



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Free online passwords to job bulletins. See page 16.

RPCV Career Event, February 26-29. See page 18.

Free SIGI3 career assessment software and NPCA membership. See page 19.

Register for Peace Corps Week 2008! See page 20.

Special event for RPCVs in the greater Atlanta region. See page 21.

Peace Corps Hotline

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To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact

Peace Corps

Returned Volunteer Services

Phone: 202.692.1430 or

800.424.8580, ext. 1430

E-mail: hotline@peacecorps.gov

Fax: 202.692.1421

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Peace Corps Response

The Well-Timed Elevator Pitch

By: Kendyl A. Montgomery, RPCV Vanuatu 2004-2007



Find your next job at a bus stop. I did!

The elevator pitch, or in my case the “Bus Stop” speech, is a very valuable skill that I recommend all RPCVs learn and refine. This is the opportunity to present yourself briefly and in such a positive light that you score that all-important interview, which gives you the chance to speak about your skills at greater length. The interview, of course, can in turn lead to that prized job.

I finished my service as a business development volunteer in Vanuatu in July 2007 and immediately made plans to go to Washington, DC, for the quarterly Career Event hosted by Peace Corps. Over the course of four days, the folks at Peace Corps gave the attendees a lot of great advice on how to

look for work. Especially helpful was learning to see my skills in a new light, with particular emphasis on those skills gained in service. I also took particular notice of how to give an elevator speech and the need to network.

I had the opportunity to practice my elevator speech the next day; however, the chance was presented at a bus stop instead. While waiting for my transport, I was putting my résumé through the proverbial shredder and as I was expelling a great deal of red ink, a lady sat down next to me.

I started the conversation by asking her about the bus schedules and the reliability of the service and we then moved onto a couple of light topics. She asked me what I was doing in the DC area, and I let her know that I had made the invest-

ment to fly in from California for the Career Event hosted by Peace Corps. We discussed briefly my overseas service and she then inquired about my skill set and what I was looking for in the way of work. In less than two minutes, the time to ride up in an elevator, I was able to let her know my background, my primary skill set and the type of job that I was looking for. She rejoined with, “I might have a possibility” Her bus rolled up right then!

TALK ABOUT STARTING TO PANIC! She was going to tell me about a job, but had to leave right then! She stood up to get on the bus, yet she hesitated, letting me know that she also wanted to stay and talk to me as well. She ended up getting on the bus without another word. In a split

Public Sector

STRUCTURAL AND PUBLIC HEALTH PEST MANAGEMENT SPECIALIST •

Riverhead, NY

Position available with Cornell Cooperative Extension Suffolk County. Qualifications: MS required. Deadline: 2/29/2008. Send application to PA#462, Box 26, Kennedy Hall, CU, Ithaca, NY 14850; e-mail: ck236@cornell.edu; phone: 607.255.0789; website: <http://hosts.cce.cornell.edu/admin/careerops/pa462.htm>.

RESOURCE SPECIALIST, GS 1101 – 7/9 • Allegheny National Forest

Position available with Allegheny National Forest. Duties: provides technical support in the financial aspects of timber sale accounting and the business management phases of sale administration. For more information and to apply, e-mail Randy Durner at rdurner@fs.fed.us; phone: 814.728.6189.

AGRONOMY AND FIELD CROPS EDUCATOR • Canton, NY

Position available with Cornell Cooperative Extension St. Lawrence County. Qualifications: MS required. Deadline: 2/29/2008. Send application to PA#461, Box 26, Kennedy Hall, Cornell U, Ithaca, NY 14850; phone: 607.255.0789; e-

mail: ck236@cornell.edu; website: <http://hosts.cce.cornell.edu/admin/careerops/pa461.htm>.

MIGRANT EDUCATION TUTOR • IN

Position available with Indiana Department of Education. Duties: serves as an instructional facilitator to provide a challenging environment for migrant students in grades pre-K–12; teaches independently in the assigned sites such as migrant housing camps, homes, or other facilities; prepares instructional units; coordinates instructional activities for eligible students; attends all meetings. Qualifications: two years' college or related experience; one year's teaching experience preferred; knowledge of teaching principles and techniques; effective oral and written communication skills; bilingual Spanish and English; ability to travel locally and regionally. Salary: \$9.90/hour with travel reimbursement. Deadline: 4/1/2008. For more information and to apply, e-mail smullin@doe.in.gov; phone: 800.379.1129; website: www.doe.state.in.us/lmmp/migrant.html.

MIGRANT EDUCATION FIELD RECRUITER • IN

Position available with Indiana Department of Education. Duties: establishes strong working relationships with migrant farm worker families to determine eligibility of children for MEP; collects and documents evaluation data; works cooperatively with tutors, schools, and MEP

personnel to provide for the needs of migrant students and families; attends all meetings. Qualifications: high school diploma or equivalent; bilingual Spanish and English; reliable transportation and driver's license; ability to establish and maintain cooperative relationships; sensitivity to migrant circumstances; experience in social services preferred. Salary: \$9.90/hour with travel reimbursement. Deadline: 4/1/2008. For more information and to apply, e-mail smullin@doe.in.gov; phone: 800.379.1129; website: www.doe.state.in.us/lmmp/migrant.html.

Private Sector

PARTICIPANT SUPPORT COORDINATOR • Portland, OR

Position available with AFS-USA, Inc. Duties: implements quality support for hosting and sending programs in the western region. Qualifications: BA/BS required; experience living abroad and knowledge of or interest in intercultural communication styles preferred; counseling or conflict management experience preferred; experience as a volunteer or working with volunteers; experience with leading group training sessions. Salary: \$31K. For more information and to apply, e-mail sleslie@afs.org; phone: 212.479.1146; website: <https://home.ase.com/recruit/?id=8267>.

PUBLICATIONS OFFICER I • Baltimore

Position available with JHPIEGO, an affiliate of Johns Hopkins University. Duties: writes and edits grant proposals and information sheets; performs editing, revising, and rewriting; suggests strategies for external review and field-testing of materials; reviews technical materials produced by other organizations; suggests modifications to improve accuracy and completeness; adapts learning materials to meet country or project needs; assists in developing project work plans and budgets. Qualifications: BA/BS in writing or biology; MA/MS in writing or health sciences; two years' experience in medical writing and editing; ability to travel; excellent oral communication skills; fluency in a second language. For more information and to apply, e-mail hr@jhpiego.net; website: www.jhpiego.org.

PROJECTS MANAGER • OR

Position available with Resource Assistance for Rural Environments Program. Duties: develops rural community capacity. Qualifications: U.S. citizen; BA/BS; six months' applied community experience; relevant academic coursework; proficiency in Windows based computer applications. Salary: \$1,250/month with medical insurance and graduate credits. Deadline: 6/1/2008.

HOT! OPPORTUNITIES

ADJUDICATIONS OFFICER • Laguna Niguel, CA; San Jose, CA; Hartford, CT; Boston, MA; Lees Summit, MO; and Lincoln, NE

GS 5/7/9 positions available with U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security. USCIS maintains the integrity of the U.S. immigration system, helping qualified immigrants and refugees legally reside, work and build new lives in the United States. Duties: review and make determinations regarding the eligibility of immigrants for benefits, including permanent residence and citizenship provided under the immigration and nationality laws of the United States. Qualifications: **must have current noncompetitive eligibility**. Deadline: 2/19/2008. For more information and to apply, visit <https://cbpmhc.hr-services.org/AO/> and reference vacancy announcement number FCIP-157527-S1. See page 17 for more information about noncompetitive eligibility.

TOURISM DEVELOPMENT • Deir ez-Zur, Syria

Position available with Alaska Travel. Duties: develops Halabiyya Ruins for tourism; creates a Bedouin style camp by the Euphrates River with optional daytrips; devises a plan to provide sustainable income to local Bedouin families by paying them to carry out and preserve their traditional lifestyle through cooking, husbandry, singing, or sheep herding. Arabic lessons and accommodation provided. Deadline: 5/1/2008. For more information and to apply, e-mail damasyrian@hotmail.com; phone: +963.9339.10101; website: www.tolearnarabic.com.



For more information and to apply, e-mail kcook@uoregon.edu; phone: 541.346.2879; website: <http://rare.uoregon.edu/>.

PROGRAM DEVELOPMENT MANAGER • DC

Position available with The John F. Kennedy Center for the Performing Arts. Duties: organizes and implements educational programs. Qualifications: BA in education, special education, arts, nonprofit management, or related field; MA preferred; four years' experience in project coordination for nonprofit, education, arts, or disability organizations; fluency in Spanish; international or cross-cultural experience; teaching experience preferred; excellent communication skills, including writing, editing, and public speaking; computer skills, such as word processing, spreadsheets, and relational databases; ability to manage and implement a number of projects simultaneously and provide excellent customer service. Salary: \$42K–\$45K. For more information and to apply, visit www.kennedy-center.org/jobs.

ESL/EFL INSTRUCTOR • Arlington, VA

Position available with LADO International College. Duties: teaches scheduled classes using the LADO methodology; maintains detailed records of daily lesson plans and classroom progress, activities, and homework assignments; assesses student performance in class; evaluates student progress and achievement based on test scores, participation, homework, and attendance. Qualifications: BA/BS or equivalent with six months' ESL/EFL teaching experience or BA/BS with one month's intensive ESL/EFL training; ability to interact effectively with individuals from a variety of cultures, religions, and nationalities; native English speaking skills; valid U.S. work authorization. Salary: \$13.50/hour. For more information and to apply, e-mail lalexander@lado.com; phone: 703.524.1100; website: www.lado.com.

RESIDENTIAL SUMMER CAMP COUNSELOR • Hunterdon County, NJ

Positions available with Cross Roads Camp. Duties: lead a residential summer camp program for youth aged seven to 18; lead community service projects, high adventure courses, and daily activities. Salary: \$2K–\$3K. Deadline: 4/21/2008. For more information and to apply, e-mail cxroads@gmail.com; phone: 908.832.7264, ext. 10; website: www.crossroadsretreat.com.

PRODUCTION COORDINATOR • Hustontown, PA

Position available with Tuscarora Organic Growers Cooperative. Duties: works directly

with farmer-members to coordinate production, supply, and delivery to the cooperative. Qualifications: organized and upbeat; computer literate; familiar with organic farming and produce. Salary: \$25K–\$35K. Deadline: 2/22/2008. For more information and to apply, e-mail david@tog.coop; phone: 814.448.2173; website: www.tog.coop.

WHITE WATER RAFTING AND DESTINATION PROGRAM MANAGER • Logan, UT

Position available with Common Ground Outdoor Adventures. Duties: responsible for all aspects of the white water and destination camping multi-day adventures, including facilitation and program planning. Qualifications: leadership skills; interest in Common Ground's mission. Salary: \$25K. Deadline: 6/1/2008. For more information and to apply, e-mail programs@cgadventures.org; phone: 435.713.0288; website: www.cgadventures.org.

SEVEN-MONTH CREW LEADER • VT

Position available with Vermont Youth Conservation Corps. Duties: serves as a facilitator, trainer, and work supervisor for a crew of young adults in the state park setting. Qualifications: dedication to service and conservation; leadership skills; experience in a variety of conservation projects including public education, park management, watershed restoration, and trail maintenance and construction. Salary: \$400–\$430/week with education award of \$2,362–\$4,725, room and board, and training. Deadline: 3/29/2008. For more information and to apply, e-mail keegan@vycc.org; phone: 800.639.8922, ext. 141; website: www.vycc.org.

CASH ANALYST • Bethesda, MD

Position available with DAI. Duties: assists with wire transfer processing and tracking; assists with A/R reporting; helps with collections; works on application of cash receipts; researches partial payments and payments with insufficient documentation; maintains cash management forms. Qualifications: BA/BS in relevant field; one to three years' experience in cash and/or treasury operations required; relevant A/R, collections, and accounting experience; strong Excel computer skills; excellent communication and organizational skills. Deadline: 2/25/2008. For more information and to apply, e-mail jobs@dai.com; website: www.dai.com.

INTERNATIONAL PROGRAM DIRECTOR • VA

Position available with the Girls Boarding School. Duties: leads, guides, and supports international students; advises students on cur-

riculum, culture shock, and school policies and expectations; runs programs specifically designed for international students and their families. Qualifications: BA/BS required; MA/MS preferred; experience teaching ESL; excellent communication and leadership skills; strong academic record. For more information and to apply, e-mail teachers@southernteachers.com; phone: 434.295.9122; website: www.southernteachers.com.

MIGRANT HEALTH JOBS •

Hammonton, Pemberton, and Salem, NJ

Position available with Southern Jersey Family Medical Centers Inc. Positions run March to October or May to August. Qualifications: Spanish and/or Haitian Creole skills; high school diploma; willing to work evenings and some weekends; good driving record. Salary: \$10.50/hour. Deadline: 3/15/2008. For more information and to apply, e-mail carias@sjfmc.org; phone: 609.567.0200, ext. 4133; website: www.sjfmc.org.

RESOURCE DEVELOPMENT - DONOR RELATIONS • Santa Monica, CA

Position available with International Medical Corps (IMC). Duties: grows, oversees, coordinates, and manages all aspects of IMC's major gifts program to ensure annual fundraising goals are met; conducts appropriate research to identify, qualify, and cultivate major donors; cultivates relationships with donors in person, over the phone, and via mail or e-mail. Qualifications: BA/BS or equivalent required; minimum five to seven years' top level, successful fundraising experience required. Deadline: 3/1/2008. For more information and to apply, visit www.imcworldwide.org.

RESIDENTIAL CAMP DIRECTOR • Edison, NJ

Position available with Middlesex County Recreation Council Kiddie Keep Well Camp. Duties: manages overall camping program; designs, delivers, and evaluates camp programs to assure their delivery in a safe and quality manner; recruits and retains seasonal staff; assists in managing property and maintenance needs; oversees user groups; recruits and organizes volunteer projects. Qualifications: camp administration experience; youth development programming and business management experience required; willingness to work flexible hours including evenings and weekends; MA/MS preferred. Salary: \$34K–\$38K. For more information and to apply, e-mail info@kiddiekeepwell.org; phone: 732.548.6542; website: www.kiddiekeepwell.org.

PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 40 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: Renee Hairston
Phone: 412.268.1909
E-mail: hairston@andrew.cmu.edu

Columbia University, Teachers College

New York, NY
Urban education, including bilingual education, teaching math or science, ESOL, special education, reading specialist.
Contact: Shelly Chin
Phone: 212.678.4080
E-mail: PCFellows@tc.edu

Cornell University

Ithaca, NY
In Development: City and regional planning (MS)
Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.edu

DePaul University

Chicago, IL
Program temporarily suspended.
Elementary and high school special education certification.
Contact: Justin Speer
Phone: 773.325.7170
E-mail: jspeer@depaul.edu

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Jointdegrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matthew T.A. Nash
Phone: 919.660.7791
Fax: 919.660.1096
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Duquesne University

Pittsburgh, PA
Center for Environmental Research and Education
Environmental science, environmental management, environmental policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.
Contact: Dr. Stanley J. Kabala
Phone: 412.396.4233
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@duq.edu

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).
Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

Fordham University

Bronx, NY
MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.
Contact: Dr. Henry Schwalbenberg
Phone: 718.817.4064
E-mail: iped@fordham.edu

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs.
Contact: Lynn Walker Levy
Phone: 703.993.3602
E-mail: lwalker3@gmu.edu

George Washington University

Washington, DC
Transition special education, secondary education.
Contact: Dr. Jeanne Embich
Phone: 202.973.1061
E-mail: jembich@gwu.edu

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching

assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.
Contact: Dr. Roy Moore
Phone: 478.445.6848
E-mail: roy.moore@gcsu.edu

Humboldt State University

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school.
Contact: Keri Gelenian
Phone: 707.476.4577
E-mail: keri-gelenian@redwoods.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.
Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy and natural resource management, policy analysis; and nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master degree with other programs also available.
Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

Johns Hopkins University

Baltimore, MD
Nursing, public health.
Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Master of Business Administration (MBA) and Master of Accounting (MACC) degrees. Graduate assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.
Contact: Dr. Sheb True
Phone: 770.423.6087
E-mail: strue@kennesaw.edu

PEACE CORPS Fellows/USA



Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health.
Contact: Nikki Gray
Phone: 909.558.4902
E-mail: sphpcinfo@llu.edu

Marquette University

Milwaukee, WI
Business, engineering, communication, educational policy and leadership, English, economics, history, international affairs, philosophy, political science, public service, theology. Benefits: full tuition scholarship and monthly stipend.
Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

New Mexico State University

Las Cruces, NM
Degrees in public health, social work, and nursing, plus joint public health and social work degree.
Contact: Dr. Sue Forster-Cox
Phone: 505.646.2183
E-mail: sforster@nmsu.edu

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.
Contact: Admissions Office
Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.
Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

Rutgers University

Camden, NJ
Master of Public Affairs in educational policy and leadership with K-12 teaching position at the LEAP Academy.
Contact: Sandra Cheesman-Catteffesta
Phone: 856.225.6860
E-mail: scheesma@camden.rutgers.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.
Contact: Dane Zimmer
Phone: 724.838.4209
E-mail: zimmer@setonhill.edu

Southern New Hampshire University

Manchester, NH
Community economic development, international

community economic development, business, National Weekend Program.
Contact: Chuck Hotchkiss
Phone: 603.644.3103
E-mail: c.hotchkiss@snhu.edu

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.
Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design.
Contact: Johanna W. Looye
Phone: 513-556-0216
E-mail: johanna.looye@uc.edu

University of Colorado Denver

Denver, CO
School of Public Affairs
Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.
Contact: Dr. Christine Martell
Phone: 303.315.2716
E-mail: christine.martell@cudenver.edu

University of Denver

Denver, CO
Graduate School of International Studies
International administration, international development, international human rights, international studies, international security, global finance, trade, and economic integration.
Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: nicole.vilegi@du.edu

Graduate School of Social Work

Master of Social Work (MSW) degree with concentration in either clinical or community practice; specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. The MSW application fee is waived. Need-based awards are also available. Those selected for the Peace Corp Fellows/USA program will receive an additional \$5,000 scholarship.
Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.
Contact: Dr. Margaret Thompson

Phone: 303.871.3947
E-mail: mthompso@du.edu

University of Maryland–Baltimore

Baltimore, MD
Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/organizing and policy development.
Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvictorson@ssw.umaryland.edu

University of Maryland–Baltimore County

Baltimore, MD
Shriver Peacemaker Program
All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.
Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Maryland–College Park

College Park, MD
In Development: Degrees in public policy and management, joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.
Contact: Ms. Taryn Faulkner
Phone: 301.314.2486
E-mail: faulkner@umd.edu

University of Michigan

Ann Arbor, MI
Ford School of Public Policy
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.
Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment
Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.
Contact: Sondra Auerbach
Phone: 734.764.6453
E-mail: sondramr@umich.edu

University of Missouri–Columbia

Columbia, MO
Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantsships, waivers and additional support.

PEACE CORPS Fellows/USA



Contact: Donald Spiers
Phone: 573.882.6131
E-mail: spiersd@missouri.edu

University of Missouri-Kansas City

Kansas City, MO
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: Robyn Turner
Phone: 816.235.5243
E-mail: turnerrob@umkc.edu

University of New Orleans

New Orleans, LA
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson
Phone: 504.280.3110
E-mail: cupa@uno.edu

University of Oregon

Eugene, OR
Community and regional planning, public administration.

Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@darkwing.uoregon.edu

University of Pennsylvania

Philadelphia, PA
Fels Institute of Government
Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Michelle Garcia-Navarro
Phone: 215.746.6684
E-mail: garciana@sas.upenn.edu

University of South Carolina

Columbia, SC

Center for Child and Family Studies
Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Laura Boudon
Phone: 803.777.5190
E-mail: boudon@gwm.sc.edu

Moore School of Business
International business administration, joint degrees.
Contact: Reena Lichtenfeld
Phone: 803.777.6749
E-mail: rlichten@moore.sc.edu

University of Vermont

Burlington, VT
Community and economic development, entrepreneurship; environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Edward R. McMahon
Phone: 802.656.4565
E-mail: emcmahon@uvm.edu

University of Wisconsin-Milwaukee

Milwaukee, WI
Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.

Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwsp.edu

University of Wyoming

Laramie, WY
American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

Western Illinois University

Macomb, IL
Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.
Contact: Karen Peitzmeier
Phone: 800.526.9943
E-mail: pcf@wiu.edu

Western New Mexico University

Gallup, NM
Elementary, secondary, or special education; counseling; educational leadership, interdisciplinary.
Contact: Dr. Patricia Maguire
Phone: 505.722.3389
E-mail: wnmupcf@hotmail.com

Wichita State University

Wichita, KS
Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).
Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

Xavier University of Louisiana

New Orleans, LA
Fast Track to Teaching Program for those interested in teaching math, science, or special education.
Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

Yale University

New Haven, CT
International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.
Contact: Alice Kustenbauder
Phone: 203.432.3418
E-mail: international.relations@yale.edu

Continued from page 3

SALES AND MARKETING • Various locations

Position available with Sustainable Solutions International Marketing Group. Duties: creates national and international partnerships; works with a team on sustainable income-producing ventures; builds a database; develops marketing strategies. Qualifications: high level of drive and focus; forward thinking; interest in health, prevention, and environmental sustainability; ability to work individually and with a team. Deadline: 3/15/2008. Send cover letter and résumé to gallarano@ss8img.com; phone: 800.549.0772; website: www.shaklee.net/gallarano.

RESOURCE DEVELOPMENT ADVISOR • ND

Position available with the Midwest Assistance Program (MAP). Duties: serves North Dakota communities and tribal entities with the development and/or management of their water, wastewater, and solid waste infrastructure. Qualifications: rural community or small system financial and management background; water operator certification preferred; BA/BS preferred; computer expertise required; facilitation and time management skills; ability to work independently and to travel. Deadline: 3/1/2008. For more information and to apply, contact

Joyce Anderson, MAP, Inc., PO Box 81, New Prague, MN 5607; website: www.map-inc.org.

PROGRAM OFFICER • Miami, FL

Position available with PPFPA. Duties: facilitates development, implementation, and long-term viability of PPFPA's client-centered international sexual and reproductive health and rights projects so partners overseas can carry out their missions. Qualifications: excellent oral and written communication skills in English and Spanish; ability to travel a minimum of 35% of the time; advanced degree, or related experience in pub-

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Peace Corps Response



Eastern Caribbean

Antigua and Barbuda Red Cross in the Eastern Caribbean requests a Peace Corps Response Volunteer (PCRV) to serve as a **Community Outreach Volunteer** for the Disaster Preparedness and Mitigation (DPM) program for a six-month assignment. **Duties:** assists with capacity building in four target communities within St. John's Parish and on the island of Barbuda to strengthen skills in disaster preparedness; assists with developing a plan of action; facilitates disaster training sessions and training in the design and implementation of hazard maps. **Qualifications:** well-developed training and facilitation skills; knowledge of research methods for disaster-related topics, hazard, and risk mapping; familiarity with disaster prone regions in the EC; project management experience; should be a returned Volunteer from the Caribbean region; experience with flood disasters and Spanish language skills.

The Health, Hope and HIV Network (HHH Network) of Antigua & Barbuda has requested a Peace Corps Response Volunteer (PCRV) to work as a **Capacity Building Volunteer** for a six month assignment. HHH Network is a nonprofit and non-governmental organization that was formed to address the plight of people living with HIV and AIDS (PLWHA) and supports those who are infected and affected. The PCRV will assist in building the capacity of the HHH Network office to more effectively support PLWHA in Antigua and Barbuda. **Duties:** assists staff in identifying and writing project proposals which would ensure continuous funding for the HHH Network; trains members of the HHH Network in proposal writing; trains members of the HHH Network in basic computer literacy; advises the HHH Network staff on efficient office administration practices; teaches basic Spanish to the staff.

Qualifications: BA in social sciences, community development, or related field; experience in NGO development, capacity building, proposal writing, resource development, and training; strong program management skills; minimum two years HIV/AIDS experience, preferably in working with PLWHA; proficiency in MS Office applications; high level Spanish skills and ability to teach basic Spanish.

The **St. John Ambulance Association of Antigua and Barbuda** in the Eastern Caribbean is requesting a Peace Corps Response Volunteer to serve as a **Hospice Development Advisor** for its Humanitarian Assistance program. The PCRV will work with the St. John Ambulance Association and key stakeholders to develop a three-year strategic plan for a Hospice Thrift Shop and a permanent Hospice Center. **Duties:** start up of both facilities and training to ensure sustainability, identifying available resources to eliminate or reduce redundancy; develops winning proposals for both projects. **Qualifications:** significant experience in service management, especially related to HIV/AIDS; strong strategic planning, budgeting, and proposal writing skills; ability to network and establish relationships; passion for providing care to the terminally ill; advanced degree in health management or related field preferred; experience with the Foundation Center or other foundation databases; experience living and working in the EC; Spanish language skills; experience related to the start up of a medical facility.

The National Emergency Management Office (NEMO) in Saint Lucia has requested a Peace Corps Response Volunteer (PCRV) to work as a **Community Outreach and Program Development Volunteer** for a six month assignment. NEMO places great emphasis on assisting communities to prepare for disasters and the goal of this current project is to strengthen communities as well as NEMO to plan for and respond to disasters. **Duties:** assist in the formulation of a natural hazard mitigation program to articulate the national policy and plan; work with the two communities within Castries Central to develop an evacuation plan; work with the NEMO corporate planning officer to review and update the secretariat continuity of operations plan; work with the National Council of and for Persons with Disabilities/Older Persons to create a business continuity plan; review and update the National Data Security Guide; and possibly assist NEMO in responding to a disaster.

Qualifications: degree in disaster management or environmental management with a focus on disaster or emergency preparedness or a year of experience working in the disaster preparedness and mitigation field; extensive experience in community outreach and/or training; above average research skills (internet); successful completion of two years Peace Corps service in the Eastern Caribbean or any other Caribbean

or Latin American country; experience working in a government agency; ability to work independently and in somewhat intense situations.

El Salvador

Centro de Proteccion de Desastres (CEPRODE) requests one Peace Corps Response Volunteer to work as a **Natural Parks and Disaster Preparedness Specialist** for a six month assignment. **Duties:** implements the operations plan for the Natural Protected Area National Park San Diego-La Barra; collaborates in the formation and functioning of the community civil protection committee for the prevention and mitigation of disasters; supports the follow-up to existing local committees for the prevention and control of forest fires in the park; helps create an easy, non-technical risk and resource map with communities; helps elaborate a community civil protection plan for disaster prevention and risk mitigation; collaborates in the implementation of evacuation drills for floods. **Qualifications:** knowledge of natural protected areas; experience with disaster prevention and risk mitigation plans; ability to work independently and with little supervision; knowledge of forest fire prevention and control; fluent in Spanish.

The Economic Development Program (REDES - Fundacion Salvadorena para la Reconstruccion y el Desarrollo) has requested a Crisis Corps Volunteer to work as a **Rural Sanitation and Disaster Preparedness** volunteer. **Duties:** writes a diagnostic of the state and quality of sanitation infrastructure in several communities; trains communities on water source protection and conservation methods through training modules and insert the modules in local risk management plans; orients communities and families on adequate waste and waste water management; develops environmental sanitation materials. **Qualifications:** specialized in environmental education, environmental sanitation or similar field; experience planning and managing solid waste, especially in rural areas; experience with NGO development projects; experience with training and/or strengthening capacities and developing participative education methodologies; knowledge of participative education methodology in rural populations; ability to speak and write Spanish.

Peace Corps Response



The Municipality of Santa Tecla, Mayor's Office requests one Peace Corps Response Volunteer to work on Disaster Preparedness at the municipal level by providing **Management and Planning Support to the Geographic Information System Unit** for a three month assignment. Santa Tecla has experienced significant urban growth over the last few decades consequently. The resulting environmental destabilization on the slopes of the Volcano of San Salvador and the Balsam Mountain Range and a subsequent strong earthquake caused a major landslide that killed hundreds. This event marked the need for the local government to improve urban planning as well as to plan the development of the municipality itself in general. **Duties:** elaborates a diagnostic of the current management of the SIGT and its relation with the other departments of the mayor's office; creates a management plan for the SIGT; elaborates the budget for the SIGT; elaborates requirements for the financial execution of the budget; helps train personnel on the updates in the management of the SIGT and its budget. **Qualifications:** degree in administration or related field; knowledge of planning processes; knowledge of project management; knowledge of decision making tools; understanding of administrative control processes; knowledge of computer systems management; advanced to fluent in Spanish.

The Municipality of Santa Tecla, Mayor's Office requests one Peace Corps Response Volunteer to work on Disaster Preparedness at the municipal level by providing **Technical Support to the Geographic Information System Unit** for a three month assignment. Santa Tecla has experienced significant urban growth over the last few decades consequently. The resulting environmental destabilization on the slopes of the Volcano of San Salvador and the Balsam Mountain Range and a subsequent strong earthquake caused a major landslide that killed hundreds. This event marked the need for the local government to improve urban planning as well as to plan the development of the municipality itself in general. **Duties:** identifies the strengths and weaknesses of information processing of the Territorial Geographical Information System (SIGT) unit; develops a manual for, as well as train staff on ArcGIS 9; teaches staff to manage a basic database compatible with ArcGIS 9; establishes a basic geographic information analysis methodology

for the staff to use and train staff on this; gathers geographic information on sectors of the municipality at risk. **Qualifications:** planner with experience in project development and GIS projects; experience with project planning; knowledge of GIS use, especially as related to risk management, territorial planning and local development; knowledge and application of information management programs such as ArcInfo, ArcGIS, ESRI; knowledge of geodatabases and the exchange of geographic digital data between most commonly utilized standards; can analyze spatial and statistical information; intermediate-high to fluent in Spanish.

Guyana

Catholic Relief Services (CRS)/AIDS

Relief is requesting a Peace Corps Response Volunteer for a six-month assignment. The **Community Outreach Coordinator** will work to strengthen referral linkages between three local hospitals, a care center and NGOs and CBOs providing home-based care (HBC). St. Joseph Mercy Hospital is a full service Catholic mission hospital and currently the largest treatment site in Guyana. Bartica Hospital is a Ministry of Health facility and is located at a significant transit point to service those working in the mining and logging industry. Davis Memorial Hospital is a Seventh-Day Adventist facility in southern Georgetown. The Society of St. Vincent de Paul Care Centre is a hospice facility providing end-of-life care and rehabilitative services. **Duties and responsibilities:** provide technical support in the form of case management assistance, strengthen organizational structures of NGOs and CBOs providing HBC services, develop methodologies for refresher training, develop strategies for referring clients for continued care, assist with implementing peer support networks and client education. **Mandatory Qualifications:** MPH or related degree, experience in community mobilization, HBC referral networks or knowledge of referral system methodologies, experience in curriculum development, training, capacity building, at least one year experience with HIV programming.

Guyana HIV/AIDS Reduction & Prevention (GHARP) is requesting a Peace Corps Response Volunteer for a six-month assignment. **The Technical Officer** will work to strengthen the mentorship programs for two local NGOs

- the Youth of Sophia Outreach Project (Love & Faith) and the Volunteer Youth Corps. The aim of the NGOs is to provide psychosocial support services and education/vocational training support to orphans and other vulnerable children in the community through mentoring activities. The main **duties** and responsibilities are as follows: Identify, match and supervise mentors, assist with the organization of data and integrate into a functional and effective database system, conduct a needs assessment to determine the feasibility of a case management system, enhance training materials, coordinate training workshops and improve capacity of staff. **Mandatory Qualifications:** Health or Social Science degree, knowledge of HIV/AIDS & modes of transmission, experience working with OVC, training, curriculum development and facilitation skills, at least one year experience with counseling or mentoring, working knowledge of Access database.

A local NGO called **Help and Shelter** is requesting a Peace Corps Response Volunteer for a six-month assignment to work as a Technical Officer at a shelter for female victims of domestic violence and/or human trafficking and their children. Primary **duties** and responsibilities include: providing staff training in management and administrative functions, providing training in crisis counseling, health education, HIV/AIDS prevention, sexuality and healthy relationships, self-esteem, parenting, and income-generating skills for staff, residents and their children and developing a case management system for shelter residents. **Qualifications:** Mandatory: Management degree, social sciences or any other appropriate academic qualifications, solid knowledge and experience in domestic violence, human trafficking, child abuse and/or rape crisis management, experience in training, proposal writing, monitoring and evaluation, case management and capacity building. Desired: Experience with staff development, non-formal education for youth, knowledge of child development issues and solid computer skills to include database management.

Malawi *

** This program requires that volunteers serve out a full twelve-month term.*

The Ministry of Local Government and Rural Development in Malawi requests 12 Peace Corps Response Volunteers to work as **HIV/AIDS Technical Assistants** at the district level. **Duties:** provide HIV/

Peace Corps Response



AIDS technical support to the director of planning and development, the district AIDS coordinator and the office of social welfare; assist with development of CBOs through capacity building, training, communication and resource identification; create and modify M&E tools and financial spreadsheets; strengthen relationships among stakeholders.

Qualifications: BA in public health, social sciences, community development, or related fields; experience working with HIV/AIDS related programming, training, capacity building; strong management, strategic planning and program development skills, M&E, report writing; experience living and working in sub-Saharan Africa, preferably Malawi; MA in public health, organizational development, or related fields; experience conducting training workshops; knowledge of local languages, including Chichewa.

Namibia

The Untied Nations Population Fund (UNFPA) is requesting a Peace Corps Response Volunteer to provide agricultural support as a **Program Coordinator** in the Caprivi Region of Namibia to people infected and affected by HIV/AIDS, through the expansion of community market gardens. The purpose of the community gardens is to improve the livelihoods of families by empowering female heads of households to improve nutrition and to promote economic growth in the region. **Duties and Responsibilities:** provide ongoing technical support for community gardening, identify and expand customer base, provide trainings on agriculture topics and small business practices, identify additional beneficiaries, encourage community participation, and assist with monitoring and evaluation. **Mandatory Qualifications:** Agriculture degree or related field, experience in irrigation techniques and disease control, extensive experience with rural farming practices in arid regions, specifically sub-Saharan Africa, training competencies and knowledge of monitoring and evaluation strategies.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Peace Corps Response website at www.peacecorps.gov/response; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at www.peacecorps.gov/response.

Send Peace Corps Response application, résumé, and Description of Service (if available) to pcresponse@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Peace Corps Response, 1111 20th Street NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

Project HOPE is requesting a Peace Corps Response Volunteer to serve as a **Micro Credit Advisor** for a six-month assignment in northern Namibia. The Volunteer will assist with the expansion of a micro credit program for young women who are at risk for engaging in transactional sexual activity in northern Namibia. **Duties and Responsibilities** include: helping to develop partnerships with vocational training centers to increase micro-enterprise skills training for program participants, identifying and promoting business development opportunities, identifying income generating projects and training resources, and developing strategies for expanding and enhancing existing program components.

Qualifications: Business related degree (economics preferred), practical experience with microfinance/small business enterprise in a developing country context, experience with monitoring and evaluation and working with youth. Applicants are required to have successfully completed at least one year of Peace Corps service, preferably in sub-Saharan Africa.

Philippines

Intervida Philippines Foundation has requested a Peace Corps Response Volunteer (PCRV) to work as an **Environmental Resource & Disaster Management Technical Assistant** for a 6 month assignment. Intervida Philippines Foundation - a branch of the Spanish NGO Intervida, based in Barcelona, Spain - was created in 2004 and has been involved in projects focusing on Education, Health, Infrastructure, and more. In 2006 the Bicol region of the Philippines suffered from several natural disasters resulting in the development of relief operations as well as a new disaster preparedness program. The Peace Corps Response Volunteer will assist the Program Coordinator in order to contribute to various components of the Disaster Management & Environment Program. **Duties** include: planning, preparing, and conducting trainings as well as monitoring actions in environmental disaster preparedness

and response activities; linking with potential partner institutions for collaboration on preparedness and response activities; reporting and evaluating project activities; helping other Intervida Philippines Foundation Sectors in their activities, related to his/her field of expertise; preparing Information, Education and Communication materials for environmental and disaster awareness campaigns including posters, brochures, and other materials that are culturally appropriate and in the local language(s); leading facilitation of the diagnostic study on the environmental situation in the project areas.

Qualifications: Mandatory: B.A. or B.S. in Environmental Science or related field; RPCV from the Philippines; fluency in Tagalog and/or Bicol dialect; at least 2 years of community based work experience; must be flexible and able to work in difficult working conditions; ability to work independently and carry out duties effectively with minimum supervision; ability to maintain performance expectations in diverse cultural contexts. Desired: previous experience in Disaster Management; previous experience in community-based environmental training; working knowledge of Spanish.

Uganda

Wildlife Clubs of Uganda has requested a Peace Corps Response Volunteer to work as an **Institutional Development volunteer** for a 6 month assignment. Duties include: assist in developing a financial/fundraising strategy; facilitate a stakeholders' discussion on developing and implementing the financial/fundraising strategy; facilitate training workshops in fundraising for Wildlife Club leaders; assist in developing information and fundraising packages for the Wildlife Clubs. **Qualifications:** MA or related degree; experience in organizational development, fundraising, and development of financial systems; experience in strategic plan design and implementation; experience in developing organizational policies and systems; experience in working with membership organizations or associations; training and capacity building experience.

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lic health, international development, or related field; ability to work with a multicultural workforce; three to five years' experience in project planning, designing, and monitoring. For more information and to apply, e-mail laro@ppfa.org; website: www.plannedparenthood.org.

DEVELOPMENT ASSOCIATES • Arlington, VA and Cambridge, MA

Position available with Management Sciences for Health. Duties: works with the staff of business and resource development, contract and grant administration, human resource management, and technical units. Qualifications: MBA, MPA, or equivalent experience; experience in international public health preferred; ability to initiate and organize work, establish priorities in a time-sensitive environment, and meet deadlines with attention to details. Deadline: 3/15/2008. For more information and to apply, visit www.msh.org.

SENIOR ACCOUNTANT • Cambridge, MA

Position available with Management Sciences for Health. Duties: oversees the accounts payable process in accordance with A122; reviews work done by the accounts payable staff; reviews allowance payments; reconciles specified general ledger accounts; serves as a member of the internal audit team. Qualifications: BA in accounting or business administration with an accounting track or equivalent experience; ability to work with confidential material ethically; ability to travel internationally; knowledge of USAID rules and regulations. Deadline: 3/15/2008. For more information and to apply, visit www.msh.org.

CUSTOMER SERVICE • DC

Part time positions available with Bike and Roll. Duties: take reservations; give directions; hand out equipment; assist tour guides; perform administrative and maintenance tasks. Daytime, evening, and weekend hours available. Qualifications: personable and responsible; Salary: \$8-\$10/hour. Deadline: 2/28/2008. Send application and résumé to Bike the Sites, 1100 Pennsylvania Ave., NW, Washington, DC 20004; e-mail: jobs@bikethesites.com; phone: 202.842.BIKE, ext. 104; fax: 202.842.2441; www.bikethesites.com/jobs.htm.

TOUR GUIDES • DC

Positions available with Bike and Roll. Duties: lead customers on tours; make entertaining and informative presentations; assist customers with various travel requests; assist customer service staff; perform various administrative and maintenance tasks; daytime, weekend, and evening hours available. Qualifications: personable, re-

sponsible, and comfortable with public speaking; paid training period required. Salary: \$10-\$12/hour. Deadline: 2/28/2008. Send application and résumé to Bike the Sites, 1100 Pennsylvania Ave., NW, Washington, DC 20004; e-mail: jobs@bikethesites.com; phone: 202.842.BIKE, ext. 104; fax: 202.842.2441; www.bikethesites.com/jobs.htm.

FIELD MANAGERS •

Park City, UT and Rifle, CO

Two positions available with Rocky Mountain Native Plants Co. Duties: extensive travel required; manage revegetation and plant installation crews on various projects. Qualifications: plant background; landscaping and reclamation experience; Spanish fluency preferred; good record keeping required; good driving record and willingness to obtain CO driver's license. Salary: \$17-\$22/hour. Deadline: 3/2008. For more information and to apply, e-mail wjlabarre@yahoo.com; website: www.rmnativeplants.com.

FSC CHAIN-OF-CUSTODY AUDITOR •

New York City

Position available with Rainforest Alliance. Duties: works on the SmartWood (SW) program in various locations throughout the U.S.; coordinates with the SW task manager to establish scope of audit of SW clients; prepares and conducts audit reports. Qualifications: BA/BS or equivalent; five years' work experience, preferably in the forest products industry; auditing experience preferred. Deadline: 3/30/2008. Send cover letter, résumé, and salary history to personnel@ra.org; phone: 212.677.1900; website: www.rainforest-alliance.org.

DEVELOPMENT ASSOCIATE • Seattle

Position available with the Swedish Medical Center Foundation. Duties: provides support to the major gifts program as well as specific annual giving duties; works on e-fundraising and employee giving. Qualifications: three years' work experience; proven track record of managing multiple deadlines and priorities; ability to communicate effectively, both verbally and in writing; experience in a major institution, preferably a health care environment; BA preferred. For more information and to apply, e-mail becca.kelly@swedish.org; website: www.swedish.org/foundation.

DESTINATION MANAGER •

San Anselmo, CA

Position available with Far Horizons. Duties: works with team to arrange all details of tour operations. Qualifications: fluency in Spanish preferred; excellent computer skills; good sense of humor; well organized; detail oriented; ability

to multitask. For more information and to apply, e-mail far_horizons_tours@yahoo.com; phone: 415.482.8400; website: www.farhorizons.com.

FINANCE COMPLIANCE OFFICER • DC

Position available with Campaign for Tobacco-Free Kids. Duties: serves as financial management consultant and authoritative expert to grantees; serves in the administrative grant approval, review, and audit process; leads financial management reviews of grant applications; ensures program compliance; provides technical assistance; assists in the preparation and issuance of grant awards. Qualifications: advanced degree in accounting or related qualification (CA, FCCA, CPA, CIA, CISA, CFE); seven years' experience with a broad range of accounting or financial functions; experience with a nonprofit organization and/or international grant programs preferred. Salary: \$50K. Deadline: 3/31/2008. For more information and to apply, e-mail jobs@tobaccofreekids.org; website: www.tobaccofreekids.org.

PROGRAM OFFICER • DC

Position available with Campaign for Tobacco-Free Kids. Duties: serves as main point of contact for foreign grantees; monitors and assists grantees achieve project goals; organizes technical assistance and trainings; reviews, negotiates, monitors, and evaluates grant proposals; develops and engages in outreach; regular international travel required. Qualifications: three years' experience in grantmaking organization or public interest advocacy campaign; international experience; BA/BS or MA/MS in public policy, administration, or tobacco control; knowledge of foreign language preferred. Salary: \$50K. Deadline: 3/31/2008. For more information and to apply, e-mail jobs@tobaccofreekids.org; website: www.tobaccofreekids.org.

ADMINISTRATIVE ASSISTANTS • DC

Positions available with Diversity Services, Inc. Duties: serve as administrative assistants, program assistants, or receptionists. Send résumé to Diversity Services, Inc., 1634 I Street NW, Suite 400, Washington, D.C. 20006; phone: 202.624.9767; fax: 202.624.9767; e-mail: ellen@diversitydc.com.

POLITICAL POLLING • DC

Positions available with Diversity Services, Inc. Positions run 5:00PM to 9:00PM, Monday to Thursday. Duties: work in call center. Send résumé to Diversity Services, Inc., 1634 I Street NW, Suite 400, Washington, D.C. 20006; phone: 202.624.9767; fax: 202.624.9767; e-mail: ellen@diversitydc.com.

COMMUNITY ORGANIZER TRAINEE • FL, IN, KY, OH

Position available with Direct Action and Research Training (DART) Center. Training begins with a seven-day classroom workshop then continues in the field with 15 weeks of training with work. Qualifications: passion for justice and equality; ambition for a career organizing with DART; strong work ethic and discipline; capacity to build and strengthen relationships of trust; conviction to overcome economic and racial barriers; comfort working with religious congregations; willingness to be mentored and trained. Salary: \$30K–\$35K with benefits and paid training. Deadline: 2/25/2008. For more information and to apply, e-mail ben@thedartcenter.org; phone: 785.841.2680; website: www.thedartcenter.org.

OUTDOOR EDUCATION DIRECTOR • Lake Texoma, TX

Position available with JOLT. Duties: leads a team of six instructors in an inquiry-based outdoor science program. Qualifications: ability to manage hands-on science curriculum, market to local schools, and develop creative programming; BA/BS; two years' outdoor education experience. Salary: \$28K with two-month vacation and training. Deadline: 3/1/2008. For more information and to apply, e-mail ctokarz@allsaintstexoma.org; phone: 903.267.6372; website: www.allsaintstexoma.org.

PROGRAM COORDINATOR • Arlington, VA

Position available with Counterpart International. Duties: coordinates with transportation and logistics operations of private and U.S. government funded humanitarian assistance programs while ensuring full compliance with sponsor requirements and U.S. government regulations. Qualifications: BA in liberal arts, such as international relations, international development, political science, or business; two years' practical experience in international logistics and transportation; strong communication and interpersonal skills; proficiency in computer programs; fluency in Russian. Deadline: 2/29/2008. For more information and to apply, e-mail ttran@counterpart.org; phone: 703.236.1537; website: www.counterpart.org.

COUNTRY PROJECT MANAGER 2 • Seattle

Position available with I-TECH. Duties: manages activities in specified countries; supports the development of an interdependent network of country projects; manages projects and budgets. Qualifications: MPH or related degree; four years' comparable experience; three years'

experience in resource-poor international settings; fluency in English. For more information and to apply, visit "3909" at <https://uwpires.admin.washington.edu/eng/candidates/default.cfm?szLocationID=88>.

International

GROUP LEADERS • Various locations

Positions available with World Horizons. Positions available in CA, NY, UT, Costa Rica, Dominica, Ecuador, Fiji, Iceland, India, and Italy. Duties: accompany groups of up to 12 teenagers to domestic and international locations for three weeks of community service in the summer. Qualifications: fluency in the host country language, with the exception of Dominica, Fiji, India, and Iceland. For more information and to apply, contact Stuart at 800.262.5874; e-mail: worldhorizons@att.net; website: www.worldhorizons.com.

DIRECTOR OF HEALTH SERVICES • Port-au-Prince, Haiti

Position available with Fonkoze. Duties: analyzes client health care needs; develops a strategic plan; manages and builds partnerships; trains staff to provide basic health services; develops a health insurance product. Qualifications: experience in health care in resource-poor countries; knowledge of the health care terrain in Haiti; ability to collect and analyze qualitative and quantitative information; MPH, RN, or MD required; MBA preferred; English, Creole, and French language skills preferred. Deadline: 3/30/2008. For more information and to apply, e-mail director@fonkoze.org; phone: 509.221.7641; website: www.fonkoze.org.

SUMMER COMMUNITY SERVICE TRIP LEADER • Asia, Caribbean, and Central, North, and South America

Position available with Visions Service Adventures. Position is for six to ten weeks, starting 6/2008. Duties: mentors teens and supervises project sites, recreational activities, cross-cultural expeditions, and daily living. Qualifications: experience leading and teaching teens; genuine team player mindset required; work attitude that is cooperative, positive, safety-conscious, and community spirited; certified in first aid, CPR, and water safety; construction skills; experience in different cultures; French and Spanish fluency preferred. Salary: \$260/week with room, board, and travel. Deadline: 4/30/2008. Phone: 717.567.7313; e-mail: info@VisionsServiceAdventures.com; website: www.VisionsServiceAdventures.com.

YOUTH GROUP LEADER • DC, Marrakesh, and Rabat

Position available with Legacy International. Position runs from 6/10 to 7/30. Duties: manages group dynamic; monitors classroom work and behavior with host family; conduct debriefings; helps with cultural adjustment; ensures timely communications with parents; monitors cultural and religious needs; maintains standards of health, safety, and program quality. Qualifications: Arabic speaking skills; ability to lead teen exchange program; ability to adapt to cultures different from one's own; previous travel experience in Arab world; first aid and CPR certification required. Deadline: 3/1/2008. For more information and to apply, e-mail leila@legacyintl.org; website: www.legacyintl.org.

FSC CHAIN-OF-CUSTODY AUDITOR • Ecuador

Position available with Rainforest Alliance. Duties: responsible for operational and technical oversight; oversees the sustainable agriculture and tourism components. Qualifications: MS in environmental science, biodiversity conservation, or natural resources management; seven to ten years' experience in sustainable management of natural resources; three years' managerial experience in USAID or other international agencies' Latin America projects; three years' professional experience in the Andean region. Deadline: 3/29/2008. For more information and to apply, e-mail personnel@ra.org; phone: 212.677.1900; website: www.rainforest-alliance.org.

DIRECTOR • Asia

Position available with U.S. Grains Council. Duties: responsible for office operations, including administrative, communications, program budget development, and office oversight. Qualifications: proven and substantial management experience in an international development organization, government agency, or commercial company; well-developed cross-cultural skills acquired during a minimum of two years' professional international activity; hands-on experience in managing, administering, and supervising international business or agricultural market development programs, and non-American personnel preferred; BA/BS in agribusiness management, marketing, economics, grain science, or animal science; U.S. citizenship required. Deadline: 2/28/2008. For more information and to apply, e-mail employment@grains.org; phone: 202.789.0789; website: www.grains.org.

TEACHER • Taulabe, Honduras

Position available with Escuela Bilingue La Orquidea. Duties: provides instruction in English for various subjects and grades; creates and executes lesson plans; manages classroom; evaluates students' progress; assists with organizing special events such as spelling bees, a science fair, or music concerts. Qualifications: ability to be flexible, patient, caring, reliable, and innovative; ability to work well in stressful situations; interest in Honduran culture; BA in education preferred; Spanish language skills preferred. Deadline: 3/1/2008. For more information and to apply, e-mail escuelalaoarquidea@gmail.com; phone: 504.773.2990.

COURSE INSTRUCTOR •

Various locations

Positions available with Where There Be Dragons. Positions run for summer 2008. Duties: instruct groups in programs in Bolivia, Cambodia, China, Guatemala, Himalayas, India, Morocco, Peru, Senegal, Silk Road, Thailand, Tibet, and Vietnam. Qualifications: extensive experience traveling and/or living in the region; strong language ability; enthusiasm and experience for working with young people. For more information and to apply, e-mail staffing@wheretherebedragons.com; phone: 800.982.9203; website: www.wheretherebedragons.com.

DEPUTY DIRECTOR OF PROGRAMS •

Kabul, Afghanistan

Position available with International Rescue Committee (IRC). Duties: responsible for the supervision and support of all IRC Afghanistan program activities; leads the strategic development of the country program; travel to field sites required; leads the planning, development, implementation, monitoring, and evaluation of all IRC program initiatives. Deadline: 3/25/2008. For more information and to apply, visit www.ircjobs.org.

REPRODUCTIVE HEALTH MANAGER • CAR

Position available with International Rescue Committee. Duties: implements and manages the reproductive health and HIV program in CAR working in collaboration with and reporting to the health coordinator and in collaboration with the gender-based violence program. Qualifications: MS in midwifery or nursing, or MD with specialization in public health; fluency in English and French required; two years' experience in reproductive health, sexual assault, or HIV in clinical and/or direct practice settings, with at least one year's international experience, directly implementing reproductive health programs in conflict-affected or refugee or IDP set-

tings. Deadline: 3/24/2008. For more information and to apply, visit www.IRCjobs.org.

COUNTRY DIRECTOR • Japan

Position available with U.S. Grains Council. Duties: directs the office, staff, and market building and maintenance programs; evaluates, forms, and implements market development and promotion strategy; identifies, analyzes, and addresses trade, technical, and policy related constraints; manages relationships and communication with customers, industry partners, government officials, council members and staff; ensures customer service; ensures compliance of all Japan administrative and program activities with council's policies and procedures. Qualifications: team player skills; flexibility; leadership experience in business or professional pursuits; experience managing, administering, and supervising international business or agricultural marketing programs and non-American personnel; BA/BS in related agricultural field. Deadline: 3/14/2008. For more information and to apply, e-mail employment@grains.org; phone: 202.789.0789; website: www.grains.org.

ASSISTANT INTERNATIONAL TEAM LEADERS • OR, Ecuador, and Thailand

Two positions available with the Pangaea Project. Duties: accompany group of low-income students to Ecuador or Thailand for four weeks to study theme of environmental justice or labor rights with international team leader and in-country coordinator; enhance student learning; strengthen and utilize students' leadership skills; ensure the health and safety of the group. Qualifications: experience with low-income high school aged students; knowledge of theme; passion for social justice and human rights; conversational knowledge of Spanish or Thai. Salary: \$500 with airfare, in-country travel, room and board, and medical insurance. Deadline: 2/20/2008. For more information and to apply, e-mail debdelman@gmail.com; phone: 503.517.8999; website: www.thepangaeaproject.org.

POPULATION, HEALTH AND ENVIRONMENT ADVISOR •

Butare, Rwanda

Position available with Public Health Institute/Global Health Fellows. Duties: develops and supports the implementation of appropriate family planning, HIV/AIDS, and maternal and child health strategies that will be integrated into ongoing SPREAD activities. Qualifications: MPH or equivalent in a relevant field; experience living and working in developing countries; experience in Sub-Saharan Africa preferred. Deadline:

2/29/2008. For more information and to apply, e-mail ghfprecruitment@ghfp.net; phone: 202.661.8020; website: <https://www.ghfp.net/recruitment/index.fsp?FUNC=1&PID=113359>.

GLOBAL ROUTES LEADER •

Various locations

Position available with Global Routes. Duties: oversees in-country travel, food, lodging, and activities; manages meaningful homestays, community-driven service projects, and program budgets; works with local staff, guides, and organizations; facilitates growth, development, and safety of students. Qualifications: experience with North American high school and college students in educational, experiential contexts; background in cross-cultural, wilderness and/or classroom teaching; leadership, communication, and organizational skills; extensive international travel experience. For more information and to apply, e-mail mail@globalroutes.org; phone: 413.585.8895; website: www.globalroutes.org/staffapply.html.

ELECTION LIAISON OFFICER •

Baghdad, Iraq

Position available with IFES Democracy at Large. Qualifications: five years' experience with election administration and international program management; proven record with democracy and governance programming; team player with excellent people skills; Arabic language preferred; international experience required; oral and written English skills required. For more information and to apply, visit www.ifes.org/careers.html.

DIRECTOR OF ADMINISTRATION AND FINANCIAL MANAGEMENT • Accra,

Ghana

Position available with Management Sciences for Health. Duties: responsible for oversight of all administration and financial management functions, including accountability of the project. Qualifications: MA/MS accounting or business; five years' experience administering international development projects. Deadline: 3/8/2008. For more information and to apply, e-mail jobs@msh.org; phone: 617.250.9500; website: www.jobs-msh.icims.com.

CHIEF OF PARTY • Accra, Ghana

Position available with Management Sciences for Health. Duties: provides overall direction of all technical and administrative operations under the contract; functions as the primary liaison between the USAID and other collaborating agencies on all administrative and financial matters related to the project. Qualifications: MA/MS in health sciences, demography, or a



related field; extensive experience in the field of health in developing countries and managing a donor funded project; experience managing HIV/AIDS, PEPFAR project, or reproductive health preferred. Deadline: 3/8/2008. For more information and to apply, e-mail jobs@msh.org; phone: 617.250.9500; website: www.jobs-msh.icims.com.

CHIEF OF PARTY • Maseru, Lesotho

Position available with Management Sciences for Health. Duties: provides overall direction of technical and administrative operations under the contract; functions as the primary liaison between the USAID and other collaborating agencies on all administrative and financial matters related to the project. Qualifications: MA/MS in Health Sciences, demography, or a related field; extensive experience in the field of health in developing countries and managing a donor funded project. Deadline: 3/8/2008. For more information and to apply, e-mail jobs@msh.org; phone: 617.250.9500; website: www.jobs-msh.icims.com.

FINANCE MANAGER • Darfur, Sudan

Position available with American Refugee Committee International. Duties: oversees financial activity and reporting; coordinates human resources; supports administrative requirements for the Nyala branch office. Qualifications: one to three years' experience in finance or management for an NGO; experience in multicultural and international programs preferred; BA in finance, accounting, or related experience required. For more information and to apply, e-mail anthonyi@archq.org; phone: 612.607.6483; website: www.arcrelief.org.

LEAPNOW TRIP LEADER •

Various locations

Position available with LEAPNow. Duties: leads groups of 17- to 22-year-olds internationally on a transformative educational program for ten weeks in North India or South America. Qualifications: experience leading groups of young adults; travel experience in India. Salary: \$3,500. For more information and to apply, visit www.leapnow.org.

Intern/Volunteer

ORGANIC FARM INTERNS •

Sharpsburg, MD

Internships available with Evensong Farm. Duties: assist with all aspects of sustainable veg-

etable production and marketing through a 75-member CSA, two farmers markets, and several restaurants; prepare beds; assist with seeding, transplanting, weeding, irrigation, harvesting, and washing and packing produce; works with farmers market sales. Qualifications: interest in learning and practicing sustainable agriculture; strong work ethic; work well individually and with others; reliable and conscientious; willing and able to work outdoors in all weather conditions. Salary: \$150/week with housing, produce and eggs, and educational opportunities. For more information and to apply, e-mail mary@evensong-farm.com; website: www.evensong-farm.com.

ENVIRONMENTAL EDUCATION

OPPORTUNITIES • Baltimore

Internships available with Irvine Nature Center. Positions begin 2/2008 and 6/2008. Duties: lead nature activities at Baltimore City schools and on-site nature walks for kids. For more information and to apply, e-mail Bonnie Gallo Minkler at minklerb@explorenature.org; phone: 410.484.2413, ext. 24.

INTERN • DC

Internship available with AECOM International Development. Duties: researches climate change and alternative energy initiatives and funding trends, particularly in Asia; contributes to strategies and project development for opportunities in the alternative energy sector; provides administrative assistance to ERD staff on USAID, World Bank, and other donor funded projects. Qualifications: interest in energy, climate change, and sustainability issues and working with or for USAID and other donor agencies; self-starter; flexible and able to manage multiple tasks; strong computer skills or ability to quickly learn various computer programs including Microsoft; clear and concise writing for meeting notes, briefs, and other text as required; efficient, accurate, and timely research for program information; detail-oriented and organized; strong communication skills; proactive and comfortable working independently and collaboratively. Deadline: 3/20/2008. For more information and to apply, e-mail jud.nirenberg@aecom.com.

VOLUNTEER • Juba, Sudan

Volunteer position available with Winrock International. Duties: works with a Sudanese NGO partner to adapt existing mentoring tools for secondary school girls in Southern Sudan, tools for use by illiterate mentors, and materials for encouraging women in the teaching profession; develops and delivers a training of trainers

for the local NGO partner. Deadline: 2/29/2008. For more information and to apply, e-mail jobs@winrock.org; phone: 501.280.3000; website: www.winrock.org.

VOLUNTEER • Juba, Sudan

Volunteer position available with Winrock International. Duties: works with the ministry of education, science and technology to develop gender-equity materials and activities. International airfare, visas, in-country transportation, lodging and board, communications costs, and purchase of materials and supplies associated with the assignment provided. Deadline: 2/29/2008. For more information and to apply, e-mail jobs@winrock.org; phone: 501.280.3000; website: www.winrock.org.

VOLUNTEER • Juba, Sudan

Volunteer position available with Winrock International. Duties: works with the ministry of education, science and technology (MoEST) to develop gender equity and mentoring materials targeting boys; develops a program to orient teachers, school-based gender equity teams, and the MoEST and state-level staff to the materials. International airfare, visas, in-country transportation, lodging and board, communications costs, and purchase of materials and supplies associated with the assignment provided. Deadline: 4/11/2008. For more information and to apply, e-mail jobs@winrock.org; phone: 501.280.3000; website: www.winrock.org.

VOLUNTEER • Juba, Sudan

Volunteer position available with Winrock International. Duties: works with the ministry of education, science and technology (MoEST) to adapt or develop gender-sensitive HIV/AIDS materials to the secondary school context; develops a program to orient teachers, school-based gender equity teams, and the MoEST and state-level staff to the materials. International airfare, visas, in-country transportation, lodging and board, communications costs, and purchase of materials and supplies associated with the assignment required. Deadline: 4/11/2008. For more information and to apply, e-mail jobs@winrock.org; phone: 501.280.3000; website: www.winrock.org.

UNICEF TAP PROJECT VOLUNTEER •

Various locations

Position available with U.S. Fund for UNICEF. Duties: encourages restaurants to participate in tap project by sharing materials needed to participate, promote the program, and follow up; works with restaurants prior to World Water Day; trains staff. Qualifications: motivated to take initiative; excellent communication skills;

knowledge in sales and campaign experience. For more information and to apply, e-mail volunteer@unicefusa.org; phone: 800.4.UNICEF; website: www.taproject.org.

Education

GRADUATE OPPORTUNITIES •

Various locations

National Science Foundation Integrative Graduate Education Research and Traineeships (IGERT) Graduate Programs offer PhD traineeship opportunities. Receive a \$30K annual stipend with waiver of tuition and fees. There are 140 National Science Foundation sponsored programs across the country seeking students interested in pursuing graduate degrees in the areas of science, mathematics, engineering, and technology. IGERT programs equip PhD scientists and engineers with the technical, professional, and personal skills needed to meet the career demands of the future. For more information and to apply, visit www.igert.org; e-mail: questions@igert.org; phone: 866.593.9103.

MASTER'S IN PEACE AND CONFLICT RESOLUTION • Various locations

The Rotary Foundation is accepting applications for the Rotary World Peace Fellowship. Receive a full ride to pursue a master's degree in international studies, sustainable development, peace, and conflict resolution at one of the six Rotary Centers at University of California, Berkeley; Duke University; University of North Carolina; University of Bradford; International Christian University; University of Queensland; or Universidad Del Salvador. Qualifications: committed to peace; minimum three years' professional experience; proficiency in a second language; demonstrated commitment to world peace and conflict resolution. Deadline: 7/1/2008. For more information and to apply, e-mail Laura.Tell@rotary.org; website: www.rotary.org.

BOSTON UNIVERSITY SUMMER INSTITUTE IN INTERNATIONAL HEALTH • Boston

Boston University is offering scholarships to qualified RPCVs enrolling in certificate and for-credit summer programs that include health and community development, complex humanitarian emergencies, leadership and the MDGs, and program management and M&E. For more

information and to apply, e-mail Kasey Oliver at siih@bu.edu; website: <http://sph.bu.edu/siih>.

MIDWEST TEACHER TRAINING PROGRAM • Madison, WI

Midwest Teacher Training Program offers a TEFL certificate in a five-week intensive on-site teacher training program preparing trainees to teach English in classrooms overseas. Receive a ten percent tuition discount as an RPCV or AmeriCorps VISTA with proof of service. The program offers a hands-on approach to teaching. Practice teaching, classroom observations, and job placement assistance. Midwest is part of an ESL school giving you opportunities to interact with professional teachers and international students. No teaching experience required. For more information and to apply, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, Wisconsin 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

NYC TEACHING FELLOW •

New York City

The NYC Teaching Fellows program offers a Master's degree in education. Qualifications: no previous teaching experience or education coursework necessary; desire to improve NYC schools; background in math, science, Spanish, or ESL helpful. Salary: \$45,530–\$54,000. Deadline: 3/17/2008. For more information and to apply, e-mail dcayer@schools.nyc.gov; phone: 718.935.4165; website: www.nycteachingfellows.org.

HARVARD GRADUATE SCHOOL OF EDUCATION • Cambridge, MA

The Harvard Graduate School of Education (HGSE) offers degrees in education with a single interdisciplinary doctoral program, as well as 13 one-year master's programs that span a range of fields and interests. For more information and to apply, e-mail gseadmissions@harvard.edu; phone: 617.496.3414; website: www.gse.harvard.edu.

AmeriCorps/VISTA

YOUTH MUSIC AND CULTURE CENTER ASSISTANT • Moss Point, MS

Position available with FOCUS. Duties: designs integrated arts projects for the youth and

community; builds activities using art as a tool; markets the center's initiatives to the media and the community; recruits, trains, and supervises volunteers, youth, and instructors; organizes fundraising initiatives. Qualifications: BA/BS or three years' related volunteer or job experience preferred; experience working with youth and the arts; experience working with communities; demonstrated commitment to social justice; knowledge of Mississippi Gulf Coast culture. Salary: living allowance with \$1,200 or \$4,725 education award. For more information and to apply, e-mail focusmp@gmail.com; phone: 228.219.7947.

ORGANIZATIONAL DEVELOPMENT AND COMMUNITY OUTREACH

ASSISTANT • Moss Point, MS

Position available with FOCUS. Duties: coordinates community outreach efforts; markets FOCUS' initiatives to the media and the community; recruits, trains, and supervises volunteers; coordinates the community urban gardening project; updates FOCUS' website and blog weekly; conducts a community assessment; writes press releases. Qualifications: BA/BS or three years' related volunteer or job experience preferred; experience working with communities; commitment to social justice; knowledge of Mississippi Gulf Coast culture; excellent communication and organizational skills. Salary: living allowance with \$1,200 stipend or \$4,725 education award. For more information and to apply, e-mail focusmp@gmail.com; phone: 228.219.7947.

COMMUNITY EMERGENCY PREPAREDNESS AND RESPONSE

INITIATIVE • Moss Point, MS

Position available with FOCUS. Duties: collaborates with the Red Cross to develop and implement emergency preparedness and response initiatives; assists in annual hurricane preparedness assistance for the elderly; coordinates neighborhood meetings to design an effective hurricane evacuation plan; mobilizes community to form emergency response. Qualifications: BA/BS or three years' related volunteer or job experience preferred; experience or interest with working with communities in humanitarian and disaster relief planning and assistance. Salary: living allowance with \$1,200 stipend or \$4,725 education award. For more information and to apply, e-mail focusmp@gmail.com; phone: 228.219.7947.

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer : When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé 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

second decision, even though I risked missing my own transport, I jumped on the bus behind her. I promised the driver that I was just going to give a lady what was in my hand and then get right back off. As I handed her my résumé I said, “Here’s my résumé and my business card. If you hear about anything, please give me a call or send this on. I would be most grateful.”

She called me less than two hours later and asked me to come in for an interview the following Tuesday. The short of it is: I got the job and I am now working as a program manager and management analyst for a management engineering company, my dream job as it turns out. I am known throughout the company as the “Bus Stop Lady.”

So how does this relate to you, the newly returned RPCV who is probably panicking about where to go next? In preparation for this article, I interviewed Cindy, the lady from my current job who took notice of me, and I asked her what about me impressed her most in those first brief minutes to encourage her to request an interview. She mentioned the following:

- 1) Instead of day-dreaming, I was working on my résumé, improving myself
- 2) I was dressed for the day in a business suit and carrying a brief case as if I was going to work (not in the comfortably casual attire that might have been perfectly acceptable during your Peace Corps service, but that will do little to help you in landing a job Stateside)
- 3) She was impressed that I was poised enough to speak to a stranger and that I took the time to engage others around me (the networking side of things)
- 4) She felt it was brave and bold of me enough to take charge of the situation and jump on the bus behind her to give her my résumé
- 5) While it was obvious to her that I felt my resume needed some work, I was still confident enough to present it anyway
- 6) I presented it with a business card which, she felt, bespoke of professionalism
- 7) Most importantly, Cindy said, was the fact that I looked her directly in the eye and she felt engaged in conversation with me

Each of these traits got me the chance to present myself in an interview, yet according to Cindy, this seventh point was the most significant of all. You have to engage the other person completely. The interview and my activities following the interview are what got me the job. Right after the interview, I chose to accept work as a temporary administrative assistant with another company, even though it was well below my skill set. I did this while I waited for word about the job with Cindy’s organization. I was not afraid to work to get my foot in a door, while keeping my skills sharp. This made it clear that I had a proactive nature, versus a reactive one. Equally important to Cindy was that I understood that, “When you are starting in a new company or in a new line of work, you have to be willing to start closer to the bottom of the hierarchy.” Once in-house, you then have the opportunity to prove yourself and move up.

What is key to your job search? Always dress as if you are in the workforce. While the tailored suit is not necessary, when in the looking-for-work phase, save the Tevas and t-shirts for the weekend. Always carry a business card or calling card with you, and consider putting your skill sets and credentials on the back. There are many places you can get cards made for free or a modest investment. Hold your head with confidence and understand how your skills as a volunteer have prepared you for work in other fields. Be proactive, not reactive! Go find the work; don’t wait for it to find you. Do this by accepting work at temp agencies and try to get those jobs as close as possible to your desired field. However, any work is better than nothing, as you’ll keep your skills sharp. Work on engaging others in conversation and don’t be afraid to network. You never know when you will have the opportunity to give your “bus stop speech.”



Have a Peace Corps Story to Tell?

The World Wise Schools program is looking for rich stories about your Peace Corps Volunteer experience to share with U.S. students. Here's your chance to "publish"!

Talk about your community.
Your challenges. Your successes.
Your bloopers. Your accomplishments.
Your fun. Your adventures.

We deliver stories over the Web via
Podcast
Publication
Slide show

Submit your Peace Corps Volunteer stories and pictures to wwsinfo@peacecorps.gov

We welcome submissions, and reserve the right to edit (with your approval). Many, but not all, stories will be used, depending on space, suitability, style, and so on.

online passwords

Returned Volunteer Services offers RPCVs free online passwords to six job bulletins:

- International Career Employment Weekly
- Environmental Career Opportunities
- Public Health Jobs Worldwide
- Alliance for Conflict Transformation
- Ethical Jobs
- InterAction

To receive free online passwords, e-mail rvs@peacecorps.gov. Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.

Noncompetitive Eligibility

Frequently Asked Questions

Unclear about your Noncompetitive Eligibility? Here's what it is. Under the Provisions of Executive Order (EO) 11103 (5 CFR, § 315.605), certain returned Peace Corps Volunteers are awarded one year of noncompetitive eligibility (NCE) for selection for federal employment. This eligibility does not mean that returned Volunteers are entitled to federal employment.

Though noncompetitive eligibility does not require, it does permit an agency to hire a returned Volunteer who meets the minimum qualifications for the position without going through all of the formalities of the competitive process. The decision whether to hire a returned Volunteer under noncompetitive eligibility is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that RPCVs make the hiring agency aware of their remaining NCE as clearly as possible.

RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the Country Director may issue certification to Volunteers who have satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the Volunteer's control. Country Directors will include the certification statement as the final paragraph on the Description of Service statements for Volunteers granted this benefit.

What are competitive service positions? Congress has established laws, policies, and procedures governing employment. This formal process is designed to eliminate discrimination and favoritism and to provide fair and open competition so that hiring and promotion are based on merit. These competitive service jobs are governed by specific examination or appointment procedures as set out by the U.S. Office of Personnel Management (OPM). Thus, RPCVs (with NCE) who have an interest in a "competitive service" position may be hired more easily because that employing agency can select that RPCV without going through all the competitive-related hiring procedures.

How do I make sure the employing agency is aware of my NCE? RVS has developed a sample cover letter that can be tailored to help explain NCE status to the hiring agency. The regulatory authority for NCE is set out under Title 5 Code of Federal Regulation (CFR) § 315.605. RPCVs should highlight NCE status in their cover letter, on their resume, and through the supplemental documents area most online applications systems provide. In addition, we have made available an informational letter from Peace Corps that RPCVs may also give to prospective federal employers explaining their noncompetitive eligibility.¹

The agencies listed in the "Hot Opportunities" section on page two of this issue of *Hotline* are already aware that RPCVs applying for their vacancies have NCE; thus, it is not necessary to provide an informational letter. **You must, however, include an explanation of your NCE status in the cover letter you submit to the U.S. Department of Education. Include the following text, as appropriate:**

I closed my Peace Corps service on mm/dd/yyyy. Since that date was less than one year ago, I have noncompetitive eligibility.
-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I was enrolled in a full-time graduate program at [university name] from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of non-competitive eligibility left.
-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I was a member of the U.S. military from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.
-OR-

I closed my Peace Corps service on mm/dd/yyyy. However, I was a full-time volunteer with [organization name] from mm/dd/yyyy until mm/dd/yyyy. I therefore have X months of noncompetitive eligibility left.

How do I prove NCE?

NCE is officially granted to you through your Description of Service (DOS) and is proved by attaching a copy of your DOS when applying for a federal job. The DOS will reference "Executive Order 11103," which is the Presidential directive that established NCE. If you have misplaced your original DOS, contact the Office of Volunteer and PSC Financial Services, at 800-424-8580, ext. 1770, for another copy.

What are some instances that noncompetitive eligibility is extended? And, if I qualify for the extension, how do I make sure that it is granted?

Noncompetitive eligibility can be extended by the hiring agency for up to two additional years (which would equal a maximum of three years from the COS date) for four reasons:

- If, after Peace Corps service, you enter the military.
- If you become a full-time student at a recognized institution of higher learning.
- If you work for the Peace Corps in activities related to Volunteer program operations. For example, if you work on a Peace Corps training program following your service, your NCE could be extended for the length of time you worked on the training program.
- If you engage in another activity that the hiring agency thinks warrants an extension. The Federal Personnel Manual states, "Generally, work experience which is pertinent to the position being filled and which can be expected to enhance the candidate's performance and value to the agency could be an appropriate basis for extension. Extensions should not be granted routinely, but should be reserved for situations in which the activity has truly enhanced the RPCVs value to the agency."

Can NCE be "used up" during the 12 month period?

The answer to this question is "no." You are able to use your noncompetitive eligibility more than once during the period of eligibility if the hiring agency permits you to do so.

¹ For more information about documenting your NCE for federal agencies, please refer to the *December 1, 2006, issue of Hotline*.



RPCV Career Event

Washington, D.C.
February 26-29, 2008

Register today!

"Our experience in interviewing RPCV candidates was certainly very positive. As a company that is interacting daily with government and donor officials overseas, it is essential to have staff with international experience, foreign language capabilities, and excellent people skills. Going through the Peace Corps Career Fair was a much more effective way to guarantee a quality candidate pool."

-Sarah Wood, RPCV Morocco, Togo. Senior Manager, Development Finance International, Inc.

The February 2008 RPCV Career Event is your opportunity to learn how to connect with employers like the one quoted above. Learn how to frame your Peace Corps service in a way that highlights your professional qualifications with four FREE days of career-development workshops and discussions for recently returned Peace Corps Volunteers.

Tuesday, February 26, 2008 - Sharing Your Peace Corps Story

Wednesday, February 27, 2008 - Sharing Your Qualifications

Thursday, February 28, 2008 - Federal Employment and RPCV Career Fair

*Friday, February 29, 2008 - Employer Information Sessions**

**Just added: Millennium Challenge Corporation. Space is limited!*

See the detailed schedule of events at www.peacecorps.gov/rpcv/events.

To register, e-mail rvsevents@peacecorps.gov.

Sponsored by Returned Volunteer Services,
Office of Domestic Programs,
United States Peace Corps





Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI³

What is SIGI³?

SIGI³ is a highly interactive career assessment tool that is designed to help you make informed and rational decisions about your field of study and career. SIGI³ can help you assess your work-related values, interests, and skills. SIGI³ will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways. First you will enter your work-related preferences, and then SIGI³ will search its built-in library and find those careers that most closely match your preferences. SIGI³'s library is so large that it may well find career options that you never even considered or knew existed!

How do I register for access to SIGI³?

To access SIGI³, e-mail RVS at rvsinfo@peacecorps.gov with your full name, country and dates of Peace Corps service.

*****SIGI 3 is licensed to the United States Peace Corps. Use of this license by individuals not officially and directly authorized by Peace Corps' Office of Domestic Programs/Returned Volunteer Services is prohibited.*****



“The logic of the Peace Corps is that someday we are going to bring it home to America.”
President John F. Kennedy, 1961

Go to <http://www.peacecorpsconnect.org/free>
to activate your FREE one-year membership in the National Peace Corps Association
and any of its 130+ groups based on country of service, geographic region,
or interest. Also, explore jobs and graduate programs
through their online Career Center.

All RPCV groups are nonprofit organizations of returned Peace Corps Volunteers, former staff, and friends, and are not part of Peace Corps. This posting is for informational purposes only and should not be considered either as an endorsement or promotion of any particular organization.



Celebrate Peace and Friendship During Peace Corps Week February 25 to March 3, 2008

RPCVs, Do A Little Something Toward the Third Goal!

Your Peace Corps Week activity doesn't have to be extravagant. Be empowered to do something small and quaint!

- Gather a few friends for coffee, snacks, and a picture slide show of your Peace Corps Service.
- Turn an ordinary lunch with co-workers into an informal Q&A about your host country.
- Gather the children in your life for a show-and-tell! Let them see and touch clothing, jewelry, musical instruments, money, and other artifacts from your country of Service.

Register at www.peacecorps.gov/pcweek and receive a free Peace Corps Week kit with a map, stickers, and other fun materials.

You can even register after your activity happens by sending us an email at pcweek@peacecorps.gov and letting us know what you did. We'd like to officially demonstrate how RPCVs are working toward the Third Goal.

For more information, visit the Peace Corps Week website at www.peacecorps.gov/pcweek.



A Peace Corps Expo of Continued Service and Engagement

Sunday, March 30, 2008
2:00-5:00 pm

Latin American Association
2750 Buford Highway
Atlanta, Georgia 30324

Keynote Speaker:
Steve Hollingworth,
Chief Operating Officer, CARE

Connect with other RPCVs and hear how they bring their international experience home and make a difference in their communities.

Become reacquainted with expanded Peace Corps Third Goal activities and related Peace Corps programs and the many ways RPCVs can, *and do*, continue to make a difference.

Attend this Peace Corps Exposition and learn more through breakouts, keynote speakers, and exhibits.

Invitees include returned volunteers, prospective volunteers, family and friends of the Peace Corps, and anyone who is interested in learning more about the impact of the Peace Corps in communities both internationally and here at home.



For updated information and to register for break-out sessions, please visit www.peacecorpsconnect.org/openhouses



AARPCV Atlanta Area Returned Peace Corps Volunteers



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