



Hotline



For Returned Volunteers/
From the Office of Public Engagement

Hot Resources

Highlights

Enjoy a **FREE, year-long membership in the NPCA!**
For more information see page 8.

Registration is now open for the RPCV Career Conference!
For more information see page 14.

Celebrate Teacher Appreciation Week with a Third Goal activity.
For more information see page 15.

Request free online resources for RPCVs!
For more information see page 16.

Peace Corps Hotline

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Returned Volunteer Services

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Returned Volunteer Services

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

- Inside
- Public Sector
- Private Sector
- International Sector
- Intern/Volunteer
- Education
- AmeriCorps/VISTA
- Fellows/USA
- Peace Corps Response

KSAs Are Not the Enemy: Tips for RPCVs

By Bonnie K. Robinson, Returned Volunteer Services Program Specialist
(RPCV Ukraine 2002-05)



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If you are in the midst of your job-search, there is one website you won't want to forget about: www.usajobs.gov. "Dot-gov?!", you may think. "Why would I look there? I don't want a government job!"

You should definitely consider it. The federal government is hiring 200,000 employees in the next few years, and there are many exciting and engaging positions for RPCVs in the government. Federal employment is a great way to apply the transferable skills you gained as a Volunteer, and to learn new skills that will serve you no matter where you ultimately wish to work. You'll enjoy a good salary and benefits, benefit from career advancement, and have the opportunity to continue serving your country.

That said, applying for a federal vacancy is neither easy nor quick. The process can take many hours and re-

quires you to submit all sorts of documentation - a résumé, work history, references, eligibility and qualifications verification ... and KSAs. Knowledge, Skills, and Abilities narratives, or KSAs, are essay questions that ask you to describe your specific skills in relation to the vacancy for which you are applying. Many KSAs ask about things like written and oral communication abilities, demonstrated technical abilities, and knowledge in specific subject-matter areas. Think of these almost as oral interview questions: your answers should provide concrete and specific examples of how you demonstrate a particular competency, and should focus on the results you've achieved.

Hiring managers will review these KSAs to determine whether you are qualified for the job, so you must use each KSA prompt (many vacancies have five or six) as an opportunity to convey what makes you stand out as a candidate in the *particular area* the

prompt asks about. Pay attention to the description of duties and responsibilities for that position announcement, because these sections will tell you exactly what the job entails and what skills or experience the agency is seeking. Identify keywords in the vacancy announcement and incorporate them into your narratives whenever relevant and possible. The idea is not to parrot the job description back at the hiring manager, nor is it to write KSAs using language that is so alien to you that you don't recognize yourself in them. Rather, you should use the well-placed keyword in your KSAs to communicate clearly to the reader not just *that* you are qualified for the job, but *how* you are qualified for the job. Your aim is to link explicitly your past performance and current skills with the responsibilities of the new position, so the hiring manager will think, "This person is a natural for this job!"

Now, anyone who has ever written a set of KSAs will tell

Public Sector

INTERNATIONAL CAPACITY BUILDING PROGRAM SPECIALIST •

Riverdale, Md.

Position available with USDA/Animal and Plant Health Inspection Service. Duties: manages databases; writes reports; handles international logistics; communicates internally and externally. Qualifications: B.A./B.S. or background in agriculture, international development, or public policy; experience overseas; good communication skills; foreign language ability. Salary: \$51K–\$80K. Deadline: 4/26/2010. For more information and to apply, visit www.usajobs.gov and use vacancy # 24IS-2010-0003.

IT SPECIALIST • DC

Position available with Peace Corps. Duties: serves as part of small and specialized team responsible for building Windows servers for deployment at Peace Corps posts worldwide. Qualifications: strong background in enterprise level Windows server environments,

such as AD, Exchange, SharePoint, Server Virtualization, Imaging and Deployment; experience developing technical documentation; familiarity with document version control; experience with quality assurance and testing; ability to work for six to twelve months. Deadline: 5/1/2010. For more information and to apply, email build@peacecorps.gov; website: www.peacecorps.gov.

HUMAN RESOURCES SPECIALIST • DC

Position available with USAID/Office of Transition Initiatives. Duties: helps support rapid international transition programs for priority conflict-prone countries; focuses on providing human resources personnel support for U.S. Personal Services Contract Employees. Qualifications: B.A./B.S. and four years' progressively responsible work, or M.A. in related field such as human resources or personnel management and two years' specialized experience in human resources, professional development, or personnel support; experience related to human resources or personnel support services for a U.S. government agency. Salary: \$62,467–\$97,333. Deadline: 4/30/2010. For

more information and to apply, email hrspecialist@globalcorps.com; phone: 202.661.9366; website: www.globalcorps.com.

PARK RANGER • Everglades City, Fla.

Position available with Everglades National Park. Duties: staffs visitor center desk; greets visitors; answers questions; develops and presents interpretive programs; issues back-country permits; collects park fees; rings up bookstore sales items; assists with all interpretive operations. Qualifications: B.A./B.S. or equivalent experience; strong customer service and communication skills; ability to present public programs; ability to operate cash register and handle money. Salary: \$15.50/hour. Deadline: 5/1/2010. For more information and to apply, email susan_reece@nps.gov; phone: 239.695.3311; website: www.nps.gov/ever.

Private Sector

SENIOR DEVELOPMENT OFFICER FOR CIVIL SOCIETY • DC

Position available with IREX. Duties: works with civil society division director to set and achieve funding goals; implements organization's development strategies; leads and supports new business projects; analyzes solicitations; creates and oversees proposal teams. Qualifications: B.A./B.S.; M.A. preferred; contract and grant proposal writing experience for U.S. government solicitations; management and staff training experience; field experience preferred; demonstrated commitment to role of civil society in development; excellent writing and editing skills; ability to work and lead in team environment; proficiency in second language preferred. For more information and to apply, visit www.irex.org/careers.

NEW YORK PROGRAM ASSOCIATE • New York

Position available with Peer Health Exchange. Duties: develops, manages, grows, and evaluates organization's program at three sites and partner high school; assists with raising funds for organization's site; assists organization's executive director. Qualifications: B.A./B.S.; leadership experience supervising, managing, and training others; excellent public speaking, writing, and editing skills; excellent organizational skills; detail-orientation; strong interpersonal skills. Deadline: 5/31/2010. For more information and to apply, email nycprogramassociate@

HOT! OPPORTUNITIES

PEACE CORPS CAMPUS RECRUITER • Pittsburgh, Pa.

Part-time position available with the University of Pittsburgh. Duties: provides information and speaks about Peace Corps volunteer service opportunities to campus community and neighboring communities; identifies, interviews, and recommends applicants for nomination by Regional Recruiting Office in New York; works collaboratively with recruiter liaison on weekly basis; submits monthly reports and maintain 20 office hours per week during academic year (until end of May). Qualifications: graduate student at University of Pittsburgh; RPCV status; excellent oral and written communication skills, initiative, and ability to work independently. Deadline: 5/1/2010. Salary: \$1,536/month; tuition; health benefits package. For more information and to apply, send cover letter and resume to Jen McFann at jmcfann@peacecorps.gov.

PEACE CORPS CAMPUS REPRESENTATIVE • Tampa, Fla.

Part-time position available with Peace Corps. Duties: promotes organization on campus to student body, faculty, and media; evaluates applications and conducts interviews; submits monthly reports. Qualifications: excellent oral and written communication skills; initiative and ability to work independently; ability to maintain regular office hours 20 hours per week during academic semesters; RPCV status; accepted or current graduate student at University of South Florida. For more information and to apply, email kayers@peacecorps.gov; phone: 404.562.3475; website: www.peacecorps.gov.



peerhealthexchange.org; phone: 415.684.1232; website: www.peerhealthexchange.org.

DIRECTOR OF PROGRAMS, HAITI AND LATIN AMERICA • Eugene, Ore., and Haiti

Position available with Holt International Children's Services. Duties: ensures quality services to children and families; maintains effective relations with partner agencies and government officials; develops and monitors work and budgets to meet objectives; provides technical assistance in child and family welfare; builds program capacity. Qualifications: M.A.; two years' experience in overseas program coordination; management and supervisory experience; background in child welfare and work history in assigned areas preferred; excellent communication and cross-cultural awareness; ability to establish and maintain effective relationships. Deadline: 4/30/2010. For more information and to apply, email jobs@holtintl.org; website: www.holtinternational.org.

SENIOR PROGRAM COORDINATOR • Baltimore, Md.

Position available with Jhpiego, an affiliate of Johns Hopkins University. Duties: provides programmatic, financial, contractual, monitoring, and administrative support functions for technical leadership office. Qualifications: B.A./B.S. or equivalent; two years' program and administrative experience; understanding of global health and development approaches; knowledge of administrative processes and approaches; knowledge of financial reporting and reconciliation; knowledge of contract and global program operations; availability to travel as necessary to new and challenging environments; proficiency in Microsoft Office. For more information and to apply, visit www.jhpiego.org.

BILINGUAL CLINIC COORDINATOR • Portland, Ore.

Position available with Outside In. Duties: coordinates front desk reception and patient intake for high-volume homeless and youth clinic; provides assistance and referrals to diverse population of clients as part of multi-disciplinary harm-reduction medical team. Qualifications: experience working with under-served populations; ability to multi-task and retain accuracy and attention to detail; medical background preferred; Spanish and Mandarin language proficiency. Salary: \$13 per hour. For more information and to apply,

email apply@outsidein.org; website: www.outsidein.org/employment.htm.

PROJECT COORDINATOR, INTERNATIONAL DIVISION • Bethesda, Md.

Position available with University Research Co. Duties: provides administrative and financial support to USAID-funded projects; provides support as needed to senior technical and management staff. Qualifications: B.A./B.S. in public health, international development, or related field; fluency in French or Spanish; strong Excel spreadsheet skills; two years' experience working on international donor funded projects in program or financial management. Deadline: 5/15/2010. For more information and to apply, email gcloutier@urc-chs.com; phone: 301.941.8623; website: www.urc-chs.com.

BAY AREA PROGRAM ASSOCIATE • San Francisco, Calif.

Position available with Peer Health Exchange. Duties: develops, manages, grows, and evaluates organization's program at two sites and partner high schools; assists with raising funds for organization's site; assists organization's executive director. Qualifications: B.A./B.S.; leadership experience supervising, managing, and training others; excellent public speaking, writing, and editing skills; excellent organization skills; detail-orientation; strong interpersonal skills. Deadline: 5/31/2010. For more information and to apply, email bayareaprogramassociate@peerhealthexchange.org; phone: 415.684.1232; website: www.peerhealthexchange.org.

RESEARCHER • DC

Position available with Population Services International. Duties: implements new initiatives; improves quantitative data quality; conducts data analysis; builds capacity. Qualifications: M.A.; three years' experience in public health, statistics, economics, population studies, or related field; PhD preferred; knowledge of quantitative analysis programs; ability to develop research training tools and materials for variety of contexts, learning curves, and needs. Deadline: 5/30/2010. For more information and to apply, visit www.psi.org.

ASSOCIATE RESEARCHER • DC

Position available with Population Services International. Duties: monitors model production; conducts in-depth analyses on metrics data; produces reports; monitors departmental communications; delivers trainings; develops

tool kits for capacity-building. Qualifications: M.A. in health economics, health services, health systems research, or public health with related concentration; proficiency in quantitative data analysis; experience in population health metrics, costing analysis, or development and use of routine health information. Deadline: 5/30/2010. For more information and to apply, visit www.psi.org.

PROGRAM ASSISTANT • New York

Position available with Seedco. Duties: implements creative outreach strategies at off-site locations to identify uninsured individuals and families and engage them in program; works one-on-one with individuals to answer health-related questions; assesses need for public health insurance programs; conducts eligibility screenings. Qualifications: B.A. preferred; excellent communication, writing, and interpersonal skills; ability to effectively interact and work with individuals with diverse backgrounds; organizational skills; ability to multi-task and work effectively under pressure in both a team setting and individually. Salary: \$30K. Deadline: 4/30/2010. For more information and to apply, email jobopenings@seedco.org; phone: 212.204.1383; website: www.seedco.org.

OFFICE MANAGER, DEAN'S OFFICE • DC

Position available with The George Washington University. Duties: coordinates office administrative functions and program logistics for College of Professional Studies; serves as first point of contact for inquiries to office; coordinates scheduling and logistics for meetings; maintains supplies; makes travel plans. Qualifications: B.A./B.S. in appropriate area of specialization; three years' appropriate experience. Salary: \$42K-\$47K. Deadline: 4/30/2010. For more information and to apply, visit www.gwu.jobs.

PROGRAM ASSOCIATE • DC

Position available with IREX. Duties: provides support for programs in basic education and teacher training. Qualifications: experience with and interest in basic and higher education development, international exchanges, and continuing education programs; knowledge of and experience with project design, grant management, proposal development, and budgeting; international study, work, or living experience; knowledge of Middle East and North Africa preferred; knowledge of

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PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 50 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.

Bowling Green State University

Bowling Green, OH
Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.
Contact: Dr. Margaret Zoller Booth
Phone: 419.372.9950
E-mail: boothmz@bgsu.edu

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: David Eber
Phone: 412.268.2164
E-mail: hnzadmit@andrew.cmu.edu

Columbia University, Teachers College

New York, NY
Urban education, including Bilingual/Bicultural Education, teaching of Mathematic or Science (Biology, Chemistry, Earth Science, or Physics), Social Studies, ID/Autism, English.
Contact: Shelly Chin
Phone: 212.678.4080
E-mail: PCFellows@tc.edu

Cornell University

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

Drew University

Madison, NJ
Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.
Contact: Linda Swerdlow
Phone: 973.408.3285
E-mail: lswerdlo@drew.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. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matt 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 School of Public Policy
Master of Public Policy (MPP) with option to earn dual degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Duquesne University

Pittsburgh, PA
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 Schwalenberg
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: Jennifer Coarts
Phone: 703.993.3602
E-mail: jcoarts@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. Dwight Call
Phone: 478.445.0875
E-mail: dwight.call@gcsu.edu

Humboldt State University (Program Temporarily Suspended)

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school.

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

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy, sustainable development, 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

PEACE CORPS Fellows/USA



assistantship assignment to work with International Centre and a local Mayan community. Benefits include tuition waiver and stipend.

Contact: Dan Paracka
Phone: 770.423.6732
E-mail: dparacka@kennesaw.edu

Loma Linda University

Loma Linda, CA
Public health, including global health. Certificates in emergency preparedness and response, and reproductive health.

Contact: Kate Reinsma
Phone: 909.558.4000 ext 42072
E-mail: sphpcinfo@llu.edu

Marquette University

Milwaukee, WI
Master of Arts in Communication, Educational Policy and Leadership, English, History, International Affairs, Political Science, Public Service, Social and Applied Philosophy, or Theology; Master of Science in Civil and Environmental Engineering or Economics; Master of Business Administration. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

Monmouth University

West Long Branch, NJ
Master of Social Work (MSW) with concentrations in Clinical Practice with Families and Children and International and Community Development. Fellows will be awarded Graduate Assistantships which include free room and board and 9 credits of tuition remission.

Contact: Dr. Robin Mama, Dean
Phone: 732.571.3543
E-mail: rmama@monmouth.edu

New Mexico State University

Las Cruces, NM
College of Agricultural, Consumer and Environmental Sciences (ACES)
MA, MS, MBA-AB, MAG-AB (Master of Agriculture), DED (Doctorate in Economic Development), and PhD programs available. Fellows will intern with organizations such as the New Mexico Climate Center, USDA Natural Resources Conservation Service, or the Navajo Agriculture Products Industry. Benefits include teaching or research assistantship, including an out-of-state tuition waiver.

Contacts: John Mexal
Phone: 575.646.3335
E-mail: jmexal@nmsu.edu

College of Health and Social Services
Degrees in public health, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox
Phone: 575.646.2183
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-Cattefesta
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: Laurel Pellis
Phone: 724.838.4209
E-mail: lpellis@setonhill.edu

Southern New Hampshire University

Manchester, NH
Community economic development, international community economic development.

Contact: Sanjeev Sharma
Phone: 603.644.3124
E-mail: s.sharma2@snhu.edu

University of Alabama at Birmingham

Birmingham, AL
Bachelor of Science in Nursing (BSN), Second Degree Option – 5 semester program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) Accelerated Masters in Nursing Pathway (AMNP) – 7 semester program for applicants with a bachelor's degree that is not in nursing. Each Fellow will receive a \$5,000 grant for their first year of study. In addition, AMNP Fellows will receive a full-time nursing resident's salary in their second year when they are employed as registered nurses in a residency program.

Contact: Lynda Wilson
Phone: 205.934.6787
E-mail: lyndawilson@uab.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
MCP: Economic development planning, environmental planning, international development planning, physical planning, urban design. PhD: regional development planning.

Contact: Johanna W. Looye
Phone: 513.556.4943
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
Josef Korbel 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 Corps 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

PEACE CORPS Fellows/USA



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 Peaceworker 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

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 assistantships, waivers and additional support.

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: David Renz

Phone: 816.235.2342

E-mail: renzd@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: Megan Smith

Phone: 541.346.3881

E-mail: smith@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: Karen Kille

Phone: 215.898.2600

E-mail: karener@sas.upenn.edu

School of Medicine – Public Health

Master of Public Health (MPH). Fellows will intern at nonprofit, public, and private organizations in Philadelphia and the surrounding area. Fellows receive a one-time \$6,000 scholarship towards tuition and are able to apply for an additional merit/need-based scholarship.

Contact: Karen Kelly

Phone: 215.573.0917

E-mail: pubhlth@mail.med.upenn.edu

University of Rochester

Rochester, NY

Simon Graduate School of Business

Master of Business Administration (MBA). Fellows will receive \$10,000 annual scholarships and will be eligible for additional merit-based aid.

Contact: Dan Struble

Phone: 585.275.2515

E-mail: dan.struble@simon.rochester.edu

University of South Carolina

(Program Temporarily Suspended)

Columbia, SC

Center for Child and Family Studies

Multidisciplinary program (written/oral proficiency in Spanish required).

Moore School of Business

International Master of Business Administration

Contact: Marcelo Frias

Phone: 803.777.4346

E-mail: gradinfo@moore.sc.edu

University of Southern California

Los Angeles, CA

School of Policy, Planning, and Development

Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.

Contact: Trina Chakraborty

Phone: 213.740.0550

E-mail: tchakrab@usc.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 Washington (program in development)

Seattle, WA

Masters of Public Administration (MPA) with specializations in: International Development; Metropolitan and Regional Policy; Social Policy: Poverty, Education, and Social Welfare; Science and Technology Policy; Public and Financial Management; Evaluation; Leadership, Management, and Decision-Making; Nonprofit Management and Philanthropy; Environment and Natural Resource Management

Contact: Alexandra (Alix) Furness

Phone: 206.616.1618

E-mail: aef4@u.washington.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

PEACE CORPS Fellows/USA



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 education; 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

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, business, social studies or special education.

Contact: Ahdija Donatto

Phone: 504.520.7533

E-mail: acbaker@xula.edu

Yale University

New Haven, CT

MacMillan Center for International & Area Studies 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

School of Public Health

Master of Public Health (MPH). Fellows will complete internships with organizations in New Haven. Each Fellow will receive a minimum of \$5,000 and will be eligible for other merit/need-based scholarships and need-based grants.

Contact: Jacqui Comshaw

Phone: 203.785.2844

E-mail: ysph.admissions@yale.edu

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relevant regional languages; excellent interpersonal and organizational skills; excellent attention to detail; strong computer skills, including Excel. For more information and to apply, visit www.irex.org/careers.

COMMUNICATIONS OFFICER • DC

Position available with Management Systems International. Duties: develops new strategic communication tools for both internal and external audiences, including newsletters, website design and content, and other internal and external communications products; participates in development of proposals with communication elements overseas. Qualifications: B.A./B.S. in English, journalism, or related area; two years' post-college work experience; experience in communication, public relations, or journalism, experience using social media tools effectively; familiarity with publication production tools and software; experience with video production preferred; eye for design. Deadline: 4/25/2010. For more information and to apply, email recruitment@msi-inc.com; website: www.msiworldwide.com.

ACCOUNT COORDINATOR • Oak Park, Ill.

Position available with Spirit Cultural Exchange. Duties: manages and develops base of cooperating employers in hospitality industry; recruits new employers to participate in program; counsels students and employers through issues that arise after arrival; enters data and other administrative duties. Quali-

cations: B.A./B.S.; outgoing personality; good phone presence; excellent writing skills; demonstrated passion for international student exchange. Salary: \$32K. For more information and to apply, email kgault@spiritexchange.com; website: www.spiritexchange.com.

ACCOUNT MANAGER CP (R#10-24) • New York

Position available with Seedco. Duties: maintains consistently high number of satisfied employers; matches right candidates to all job openings generated by team. Qualifications: B.A./B.S.; three years' directly related experience; experience presenting to business and industry preferred; articulation; motivation; strong sales skills; existing contacts within businesses; Spanish language fluency preferred. Salary: \$50K. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

DIRECTOR OF RESOURCE DEVELOPMENT • DC

Position available with Partners of the Americas. Duties: oversees design and execution of timely, professional, and effective Request for Proposal, Request for Application, and other U.S. government responses to new program opportunities. Qualifications: M.A. or equivalent combination of education and work experience; five years' experience in proposal development for program design and development of large-scale, complex projects for donors with a strong focus in Latin America

and the Caribbean. Deadline: 5/31/2010. For more information and to apply, email recruit@partners.net; website: www.partners.net.

CONTRACTS ASSISTANT • DC

Position available with Population Services International. Duties: provides administrative support to contracts departments, with emphasis on support to West and Central Africa contracts analysts. Qualifications: B.A./B.S. or equivalent experience; one year work experience in fast-paced office environment; prior contracts experience preferred; proficiency in word processing, presentation, and spreadsheet software; strong writing, analytical, interpersonal, organizational, and cross-cultural skills; French language skills. Deadline: 6/5/2010. For more information and to apply, visit www.psi.org.

SENIOR PROGRAM COORDINATOR • Baltimore, Md.

Position available with Jhpiego, affiliate of Johns Hopkins University. Duties: provides programmatic, financial, contractual, monitoring, and administrative support functions for technical leadership office, specifically vice president and technical directors. Qualifications: B.A. or equivalent; two years' program and administrative experience; understanding of global health and development approaches; knowledge of administrative processes and approaches and financial reporting and reconciliation; knowledge of contracts and global program operations; availability to



travel as necessary; proficiency in Microsoft Office. For more information and to apply, visit www.jobs-jhpiego.icims.com.

DEPUTY DIRECTOR FOR RESOURCE DEVELOPMENT • DC

Position available with Partners of the Americas. Duties: leads timely, professional, and effective Request for Proposal, Request for Application and other U.S. government responses; takes part in team that expands new program at organization with U.S. government, foundations, and private sector support. Qualifications: M.A. or equivalent combination of education and work experience; experience in proposal development for program design and development of large-scale, complex projects for donors with strong focus in Latin America and Caribbean; experience in Latin America and Caribbean. Deadline: 5/31/2010. For more information and to apply, email recruit@partners.net; website: www.partners.net.

DEVELOPMENT ASSOCIATE • DC

Position available with IREX. Duties: plays critical role in supporting proposal teams as they prepare and submit funding proposals; manages proposal timelines; coordinating among team members to ensure timely submission; prepares supporting documents; assists with writing and editing text; helps create and check budget documents; submits proposals; keeps records; helps standardize department procedures. Qualifications: B.A./B.S.; experience with or interest in international development; previous project management or new business development experience preferred; demonstrated organizational, project management, and budgeting skills; ability to work independently and as part of team; strong self-motivation; excellent writing and editing skills. For more information and to apply, visit www.irex.org.

International

PUBLIC SCHOOL ENGLISH TEACHING JOBS • South Korea

Positions available with Teach Away Inc. Duties: teach English as assistant teacher in Korean public schools; work alongside Korean teacher of English; gain international teaching experience while being immersed in culture. Qualifications: B.A./B.S.; native English speaker; interest in working and liv-

ing in Korea. Salary: \$2,300/month. Deadline: 5/31/2010. For more information and to apply, email jessa@teachaway.com; phone: 647.478.3585; website: www.teachaway.com.

COUNTRY REPRESENTATIVE • Democratic Republic of Congo

Position available with Population Services International. Duties: develops new business opportunities; ensures contract compliance; manages financial, administrative, and logistical resources; prepares and executes budgets, marketing plans, and work plans; ensures adherence to organization's minimum standards; assures effective implementation of wide array of programs. Qualifications: excellent analytical, interpersonal, organizational, and cross-cultural skills; demonstrated ability to perform and prioritize variety of tasks on short notice within designated deadlines; ability to maintain efficiency in fast-paced work environment; interest in future overseas posts. Deadline: 5/31/2010. For more information and to apply, visit website: www.psi.org.

SENIOR TECHNICAL ADVISOR FOR INSTITUTIONAL CAPACITY BUILDING • Bobo Dioulasso, Burkina Faso

Position available with Management Sciences for Health. Duties: works as program's senior expert; provides technical assistance to West Africa Health Organization. Qualifications: M.P.H., M.B.A., or M.A. in Public Administration, or related sector; 15 years' field experience in progressively responsible positions in development programs. Deadline: 4/30/2010. For more information and to apply, visit www.jobs-msh.icims.com.

CHIEF OF PARTY • Takoradi, Ghana

Position available with IREX. Duties: directs USAID-funded local governance and decentralization program; provides general oversight of program; consults and liaises with local government and civil society organizations; provides overall management of sub-grantees and sub-contractors. Qualifications: M.A. in social sciences or related field; ten years' experience managing complex decentralization or local government strengthen-

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Welcome Back

The NPCA welcomes you back from Peace Corps service by offering a **FREE** one-year membership and affiliation with any of its 130+ RPCV groups based on country of service, geographic region, or interest. Go to www.peacecorpsconnect.org/free to connect with the RPCV community in America. Explore the online social network of thousands of returned Volunteers and friends of the Peace Corps at <http://community.peacecorpsconnect.org>.



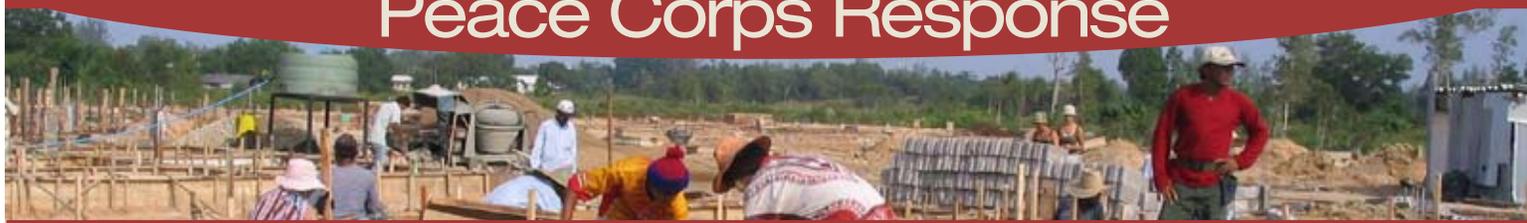
NATIONAL
PEACE CORPS
ASSOCIATION

Want an even more personal connection? Connect with an **RPCV mentor** via phone, email, or face-to-face meetings. Mentors can ease the difficult transition home and help you

make the most of Peace Corps community resources. Sometimes you just need to hear, "I know what you're going through. I've been there." Learn more at www.rpcvmentoring.org.



Peace Corps Response



Bulgaria

A [Drug Abuse Prevention Specialist](#) is needed to assist with regional and national advocacy efforts in the field of drug abuse prevention. The PCRV will develop a set of training modules for teachers, school advisors, nurses, and other professionals working with at-risk youth. The Volunteer will also organize and conduct campaigns to promote healthy decision-making skills.

Fiji

An [Advisor to the Public Service Commission](#) is needed to help design and launch a national volunteer organization to address gaps in human resources in critical shortage areas such as education and healthcare. The Volunteer will develop recruitment strategies, marketing tools, and training materials for a volunteer pool of retired and unemployed Fijians.

Gambia

NEW! Ten [Primary Teacher Trainers](#) are needed to help train early childhood and primary grade teachers on a new early grade reading system, which is based on a phonics approach. The PCRVs will demonstrate the use of this new system by co-planning, co-teaching, and modeling the literacy techniques in classroom settings.

Guatemala

A [Solid Waste Management Advisor](#) is needed to facilitate the design and implementation of a new solid waste management plan for the municipality of Santiago, Atitlan. The PCRV will train counterparts, community leaders, and the local population in effective solid waste management practices through meetings, interviews, and demonstrations.

Guinea

NEW! A [Teacher Trainer](#) is needed to teach English classes to university students and train Guinean teachers on English teaching

techniques and methods. The instruction will be based on an integrated skills model (i.e., reading, writing, listening, and speaking skills). The Volunteer will also assist in the revision of the English curriculum.

NEW! Ten [Secondary Physics Teachers](#) are needed to teach basic mechanics, optics, and electrical science at the lower secondary level (seventh through tenth grades). The PCRVs will prepare and conduct lessons, supervise and grade examinations, attend faculty meetings, observe teachers, and provide feedback to improve instruction.

NEW! 14 [Secondary Math Teachers](#) are needed to teach basic algebra, geometry, and trigonometry at the lower secondary level (seventh through tenth grades). The PCRVs will prepare and conduct lessons, supervise and grade examinations, attend faculty meetings, observe teachers, and provide feedback to improve instruction.

NEW! Six [Secondary Chemistry Teachers](#) are needed to teach organic chemistry at the lower secondary level (seventh through tenth grades). The PCRVs will prepare and conduct lessons, supervise and grade examinations, attend faculty meetings, observe teachers, and provide feedback to improve instruction.

Haiti

An [Agriculture Extension and Farm Management Officer](#) is needed to develop training modules for young farmers on how to leverage technology, human capital, and infrastructure to directly increase farmer incomes. The PCRV will provide agricultural extension services and promote appropriate agricultural techniques for a variety of cropping and farm systems.

A [Forestry Specialist](#) is needed to assist with the development of training modules for youth and young adults on soil conservation, watershed management, nursery development, and composting. This project will nurture the agro-forestry skills of 50 youth advisors, who will in turn train their peers in soil conservation techniques.

An [Irrigation Specialist](#) is needed to develop training modules for 50 young farmers in

irrigation methods and management. The PCRV will focus on building the capacity of youth participants to understand the structure and operation of an irrigation association; plan, evaluate, and monitor irrigation activities; and define steps necessary to strengthen the existing irrigation association.

Jamaica

Twelve [Sexual and Reproductive Health Advisors](#) are needed to participate in a pilot program for Peace Corps/Jamaica focusing on teenage sexuality issues. The PCRVs will work as a team to assist various local NGOs with field assessments and HIV/AIDS program interventions. The Volunteers will collect data, produce training manuals, and deliver workshops.

Kazakhstan

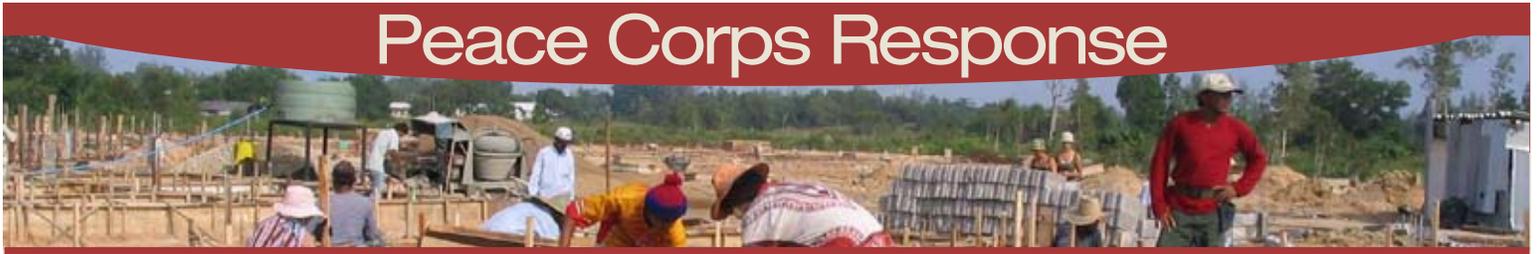
NEW! Five [English Teachers/Teacher Trainers](#) are needed to team-teach English in pedagogical colleges or secondary schools for approximately 20 hours per week using communicative methods and incorporating critical thinking skills-building activities. The PCRVs will also design and implement at least three teacher training sessions based on identified professional development needs.

Madagascar

Three [Community Specialists](#) are being requested by Conservation International to provide hands-on technical assistance to their field teams on the ground. The PCRVs will support communities in their efforts to establish local governance systems to combat illegal logging and hunting and conserve their natural resources and ways of life.

Two [Early Warning Regional Technical Officers](#) are needed to help implement the World Food Program's SALOHI early warning and food security monitoring system in the southeast and eastern regions of Madagascar. The PCRVs will provide technical assistance to field staff in the areas of IT/data collection, analysis reporting and presentation, emergency assessments, and response analysis.

Peace Corps Response



An [Emergency Preparedness Assistant Officer](#) will assist in the creation and implementation of a disaster preparedness and mitigation plan and early warning systems for the southeastern region of Madagascar. The Volunteer will work at the commune level and organize “listening groups” of community members and local leaders.

Malawi

20 **HIV/AIDS Technical Advisors** are needed to help build the capacity of district assemblies to better respond to Malawi’s generalized HIV/AIDS epidemic. Through capacity building, training, communication, and resource identification, the Volunteers will assist with institutional strengthening of community-based and faith-based organizations involved in HIV/AIDS work. A [Summer Cohort](#) of ten PCRVs will depart in June of 2010, and a [Fall Cohort](#) of ten PCRVs will depart in November of 2010.

Mozambique

A [Water and Sanitation Project Specialist](#) is needed to assist water management committees in the identification of appropriate water sources, the evaluation of existing water pumps, and the preparation of budgets

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.

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ing projects, preferably in Africa; five years’ chief of party experience managing similar projects; demonstrated track record of progressively responsible managerial experience; strong communication skills; ability to interact with broad spectrum of stakeholders; working knowledge of local language preferred. For more information and to apply, visit www.irex.org/careers.

CHIEF OF PARTY, EDUCATION PROGRAM • Juba, South Sudan

Position available with Academy for Educational Development. Duties: provides tech-

to cover maintenance costs. The PCRV will also mobilize community leaders to embrace sanitation and hygiene practices and encourage the use of latrines.

Three [Conservation Farming Project Specialists](#) are needed to develop training programs for village youth on sustainable agriculture practices. The PCRVs will demonstrate best practices in conservation farming and permaculture techniques. The Volunteers will also assist with the formation of junior farmer associations (similar to 4-H and FFA).

A [Community Development Project Specialist](#) will work with local organizations to introduce sustainable agricultural practices in their communities. The PCRV will develop a series of training kits on topics such as nutrition, food security, agricultural practices, and the importance of a balanced diet.

South America

An [Adult Education Teacher Trainer](#) is needed to collaborate with local English teachers in a Spanish-speaking country to design an “English for Special Purposes” curricula. The PCRV will co-plan and co-deliver English lessons to nontraditional students, such as out-of-school youth and

adults employed as fishermen, tourist guides, street vendors, and small business owners.

[Normal School Teacher Trainers](#) are needed to help strengthen the English language speaking and teaching abilities of teachers of 12th and 13th grade students studying to become primary school teachers. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings, direct instruction, extracurricular activities, and conversation groups.

[Secondary School Teacher Trainers](#) are needed to strengthen the English language speaking and teaching abilities of teachers of middle and high school students. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings, direct instruction, extracurricular activities, and conversation groups.

[Primary School Teacher Trainers](#) are needed to strengthen the English language speaking and teaching abilities of teachers of preschool and elementary students. The PCRVs will model participatory techniques and current TEFL methods through team-teaching, in-service trainings, direct instruction, extracurricular activities, and conversation groups.

anical leadership; oversees implementation of Southern Sudan technical assistance program. Qualifications: M.A. in education; 12 years’ relevant experience; experience with USAID-funded programs and educational development programs in Africa. Deadline: 5/15/2010. For more information and to apply, visit www.aed.org.

TAIWAN/AMERICAN TEACHER EXCHANGE PROGRAM • Taiwan

Positions available with the Graduate School and the Taiwanese Ministry of Education. Duties: serve as English teacher for one year;

teach students levels K through 8. Qualifications: B.A./B.S.; certification by state education authorities to teach grades K-12; knowledge of local culture; experience in teaching English as native language or teaching English as a second language. Salary: \$23,000–\$33,300. Deadline: 4/30/2010. For more information and to apply, email colin.fink@graduateschool.edu; phone: 202.314.3455; website: www.graduateschool.edu/exchange.

POSITIONS WITH USAID • Afghanistan
Positions available with Management Systems International. Duties: work in one of



following positions: crisis, stabilization, and governance officer, general development officer, engineering officer, private enterprise officer, agricultural development officer, population, nutrition, and health officer, or education officer. Qualifications: three years' experience working overseas. Salary: \$65,413–\$118,552. For more information and to apply, visit www.msiworldwide.com.

LOCAL GOVERNMENT EXPERT • Takoradi, Ghana

Position available with IREX. Duties: supports project activities on USAID-funded local governance and decentralization program; leads program components focused on building capacity of local governments; consults and liaises with local government and civil society organizations; makes effective written reports and oral presentations on project activities; travels to project sites within western region; ensures quality, cost, and timely performance of project activities. Qualifications: M.A. in relevant social or administrative science; seven years' experience in planning and finance on local government level; technical expertise in planning, as well as local government finance. For more information and to apply, visit www.irex.org/careers.

ENGLISH PUBLIC ELEMENTARY SCHOOL TEACHERS • Taipei, Taiwan

Positions available with Teach Away Inc. Duties: teach English within public elementary school; work and live in large city; develop

teaching skills while being immersed in culture. Qualifications: teaching license from U.S. or Canada; one year experience teaching at elementary level. Salary: \$1,900–\$2,200/month. Deadline: 4/20/2010. For more information and to apply, email adrian@teachaway.com; phone: 416.628.1386; website: www.teachaway.com.

LANGUAGE TRAINER - VERY YOUNG LEARNER SPECIALIST • Shanghai and Beijing, China

Position available with Disney English. Duties: instructs children ages 2–4 in interactive English language learning program; follows innovative Disney inspired program, leveraging cutting edge technology, Disney characters and stories; creates effective learning program. Qualifications: B.A./B.S. with emphasis on early childhood education preferred; TEFL certificate; two years' post-graduate experience teaching to children; experience teaching English as second language preferred; experience teaching groups of 2–3 year olds preferred. Salary: \$1,538/month. Deadline: 6/1/2010. For more information and to apply, email cp.disney.english@disney.com; website: www.disneyenglish.com.

EXECUTIVE DIRECTOR • Moshi, Kilimanjaro Region, Tanzania

Position available with Amani Children's Home. Duties: oversees development and delivery of high-quality program to street children and families; nurtures and develops

passion for organization's mission in all organization staff. Qualifications: M.A. or equivalent experience in social sciences or management preferred; five years' senior management experience in organization of similar size and complexity; three years' working within child rights program in Global South, East Africa preferred; proven leadership. Deadline: 4/26/2010. For more information and to apply, email director-job@amanikids.org; phone: 011.25.575.489.2456; website: www.amanikids.org.

FOREIGN TRAINER • Shanghai and Beijing, China

Position available with Disney English. Duties: instructs children ages 2–10; follows innovative Disney inspired program, leveraging cutting-edge technology, Disney characters, and stories; creates effective learning program. Qualifications: B.A./B.S.; TEFL certification; two years' post-graduate experience teaching children; experience teaching English as second language preferred. Salary: \$1,538/month. Deadline: 6/1/2010. For more information and to apply, email cp.disney.english@disney.com; website: www.disneyenglish.com.

CHIEF OF PARTY I/COUNTRY REPRESENTATIVE • Nouakchott, Mauritania

Position available with Academy for Educational Development. Duties: provides leadership and direction for program activities, partner management, and financial management. Qualifications: 11 years' relevant experience, with technical experience in one or more of the following areas: youth skills training and development, peace-building, conflict resolution, community development, communications, or media; experience managing USAID or U.S. government funded projects preferred; proficiency in French. Deadline: 4/30/2010. For more information and to apply, visit www.aed.org.

CITIZEN PARTICIPATION EXPERT • Takoradi, Ghana

Position available with IREX. Duties: supports project activities on USAID-funded local governance and decentralization program; manages program activities focused on increasing public participation in local governance; strengthens citizen monitoring of government service delivery; develops mechanisms for citizen feedback; oversees activities for capacity building of citizen groups; works with civil society organization to educate

Ask Hotline



Q: I lost my CorpsCare Card! What do I do?

A: Visit the CorpsCare website directly for replacement documents: www.clements.com/corpscure.



citizens on their rights and responsibilities. Qualifications: M.A. in relevant social or administration science; seven years' experience in providing technical assistance in areas of democratic engagement, civic participation, and local government engagement; experience engaging wide range of organizations and stakeholders. For more information and to apply, visit www.irex.org/careers.

KINDERGARTEN AND PRIMARY TEACHERS • Abu Dhabi, United Arab Emirates

Position available with Teach Away Inc. Duties: teaches at local public schools; gains international teaching experience; is immersed in culture; takes part in education reform. Qualifications: B.A./B.S.; certified teacher accreditation; one year teaching experience; teaching experience in English preferred; experience in special education and early childhood education preferred. Salary: \$3,350–\$5,500/month. Deadline: 5/1/2010. For more information and to apply, email adrian@teachaway.com; phone: 416.628.1386; website: www.teachaway.com.

PUBLIC SCHOOL TEACHING JOBS • Korea

Positions available with Teach Away Inc. Duties: teach English in public school classrooms from elementary to high school levels; work alongside Korean teacher of English in team-teaching environment; develop teaching skills while being immersed in culture. Qualifications: B.A./B.S. Salary: \$2,360/month. Deadline: 5/31/2010. For more information and to apply, email jessa@teachaway.com; phone: 647.478.3585; website: www.teachaway.com.

Intern/Volunteer

ENVIRONMENTAL EDUCATION INSTRUCTOR • Lake Wylie, S.C.

Position available with YMCA Camp Thunderbird. Duties: teaches school-age children a variety of ecology, natural history, and team-building classes; conducts fun and interactive evening programs two nights per week; maintains assigned project area on camp; provides safe, fun, and experiential learning experience for students, teachers, and parents. Qualifications: B.A.; desire to work with children; ability to work as team member with up to 16 other peers. Salary: \$262/week; room and board. Deadline: 7/30/2010. For more information

and to apply, email Annie.Gresko@ymcacharlotte.org; phone: 704.716.4147; website: www.campthunderbird.org/environmentaled.

FARM APPRENTICESHIPS AND INTERNSHIPS • Glen Rock, Pa.

Positions available with Spoutwood Farm. Duties: assist with all aspects of community-supported agriculture operations. Qualifications: dedication, commitment, and enthusiasm; willingness to adjust and adapt to rapidly changing circumstances and unexpected challenges; ability to promote organization's educational mission and overall keynote of hospitality. Salary: \$125/week. For more information and to apply, email spoutwood@comcast.net; phone: 717.235.6610; website: www.spoutwood.org.

REVIEWERS • Various World Wide Locations

Position available with CultureGrams. Duties: uses Peace Corps experience to become reviewer for organizations; provides feedback and additional content for existing country-specific report. Qualifications: must speak national language and have recent residency in country to be reviewed. Salary: \$100–\$300. Deadline: 5/31/2010. For more information and to apply, email lyndsee.simpson@proquest.com; website: www.culturegrams.com.

COMMUNITY CAREGIVER • Crozet, Va.

Position available with Innisfree Village. Duties: works in community with adults with intellectual disabilities in foothills of Blue Ridge Mountains; works for minimum of one year. Qualifications: experience with or willingness to learn how to provide care for adults with disabilities; patience; team player; flexibility; desire to live in community and rural area; sense of humor. Salary: \$250/month. Deadline: 9/15/2010. For more information and to apply, email info@innisfreevillage.org; phone: 434.823.4423; website: www.innisfreevillage.org.

Education

MASTER OF ENVIRONMENTAL EDUCATION • Bellingham, Wash.

Earn a Master of Education in Environmental Education and a Certificate in Leadership and Nonprofit Administration through Western Washington University and North Cascades Institute (NCI). The seven-quarter program includes one year of residency in North Cas-

cades National Park. \$1K–\$2K scholarships are available to RPCVs. Applicants must have a B.A./B.S., strong academic record, and the ability to live and work in a small, remote community. Deadline: 2/1/2011. For more information and to apply, email tanya_anderson@ncascades.org; phone: 206.526.2567; website: www.ncascades.org.

AmeriCorps/VISTA

FUND DEVELOPMENT COORDINATOR • Portland, Ore.

Position available with Hacienda Community Development Corporation. Duties: works closely with executive director; writes variety of funding proposals for poverty alleviation and community-building programs; implements annual cultural fundraiser; maintains database of individual donors; coordinates public relations and marketing campaign; coordinates launch of new website; produces season e-newsletter. Qualifications: B.A./B.S. in social relations or related field; excellent writing and communication skills; knowledge and passion for poverty-alleviation programs; experience working in cross-cultural environment; self-direction and detail orientation; project management experience; familiar with website management. Salary: \$900/month. Deadline: 4/22/2010. For more information and to apply, email eadama@haciendacdc.org; website: www.haciendacdc.org.

YOUTH AND VOLUNTEER PROGRAMS COORDINATOR • Everett, Wash.

Position available with Northwest Service Academy. Duties: serves as liaison for organization and U.S. Forest Service; coordinates organization's youth programs; brings increased visibility to organization; provides direct support for Forest Service efforts to engage youth in stewardship activities on forest. Qualifications: marketing skills; press and journalism skills; experience with and interest in working with Forest Service; desire to enhance collaboration and coordination amongst various organizations on national forest lands; valid driver's license; clean driving record; personal vehicle required; innovation. Salary: \$1,005/month. Deadline: 4/23/2010. For more information and to apply, email mac@esd112.org; phone: 509.395.3465; website: www.mtadamscenter.org/open-positions.cfm.



TRAILS MAINTENANCE TECHNICIAN • Estacada, Ore.

Position available with Northwest Service Academy. Duties: performs needed maintenance on trails both in wilderness and non-wilderness areas; logs out with cross-cut saw or chainsaw; completes maintenance including drainage structures, slough, slide, and berm removal; instructs and works with available crews. Qualifications: experience in all aspects of trail maintenance; ability to instruct youth crews how to perform basic trail maintenance; valid driver's license; clean driving record; self-motivation. Salary: \$1,005/month. Deadline: 6/10/2010. For more information and to apply, email mac@esd112.org; phone: 509.395.3465; website: www.mtadamscenter.org/open-positions.cfm.

ASSISTANT AVICULTURIST • Seward, Alaska

Position available with Alaska SeaLife Center and AmeriCorps. Duties: works alongside avian husbandry staff; participates in daily avian husbandry tasks; participates in daily education talks and tours; takes part in community service projects. Qualifications: some college education; B.A./B.S. preferred; 21 years of age; interest or background in education; strong interest or background in community service; strong interest or experience in birds and train-

ing preferred. Deadline: 5/1/2010. For more information and to apply, email volunteer_intern@alaskasealife.org; phone: 907.224.6307; website: www.alaskasealife.org.

ASSISTANT MAMMALOGIST • Seward, Alaska

Position available with Alaska SeaLife Center. Duties: works alongside organization's marine mammal staff; participates in daily mammal husbandry and educational talks; works on community service projects within town. Qualifications: some college education; B.A./B.S. preferred; 21 years of age; interest or background in education, community service, and marine mammal husbandry; marine animal training experience preferred. Deadline: 5/1/2010. For more information and to apply, email volunteer_intern@alaskasealife.org; phone: 907.224.6307; website: www.alaskasealife.org.

COMMUNITY GREENING RESOURCE NETWORK (CGRN) PROGRAM COORDINATOR • Baltimore City, Md.

Position available with Parks and People Foundation. Duties: completes resource development and fundraising for community garden resource network; coordinates all program components of membership, volunteer recruitment, material distribution days,

monthly newsletters, coordinating horticultural community workshops, and communicating with partner organizations. Qualifications: experience in volunteer service, community organizing, gardening or farming; in-depth knowledge of Microsoft Office suite; ability to clearly express ideas in writing; commitment to national and community service. Deadline: 4/26/2010. For more information and to apply, email sarah.krones@parksandpeople.org; phone: 410.448.5663, ext.114; website: www.parksandpeople.org.

CONSERVATION EDUCATOR • Hood River, Ore.

Position available with Northwest Service Academy - Mt. Adams Center. Duties: coordinates, instructs, and implements environmental ecology programs with schools throughout Columbia Gorge; delivers and enhances environmental education programs; recruits, trains, and manages community volunteers. Qualifications: natural sciences, environmental, or education background; valid driver's license; clean driving record; personal vehicle; desire to inspire interest in natural world in others; motivation. Salary: \$1,005/month. Deadline: 6/1/2010. For more information and to apply, email mac@esd112.org; phone: 509.395.3465; website: www.mtadamscenter.org/open-positions.cfm.

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 resume in response to a Hotline announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. Hotline is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, Hotline advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.*

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you that this is far from simple, and, in fact, quite tedious. KSAs can take several hours and many drafts to perfect. This is not the time to test how well you can work under pressure by writing them at the last minute; instead, be sure to give yourself at least a few days to write the best set you can. The first thing you'll want to do is re-read your Description of Service (DOS), your résumé, quarterly reports you wrote during your Peace Corps service, and any other documents that comprise your professional portfolio such as writing samples or copies of grant proposals you've drafted. Refresh your memory about all the amazing

things you accomplished during Peace Corps, and make a list of the projects to which you contributed. Jot down any important numbers, or measureables, that come to mind, such as the dollar amount of any grant you were awarded, the number of pit latrines you dug in your community, or how many mothers regularly attended your maternal/child-health discussion group. Of course, be sure to include your professional experience before and since Peace Corps, if you have it. Pull out old performance evaluations or even emails from colleagues and supervisors - they will help jog your memory about specific things

you accomplished at previous jobs. As you structure your narrative, you should stick to a method that we in Returned Volunteer Services have dubbed "SCAR" (though you might also know it as STAR or CCAR). In this method, your response to each prompt will include information about the

Situation (the circumstances and context in which you were working), *Challenge* (the task you had to resolve and why it was important), *Actions* (the specific steps you took to achieve your goal), and *Results* (the effects of your work - your accomplishment). This helps the hiring manager see the accomplish-



ment behind your projects, and tells them that you will produce results for them, as well.

When you write your narratives, don't be modest! Employers are willing to read up to a page, or even a page and a half, for each KSA prompt, as long as what you write is directly relevant to the position you're applying for. Remember, things that might not appear to you as being obviously related to the position, such as volunteer and educational experience, actually might be germane. For example, if you completed a substantial research project as part of your university study in the field of the job you're applying for, make mention of it as part of the evidence for your ability to communicate orally and in writing. If the position you're applying for asks about experience working with at-risk youth and you have five years of experience volunteering with a mentoring nonprofit, include it as you would a paid position. There is no reason to exclude non-paid experience, as long as it is related to this job.

While you should, of course, use your organizational skills to present a cogent narrative, you should *not* use bulleted lists or sentence fragments to answer

the prompts. You have space to write several paragraphs in first-person narrative format - use it! Be sure to avoid acronyms or professional jargon. Even if you are applying for a staff position at Peace Corps, avoid acronyms (APCD, SPA, COS) unless you spell them out first. Not spelling out acronyms - even when you're sure your audience will know what they are - is unprofessional. Also, avoid writing "see above" or "see résumé" as your answer to any KSA prompt. Before you laugh, know that we have seen it before. Treat each prompt as a separate question and answer it thoroughly and professionally. If you are asked a similar question three times, answer it three times, with slightly different phrasing or emphasis. Remember, if you demonstrate laziness on your KSAs, your prospective employer will think you're lazy! Lastly, don't use the same KSA narratives for multiple applications. It's certainly fine to have a master document from which you can pull phrases or paragraphs for common prompts (like, "Ability to communicate effectively in writing"), but - as I stressed earlier - you should tailor each set of KSAs to the position you are applying for.

Lastly, you don't have to build your

answers in the online application system right away; instead, compose your KSAs in Microsoft Word so you can edit your work and rearrange paragraphs if you realize they're better suited elsewhere. Be sure to read through your narratives a few times and, of course, spell-check them carefully; then, have someone else look them over for you. After you've perfected your responses, you can copy and paste them into the text boxes in the application. Word also provides an opportunity to save all your responses in case of a connection problem that could cause data to be lost.

This may sound like a lot of work, and it is. But the trick is not to see writing KSAs as an insurmountable task that stands in between you and the job you want. Instead, think of this as a chance to evaluate your skills and past accomplishments, to highlight what you're most proud of, and to reflect on what you've learned so far in your career. If you tackle them this way, they can actually be fun.

For more information about writing KSAs, visit www.usajobs.opm.gov and www.makingthedifference.org.

ATTEND THE JUNE 2010 RPCV CAREER CONFERENCE

TO LEARN MORE ABOUT WRITING KSAs, APPLYING FOR A FEDERAL JOB, AND JOB-SEARCHING BEST PRACTICES!

JUNE 14-17, 2010
WASHINGTON, DC

Whether you've been back a week or a year, join us for four days of hands-on interactive workshops, panel discussions, and a career fair with over 30 international, domestic, private, and public sector organizations.

Schedule:

Monday, June 14, 2010: Sharing Your Peace Corps Story
Tuesday, June 15, 2010: Sharing Your Qualifications
Wednesday, June 16, 2010: Federal Employment and RPCV Career Fair
Thursday, June 17, 2010: Employer Information Sessions

Pre-registration is required for all sessions, and attendees are responsible for their own travel, food, and lodging costs. Visit www.peacecorps.gov/rpcv/events for detailed information.

To register, email Returned Volunteer Services at rvsevents@peacecorps.gov.

Sponsored by Returned Volunteer Services, Peace Corps





TALKING ABOUT YOUR SERVICE?

YOUR HOST COUNTRY?

STEP IT UP WITH A THIRD GOAL ACTIVITY!

As Peace Corps Volunteers, we were teachers, whether or not we worked in a classroom. We also had various teachers throughout our service and even learned from our students. In honor of Teacher Appreciation Week (May 3-7), relive your service by sharing stories about teaching and learning.

The first step is to register at www.peacecorps.gov/thirdgoal, then plan your third goal participation with tips from the website. We'll send you a third goal resource kit with stickers and bookmarks! Your registration helps the Peace Corps document the many ways RPCVs are bringing the world home.



Let us know what you are doing to promote the third goal!

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To receive free online passwords, email rvs@peacecorps.gov.
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