apply, website: www.psi.org.

PURCHASING OFFICER – TEMPORARY • DC

Position available with Population Services International. Duties: provides purchasing unit with temporary support in procurement for contraceptive, pharmaceutical, and related products; prepares requests for proposals, tenders, and purchase orders; negotiates 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 U.S. Agency for International Development and other Federal Acquisition Rules. For more information and to apply, visit: www.psi.org.

National RPCV Career Conference

This Conference is an excellent opportunity to craft your Peace Corps story to help you stand out to employers.



Don't miss your chance to attend targeted workshops and an exclusive RPCV Career Fair.

For more information and to register for any RPCV events, visit www.peacecorps.gov/rpcv/events.

GLOBAL FUND, AWARDS AND COMPLIANCE OFFICER, CONTRACTS • DC

Position available with Population Services International. Duties: supports organization's portfolio of Global Fund awards and sub-awards; provides award support and guidance on Global Fund compliance questions; shares negotiation strategies; supports development of award monitoring tools and templates. Qualifications: B.A./B.S. or equivalent experience; two years' increasingly responsible experience in federal or private grants or contracts management; demonstrated project management and organizational skills, especially with time-sensitive work; demonstrated expertise with researching, interpreting, and applying funder regulations; proficiency in Microsoft Word and Excel. For more information and to apply, visit: www.psi.org.

TEAM LEADER - COMMUNITY SUPPORT PROGRAM • Burlington, Vt.

Position available with Pathways Vermont. Duties: oversees a dynamic program and supervises an interdisciplinary service team to meet the needs of individuals who have histories of incarceration and mental health challenges; ensures philosophy of client choice, harm reduction, and respectful concern; serves clients in Chittenden, Franklin, and Washington counties. Qualifications: patience, creativity, flexibility, and compassion; three years' supervisory experience preferred; excellent interpersonal, communication, writing, and computer skills; experience in service coordination and working with persons with disabilities; experience with incarceration/homelessness/mental health challenges a plus. Salary: \$35K - 40K. Deadline: 08/31/2012. For more information and to apply, email rebeka@pathwaysvermont.org; phone: 888-492-8218 x102; website: www.pathwaystohousingvermont.org.

ORGANIZATIONAL LEARNING AND SUPPORT, PEER HEALTH EXCHANGE • San Francisco

Position available with Peer Health Exchange. Duties: helps draft, edit, and send district applications and requests for proposals; supports the manager - OLS on running day-to-day logistics of pre-post-testing teens; programs surveys; cuts survey data; pilots new tools and systems; conducts other administrative tasks; attends staff meetings on Tuesday mornings. Qualifications: B.A./B.S. or is currently pursuing B.A./B.S.; deep knowledge of and experience with Microsoft Office Suite; exceptional verbal, writing, and editing skills. Deadline: 8/31/2012. For more information and to apply, submit a resume, cover letter, and writing sample (three pages or less) via email to ols@peerhealthexchange.org; phone: 415.684.1234; website: peerhealthexchange.org.

MALARIA GRANTS OFFICER • New York

Position available with United Methodist Committee on Relief (UMCOR). Duties: executes and enhances all Imagine No Malaria grant processes, procedures, and supporting documentation; works with the INM senior manager to develop, implement, and eventually oversee an M&E framework for INM. Qualifications: B.A./B.S.; M.A. in related field preferred; minimum two years' experience in grant management or program implementation; experience in Africa, health grants and programs preferred; Portuguese proficiency preferred; capacity to develop a sound grant management and evaluation system. Salary: \$55K - \$60K. Deadline: 08/31/2012. For more information and to apply, email strilli@umcor.org; website: <http://www.umcmmission.org/>

[Learn-About-Us/About-Global-Ministries/Careers/Careers](#).

STORE MANAGER • Fort Worth, Texas & Portland, Maine

Positions available with Ten Thousand Villages. Duties: ensure store meets or exceeds sales goals; manage profit and loss statement of store to ensure budgeted surplus is achieved; manage store operating procedures, including but not limited to inventory levels, cash control, daily and monthly paperwork, and reporting. Qualifications: three-five years' experience in retail management and/or sales preferred; self-motivated, outgoing, energetic, and enjoys working with people. Salary: \$30,596.80/year; Deadline: 08/31/2012. For more information and to apply, email resume

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 to request access. Include your name, country of service, and dates of service in your request.

There are

6,142

RPCVs receiving daily job and housing announcements on the RPCVNetwork listserv

Are you one of them?

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

to careers@tenthousandvillages.com; phone: 717.859.8100; website: <http://tenthousandvillages.com/careers>.

PROJECT MANAGER (INTERNATIONAL STUDENT RECRUITMENT) • Tampa, Fla.

Position available with Hillsborough Community College. Duties: develops and executes a recruitment plan to grow and diversify international student enrollments; recruits F-1 international students by nurturing international partnerships, contracting agents, attending overseas recruitment events, and working with local "Diaspora" communities and U.S.-based English Language Institutes; researches existing and emerging markets, recruitment data, costs, and strategies; designs and produces marketing materials with an emphasis on employing web-based technologies. Qualifications: B.A./B.S. in field relating to the specific project of assignment required; three years' prior-related work experience. Salary: \$42,930; Deadline: 09/04/2012. For more information and to apply, email employ@hccfl.edu; phone: 813-253-7030; website: <https://jobs.hccfl.edu>.

WISCONSIN FARM TECHNOLOGY DAYS (WFTD) GENERAL MANAGER • Wis.

Position available with Wisconsin Farm Technology Days. Duties: reports to the Wisconsin Farm Technology Days Inc., board of directors; manages and monitors the plans, details, and logistics of the "current" show (summer) while also guiding and directing two subsequent shows. Qualifications: understanding and direct experience working within various sectors of agriculture, including working directly with farmers, producers

as well agricultural service and supply industries. Salary: negotiable; Deadline: 09/15/2012. For more information and to apply, email shutske@wisc.edu; website: http://www.wifarmtechnologydays.com/board_news.php.

PROGRAM ASSOCIATE • DC

Position available with World Wildlife Fund. Duties: supports program goals and objectives through programmatic and administrative support; manages knowledge and information resources; conducts research and analysis; drafts reports, proposals, and presentations; monitors budgets and assists with project management and policy development. Qualifications: B.A./B.S. in a related field, such as international development or environmental conservation; two years' work experience; excellent communication, interpersonal, and organizational skills; ability to manage a budget and multiple projects; able to work with minimal supervision; familiarity with Microsoft Office software. Deadline: 08/20/2012. For more information and to apply, visit <http://www.worldwildlife.org/who/careers/jobs.html>.

TEACHER TRAINER • New York

Position available with CFY. Duties: provides a fun, engaging and stimulating professional development experience for all educators present at Teacher Learning Workshops; works with the CFY-NYC team to implement a fun, engaging, and high energy workshop; provides excellent customer service; attends periodic staff training sessions in-person or by phone. Qualifications: B.A./B.S.; passion for CFY's mission; strong professional development skills, teacher coaching experience; experience developing lesson

plans or utilizing digital learning activities in the classroom; strong problem-solver; team player who is also capable of working independently or with minimal oversight. Deadline: 09/03/2012. For more information and to apply, email jobs_cfy-nyc@cfy.org; website: <http://cfy.org/>.

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

Position available with Southern Jersey Family 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 harvest season, approximately April–October, as well as breast health program; oversees staff of five-six members. Qualifications: B.A./B.S. with major in nursing, health education, public health, or related field; Spanish and English fluency; basic computer skills; willingness to work evenings, Mondays-Thursdays, and some weekends; age 26 or older. Salary: \$32K; benefits. Deadline: 8/25/2012. For more information and to apply, email carias@sjfmc.org; website: www.sjfmc.org.

AGRICULTURE/ANIMAL SCIENCE 4-H YOUTH DEVELOPMENT PROGRAM SPECIALIST • Wis.

Position available with University of Wisconsin-Extension. Duties: incorporates pertinent findings from the agriculture and animal science discipline as well as the social, human, and behavioral sciences into educational programs to support the positive development of youth. Qualifications: M.A. from an accredited university or college;



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Peace Corps Digital Library

<http://collection.peacecorps.gov>

Have any photos or stories from your Peace Corps experience?

SUBMIT NOW!





demonstrated mastery in agriculture, animal science, agricultural education, or related fields. Salary: \$55K – 65K. Deadline: 09/04/2012. For more information and to apply, email: ces.jobs@uwex.edu; phone: 608.263.1945; website: <http://www.uwex.edu/ces/hr/listing.cfm?PVL=C13007>

International

SENIOR ASSOCIATE / CHIEF OF PARTY (MALARIA EXPERT) • Madagascar

Position available with Abt Associates. Duties: leads U.S. Agency for International Development-funded Indoor Residual Spraying 2 Task Order 4 (IRS2 TO4) Project in planning and implementing IRS programs with goal of reducing malaria burden in Africa. Qualifications: M.A./M.B.A. with 13 years' experience, Ph.D. with eight years' experience, or equivalent combination of education and experience with significant amount in area of malaria prevention and control; experience in geographic and cultural region of project preferred; fluency in French and English. Deadline: 9/23/2012. For more information and to apply, email employmentinquiries@abtassoc.com; website: <https://jobs-abtassociates.icims.com/jobs/6207/job>.

VOLUNTEER ANALYST, HEALTH FINANCING TEAM • Addis Ababa

Position available with Clinton Health Access Initiative. Duties: provides critical support in the quantification and mapping of funding needs and available resources; understands current costs of health interventions; helps the governments to identify funding gaps and access additional resources, and assessing the feasibility of financing options. Qualifications: B.A./B.S. required; two years' of relevant experience required; three or more years' relevant experience preferred. Deadline: 10/01/2012. For more information and to apply, visit <https://careers-chai.icims.com/jobs/2808/volunteer-analyst%252c-health-financing-team/job>.

PROJECT DIRECTOR • Port Au Prince, Haiti

Position available with Population Services International. Duties: supports successful implementation of USAID-funded Avoid HIV and its Transmission project in Haiti; develops and oversees implementation of work plans; manages and monitors various donor budgets allocated to project activities. Qualifications: M.P.H. or relevant advanced degree related to social sciences field or provision of HIV/AIDS services; seven years' experience implementing health programs and managing projects funded by donors in developing countries; prior experience with implementing gender violence, youth and women, and HIV/

AIDS prevention focused programs in developing countries preferred. For more information and to apply, send your CV to dpthr1169@gmail.com; website: www.psi.org.

TECHNICAL ADVISOR, MALARIA PREVENTION • Nairobi, Kenya

Position available with Population Services International. Duties: supports and develops organization's malaria prevention portfolio; facilitates support for organization platforms to implement and expand organization's malaria prevention activities; engages with international partners to improve coordination at national and international levels; travels 40 percent of time. Qualifications: M.A., M.P.H., M.Sc., Ph.D., or other post-graduate degree in relevant field; four years' work experience in developing country in technical or management capacity; sound technical knowledge of malaria epidemiology, treatment, and prevention; experience in conducting long-lasting insecticidal net distribution through both campaign and routine mechanisms. For more information and to apply, website: www.psi.org.

SENIOR FINANCE AND ADMINISTRATION OFFICER • Port Au Prince, Haiti

Position available with Population Services International. Duties: works under supervision of chief financial officer; manages financial functions associated with Avoid HIV and its Transmission USAID project with respect to accounting and financial analysis and management in compliance with existing norms and conditions. Qualifications: M.A. in management, accounting, M.B.A., or related field; experience implementing health programs and managing projects funded by PEPFAR and other donors; strong knowledge of financial management principles. For more information and to apply, send your CV to dpthr1169@gmail.com; website: www.psi.org.

COUNTRY REPRESENTATIVE • Port Moresby, Papua New Guinea

Position available with Population Services International. Duties: leads innovative sexual and reproductive health, sanitation, hygiene, and malaria programs within country; implements PSI/PNG's strategic priorities; represents organization to national government agencies, key stakeholders, and donors in host countries; establishes management structure to support program activities. Qualifications: M.B.A., M.I.A., M.P.H., or M.A. in related field or equivalent experience; five years' work experience in developing country; significant fundraising, personnel, operational, and financial management experience, with technical background in marketing, advertising, or communications preferred; demonstrated skills in strategic organizational leadership and external relations. For more information and to apply, website: www.psi.org.

TECHNICAL ADVISOR, SOCIAL AND BEHAVIOR CHANGE COMMUNICATIONS • Lusaka, Zambia

Position available with Population Services International. Duties: provides technical support to all staff to sustain innovative HIV and AIDS communications program in Zambia; develops high quality generic and branded communications to raise awareness on HIV prevention, treatment, and care programs. Qualifications: four years' international experience with health or marketing organization; private sector marketing experience preferred; four years' experience developing social and behavior change communications messages and interventions; four years' demonstrated staff management and project oversight experience; position contingent on funding. For more information and to apply, website: www.psi.org.

CHIEF OF PARTY, HIV/AIDS PROGRAM • Lusaka, Zambia

Position available with Population Services International. Duties: plans and coordinates all expansion of HIV and AIDS program in Zambia; works with local and national stakeholders to identify gaps in existing programs and develop innovative and sustainable solutions for HIV and AIDS prevention and care services. Qualifications: ability to establish and maintain productive relationships with key stakeholders, including donors, government officials and entities, non-governmental organizations, and community groups; ability to enable "team-oriented" environment for project and headquarters staff to collaborate to ensure achievement of project's goals and objectives. For more information and to apply, website: www.psi.org.

ENGLISH TEACHER • Ulaanbaatar, Mongolia

Position available with American University of Mongolia. Duties: works with beginner-level native speakers of Mongolian in an intensive English program to help them improve their skills in English for use at their place of work; develops original and relevant learning materials; conducts regular learner assessment; contributes to program development; engages in continuing teacher education. Qualifications: B.A./B.S. required; proficiency in English; English teaching or tutoring experience required; TESOL certificate; one year's experience in adult education English language program. Salary: \$1,200-\$1,500/month. Deadline: 12/31/2012. For more information and to apply, email jmking@amu.edu.mn.

Intern/Volunteer

COMMUNICATIONS/RESEARCH VOLUNTEER - APPLIED ANALYTICS TEAM • Boston

Positions available with Clinton Health Access

Peace Corps Response



Save the Date

Before you start getting ready for your Labor Day weekend festivities, make sure to save the following important September Peace Corps Response events to your calendar:

National RPCV Career Fair
Peace Corps Headquarters
Washington, DC
September 13th, 2012
4:00 p.m. - 7:00 p.m. (EDT)

Webinar: Short-Term Assignments for Experienced Professionals
September 20, 2012
6:00 p.m. - 7:00 p.m. (EDT)

Peace Corps Response Information Session
Peace Corps Headquarters, DC
September 26, 2012
Time: 6:00 p.m. - 7:00 p.m. (EDT)

[Visit our website](#) to learn more, check out open positions, and submit your resume today.

PCR Hot Jobs

English Curriculum and Textbook Specialist needed in Cambodia

A Response Volunteer is needed to serve with the Ministry of Education, Youth, and Sports. The [English Curriculum and Textbook Specialist](#) will provide the necessary input, support, and expertise in developing professional textbooks and teaching manuals, ensuring that all materials are appropriate for the Cambodian context and will prepare Cambodian students for working in a globalized economy.

French-Speaking Health Program Specialist needed in Guinea

A Response Volunteer is needed to serve as a [Health Program Specialist](#) for Save the Children in the Kankan region of Guinea to improve the health of mothers and children. The Health Program Specialist, fluent in French and holding a Master's of Public Health or equivalent, is needed to support the current Maternal and Child Health Integrated Program health project funded by USAID.

Health Communications Specialist needed in Suriname

A Response Volunteer, with experience and expertise in designing, developing and implementing communication strategies, is needed to serve with the Libi! Information Center for Health Promotion and HIV Prevention. The [Health Communication Specialist](#) will assist the Center in adjusting their education and awareness campaigns to a more interactive and interpersonal level.

Ecotourism and Agriculture Advisor needed in Guinea

A Response Volunteer, with a background in natural resources management, is needed to serve with GANAIRE, a local cooperative that works to combat poverty through the promotion of sustainable ecotourism practices and improved agricultural techniques. The [Ecotourism and Agriculture Advisor](#) will produce marketing materials to be used as a tool for promoting ecotourism in the region.

Environmental Governance Assistant Trainers needed in Guinea

Two Response Volunteers are needed to serve as [Environmental Governance Assistant Trainers](#) for the USDA Program in Environmental Governance in Guinea. The Environmental Governance Assistant Trainers will participate in the monitoring of co-managed community forests and environmental assessment and monitoring and evaluation of the project.

Youth Fundraising and Public Relations Specialists needed in Ukraine

Multiple Response Volunteers, with basic Russian language skills and public relations experience, are needed to serve with Your Chance NGO and the Youth Christian Movement in Ukraine. These [Fundraising and Public Relations Specialists](#) positions will work to improve financial sustainability, decrease donor dependence, improve communication to potential partners and international donors, and ensure efficient use of resources.

HIV-Service Fundraising and Public Relations Specialists needed in Ukraine

Multiple Response Volunteers, with work 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 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



Initiative. Duties: communications volunteer works to develop and organize our publications, while research volunteer works to facilitate the research and analysis done to assess the efficiency of global health interventions. Qualifications: M.A. preferred; experience in communications, journalism, or public policy; strong oral and written communication skills; working knowledge of Microsoft Word and Excel; excellent attention to detail and proofreading ability; ability to work independently on multiple tasks. Deadline: 09/04/2012. For more information and to apply, email recruitment@clintonhealthaccess.org; phone: 617.774.0110; website: <https://careers-chai.icims.com/jobs/2603/job>.

SOCIAL ENTERPRISE, MICROFINANCE AND CLEAN ENERGY INTERNSHIP • Seattle

Position available with MicroEnergy Credits. Duties: develops investor pipeline and materials for impact investors; manages financial model and responds to due diligence requests; assists in

ad-hoc finance requests from staff and investors; supports carbon origination process; works with field teams to improve performance and support business development with microfinance institutions. Qualifications: B.A./B.S. required; M.B.A. preferred; strong record of consulting or banking experience may be considered in place of M.A.; experience with financial modeling, conducting due diligence, and investor relations; one year's banking or consulting experience preferred. Deadline: 8/31/2012. For more information and to apply email info@microenergycredits.com; phone: 303.668.7382; website: www.microenergycredits.com.

ENGLISH TEACHERS – TEMPORARY • Republic of Georgia

Positions available with Teach Away, Inc. Duties: teach English to public school students while experiencing rich culture and traditions of Georgia; work for three-four month contract, September 30 - December 22, or six or 12-month contract; live in home of local Georgian family. Qualifications:

two years' of post-secondary education; experience working with young learners recommended. Salary: \$300/monthly stipend; airfare provided. Deadline: 8/17/2012. For more information and to apply, email jobs@teachaway.com; phone: 416.628.1386; website: www.teachaway.com.

FRENCH TRANSLATION VOLUNTEER • Various locations

Position available with Peace Care. Duties: cultivates grass roots global health solutions by creating enduring links between communities of need and entities of resource; provides occasional French translation for our Senegal projects. Qualifications: French proficiency; interest in global health and development; experience with French translation. Deadline: 10/30/2012. For more information and to apply, email: adykens@peacecare.org; website: www.peacecare.org.

Save The Date

Thursday, August 23, 2012

Join RPCV Career Center Coordinator, Jodi Hammer, at 1:00 p.m. EDT for an informative Q & A session. All you need is your computer, an Internet connection (with sound), and your favorite chair. Visit www.peacecorps.gov/rpcv/events for further information.

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

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Continued from page 1

So, if it is easier for recruiters to collect and process electronic resumes as opposed to hard copies, why attend a career fair? It is important for you to attend because it is a great opportunity to connect with representatives from various organizations of interest. Therefore, I encourage you to broaden your perspective of the role of career fairs in your job search. You might just find that they can become valuable tools in helping you get your dream job! You might find yourself gainfully employed soon, thanks in part to a connection you made at a job fair. Below are a few additional tips and pointers on how to successfully market yourself at career fairs:

1. First, maintain realistic expectations of the job fair. Face the facts: You are more likely to leave the job fair without any job offers or even an appointment for an interview. Nor will you necessarily be contacted by the organizational representative as a follow-up. More likely is that YOU will need to be the one to reach out and initiate any follow-up contact. That's the reality. You should follow-up by submitting your resume online which will work as a 'reminder' of sorts for the recruiter. Keep in mind that the job fair will be a great opportunity to explore different organizations, thereby allowing you to connect with and market yourself to representatives from various organizations of interest.

2. Do your homework in preparation and research specific organizations that you are interested in and who will be in attendance at the career fair. Peruse their websites to get a feel for the organization, its mission, and any available positions. Be sure to come prepared to target particular organizations as your priority employers.

3. Approach the table and greet the recruiter by name (if they have a nametag) or ask what their name is to initiate conversation. People often just launch into a spiel at job fairs: "Hello, my name is ____; I'm interested in ____; tell me about ____ job"? As someone who has sat on the recruiter side of the career fair on many occa-

sions, I cannot tell you how refreshing it is to have someone actually bother to ask me my name and/or address me by name. What a treat! That sends a positive message that they're polite, looking to engage me in conversation, and not just launch into their own personal monologue.

4. Try to connect on a personal level during your brief face-time with each recruiter. This will help you set yourself apart from the masses. Ask about the recruiter's background or experience with the organization, how long they've been there, what drew them to the company, etc. You might even incorporate humor (if appropriate) to help establish a connection. One RPCV shared with me her own version of imparting a lasting impression. After introducing herself by name, getting the recruiter's name, and then engaging the representative in conversation, she would ask them at the very end: "So, [insert recruiter name], do you remember my name?" in a joking sort of fashion to see if they did. Most did. However, even when they didn't it could work to her benefit. For example, one recruiter incorrectly thought the RPCV's name was Stephanie, so she laughingly corrected him before telling him she totally understood. However, in her follow-up thank you email note, she reminded him of who she was by signing the note "Jessica (not Stephanie)." Wouldn't you know it? The recruiter emailed her back almost immediately, laughing about it still. She certainly made a lasting impression with her memorable conversation, and was able to get her foot in the door!

5. Incorporate your 30-second elevator pitch, well-constructed and rehearsed (but natural-sounding, of course), working in a bit about you, your background, and what you're looking to get. Keep it concise so it doesn't come across as a monologue! Try to make it conversational and allow the recruiter to ask you for more information, if wanted.

6. Let the recruiters know you've done your homework on their organization. Reference the research you've

done in preparation and ask thoughtful questions to demonstrate your interest (i.e., don't ask routine questions easily answered on their web site). Let them know that, based on your research, you've identified them as one of the employers of most interest to you, and tell them why. This can go a long way in projecting your enthusiasm and dedication.

7. Always ASK for a business card (some will have them, and some will not - regardless, it doesn't hurt to ask). This gives you a big advantage when it comes to following-up with them after the career fair, and will ensure you do not misspell their name. Even if they do not have a business card, write down their full name and contact information for follow up.

8. Take a quick moment AFTER you leave each table (or while in line for the next organization, if appropriate) to jot down a few notes regarding your conversation with the recruiter—including name, organization, and what you discussed—just to remind you later what you chatted about and how you connected. Without this, you will likely forget the details of many crucial connections you made that are so valuable in the job search process.

9. Consider approaching the less active tables, even if they're not an organization of great interest. Perhaps simply greet them and let them know you just wanted to thank them for attending, and indicate how wonderful it is so many organizations came out to participate. Even if it's an organization completely out of your field of interest, you might include in your introduction something to the effect of: "While I'm focusing more on opportunities within the ____ field, I just wanted to thank all the organizations who are attending." This can go a long way in the competitive career fair arena—after all, nobody wants to be staffing the "lone" dead table while big lines form at the booths around them—so chances are they'll be appreciative. But there's something in it for you, as well. While their organization itself may not be appropriate for you, remember that recruiters likely



Continued from page 1a

have contacts working directly in the field you are passionate about - in other words, they might prove to be valuable networking connections! They might refer you to or even connect you with such people or organizations, upon learning more about your area of interest, especially since you so graciously stopped by to say hello and thank them. It happens, trust me! Additionally, starting with the organizations you are not as interested in can provide you with great opportunities to do a test run before approaching your preferred organizations!

10. Follow-up with a thank-you note to each of the representatives/organizations you connected with, and especially those in which you are interested. This should be done fairly soon after the career fair, generally within a few days or a week maximum, so that their memory is still fresh regarding your interaction. Hand-written cards are a nice touch; however, e-mail thank you notes offer the best way to attach your resume. The business card and/or quick notes you jotted down (see steps 7 & 8 above) should greatly assist you in reminding each recruiter of the context in

which you met while also thanking them for their time. If possible, reference something specific you said that might remind them about you.. Keep in mind that they often see hundreds of people in one day, so don't be offended if they don't remember you specifically.

11. Finally, don't forget to continue with your other valuable job search endeavors such as NETWORKING, NETWORKING, NETWORKING in addition to career fairs, traditional job applications, information interviews, and so on. It's all important.

Here's to hearing from many of you in the near future about your successful endeavors at career fairs and your subsequent job offers for those dream jobs! Feel free to share your stories at rpcv-careercenter@peacecorps.gov. Hang in there, it's a tough market, but I assure you people are still hiring and it's getting better. I hear positive stories from RPCVs who are getting jobs every week! You can and will do this—heck, you're an RPCV. You've been through much worse than this! Best wishes in your job search.

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