

# HOTLINE

A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

## HOT! RESOURCES

For more information on interviewing, see the books listed below.

### 101 Dynamite Answers to Interview Questions (3rd Ed.)

By Caryl and Ron Krannich  
Impact Publications, 1999

The new edition of this bestseller outlines the best answers to key job interview questions. Includes sample answers to numerous questions interviewers ask.

### 101 Dynamite Questions to Ask At Your Job Interview

By Richard Fein  
Impact Publications, 1998

Terrific new approach that reveals the key questions interviewees should always ask at the interview. Each question is arranged by category and includes explanations and follow-up questions.

### The 2000 What Color Is Your Parachute? A Practical Manual for Job-Hunters & Career-Changers

By Richard Nelson Bolles  
Ten Speed Press, 1999

This classic career-planning book provides general information and exercises to cover many aspects of the job search, including interviewing.

Shanta Swezy  
RPCV Kazakhstan  
Hotline Editor

### For information on how to place job announcements, contact:

Peace Corps  
Returned Volunteer Services  
Phone: (202) 692-1430 or  
(800) 424-8580, ext. 1430  
E-mail: <hotline@peacecorps.gov>  
Fax: (202) 692-1431

## Interviewing Tips

by RPCV Bret Hollander (St. Kitts, 1988-90)

*Editor's Note: In the July 1 and 15th issues of Hotline this summer, we showcased articles by Caryl and Ron Krannich, career experts with more than 50 books to their credit.*

*In this issue, we asked another career expert, Bret Hollander, to offer his personal advice to returned Peace Corps Volunteers to help them with the interview process. Hollander is president of Netrecruiter, a job-search firm based in Potomac, Md.*

*Although many of these suggestions seem like straightforward common sense, it's not a bad idea to refresh yourself with these pointers. You'd be surprised at how some obvious suggestions may inadvertently be overlooked.*

The interview process requires preparation. Review these tips to help you get a job:

1. Do your homework. Research the company, its services, and how the position you are interviewing for fits into its future.
2. Wear neat business attire.
3. Arrive 10 minutes early. If it appears that you are going to be late, call and let them know.
4. Know the name of the person who will be interviewing you and the correct pronunciation of his or her name.
5. Complete the employment application carefully, even if you brought or submitted a résumé.
6. Be especially courteous to the receptionist because this interaction provides information about your professionalism to your prospective employer.

7. Finish eating any candy, gum, or breath mints before beginning the interview.
8. Greet the interviewer by name and with a firm handshake.
9. Have questions ready for the interviewer, but keep in mind that discussions about salary and benefits should wait for your second interview.
10. Most hires occur because of positive chemistry between you and the interviewer. Therefore, remember to have a positive attitude, good eye contact, other appropriate body language, and a smile.
11. Always take an extra copy or two of your résumé with you.
12. Turn off your cell phone.
13. Be prepared with complete reference information, including telephone numbers.
14. Don't carry a large, fully packed handbag. Keep it simple. If you must carry such an item, make sure it closes completely and remains closed during the interview.
5. Describe yourself. Keep it simple and under two minutes.
6. Where do you see yourself in the next two years? Try to consider the goals of your prospective employer when describing your own.
7. What do you do in your spare time? Be honest. Don't say only what you think the interviewer wants to hear.
8. Why are you looking for a new opportunity?
9. How soon would you be available to start if an offer is extended?

### Prepare for these frequently asked questions:

1. Describe an average day at your present/past job.
2. Describe an accomplishment from your last job.
3. Describe your strengths. Now is the time to broadcast your capabilities.
4. Describing your weaknesses can be tricky. Make sure you can

### How to close the interview

To effectively end the interview, remember to shake your interviewer's hand and thank the person. Let the interviewer know you are interested in the position and hope to hear back soon. Ask the interviewer if your qualifications are a match for what they are looking for. Ask them how long it will be before a decision will be made.

A thank-you note or letter is an appropriate way to follow up and leaves a good impression; or obtain the e-mail address of the interviewer and send a thank-you note electronically.

"Never lose a chance; it doesn't come everyday."

—George Bernard Shaw

## PUBLIC SECTOR

### LABOR INVESTIGATOR-TRAINEES • Chicago, IL

Positions available at GS-5/9 level with the Chicago District Office of the Office of Labor-Management Standards. Duties: conduct civil and criminal investigations pertaining to labor union officer elections and the embezzlement of labor union funds and assets; enforce other provisions of federal statutes that protect the rights of labor union members. Send résumé and PC Form 1464 to: USDOL, Office of Labor-Management Standards, Attn. John Peterson, District Director, 230 S. Dearborn, Suite 774, Chicago, IL 60604; phone: (312) 353-7266.

### \*VARIOUS • Washington, DC

Entry-level positions available as economists, computer specialists, and statisticians with the Bureau of Labor Statistics. Duties: monitor consumer prices, producer prices, international prices, locality pay, salaries and benefits, employment for the nation, industries and occupations, productivity for the nation and industries occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: noncompetitive eligibility; US citizen; BA/BS in appropriate field; math and statistics courses required. Send cover letter and résumé to: Angela Mason, Bureau of Labor Statistics, 2 Massachusetts Ave., NE, Room 4280, Washington, DC 20212-0001; phone: (202) 691-6615; fax: (202) 691-6610.

### CAMPUS REPRESENTATIVE • Syracuse, NY

Position available now through spring 2001 at SUNY School Environmental Science and Forestry. Duties: works with the NY Regional Peace Corps Office to help coordinate recruitment campaigns on campuses; speaks with potential Volunteers; interviews and evaluates candidates; organizes campus events; participates in class talks and develops Peace Corps contact network on campuses and in the Syracuse area. Qualifications: RPCV; preferably graduate student (or accepted as of fall 2000) at SUNY ESF; able to maintain a 15-20/hr week schedule. Please send cover letter and résumé to: Timothy Torre, Peace Corps Regional Office, 6 World Trade Center, Room 611, New York, NY 10048; fax (212) 637-6494; email: <ttorre@peacecorps.gov>.

### PROJECT MANAGER • Atlanta, GA

Position available for an environmental scientist in the EPA's Superfund Program. Duties: plans and manages all aspects of field investigations and overviews designs and cleanup activities at hazardous waste sites; prepares negotiations of enforcement documents; participates in community involvement activities and technical review of project deliverables. Qualifications: bachelor's degree in physical or life science or a related discipline and noncompetitive eligibility status. Salary: GS-7 (\$28,495) with promotion potential to a GS-13 (\$60,114). Send résumé, SF 171, or OF-612 to: Joanne Benante, EPA-Waste Management Division, 61 Forsyth St., Atlanta, GA 30303; phone: (404) 562-8910.

### COMMUNITY DEV. DIRECTOR • Princeville, IL

Position available with the Village of Princeville located 15 miles from Peoria. Duties: directs and coordinates community and economic development, parks, and recreation, and limited village administration. Qualifications: background in community development; MA preferred; experience in strategic planning, management, marketing, business retention and expansion, grant writing, workforce development, volunteer management, and motivation; computer, collaboration, coalition and consensus building, leadership, and good communication skills. Salary: up to mid \$30s. Send résumé and cover letter to: Owen Trepanier, Village of Princeville, PO Box 200, Princeville, IL 61559; fax: (309) 385-2631; or e-mail: <develop@princeville.org>; Web site: <www.princeville.org>.

### PROGRAM ASSISTANT • Washington, DC

Position available at GS-5/7 level with the Professional Development Program of the USDA Foreign Agricultural Service. Duties: provides programmatic, administrative, and financial support to planning, coordination, implementation, and evaluation of international professional development programs in agriculture, agribusiness, and related fields; responsible for multiple tasks within wide range of development and networking activities; initiates actions; tracks functions and solves problems. May require some domestic and international travel. For vacancy announcement, call Peg Hively at (202) 690-1141; or e-mail: <hively@fas.usda.gov>. Announcement closes 8/25/00.

### REALTY SPECIALIST • Washington, DC

Position available at the GS-7/12 level with the USDA/Farm Service Agency to work with real and personal property management programs including, but not limited to, field office space leasing, office relocations and renovations, and space utilization. Duties: serves as an authority in lease acquisitions and as a facilities planner and interior designer for field installations; acts as agency's representative on field office leases, including departmental location policy, statutory requirements, GSA policy, county committee authority, federal lease procedures, and negotiating settlements. For a copy of the announcement # F0-FSA-215, visit the Web site: <www.usajobs.opm.gov> or call (703) 812-6339. Deadline: 9/11/00.

### SPECIALIST / PROGRAM ANALYST • Washington, DC

Position available at the GS-7/9 level in the Office of Planning, Analysis, and Accountability in the Office of the Chief Financial Officer at EPA. Duties: provides analytical support to agency-wide strategic planning, performance measurement, and implementation of the Government Performance and Results Act (GPRA). Qualifications: bachelor's degree (GS-7) or master's degree (GS-9) promotion potential to GS-13. Send résumé to: Dinethea Rollerson, US Environmental Protection Agency, 1200 Pennsylvania Ave, NW, Mail Code 2721A, Washington, DC 20460; phone: (202) 564-3677; e-mail: <rollerson.dinethea@epa.gov>.

### CAMPUS RECRUITERS • IA and MN

Positions available at Iowa State University and the University of Minnesota for fall 2000 to spring 2001. Duties: work with the Minneapolis Regional Peace Corps Office to help coordinate recruitment campaigns on campus; recruit potential PCVs and increase awareness of Peace Corps on campus. Qualifications: must be a student of the university, an RPCV, and able to maintain regular office hours (an average of 20 hours/week). For more information, contact Dave Belina, regional manager of the Peace Corps in Minneapolis at (612) 348-1480, ext.230; e-mail: <dbelina@peacecorps.gov>.

## PRIVATE SECTOR

### PROGRAM ASSISTANT • Washington, DC

Position available with The Crafts Center, a nonprofit dedicated to assisting low-income artisans worldwide. Duties: assists in daily office operations; responds to information requests, production of quarterly newsletter, expanding and maintaining Web site, and managing database. Qualifications: undergraduate degree; excellent organizational and written/verbal communication skills; attention to detail; HTML knowledge; prior office experience; experience with Crafts Center issue areas and FileMaker Pro helpful. Salary: \$22K. Submit résumé/cover letter and inquiries to: Leah Kaplan, The Crafts Center, 1001 Connecticut Avenue, NW, Suite 525, Washington, D.C. 20036; fax: (202) 296-2452; e-mail: <leah@craftscenter.org>.

### \*TEACHERS • US South

Positions available through Southern Teachers Agency for public and private schools in small, rural districts. Duties: teach K-12 classroom assignments. Qualifications: BA; teacher certification preferred. Salary: \$25K and up. Contact: Southern Teachers Agency, 7 Elliewood Avenue, Suite 2A, Charlottesville, VA 22903-2603; phone: (804) 295-9122; fax: (804) 295-6448; Web site: <www.southernteachers.com>.

### TEACHERS • Tohatchi, NM

Positions available at Tohatchi High School, a grades 9-12 school of 500 Native American students located on the Navajo Reservation 25 miles north of Gallup. Subjects include: physical science, math, band/chorus, and home economics. Benefits: subsidized housing, certification waivers, higher education available. Call Don Wetmore or TJ Bentley at (505) 733-2206; fax: (505) 733-2216; e-mail: <dwetmore@toh.gmcs.k12.nm.us> or write to: Tohatchi High School, PO Box 248, Cougar Trail, Tohatchi, NM 87325.

### JOB DEVELOPER • Decatur, GA

Position available with the Refugee Resettlement Office of the International Rescue Committee which provides resettlement services for persons entering the US as legally admitted refugees. Duties: works directly with refugees to assess employment skills and provide training and orientation; prepares refugees for employment in the American workplace through interview preparation and orientation; assists in job placement by arranging interviews, negotiating job openings, and assisting with applications; provides follow-up and supportive services, such as language interpretation and cultural orientation; monitors and documents job performance, employer satisfaction, and continuing employment needs; develops new employment opportunities. Qualifications: university degrees; experience in refugee resettlement and/or experience working in community programs or in a cross-cultural setting; desire to work as a team member; excellent communications skills; second language skills strongly preferred (Bosnian, Arabic, French, German, or Swahili). Submit a résumé and cover letter to: Peter Herbert, International Rescue Committee, 4151 Memorial Drive, Suite 201-C, Decatur, GA 30032; fax: (404) 292-5325; e-mail: <peter@atl.intrescom.org>.

### COMMUNITY ORGANIZER • Chicago, IL

Position available with United Neighborhood Organization (UNO), a nonprofit organization working across the city. Duties: identify, recruit and cultivate leaders from among community institutions; train individuals on leadership skills; maintain existing programs. Qualifications: affinity for working with diverse people, excellent communication skills, interest in own professional development, ability to manage multiple assignments, willingness to work some evenings and weekends, a car or other reliable transportation, preferably with BA and bilingual in Spanish and English. Send cover letter and résumé to: Grace Perales, UNO, 954 W. Washington, Chicago, IL 60607; or fax: (312) 432-0077.

# PEACE CORPS JOBLINE

For a listing of Peace Corps staff positions and a vacancy announcement, call INFOWORX at: (800) 818-9579. NOTE: New job vacancies posted by close of business on Fridays.



### CHECK IT OUT ONLINE!

All worldwide positions are listed on the World Wide Web at: <www.peacecorps.gov>.

**PROJECT ADMINISTRATOR • Arlington, VA**

Position available with growing international development consulting firm. Duties: backstops public and private sector-funded projects, proposal development, and monitoring budgets. Qualifications: good communication, organizational, writing, and computer skills; must be able to handle a wide variety of tasks; knowledge of USAID contract regulations and French/Spanish preferred. Salary negotiable. Visit the Web site <www.ibi-usa.com> to learn more about the company. Send résumé to: Dr. Lucie C. Phillips, IBI, 2200 Clarendon Blvd., Suite 1204, Arlington, VA 22201; e-mail: LCPhillips@ibi-usa.com.

**YOUTH ACTIVITY DIRECTOR • West Sacramento, CA**

Position available with Mercy Housing California, a non-profit housing and community development organization. Duties: leads youth in recreation and leadership programs in Folsom. Qualifications: experience in youth community service. Send résumé and cover letter by 8/4/00 to: MHC, attn: Community and Resident Initiatives Manager, 3120 Freeboard Drive, Suite 202, West Sacramento, CA 95691; fax: (916) 414-4490; phone: (916) 414-4459 or (800) 995-0431; or e-mail: <cmelton@mercyhousing.org>.

**DEPUTY DIRECTOR • Washington, DC**

Position available with Council of Latino Agencies. Duties: responsible for integrating and coordinating various activities and programs; offers support with strategic planning, development, and public relations; provides technical assistance to staff as well as member agency staff; and oversees production of annual report. Qualifications: fully bilingual and bicultural (Spanish/English); 7-10 years experience working with nonprofit organizations program management; strong planning, administrative, and organizational skills. Please submit résumé, writing sample, and cover letter to: Council of Latino Agencies, 2437 15th Street, NW, Washington, DC 20009. For more information, call Tiffany Tatar at (202) 328-9451.

**R&D ELECTRICAL ENGINEER • Berkeley, CA**

Contract position available with Water Health International for a team working on UV disinfection of drinking water. Duties: designs electrical support systems and embedded controls for patented drinking water disinfection technologies. Qualifications: expertise in power electronics and digital electronics systems (including microchips and micro controllers) for electromechanical pumps, valves, motors, UV fluorescent lamp ballasts, and photo instrumentation. For more information, contact Alice at (707) 252-9092; fax: (707) 252-1514 or e-mail: <info@waterhealth.com>.

**\*CIVIL ENGINEER/ ENV. ENGINEER • Anchorage, AK**

Positions available with the Alaska Native Tribal Health Consortium to provide service to rural and remote communities throughout the state. Duties: manages design and construction of sanitation facilities in rural communities. Qualifications: BS in civil engineering (or related fields); strong organizational and communication skills and love for adventure. Salary range: \$33-50K depending on experience. Contact: Don Antrobus at (907) 729-3550; e-mail: <dantrobus@anthc.org>.

**COUNSELORS • West Milford, NJ**

Positions available with Vacamas Programs for Youth for a business counselor and regular counselors. Business counselor duties: work with urban youth in establishing a school store and using it as a learning center to teach business skills for both junior high school and high school students. Regular counselor duties: work in school and rural campus with at risk youth. For more information, contact: Michael H. Friedman, Executive Director, Vacamas Programs for Youth, 256 Macopin Road, West Milford, NJ 07480; phone: (973) 838-3023; fax: (973) 838-7534; e-mail: <Michael@vacamas.org>.

**INFO/COMMUNICATION SPECIALIST • Cullowhee, NC**

Position available with Western Carolina University. Duties: works with people from different backgrounds; liaises with international programs, organizations, and students. Qualifications: strong database/desktop/Web publishing skills; good writing, organization, and computer skills; international experience; well organized and flexible. Salary range: \$21,816 to \$22,907. Send CV by 8/31/00 to: Western Carolina University, 220 HFR Administration Building, Cullowhee, NC 28723; phone: (828) 227-7218; Web site: <www.wcu.edu>.

**INFORMATION SPECIALIST • New York, NY**

Position available with the Harlem Community Justice Center, a project of the Center for Court Innovation, a public/private partnership working to make courts more responsive to community needs. Duties: helps conduct study of youths' perceptions of drugs; prepares reports and materials for dissemination; strategizes to prevent drug use among youth; monitors responsibilities to funders. Qualifications: excellent communication skills; commitment to community-based programs and at-risk youth; administrative and organizational skills. Send résumé to: Joanne Gray, Informational Specialist Search, 170 E. 121st Street, 2nd Floor, New York, NY 10035; fax: (212) 360-4996; e-mail: <jgray@courts.state.ny.us>; Web site: <www.courtinnovation.org>.

**PROJECT MANAGER • Washington, DC**

Position available with the Corporation for Enterprise Development, a national economic development organization which promotes asset building strategies in low-income communities by bringing together community practice, public policy, and private markets in new, effective ways. Duties: manages the national VISTA project, which places over 50 volunteers in community-based organizations annually; provides project fiscal management; supervises VISTA leaders. Qualifications: volunteer service experience (AmeriCorps/VISTA or Peace Corps); ability to manage multiple tasks; excellent written skills. Send résumé, cover letter, and salary history/requirements to: Debby Manley, CFED, 777 North Capitol St., NE, Suite 410, Washington, DC 20002; fax: (202) 408-9793; e-mail: <debby@cfed.org>.

**DATA MANAGER • Washington, DC**

Position available with the Center for Information Exchange on Population, Health, and Nutrition, a project funded by USAID. Duties: ensures timely and accurate collection of financial data and production of scheduled reports; supervises staff of two; develops and implements operational procedures to improve data quality. Qualifications: bachelor's degree; five or more years' experience, including data collection; attention to detail a must. Salary commensurate with experience. Send cover letter and résumé via e-mail by 8/31 to: Leslie Rock at <leslie\_rock@jsi.com>; or fax: (703) 528-7480.

**DEVELOPMENT ASSOCIATE • Washington, DC**

Position available with the Academy of Hope which provides adult basic education, GED preparation, and computer training to low-income Washington, DC residents. Duties: assists the executive director with fundraising efforts; works on grant writing, direct mail and telemarketing, and editing annual reports and newsletters. Salary: up to \$35K DOE. Please send cover letter, résumé, and one writing sample to: Bob Wittig, Executive Director, 1501 Columbia Road, NW, Washington, DC 20009; fax: (202) 328-1044; e-mail: <bobwittig@juno.com>.

**COORDINATOR AND RECRUITER • New York, NY**

Positions available at AFS Intercultural Exchange Programs. Marketing and communications coordinator duties: works in marketing and communications department of national nonprofit. Qualifications: excellent writing and editing skills, production management experience, computer proficiency in Word and Excel; highly flexible and creative; former AFSers and RPCVs preferred. Salary: low \$30s. Recruiter duties: market AFS programs and recruit high school students. Qualifications: driver's license and good driving record, computer skills in Word and Excel; willing to travel locally; public speaking and international experience; additional experience in sales, education, or marketing a plus. Salary: low 20s. Fax résumé to Director of Marketing and Communications, Matt Losak at (212) 299-9097.

**PROGRAM MANAGER • Perkasi, PA**

Position available with Pearl S. Buck International (PSBI), a nonsectarian development and humanitarian assistance organization dedicated to improving the quality of life and expanding opportunities for socially disenfranchised children. Duties: provide communication, administrative, operational, and technical support to PSBI's country offices. Requires substantial travel (up to 25%) to country offices in SE Asia. Qualifications: master's degree or equivalent; experience in training and program design/implementation. Send résumé, cover letter, and salary requirements to: PSBI, PO Box 181, Perkasi, PA 18944-0181; fax: (215) 249-9657; e-mail: <jhamm@pearl-s-buck.org>.

**\*BIOLOGISTS • Anchorage, AK**

Positions available with Saltwater, Inc. Duties: identify crab and fish; collect, sort, record, and measure representative samples of the catch. Qualifications: B.S. in biology or natural sciences; a course in statistics; a flexible attitude. Strenuous working conditions. Supportive company, opportunities year-round. Training classes offered monthly. Send résumé to: Saltwater Inc., 540 L St., Suite 202, Anchorage, AK 99501; phone: (907) 276-3241; fax: (907) 258-5999; Web site: <www.saltwaterinc.com>

**PERSONAL ASSISTANT • Washington, DC**

Position available 30 hours/week with ADT Services. Duties: writes correspondence; pays bills; prepares travel arrangements; accompanies employer when traveling; manages and organizes home; some housekeeping, Internet research, and general problem solving required. Qualifications: college degree; self-starter; trustworthy. Salary: \$50K. For more information, call Leah Mack at (561) 559-2283. Fax résumé to (202) 342 9222 or send via e-mail to: <leahpmack@yahoo.com>.

**SCHOOL SITE SUPERVISOR • Oakland, CA**

Position available with the East Bay Conservation Corps' Project Youth engaged in Service (Project YES) to promote service-learning programs in middle schools in Oakland, Calif. Duties: supervises, mentors, and trains AmeriCorps members at three Oakland school sites; provides logistical program support; serves as program liaison. Qualifications: BA or BS; two years teaching or supervising youth, preferably in an urban public school; experience with service-learning or community service. Salary: \$2300-\$2800/month. Send résumé and cover letter to: Moira Chapman, Project YES, 1021 Third St., Oakland CA 94607; fax: (510) 992-7962; e-mail: <mchapman@ebcc-school.org>.

**OUTREACH COORDINATOR • New York, NY**

Position available with Partnerships for Parks, a nonprofit community organizing initiative of the City Parks Foundation and the New York City Parks and Recreation Dept. Duties: responds to volunteer requests for information and supplies; works with parks groups to solve problems in their parks; organizes and facilitates community meetings; maintains contact with and records about parks groups; provides advice, technical assistance, and resources to those groups. Fax résumé to: (212) 360-1350.

**FAIR HOUSING COORDINATOR • Kansas City, MO**

Position available with Legal Aid of Western Missouri, a nonprofit organization serving low-income citizens. Duties: oversees systemic fair housing audit program, investigates and prosecutes fair housing complaints. Qualifications: law degree desired but not required; some experience in fair housing or related field. Salary: \$20-30K. Send résumé to: Michael Duffy, Legal Aid of Western Missouri, 920 Southwest Blvd., Kansas City, MO 64108; e-mail: <mduffy@coop.crn.org>.

**PROGRAM COORDINATOR • Washington, DC**

Position available with the Manoff Group located at the Environmental Health Project. Duties: refines general approach to community-based program development and develops tools for planning and implementation; assists with application of approach; represents EHP at meetings; develops budgets/reports. Qualifications: 10 years in public health programming; five years working directly with communities; five to seven years in management and program planning; USAID experience; understanding/practical experience with community level approaches; ability to work with diverse group of agencies; fluency in Spanish or French. Contact: Aparna Ramakrishnan, 2001 S St., NW, Ste. 400, Washington, DC 20009; e-mail: <manoffgroup@compuserve.com>.

**ENVIRONMENTAL FELLOWSHIP • New York, NY**

Research fellowship available with the Natural Resources Defense Council, a national nonprofit environmental organization. This is a one-year fellowship beginning in September 2000. Duties: works with urban program lawyers on a variety of research projects, including recycling, drinking water protection, and brownfields redevelopment. Qualifications: master's degree in environmental studies or a related field; strong policy research; writing and communication skills. Send cover letter, résumé, writing sample and references to: New York Urban Program, NRDC, 40 West. 20th St., New York, NY 10011.

**VARIOUS • Cummington, MA**

Positions available with the Academy at Swift River, an emotional growth coed boarding school with extensive programs in Costa Rica. Positions include: teacher of college-prep math and science; teacher of Spanish/Costa Rica liaison; and Costa Rica in-country program staff and contract staff. School program includes academics, experiential learning, rainforest backpacking, sea-kayaking, homestays, service learning, Spanish immersion, and group therapy. Qualifications: cross-cultural, wilderness, and Spanish experience preferred. Cover letter/résumé to: Peter Stevens, Dean of Academics, Academy at Swift River, 151 South St., Cummington, MA 01026; fax: (413) 634-2283; e-mail: <pstevens@swiftriver.com>.

**YOUTH DEVELOPMENT ASSOCIATES • Southeast PA**

Two positions available in October with the Farmers' Market Trust to work with youth in urban middle and high schools throughout southeast PA. The Farmers' Market Trust is based in Philadelphia and is a nonprofit organization improving the supply of affordable food and good nutrition in the mid-Atlantic region. Duties: mentor youth involved in an innovative school-based farmers' market project to help transform their future and the future of food and nutrition in inner-city communities. Salary: between \$24K and \$35K per year with benefits. For more information, e-mail Duane Pery at <duane@libertynet.org>.

**EMBASSY/CONSULAR COURIER • Washington, DC**

Position available with Travel Document Express, a growing visa and passport service. Qualifications: BA/BS degree; foreign language experience; skills in driving company's auto or own bicycle daily. Starting salary: \$30k. Please call: (202) 785-3250.

**ENVIRONMENTAL POSITIONS • Washington, DC**

Positions available with World Wildlife Fund. Positions include: senior program officer for climate change; senior program officer for poverty; computer technician; ecoregional conservation specialist; and senior administrative assistant for human resources. For more information please visit the Web site: <www.worldwildlife.org>.

**BUSINESS CONSULTANT MGR • San Francisco, CA**

Position available with a nonprofit. Qualifications: staff management, financial analysis, communication, and written skills experience with business plan, projections, and credit and market analysis; fluency in Cantonese a plus. For more information, visit the Web site: <medasf.org>. Fax résumé to: (415) 282-3320.

**ENVIRONMENTAL ED. INSTRUCTORS • Toccoa, GA**

Positions available with the Blue Ridge Outdoor Education Center. Duties: teach environmental education classes in the field during residential programs to ages 7-16; participates in Cherokee culture adventure programs, high ropes, and rappelling with kid and adult groups (some weekends). Qualifications: ability and desire to lead school groups in educational classes, biology, or ecology background preferred; sense of humor a must; first aid, CPR, high ropes, and rappelling training provided. Salary: \$175/week plus room and board. Dates: August through November and February through May. Send cover letter and résumé to: John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: (706) 886-0656; e-mail: <blueridge@alltel.net>.

**CLINIC AND RESEARCH POSITION • Boston, MA**

Position available at Boston Medical Center to join team providing health care to urban high-risk children. Duties: organizes clinic; takes patient vital signs; follows-up and participates in research protocols. For more information, send an e-mail to: <Judith.James@bmc.org> or fax J. James at (617) 414-7047.

**DEVELOPMENT DIRECTOR • Seattle WA**

Position available with the Max Foundation, a new nonprofit serving Latinos with leukemia and related diseases. Qualifications: experience with public and private grantors; knowledge of health sector and corporate giving in US and Latin America; bilingual preferred. Send cover letter and CV to: Max Foundation, PO Box 33010, Seattle, WA 98133-0010; fax: (877) 255-8281; Web site: <www.themaxfoundation.org>.

**COUNTRY PROGRAM OFFICER • Arlington, VA**

Position available with Management Sciences for Health on the Basic Support for Institutionalizing Child Survival (BASICS) II Project in Nigeria. Duties: responsible for managing country's technical program at the headquarters level; manages country team planning; monitors and implements technical activities; and manages budget and work plan development. Qualifications: graduate degree in public health or related health technical field with an international focus; minimum seven years of experience in international health with at least two years working in developing countries; experience implementing or backstopping USAID-supported projects required; ability to travel internationally at least 25 to 30 percent annually. Send cover letter and résumé to: Marcia Herrera, Recruitment Officer, Management Sciences for Health, 165 Allandale Road, Boston, MA 02130; or fax: (617) 524-2825; e-mail: <jobs@msh.org>; Web site: <www.msh.org>.

**PROJECT COORDINATOR • Washington, DC**

Position available with ACIDI/VOCA, an international development organization, in the Africa Division. Duties: provides technical, administrative, and logistical program supervision and backstopping of existing programs in Africa, along with assistance in developing technical/cost proposals for new business activities. Qualifications: BA; minimum two years Africa field experience; excellent English speaking and writing skills; strong MS Office Suite skills; French, Portuguese, or major regional African language; master's degree in relevant field preferred. Respond with résumé, cover letter, and salary history to: HR/AFR-PC, PO Box 77316, Washington, DC 20013; or fax (202) 638-7477.

**FAMILY PRACTITIONER • Denver, CO**

Position available with a community health-care center. Qualifications: board certified; Spanish skills required; ability to work in a team management approach; sensitivity to low income and ethnic minorities. Send résumé to: Clinica Campestina, Attn. Karen Dempsey, 1345 Plaza Court North, Lafayette, CO, 80026; or fax: (303) 665-4459.

**PROGRAM ASSOCIATE • Chevy Chase, MD**

Position available with the National 4-H Council in the Innovation Center for Community and Youth Development. Duties: provides combination of administrative and program support to the ICCYD department; responsible for providing logistical and administrative functions; provides support in needs assessment, meeting planning, logistics coordination, mailing development and coordination, resource development, program design, implementation, and evaluation; supports team communications, marketing, curriculum management, and fundraising development systems. Opportunity to work in youth/adult partnerships and train in group facilitation techniques. Qualifications: college student or graduate or equivalent work experience. Salary: low to mid \$20s. For further information, contact: Trenny Jefferson, National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, MD 20815; phone: (301) 961-2961; fax (301) 961-2894; e-mail: <jefferson@fourhouncil.edu>.

**PROGRAM ASSISTANT • Rosslyn, VA**

Ten-week position available with AMA Technologies, Inc., to provide support to two USAID programs beginning in mid-September. Duties: acts as a liaison between USAID, State Department, and the Department of Defense; receives and processes applications to ship humanitarian aid overseas; arranges for inspections of cargo; handles congressional inquiries; and responds to requests for information on the programs. Qualifications: knowledge of word processing and spreadsheet software required; experience with MS Office a plus. Fax résumé to (703) 741-0567 or e-mail résumé and questions to: <dalzouma@aol.com>.

**DATABASE/MEMBERSHIP ASST. • Washington DC**

Position available with a national nonprofit association. Duties: processes receipts; maintains membership and donor database; generates billings, reports, and labels; works with membership, development, and financial directors. Qualifications: database processing and clerical skills/experience; knowledge of Fox Pro helpful. Flexible and/or part-time hours possible. Opportunity for progressive responsibility. Salary negotiable. Send résumé/cover letter to: NPCA/Human Resources, 1900 L St., NW, #205, Washington DC 20036.

**PROGRAM MANAGERS • Washington, DC**

Positions available with PSI. Duties: support programs in Latin America, Africa, Eastern Europe, and Asia in preparation for an overseas post. Duties: backstops programs; monitors contract compliance; writes project proposals; prepares annual workplans and budgets; works on donor relations. Overseas travel 15 to 25 percent of time. Qualifications: Peace Corps or similar experience; private sector management experience in marketing or communications; knowledge of USAID and other international donors; graduate level degree; fluency in foreign language. Send résumé to: PSI, Attn. RM, 1120-19th St., NW, Suite 600, Washington, DC 20036; fax: (202) 785-0120; e-mail: <recruitment@psiwash.org>.

**VARIOUS • Tucson, AZ**

Positions available with Primavera Builders for mentors, coaches, teachers, and carpenters. Duties: works shoulder-to-shoulder with homeless or at-risk youths and adults to integrate the organization's mission of constructing affordable housing and preventing homelessness and poverty through productive training. For more information, call Dan or Jonathan at (520) 882-5383.

# HOT! OPPORTUNITIES

**FREELANCE WRITERS • Nationwide**

Positions available with Follow The Rabbit!, a travel Web site for experienced travel writers/researchers. Duties: help build destination database through writing assignments from specialists in certain destinations. Salary negotiated on a per-project fee. Send a résumé and cover letter that outlines your expertise to: Sloane Lucas, Director, 1 World Trade Center, Suite 5327, New York, NY 10048; or via e-mail: <Writers@followtherabbit.com> (no attachments please); Web site: <www.followtherabbit.com>.

**\*CLARK UNIVERSITY • Worcester, MA**

One full-tuition scholarship is offered to a qualified RPCV for the MA program in international development, community planning, and environment (IDCE) at Clark University. The scholarship is for either of two tracks. One track is designed for development specialists who have interest in careers in gender analysis, community-based development, participation, and locally sustainable initiatives that focus on management of natural and livelihood resources. The 10-course program (three required) generally takes two years. The second track is a 12-month intensive program in geographic information systems and international development starting in August 2001. It provides technical skills related to GIS, GPS, and remote sensing, plus a firm understanding of international development issues related to institutional adoption and implementation of new technologies. RPCVs with experience or interest in natural resources management are encouraged to complete applications by 2/1/01. For application, contact: Liz Owens, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: (508) 793-7201; fax: (508) 793-8820; e-mail: <ID@ClarkU.edu>; Web site: <www.clarku.edu/departments/id>.

**FOOD COMMODITY SR. ASSOCIATE • Washington, DC**

Position available with the American Red Cross. Duties: ensures quality improvement of ARC international relief and development food aid programs in the field; establishes/documents best practices according to industry standards for USG food commodity tracking (receipt/dispatch, storage/handling, losses/claims). Qualifications: BS in business administration, management, accounting or equivalent experience plus international experience; two years field experience providing technical assistance to commodity management projects, administering US government grants, cooperative agreements, contracts, preferred; French, Spanish, or Arabic proficiency desired or any Balkan language. Send résumé, cover letter, salary requirements to: ARC-HR Dept., 431 18th St., NW, Washington, DC 20006; fax: (202) 639-3141; e-mail: <JeanCharlv@usa.redcross.org>.

**PROGRAM COORDINATOR • Washington, DC**

Position sponsored by Jewish Women International (JWI), based at House of Ruth, a comprehensive program for abused women in Baltimore. Duties: supports the design, implementation, and evaluation of new programs to help battered women attain economic self-sufficiency. Qualifications: BA; BSW degree preferred; one to three years program development; proficiency in issues of violence against women; excellent communication skills; and ability to travel between Baltimore and Washington, DC; Spanish a plus. Send résumé by 8/29/00 to: Trish Bonica, JWI, 1828 L Street, NW, #250, Washington, DC 20036; fax: (202) 857-1380; e-mail: <tbonica@jwi.org>.

**FREELANCE WRITERS • Various**

Positions available for writing assignments with the Human Relations Area Files, in association with Macmillan Library Reference. Writers needed for Countries & Their Cultures. Outline, manual, sample entry provided. Payment based on designated word count, between \$450 and \$1350. Available: Anguilla, Armenia, Austria, Bahrain, Bhutan, Burma, Burundi, Canada, Cape Verde, Cayman Islands, Democratic Republic of Congo, Republic of Congo, Cote d'Ivoire, Equatorial Guinea, Falkland Islands, French Guiana, Gabon, Greenland, Grenada, Guinea-Bissau, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lesotho, Lithuania, Malawi, Mauritius, Monaco, Mozambique, Nigeria, Northern Ireland, Pakistan, Palestine, Philippines, Serbia and Montenegro, Somalia, Sudan, Tajikistan, Thailand, Tunisia, Uzbekistan, US Virgin Islands, and Zambia. For more information, please contact via e-mail: <Monica\_Hubbard@galegroup.com>.

**FARM MANAGER • Greeneville, TN**

Position available with Rural Resources, a nonprofit sustainable agriculture organization. Duties: operates a community supported agriculture project for the 2001 growing season. The project will include growing organic vegetables for up to 30 families, working with apprentices, and growing other crops, such as flowers or organic tobacco. Housing is provided. Salary negotiable. For more information, contact: Sally Causey, Rural Resources, 2870 Holley Creek Road, Greeneville, TN 37745; phone: (423) 636-8171; e-mail: <ruralres@xtn.net>.

## INTERNATIONAL

**FINANCE MANAGER • Overseas site to be determined**

Position available with World Vision International (WVI), an international Christian nonprofit relief and development organization to provide accounting, finance, and administrative program leadership as part of WV's Rapid Response Team (RRT). For more information, please refer to the Web site: <www.worldvision.org>. Qualifications: chartered accountant or CPA with at least five years of experience in emergency relief administration; proficiency in computer applications, including word processing and spreadsheets; able to work in high security risk situations and adjust to harsh living conditions; willing to travel up to 50 percent time. Please contact Karen Owens via e-mail at skowens@erols.com.

**VARIOUS • Worldwide**

Positions available with Counterpart International in training, evaluation, and program development (short-term) and program management and assistance (full-time). Qualifications: experience in the NIS and CEE helpful. Send résumé and cover letter to Counterpart International by fax at (202) 296-9679 or e-mail to <ssullivan@counterpart.org>.

**\*EFL/ESL TEACHERS • China**

Positions available with EF Education, an international educational organization which provides cultural exchange, language study, and travel programs. Positions for EF English First schools in Shanghai and Guangzhou. Qualifications: some teaching experience and experience living in or visiting China. Salary, return flights, visa costs, help with accommodations, support/ongoing training, and prospects for promotion/transfer available. Fax résumé and cover letter to: English First, Attn: Human Resources, EF Education, at (617) 619-1001; or e-mail: <Careers@ef.com> www.ef.com>.

**YOUTH PROGRAM COORDINATOR • South Africa**

Position available with Visions in Action in Johannesburg. Duties: coordinates new youth corps program for urban-based youth; teaches life skills, group cohesion, entrepreneurship, and small business basics; coordinates with construction project and safety team coordinators; emphasizes interviewing skills and manages job placement process upon program completion. Qualifications: experience managing and working with youth in developing countries; master's degree in social work/psychology or related field and South Africa experience preferred. Two-year commitment required. Not salaried but airfare, group housing, insurance, and a modest stipend to cover basic expenses are provided. Send cover letter, résumé, and three references via e-mail to the director at Visions in Action at <visions@igc.org> or by mail: Visions in Action, 2710 Ontario Road, NW, Washington, DC 20009.

**\*DIRECTORS • Worldwide**

Positions available with United Seamen's Service, an international nonprofit agency. Duties: work in port community and merchant marine centers. Qualifications: strong managerial skills relating to food and beverages in a club-type atmosphere, strong social service, administrative, and counseling skills; ability to organize programs for both the community and seafarers while maintaining a liaison between government agencies and the maritime industry. Initial assignment is for two years. Tax free salary plus benefits. Send cover letter and SF-171 or résumé to: Assistant Director of Operations, United Seamen's Service, One World Trade Center, Suite 2161, New York, NY 10048-0234; fax: (212) 432-5492.

**DEPUTY DIRECTOR OF PROGRAMS • Azerbaijan**

Position available with Save the Children. Duties: responsible for the design and development of projects; monitors, evaluates, and documents programs; supervises technical staff; assists the field office director in the development of longterm strategic program direction; ensures effective ongoing liaison with community leaders, local and international NGOs, and donors. Current programs include micro credit lending, business development education, information dissemination through AzerWeb site on humanitarian efforts, and primary and reproductive health. Qualifications: at least five years of progressive overseas management responsibility of international development projects, preferably in the former Soviet Union countries; skills in program development, preferably in economic opportunities and/or health and in working with and through local staff and partners; significant experience working on USAID-funded programs; experience in the design, implementation, monitoring, and evaluation of large diverse programs; strong communication skills (oral and written). Please forward résumé and salary requirements to: Save The Children, Dept. 1247/PC/RS, 54 Wilton Road, Westport, CT 06880; fax: (203) 221-4077; or e-mail: <rstanford@savechildren.org>.

**COMMUNITY DEVELOPMENT OFFICER • Azerbaijan**

Position available with Relief International, for someone with a specialty in microcredit programming. Project is based on solidarity lending for refugee/IDPs in rural locations with portion of interest on loans benefiting community micro-development projects. Duties: assist with continued implementation and sustainability of the program both broadly and in the empowerment of Community Councils. Qualifications: minimum five years' experience in community project development and management; two years minimum experience in microcredit schemes; NIS experience and/or Russian or Turkish/Azeri language a plus. Send résumé with letter of interest, availability, three professional references, and salary history via e-mail to Human Resources at <HR@ri.org>.

**COMMUNICATIONS COORDINATOR • Egypt**

Position available with Habitat for Humanity International in Cairo. Duties: hosts international visitors and donors; creates communications/public relations tools; develops donor relationships with international corporations; writes grant proposals and participates in strategic planning for resource development and capacity building; assists in training local staff and volunteers in resource development methods. Qualifications: must be familiar with Arabic; fundraising/communications experience preferred. Compensated volunteer position. Send résumé/cover letter via e-mail to <IPP@hfhi.org> or fax to (912) 924-0641; Web site: <www.habitat.org>.

**ESL INSTRUCTORS • Taichung, Taiwan**

Positions available with the Columbia Consulting Group for RPCVs who are willing to commit a year or two to provide English instruction to adults. Qualifications: must possess at least a BA (any field) with a minimum of two years of proven teaching experience. Salary: NT \$55,000 per month (current exchange rate: US\$1 = NT\$30). Company will provide work permit for qualified applicants, health insurance, paid vacation after one year of service and special incentive bonuses. Please send cover letter with a detailed résumé via e-mail to Peter Lee, executive vice president, Columbia Consulting Group, at <peterlee@columbia.com.tw>.

**\*POPULATION FELLOWS • Worldwide**

Two-year positions available in Africa, Asia, and Latin America with NGOs through the Population Fellows Programs to individuals with graduate degrees in population and development areas. Two types of fellowships are available: 1. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world; and 2. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities. Both groups work at a professional/managerial level in program design, management, and evaluation and receive a professional-level stipend and benefits. Qualifications: US citizen or permanent resident; Population Fellows must hold a master's degree in population, family planning, or reproductive health; Population-Environment Fellows must hold a master's degree in a relevant area and have expertise in both pop. and environment. Fellowships occasionally offered to individuals with master's degrees in info technology, marketing communications, business/management, and public policy to lend their skills to population-related projects and organizations. For more information, please contact: The Population Fellows Programs, University of Michigan, 109 Observatory, SPH II, Ann Arbor, MI 48109-2029; phone: (734) 763-9456; fax: (734) 647-0643; Web site: <www.sph.umich.edu/pfps>.

**HUMANITARIAN PROGRAM OFFICERS • Worldwide**

Positions available with the International Medical Corps, a nonprofit humanitarian relief organization. Positions include: physicians, nurses, program administrators, and community health specialists. Duties: provide health care, training, and support activities in areas of the world in crisis. Qualifications: at least two years working in a developing country; for technical positions, an MPH or MD and training experience; ability to work in a team; flexibility and the ability to adapt to a stressful, constantly changing environment. Send résumés via e-mail to: <imc@imc-la.org>.

## EDUCATION

**ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University offers a Master of Arts degree in Environment and Community for professionals working, or planning to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social-science perspectives and natural science literacy. Two options available for regional, national, and international students: 1. Seattle Weekend Option that meets in Seattle for one weekend each month over two years; and 2. Limited-Residency Option that meets for two-week intensives, three times over two years. Currently accepting applications for both. RPCVs encouraged to apply. For information, contact Dr. Jonathan Scherch via phone: (206) 441-5352, ext. 5211; e-mail: <schersch@antiochsea.edu>; Web site: <www.antiochsea.edu/ec>.

**\*ECO-ESCUELA DE ESPAÑOL SCHOOL • Guatemala**  
Learn Spanish while volunteering on cultural preservation and conservation projects with the Maya Itza in Peten. The lakeside town is located close to Tikal and adjacent to the Maya Biosphere Reserve (the largest protected area of tropical rainforests in Central America). No experience is necessary. The cost is \$175/wk and covers tuition (one-on-one Spanish instruction), airport pickup, transfer to the town by boat, homestay, and three meals/day. Contact Noah Wasserman at Conservation International at 800-429-5660, ext. 264; e-mail: <ecoescuela@conservation.org>.

**THE NEW LEADERS ACADEMY • Washington, DC**  
The New Leaders Academy, a one-year professional leadership and management fellowship of the National Youth Employment Coalition (NYEC), seeks applicants for the Class of 2001. Rising professionals in the field of youth employment and youth development are encouraged to apply—especially those who have shown a commitment to the field for at least five years. Up to 30 applicants will be selected. Application information will be available online at <www.nyec.org> starting 9/1/00. The deadline to apply is Nov. 1. Contact Mindy Larson at <mindy@nyec.org>; or call (202) 659-1064 or write to: NYEC, New Leaders Academy, 1836 Jefferson Place, NW, Washington, DC 20036.

**\*UNIVERSITY OF WISCONSIN-MADISON • Madison, WI**  
Prepare for careers outside of academia requiring a strong knowledge of French, communication, and cross-cultural analysis skills through the Professional French Master's Program. All PFMP students take classes in French language and culture within the French Department, complemented by coursework in the department of a chosen concentration area: business, education, European Union affairs, international development, or media/arts/cultural production. PFMP students can earn a 20-credit Professional Graduate Certificate or a 30-credit Professional Master of French Studies degree. Students also do a professional internship abroad in a field-related business or organization. For more information, send an e-mail to: <frenchma@mhuf.french.wisc.edu>; Web site: <polyglot.lss.wisc.edu/frit/french/graduate/profma.htm>.

**UTAH STATE UNIVERSITY • Logan, UT**  
Two graduate research assistantships are available for master's programs in the Department of Fisheries and Wildlife at USU. Projects include work with rainbow trout growth and survival in Flaming Gorge Reservoir and Snake River chinook habitat and modeling. Projects are estimated to take two years with full graduate student stipend (\$1000/month) and tuition paid. Projects will require summer field work and winter lab work. Graduate students must start before or by Jan. 2001. Contact (before 9/21/00) Phaedra Budy at (360) 696-7605; e-mail: <phaedra\_budy@fws.gov>. After 9/22/00, call (435) 797-2511; e-mail: <phaedra.budy@cnr.usu.edu>.

**DUKE UNIVERSITY • Durham, NC**  
The Center for International Development Research (CIDR) Master's Program in International Development Policy (PIDP) is available for professionals with at least three (preferably five) years of work experience. The PIDP provides interdisciplinary training in policy analysis on issues related to long-term social and economic development. The PIDP crosses the boundaries of academic, technical, managerial, and professional training. Small seminars, workshops, an internship, and a master's project focus on development-related topics. Small, international program. For a brochure and application, please contact: CIDR, Duke University, Box 90237, Durham, NC 27708-0237; e-mail: <cidr@pps.duke.edu>; phone: (919) 613-7333; Web site: <www.pubpol.duke.edu/centers/cidr>.

**\*THE HELLER GRADUATE SCHOOL • Waltham, MA**  
The Heller Graduate School at Brandeis University offers a Master's Program in Health and Human Services Management combining cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and MBA (human services) are offered on a full- and part-time basis. Students can concentrate in a number of policy areas (health, child, youth and family services and elder and disabled services). Applications for the full-time master's program will be accepted now through 2/15/01. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee. For more information, call Lisa Hamlin Sherry, admissions officer, at (781) 736-3820, or e-mail: <hellergs@brandeis.edu>; Web site: <heller.brandeis.edu>.

**THE UNIVERSITY OF DENVER • Denver, CO**  
The University of Denver Graduate School of International Studies has earmarked four \$5,000 scholarships for RPCVs in International Administration. The Master of Arts in International Administration (MIA) is a professional MA degree directed towards preparing students for management positions in government service, nonprofit organizations, and international institutions. This is a 90-hour degree program, which is about two years of full-time graduate study. For more information, please visit the Web site: <www.du.edu/gsis> or contact: Office of Admissions, Graduate School of International Studies, University of Denver, 2201 Gaylord St., Denver, CO 80208; phone: (303) 871-2544 or (877) 474-7236 (toll-free in US); fax: (303) 871-3585; or e-mail: <gsisadm@du.edu> (general admissions) or <anburns@du.edu>.

## INTERN/VOLUNTEER

**VOLUNTEER DISCUSSION LEADERS • New York, NY**  
Positions available with the Foreign Policy Association to begin new discussion groups. The Great Decisions Discussion Program provides US citizens with an opportunity to learn about crucial global issues. No specific knowledge of foreign policy or international affairs is required. Duties: facilitates the discussion and enables a fair exchange of ideas on each of the eight issues in the Great Decisions briefing book. FPA provides information to help Group Leaders begin. Please call Frank Cella at 800-628-5754; or write to: Foreign Policy Association, 470 Park Ave. South, 2nd Floor, New York, NY 10016; e-mail: <fcella@fpa.org>; Website: <www.fpa.org>.

**WRITER/EDITOR INTERN • Washington, DC**  
Position available with Counterpart International, Inc., a nonprofit organization, for a graduate student with strong writing, editing, and proofreading skills to assist the program development director to manage proposals, communications, and business development. Qualifications: detail-oriented; ability to meet deadlines. Monthly stipend. Possible conversion to full-time position. Send résumé, cover letter, and writing samples to: Victoria Yang, Counterpart International, Inc., 1200 18th Street, NW, Suite 1100 Washington, DC 20036; fax: (202) 296-9679; e-mail: <vyang@counterpart.org>.

## PEACE CORPS' FELLOWS

**ILLINOIS STATE UNIVERSITY • Normal, IL**  
The Peace Corps Fellows Program in Applied Community and Economic Development at Illinois State University is considering 8/00 and 1/01 admissions. RPCVs earn master's degrees in economics, political science, and sociology by completing one year of full-time classwork and a second year of hands-on consulting work with urban and rural communities and agencies in Illinois and nationally. Fellows eligible for and awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn income during the second-year internship. Fellows have worked on regional economic development, welfare-to-work programs, grant writing, surveys, planning, tourism promotion, business retention and expansion, and projects involving health/wellness, women and social change, cultural awareness, and community college outreach. Contact: Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: (309)348-8685; e-mail: <UCEDinfo@ilstu.edu>; Web site: <illt.ilstu.edu/uced>.

## AMERICORPS VISTA

**VISTA VOLUNTEERS • Statewide AK**  
Two positions available through Alaska's Department of Community and Economic Development focusing on economic development in rural Alaska. Duties: works on funding development, economic planning, and leading local economic development efforts. Qualifications: community and/or economic development background; good organization and communication skills; experience in working in cross-cultural environment; grant writing experience preferable; one-year commitment. Benefits: training, stipend, relocation allowance, education award of \$4725. Please send résumé and cover letter to: Alice Stonecipher, VISTA Leader, 550 W. 7th Avenue, Suite 1770, Anchorage, AK 99501-3510; fax: (907) 269-4539; phone: (907) 269-4561; e-mail: <alicestonecipher@yahoo.com>.

**OUTREACH/HEALTH ADVOCATES • Statewide NV**  
Positions available (8) with the Nevada Covering Kids Coalition whose goal is to ensure that every child in the state has health insurance and access to health services. Duties: create community-based infrastructures through facilitation, education, and advocacy. Many sites throughout the state will be working with Native Americans. Qualifications: experience in health, social work or community advocacy; ability to work with diverse populations; Native American background desirable; writing, presentation, and marketing skills a plus; computer literate. Benefits: training; stipend; relocation allowance; education award of \$4,725. Contact: Dawn Sostrin; phone: (310) 235-7088; e-mail: <dsostrin@cns.gov>.

**VISTA LEADER • Minneapolis, MN**  
Position available with the Minnesota Campus Compact (MCC), a coalition of 47 college and university presidents that seeks to engage Minnesota's colleges and universities in education for democracy and partnerships for community change. Duties: builds campus-community relationships; supports people who run programs getting college students to read with kids. Benefits: living allowance of \$950.00/month; health and Life Insurance; education award of \$4,725 or a cash award of \$2,400; student loan deferment. Qualifications: college degree; completion of a year of VISTA or a term with the Peace Corps. For more info, contact Julie Plaut, associate director, at (651) 962-4953 or via e-mail: <jlplaut@stthomas.edu>.

**CENTER COORDINATORS • Kenai and Homer, AK**  
Two Vista positions available with the Boys and Girls Clubs of the Kenai Peninsula. Duties: assists with set up and implementation of the PowerUP Centers, program development, community outreach, and day-to-day center operations. Qualifications: BS/BA in a related field; good working knowledge of computer systems, networks, and using the Internet in an educational setting for youth; must possess a strong commitment to youth development. Send cover letter and résumé by 9/1/00 to: Suzanne Little, 11247 Frontage Road, Suite B, Kenai, AK 99611; phone (907) 283-2682; or fax: (907) 283-8190.

**AMERICORPS MEMBERS • Statewide VT**  
Positions available with the Neighbor to Neighbor AmeriCorps Program dedicated to serving elders. Duties: works at an area agency on aging; develops successful aging programs, such as exercise classes, nutritional workshops, or educational seminars; recruits youth and elders to participate in intergenerational programs; develops volunteer networks that serve elders in rural areas. Qualifications: must enjoy community organizing and working with both youth and elders. Benefits: \$10K living allowance and \$4,725 educational award for 11 months of service. Program starts 9/25/00 and ends 8/31/01. Mail résumé to: Renée Ross, Central Vermont Council on Aging, 30 Washington St., Barre, VT 05641; e-mail: <amccvcoa@sover.net>.

**DIRECTOR • Sitka, AK**  
Position available for an Americorps\*VISTA member to serve as the interim director of the Sitka Public Transit Coordination Agency. Duties: develops nonprofit agency; ensures start-up funding through local and outside support; assists with coordination of a 20-member advisory steering committee and the agency board. Qualifications: BS/BA; strong organizational and communication skills; at least one-year community development experience. Travel to site, monthly stipend, and education award provided upon completion of service. Send cover letter and résumé by 9/15/00 to: Teresa Holt, ABE Director, UASSE, 1332 Seward Ave., Sitka, AK 99835; phone: (800) 478-6653, ext. 717; or fax: (907) 717-7768.

**SCHOOL SITE SUPERVISOR • Oakland, CA**  
Position available with the East Bay Conservation Corps' Project Youth Engaged in Service (Project YES) to promote service-learning programs in middle schools in Oakland, California. Duties: supervises, mentors, and trains Americorps members at three Oakland school sites; provides logistical program support; serves as program liaison. Qualifications: BA or BS; two years teaching or supervising youth, preferably in an urban public school; experience with service-learning or community service. Salary: \$2300-\$2800/month. Send cover letter and résumé to: Moira Chapman, Project YES, 1021 Third St., Oakland CA 94607; fax 510/992-7962; e-mail: <mchapman@ebcc-school.org>.



**COMMUNITY PROGRAMS ASSISTANT • Fairfield, CA**  
VISTA position available with the Children's Network of Solano County, a nonprofit dedicated to improving the lives of children in Solano County. Duties: assists with local coordination of a statewide child abuse prevention initiative, the CA Alliance for Prevention (CAP); coordinates outreach efforts; provides training and support to AmeriCorps members working on CAP Initiative in the County; collects and compiles data; prepares reports; participates in county-wide collaborations. Qualifications: experience working with low-income children and/or families; commitment to learning about and applying a strength-based model of serving families. VISTA stipend: \$791/month plus health and child care benefits; education award of \$4,725 upon completion of service. Send résumé to: Jenny Ocón, Community Programs Coordinator, Children's Network, 2320 Courage Drive, Suite 107, Fairfield, CA 94533; fax: (707) 421-6495; e-mail: <cnfro@childnet.org>.



## OPPORTUNITIES FOR ADDITIONAL OVERSEAS EXPERIENCE! CRISIS CORPS IS LOOKING FOR DEDICATED RPCVS

**C**risis Corps Volunteers are needed to provide short-term assistance in countries devastated by natural disasters in **Nicaragua, Honduras, and Venezuela**. A number of RPCVs are needed to work with a wide range of HIV/AIDS-related projects in Southern and East Africa and with refugee-related projects in **Guinea**. Assignments will begin as soon as possible in **Kenya and Togo**. RPCVs from these countries and RPCVs with experience in HIV/AIDS are encouraged to apply.

Assignments generally require a minimum three-month commitment; some are six-month assignments. Anticipated needs for September include:

**Health Education Volunteers:** Several NGOs in Honduras, Nicaragua, and Venezuela have requested health Volunteers with training experience and strong Spanish-language skills to assist in community outreach programs.

**Disaster-Preparedness Volunteers:** Several Volunteers are needed in Honduras and Nicaragua to assist communities in developing emergency action plans. Training and community organization experience is required. A background in natural resources/environment is desired.

**Social-Work Volunteers:** RPCVs with a background in social work are needed to counsel people recovering from recent natural disasters in Venezuela and Honduras.

**Early Childhood Development Volunteers:** Two RPCVs with strong Spanish and experience in preschool/health education are needed to design training programs that benefit infants living in Honduran shelters.

**Youth Development Volunteer:** An RPCV with strong Spanish skills and experience with youth/children is needed to develop a youth community service program in Honduran shelters.

**Nutritionist Volunteer:** An RPCV with a BS in nutrition and strong Spanish skills is needed to design and implement health/nutrition training programs.

**Mozambique Health Volunteers:** An RPCV with strong Portuguese language skills and experience in training and health extension (MPH preferred) is needed ASAP to work with Save the Children.

**Kenya HIV/AIDS Volunteers:** RPCVs with HIV/AIDS counseling experience have been requested by the Ministry of Health and an NGO to provide counseling training.

**French-Speaking Training/Management Volunteers:** An RPCV with a training/technical assistance background is needed to increase the capacity of AIDS-related NGOs in Togo. Other Volunteers with business, training, or management skills are needed to assist NGOs serving refugees in Guinea.

*RPCVs interested in these assignments should contact the Crisis Corps ASAP to request an application. Call 800-424-8580, ext. 2250; or send an e-mail to: <crisiscorps@peacecorps.gov>.*

### WANTED: CAREER INFORMATION CONSULTANTS!

Returned Volunteer Services is collecting the names of RPCVs who would like to be included in the next edition of the *Career Information Consultants* directory. Consultants are individuals who are willing to talk with other RPCVs about their jobs, careers, companies, or simply provide advice on initiating a job search.

If you are interested in having your name listed in the new edition, please contact Elvira May at (202) 692-1430 for a copy of the waiver form you will need to fill out and return to RVS; or e-mail: <rvs@peacecorps.gov>.

### DO YOU WANT TO BECOME CERTIFIED TO TEACH ENGLISH AS A SECOND OR FOREIGN LANGUAGE?

Request a complimentary copy of the *Career Counsel*, an electronic newsletter, from the Association of Teachers of English as a Second Language (TESOL). Find out how to become qualified as a teacher and learn which schools offer certificate and preparation programs.

The *Career Counsel* also contains useful sources for job-searching, locating funding opportunities, volunteering, and developing your career in English-language teaching.

For a copy of the online publication, contact TESOL by sending an e-mail to: <careers@tesol.org> or visit the Web site: <careers.tesol.org>.

## INTERNET TIPS

For job hunting and career services, visit these World Wide Web sites:

<www.careerpath.com>	<www.careersite.com>	<www.careerweb.com>
<www.careershop.com>	<www.careermag.com>	<www.acinet.org>
<www.careerbuilder.com>	<www.monster.com>	

**Get your job search on track with Returned Volunteer Services'**  
**Career T.R.A.C.K. Transitions, Readjustment, Assistance, Careers, Know-how**  
**<www.peacecorps.gov> (click on "Returned Volunteers")**



# PEACE CORPS

Washington, DC 20526

OFFICIAL BUSINESS

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Permit No. G 264

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. 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 and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

☐ DISCONTINUE ☐ SEND HOTLINE TO NEW ADDRESS (Hotline can't be sent overseas)

Name

Address

City

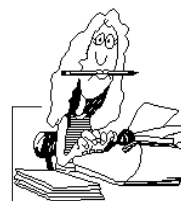
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Dates of Service

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Peace Corps, 1111 20th St., NW, Washington, D.C. 20526. Changes cannot be made without this form nor over the phone. Please allow 4-6 weeks for any changes to take effect.



## EDITOR'S CORNER

### HOTLINE BACK ISSUES AVAILABLE ONLINE!

You now have the option of downloading back issues of *Hotline* as a PDF file from the Peace Corps Web site: <[www.peacecorps.gov](http://www.peacecorps.gov)>. (Click on "Returned Volunteers" at the top of the home page.) During the next six months, however, the latest *Hotline* issue will be subject to a 40-day posting delay.

## SEPTEMBER CAREER SERIES PRESENTATION

### 2000 CAREER SERIES

Sponsored by  
Returned  
Volunteer  
Services

#### WHAT AND WHEN:

**SEPTEMBER 13, 2000, 6 P.M. – 8 P.M.**

Meet and talk one-on-one with representatives from 20 organizations who are interested in hiring returned Peace Corps Volunteers. Please bring copies of your résumé for distribution.

#### WHERE:

Peace Corps  
1111 20<sup>th</sup> St., NW  
Shriver Conference Rooms A, B, and C  
Washington, D.C. 20526

For more information, please contact Elvira May at (202) 692-1445.

### HOTLINE NOTICE

#### When did you end your Peace Corps service?

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in August 1998, then this issue of *Hotline* is the last one that will be sent to you.

However, if you are interested in continuing to receive *Hotline*, you may order a subscription through the National Peace Corps Association, a nonprofit organization. The NPCA reproduces *Hotline* and offers subscriptions to RPCVs who ended service more than two years ago.

If you are interested in subscribing to *Hotline* through the NPCA, you may contact them at:

National Peace Corps Association  
1900 L St., NW, Suite 205  
Washington, D.C. 20036-5002  
(202) 293-7728  
Web site: <[www.rpcv.org](http://www.rpcv.org)>