

# H TLINE

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

## HOT Resources

For more information on job fairs, see the suggestions listed below:

Returned Volunteer Service at the Peace Corps hosts quarterly job fairs at headquarters. For information about the next fair, contact Elvira May at (202) 692-1445 or via e-mail: <emay@peacecorps.gov>.

The National Peace Corps Association will host a job fair in September of 2001, during its next national conference. Visit the Web site: <www.rpcv.org> for specific information.

## Internet Tips

Offers categories in hi-tech, health, professional, sales, and others: <www.careerfairs.com>.

Allows the user to search by job category and area of the country: <www.jobfairdates.com>.

A virtual job fair that runs for specific dates in different areas of the country: <www.efair.net>.

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

## Attending Job Fairs So Many Companies, So Little Time

*Editor's Note: Every quarter, Returned Volunteer Services sponsors a career fair at Peace Corps headquarters in Washington, D.C. An average of 180 RPCVs meet with a variety of employers such as the International Rescue Committee, the National Wildlife Federation, and the Environmental Protection Agency.*

*But do RPCVs know the best way to "work" career fairs in order to present themselves in the best possible light? The article below offers some suggestions for helping you make the most of any career fair around the country:*

**J**ob fairs, like interviews, are face-to-face meetings between jobseekers and employers. They are one of the easiest places to find good job leads. Every employer attending is there to hire one or more workers.

At a job fair, jobseekers gather information about a company to help them decide if they want to apply for a job. Recruiters staff booths and answer questions, distribute brochures, accept résumés, and size up jobseekers.

Making a good impression at a job fair may give your résumé or application added weight. The following tips can help you make the most of any fair.

**Find the fair.** Career centers, associations, state and local governments, and private companies organize job fairs. Find the fairs in your area by looking everywhere they might be announced. Ask a career counselor, review the business bulletin board at a school or local library, check the employment section of the newspaper, and search online via an Internet job fair locator.

**Ready your résumé.** Before attending a fair, you should prepare a résumé.

Bring several copies to the fair. Leave at least one with every company that seems promising.

A résumé lists your name, contact information, education, and experience, both paid and unpaid. It emphasizes accomplishments and skills. Most résumés for entry-level jobs are one page.

For more information see the article, "Résumés, Applications, and Cover Letters" in the summer 1999 issue of *Occupational Outlook Quarterly*, available as a reprint or online at: <stats.bls.gov/opub/ooq/archive.htm>.

**Dress neatly.** A job fair is like a series of mini-interviews, with recruiters forming impressions of the people they meet. You might not need to wear a suit, but clothes that are too casual could be a strike against you. Clothes that are too short, too tight, too worn, or too playful are particularly risky.

If you are unsure about what to wear, ask a career counselor or someone from the organization sponsoring the fair.

**Go alone.** Leave children and other relatives at home. If you plan to attend the fair with a friend, don't appear to be inseparable when visiting booths. A professional image is easier to maintain if you speak to employers alone.

**Survey the terrain and plot strategy.** When you arrive, take a quick walk through the fair. Time is limited and booths are crowded. Plan a route before stopping at booths to see your favorite companies. Save visits with the best prospects until after you've warmed up with a few employers. To make the best use of your time, ask for a list of participating companies a few days before the fair, and rank visits before you arrive.

**Complete applications flawlessly.** When a company distributes application forms, take two. One will be a rough draft. If you bring an application home to send later, consider adding a note saying that you met the recruiter at the fair.

**Master the mini-interview.** Every time you speak with an employer, no matter how briefly or how boisterous the atmosphere, consider it an interview. Recruiters will expect you to introduce yourself, shake hands confidently, answer questions about your coursework or experience, and have an idea of the type of job you want.

Finding out about the company is equally important. You might ask what the hiring process is like or what jobs are available for people with your education. Before you leave the booth, be sure to ask for the recruiter's business card.

**Take Notes.** After visiting several booths, it's easy for conversations to run together, leaving any jobseeker muddle-headed. After each visit, take a few notes to read at home.

**Stay organized.** Fairgoers are deluged with paper — company literature, recruiter's business cards, applications, and their own notes. Bring a briefcase, an expandable folder, or a canvas bag to keep materials organized. Counselors suggest going through these papers while your memory is still fresh.

**Apply in absentia.** If you cannot attend the fair, contact the sponsoring organization. This sponsor may be able to give your résumé to participating employers before or after the fair.

*Reprinted from the Summer 2000 issue of the Occupational Outlook Quarterly published by the U.S. Department of Labor, Bureau of Labor Statistics.*

## PUBLIC SECTOR

### POLICY FELLOWSHIPS • Washington, DC

Positions available through the American Association for the Advancement of Science for scientists and engineers for one-year science and technology policy fellowships beginning Sept. 2001. Duties: serve in Congress and other executive branch offices. Programs are designed to provide each fellow with a unique public policy learning experience and to bring technical backgrounds and external perspectives to decision-making in the U.S. government. Qualifications: U.S. citizenship; Ph.D. or equiv. doctoral-level degrees by 1/10/01; federal employees ineligible. Stipends start at \$52K. For information, call (202) 326-6700; e-mail: <science\_policy@aaas.org>; Web site: <fellowships.aaas.org>.

### 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. Qualifications: noncompetitive eligibility; U.S. 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.

### USER FEE CLERK • Valley Stream, NY

Position available with the U.S. Fish and Wildlife Service. Duties: reviews submitted paperwork to determine if fees are required; collects checks and completes required forms; enters data into database; answers phones and generates correspondence as required. Send résumé to: Personnel Office, U.S. Fish and Wildlife Service, 300 Westgate Center Drive, Hadley, MA 01035; jobline: (413) 253-8253.

### PERSONNEL MGT. SPECIALIST • Arlington, VA

Positions available with Internal Revenue Service, Strategic Human Resources, Office of Human Resources Reengineering. Duties: conducts market analysis on HR products, services, and vendors; conducts benchmarking activities to identify best practices and current approaches to HR management with both government and private sector organizations; coordinates, plans, and implements pilots and technological demonstrations to support full scale development decisions on HR technologies. Salary: \$29-\$45K. Send résumé to: Fayette Forbes, Human Resources Team, NHQ:DC:SHR:PI, 1111 Constitution Ave, NW, 760CP6, Washington, DC 20224; fax: (202) 283-9298; or e-mail: <fayette.r.forbes@irs.gov>.

## PRIVATE SECTOR

### SCHOLARSHIPS COORDINATOR • Evanston, IL

Position available with the Rotary Foundation. Duties: focuses on scholars in Africa, France, and United States; maintains written, telephone, and electronic communication with Rotary International, scholars, and study institutions worldwide; advises on predeparture and study country issues; manages disbursement of \$2.5 million in scholarships. Qualifications: BA; proficiency in second language; French or African language preferred; computer skills and organizational ability. Send résumé and salary history to: Human Resources Dept-N, 1560 Sherman Avenue, Evanston, IL 60201; fax: (847) 328-8281.

### \*BIOLOGISTS • Anchorage, AK

Positions available with Saltwater, Inc. Duties: observe and sample catches onboard commercial fishing boats; identify crab and fish; collect, sort, record, and measure representative samples of the catch. Qualifications: BS in biology or natural sciences; a course in statistics; a flexible attitude. Strenuous working conditions. Opportunities year-round. Training classes offered monthly. Mail or fax résumé/transcripts to Saltwater Inc., 540 L Street, Suite 202, Anchorage, AK, 99501; phone: (907) 276-3241; fax: (907) 258-5999; Web site: <www.saltwaterinc.com>.

### ABUSE PREVENTION COORD. • Fairfield CA

Position available with The Children's Network. Duties: provides staff support to the Solano County Child Abuse Prevention Council (CAPC). Qualifications: college-level training needed; master's degree preferred; solid knowledge and experience based in child abuse prevention and response systems, and effective interventions; capacity to handle multiple demands at one time and to remain flexible. Salary: \$40K to \$45K. Submit résumé, letters of recommendation, including one from a previous employer, and a copy of college transcripts to: The Children's Network, 2320 Courage Drive, Ste. 107, Fairfield CA 94533.

### INFO SPECIALIST ASST. • San Jose, CA

Position available with the SJSU Foundation, a nonprofit organization that supports teaching, research, and other education-related activities. Duties: provides administrative support for the manager of Information Services and for pre-award staff of OSP, including but not limited to summarizing and distributing funding information. Qualifications: high school diploma; AA degree preferred; minimum of three years of general office work, including typing, word processing, filing and database maintenance; experience in Web site maintenance essential. Send résumé to: SJSU Foundation, Attn: Job Code 8800 PC, P.O. Box 720130, San Jose, CA 95172-0130; e-mail: <jobs@foundation.sjsu.edu>.

### CORP. SPONSOR DIRECTOR • Glendale, AZ

Position available with Thunderbird Institution. Duties: generates corporate sponsorship funds and philanthropic contribution. Qualifications: two to five years of dev. mgt. or corporate sponsorship experience; experience with gift and pledge processing, prospect research, donor acknowledgement, and benefit and recognition programs; strategic planning, reporting, and prospect management skills; understanding of strategic marketing, course-related marketing, and philanthropic needs of corporations; bachelor's degree; master's preferred; willingness to travel. Submit résumés to: Aggie Bednarz, Sr. Manager of Operations, Thunderbird, American Graduate School of International Management, 15249 N. 59th Ave., Glendale, AZ 85306; phone: (602) 978-7749; fax: (602) 978-8238; e-mail: <bednarza@t-bird.edu>.

### TEACHER • Magdalena, NM

Position available in language arts or art at high school with the Alamo Navajo Community School in a Navajo Indian bilingual (Navajo and English) and bicultural community on the Alamo Navajo Reservation (32 miles north of Magdalena). Qualifications: BA/BS degree with appropriate endorsement in the area of teaching and State of New Mexico licensure; emergency or provisional certificates may be accepted under the conditions they are issued by the state certification authority. Position description is available upon request. Salary: \$18.36 to \$24.26, depending upon education and experience of up to five years. Submit a letter of interest, copy of college transcripts, license, and a detailed résumé to: Personnel Office, Alamo Navajo School Board, Inc., P.O. Box 907, Magdalena, NM 87825; phone: (505) 854-2543; fax: (505) 854-2545; e-mail: <lyndam@mail.alamo.bia.edu>.

### BILINGUAL EDIT. SPECIALIST • Baltimore, MD

Position available with JHPiEGO Corporation, an affiliate of the Johns Hopkins University, specializing in international education and training in reproductive health. Duties: provides editorial support in the development and production of Spanish language materials; writes, edits, and proofreads materials using desktop publishing. Qualifications: native speaker of Spanish; fluency in English; ability to edit and translate Spanish language materials; excellent communication skills in both languages; proficient in WordPerfect 8.0, MS Word, PowerPoint, and PageMaker 6.5. Send résumé to: Johns Hopkins University, P.O. Box 3687, Scranton, PA, 18505; e-mail: <jhu@alexus.com>; or fax: (877) 262-0646. Please reference job number H00173.

### TEACHERS • Chicago, IL

Positions available 5/1/01 with Teachers for Chicago for non-education majors seeking a career change. Duties: teach full-time in Chicago public schools. Qualifications: bachelor's degree (not in education); min. 2.5 GPA; desire to teach. Benefits: mentor support; salary; medical benefits; tuition grant for university course work that meets certification and master's degree requirements in education. Upon completion of the three-summer, two-year program, you must commit to teach in Chicago for another two years. Application fee: \$35. Apply by 12/29/00 to: Teachers For Chicago, Chicago Public Schools, 125 S. Clark St., 9th Floor, Chicago, IL 60603; phone: (773) 553-2032.

### PROJECT INTERN/ANALYST • Ann Arbor, MI

Positions available with RRSI, a nationally known resource management consulting firm. Duties: performs research, field work, and task management of consulting projects for public and private sector. Qualifications: technical or liberal arts bachelor's degree with environmental experience and interest; excellent writing and communication skills. Salary: \$25 to \$35k. E-mail résumé to JD Lindeberg at <jdl@recycle.com> or mail to: 416 Longshore Drive, Ann Arbor, MI; Web site: <www.recycle.com>.

# 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>.

**\*SUMMER SERVICE STAFF • Various**

Positions available with VISIONS, which offers co-ed summer programs for teenagers blending construction-based service work, intercultural living, and outdoor adventure. Programs in impoverished communities in Alaska, Montana, South Carolina, Caribbean, Australia, and Peru. Twenty-five participants and six staff live together in a community building. Duties: mentor teens; help supervise project sites; work on recreational activities and cross-cultural experiences. Qualifications: at least 22; experience with teenagers; strong interpersonal skills; team player; interest in cross-cultural living; minimum standard first aid, CPR, water safety; advanced safety certifications, construction skills, experience living in different cultures are pluses; language fluency required for some programs. Benefits: room, board, travel, and salary. Employment dates: six to 10 weeks beginning mid-June 2001. Contact: VISIONS, P.O. Box 220, Newport, PA 17074; phone: (717) 567-7313; fax: (717) 567-7853; e-mail: <visions@pa.net>; Web site: <www.visionsadventure.com>.

**SENIOR SPECIALIST • Washington, DC**

Position available in grants/contracts with Chemonics, a consulting firm which implements international development projects worldwide. Qualifications: disaster relief and complex emergency implementation experience; 10 years of working internationally with donor agencies, particularly USAID; experience in the negotiation, administration, close out, and reporting on grants, cooperative agreements, interagency agreements, and personal services contracts; reviewing and developing policies, procedures, and guidelines to assure timely award of subcontracts. Send résumé and cover letter to: Dwan Dixon, Chemonics International, 1133 20th Street, NW, Washington, DC 20036; e-mail: <ddixon@chemonics.com>.

**EQUIPMENT MANAGER • Seattle, WA**

Position available with the Student Conservation Association. Duties: oversees field program's equipment needs. Qualifications: hardworking, organized, and tidy; team player with initiative; knowledge of camping equipment; excellent communication and computer skills, including Access database. Previous equipment and financial management experience preferred. Send résumé and cover letter to: Equipment Manager Search, 1265 S. Main Street, Suite 210, Seattle, WA 98144; phone: (206) 324-4649; e-mail (attn. Kris Wright): <kris@sca-inc.org>.

**MARKETING ASST./WRITER • Washington, DC**

Position available with Futures Group, International. Duties: answers World Bank and Asian Development Bank procurement notices; writes corporate capability statements, past performances, and biographies of staff and consultants for proposal submissions; serves as Webmaster for marketing intranet; manages proposal archives; provides administrative support to marketing team as needed. Qualifications: BS/BA; excellent oral and written communication skills; ability to work under pressure and meet deadlines; international development experience in family planning, maternal and child health, HIV/AIDS prevention, and infectious diseases preferred. E-mail résumé and salary requirements to: <hr@tfgi.com> or fax: (202) 775-9694. Web site: <www.tfgi.com>.

**TEACHERS • Hyattsville, MD**

Positions available with St. Ann's Infant and Maternity Home, a residential high school serving at-risk pregnant and parenting teens. Small class sizes averaging six students. Individualized instructions. Qualifications: bachelor's degree; MD teaching certificate or willingness to become certified. Send résumé to: Personnel, St. Ann's Infant and Maternity Home, 4901 Eastern Avenue, Hyattsville, MD 20782; fax: (301) 853-6985; e-mail: <personnel@saint-anns.com>.

**SURVEY CONSULTANT • Millwood, VA**

Three-month position available with Project HOPE, an international health education foundation. Duties: works closely with staff to develop a survey design that addresses the Village Health bank program in Ecuador and the impact on participating women and their families; travel to Ecuador required. Qualifications: master's level knowledge of maternal and child health issues in developing countries; knowledge and experience in conducting research studies and preparing publication quality written reports; substantial survey expertise; ability to speak Spanish. Send résumé and cover letter to: Cindy Marino, Recruiter, Project HOPE, Carter Hall Lane, Millwood, VA 22646; phone: 800-544-4673; fax: (540) 837-9052; e-mail: <recruit@projecthope.org> (please reference Job # 98-PC).

**\*COMMUNITY DEV. AGENT • Antigo, WI**

Position available with the University of Wisconsin. Duties: performs community outreach to build the leadership capacity of local citizens, governmental officials, business owners, and economic development organizations; researches, plans, teaches, and evaluates culturally sensitive programming; coordinates business development activities associated with the Barron County Economic Development Corporation. Qualifications: master's degree; educational experience a plus. Request application materials by 12/06/00 from: CE Personnel, 432 N. Lake St., Madison, WI, 53706; phone: (608) 263-1945; e-mail: <hrdpers@admin.uwex.edu>; Web site: <www1.uwex.edu/ces/personnel>.

**WILDERNESS INSTRUCTORS • Missoula, MT**

Positions available with Alternative Youth Adventures which provides students with an intensive eight-week primitive wilderness experience. AYA operates year-round in Utah, MT, SC, and CO. Duties: responsible for the physical and emotional safety of the students; teaches curriculum and primitive skills, ceremony facilitation, role modeling, and upholding of program standards. Qualifications: at least 21 years old; bachelor's degree preferred; WFR/CPR/first aid; experience working with youth; good social, outdoor, life, and teaching skills. Salary: paid training; \$75/day internship. Instructors range from \$80-\$95/day; senior field instructors are salaried at \$1750/month. After 90 days, 75 percent of medical benefits paid. Course schedule: 12/4/00-12/11/00 and 1/8/01-1/15/01. Contact: Jim Omer, 412 South 3rd St., Missoula, MT 59801; phone: (888) 689-4567; fax: (406) 829-1710; e-mail: <ayajobs@gbasin.net>.

**VARIOUS • New York, NY**

Positions available for educators, directors, and leadership staff both year round and seasonal summer with Oasis Children's Services, an educational summer day camp organization. Duties: develops curriculum, staff, and experimental education programs; manages program. Qualifications: self-motivated; experienced in camp/program administration and working with children, parents, and staff; strong interpersonal and leadership skills; commitment to children. Fax résumé to: (718) 855-2435; e-mail: <jobs@oasischildren.com>; phone: (718) 596-4900.

**COMMUNICATIONS ASSISTANT • Chicago, IL**

Position available with Treatment Alternatives for Safe Communities, a social service organization offering case management and other intervention services for substance abusers in the criminal justice system and other public systems. Duties: supports communications/marketing department in areas of administration, writing, and design. Qualifications: experienced in office management and graphic design; strong writing and organizational skills; public relations experience a plus. Salary: low to mid \$20Ks. Send résumé and cover letter to: Director of Communications and Marketing, TASC, Inc., 1500 N. Halsted, Chicago, IL 60622.

**HOME VISITOR • Washington DC**

Position available with MDALC/HELLO, a nonprofit organization dedicated to adult literacy. Duties: visits homes of TANF recipients and encourages self-reliance through work and education. Qualifications: BA degree and one year of experience working in a social service setting; transportation helpful. Salary: \$24,960. Send résumé to: Nasser DuCre, Director, HELLO, fax: (202) 234-5397; e-mail: <HomeEfforts@aol.com>.

**PROGRAM OFFICER • Washington, DC**

Position available with World Vision, an international Christian relief and development organization. Duties: represents Latin America. Qualifications: bachelor's degree; master's in public health preferred; four years of experience with international development or relief projects; minimum of two years working in a developing country; excellent written and verbal communication skills, specifically in a cross-cultural environment; fluency in Spanish and English required; strong planning and organizational skills; ability to prioritize and handle multiple tasks; knowledge of food aid, child survival, health, nutrition, and U.S. government grant regulations; previous grant writing and/or grant management experience; legal right to work in the United States; 30 percent international travel is required. Send résumé to: World Vision, Employment MS #242, P.O. Box 9716, Federal Way, WA 98063-9716; e-mail: <jobs@worldvision.org> (Ref # 1948).

**PROGRAM OFFICER • Miami, FL**

Position available with Family Planning International Assistance, the international division of Planned Parenthood. Duties: assists with project development, monitoring, and technical assistance activities; develops project continuation proposals; assists in preparation of donor reports. Qualifications: bachelor's degree; minimum one year work experience in Latin America/Caribbean region; Spanish fluency; proficiency in French and/or Haitian Creole preferred; good organizational and computer skills; available to travel 35 percent of time. Salary: \$28-32K. Send résumé and cover letter to: Regional Director, 8360 W. Flagler, Suite 201, Miami, FL 33144; fax: (305) 480-8820; e-mail: <laro@ppfa.org>.

**\*PROGRAM DIRECTOR • Arlington, VA**

Position available with the Greenbrier Learning Center, a nonprofit, academic enrichment organization, for a motivated, high-energy person to direct its teen programs. Duties: works with teachers/counselors to provide academic support and enrichment to prepare daily program for middle school students; collaborates with local school system and community organizations; communicates with parents on progress of students; supervises and trains high school students as they work with elementary age children; BA or BS and at least four years experience working with youth; supervisory experience and computer skills preferred. Salary: \$22 to \$25K. Apply to: The Greenbrier Learning Center, 5401 S. 7th Rd., Arlington, VA 22204; phone: (703) 379-6488; e-mail: <GLCenter@aol.com>.

**MGT. CONSULTANT • Little Rock and Memphis**

Position available with alt.Consulting, a nonprofit economic development firm. Duties: conducts organizational assessments of businesses; facilitates strategic and operations planning sessions with management and staff; assists businesses in securing financing; implements on-site the financial and operations systems necessary for sustainable growth; travels moderately to frequently in the delta region. Qualifications: MBA or accounting background preferred; strong writing, facilitation, and analytical skills. Contact Jonathan Harrison, Program Director, via e-mail: <econjustice@altconsulting.org> ; or fax: (901) 728-5224; Web site: <www.altconsulting.org>.

**COORDINATOR • New York, NY**

Position available in marketing and communications with AFS Intercultural Exchange Programs. Qualifications: high energy, self-directed individual; excellent writing and editing skills; production management experience; computer proficiency in Word and Excel; highly flexible and creative. Salary: low \$30Ks. Fax résumé to Director of Marketing and Communications, Matt Losak, at (212) 299-9097.

**COMMUNITY HEALTH RNS • New York City, NY**

Positions available with St. Vincent's Catholic Medical Centers. Opportunities in various areas. High degree of autonomy, excellent office support, geographically clustered caseloads, flexible hours. Duties: provides nursing care to patients in their homes, including physical and psychosocial assessments of new and active patients through interviews, health history, and physical exam; monitors patients' status on ongoing basis and develops plan of care for implementation. Qualifications: New York RN licensure required; home health experience and bachelor of science in nursing preferred. Please send résumé to: Manager of Clinical Recruitment, Employment Office, Spellman 125, 170 W. 12th St., New York, NY 10025; fax: (212) 604-2164; e-mail: <dclark@saintvincentsnyc.org>.

**TRAINING COORDINATOR • Little Rock, AK**

Position available with Heifer Project International, a nonprofit organization. Duties: develops and enhances the capacity of HPI's staff and partners to effectively carry out HPI's model of development through training country and regionally based trainers. Qualifications: MS degree in adult education or related field; five years experience in a training related position including two years in nonformal training; two years living and working in a developing country preferred. Fluency in English, working ability in Spanish preferred. Salary \$40K-\$47K. Send résumé and cover letter by 11/24 to: HR, Heifer Project Int'l, 1015 Louisiana St., Little Rock, AR 72202; fax: (501) 907-260; e-mail: <jobs@heifer.org>; Web site: <www.heifer.org>.

**ENVIRONMENTAL INSTRUCTORS • Toccoa, GA**

Positions available February through May with Blue Ridge Outdoor Education Center. Duties: teaches environmental education classes, Cherokee culture, adventure programs, high ropes, and rappelling in the beautiful southern Appalachians during residential programs to kids ages seven to sixteen. 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/wk plus room, board, and food stipend. Send cover letter and résumé to: John DiDiego, Director, Blue Ridge Outdoor Education Center, Rt. 3, Box 3495, Toccoa, GA 30577; phone: (706) 886-7621; e-mail: <blueridge@alltel.net>.

**EXCHANGE PROGRAM LEADERS • Various**

Summer leadership positions available with World Horizons International, an intercultural youth exchange program. Duties: leads high school students on community service projects to English-speaking islands in the Caribbean, Samoa in the South Pacific, Hawaii, Costa Rica, and Ecuador. Qualifications: high school teaching experience, Spanish for Costa Rica, and Ecuador. Send résumé to: World Horizons, PO Box 662, Bethlehem, CT 06751; or e-mail: <worhorin@wtco.net>.

**VARIOUS • Seattle, WA**

Position available with The Student Conservation Association. Duties: manages four- to five-week summer conservation work crew programs nationwide for high school volunteers in national parks, forests, and other resource management areas. Qualifications: proven youth leadership; camping/backpacking experience; and wilderness first aid (or equivalent) required; Wilderness First Responder preferred; trail construction skills and environmental education experience preferred; minimum age 21. Salary: \$300-\$540 weekly; travel and training provided. For information and an application, please contact: SCA, Crew Leader Recruiting, P.O. Box 550, Charlestown, NH 03603; e-mail: <cwc-program@sca-inc.org>; phone: (603) 543-1700; Web site: <www.sca-inc.org>.

**SENIOR PROGRAM OFFICER • Washington, DC**

Position available with The Manoff Group. Duties: provides technical assistance to country teams to implement child-growth promotion activities; assists with design, implementation, analysis, and reporting of qualitative research; develops manuals, job aids, and curricula for community-based workers and supervisors; develops supervision and program monitoring systems; coordinates with other groups to expand program implementation in country. Qualifications: graduate degree in public health; seven years of experience implementing child health/nutrition programs in developing countries; ability to plan, manage, and implement community-based programs; experience in qualitative research; familiarity with state-of-the-art approaches to child health/nutrition; French and/or Spanish highly desirable. To apply, contact: The Manoff Group, 2001 S St., NW, Suite 400, Washington, DC 20009; e-mail: <manoffgroup@compuserve.com>.

**ASSISTANT DIRECTORS • Various**

Positions available with SCORE! Educational Centers, operators of over 100 educational centers across the country. Duties: manage one or more educational centers, including marketing, sales, and operations; work to impact children, families, and communities. Qualifications: motivated, passionate, and business-minded with strong people skills. To apply, send your résumé and cover letter to: SCORE! Recruiting, P.O. Box 1096, Waltham, MA 02454-1096; e-mail: <score@hiresystems.com>; fax: (781) 663-2433; Web site: <www.scorejobs.com>.

**BEHAVIOR SPECIALIST • Washington, DC**

Position available with AED, a communications and education consulting firm. Duties: plans, designs, implements, and manages a USAID funded project. Qualifications: advanced degree; 10 years experience in behavior change programs preferably including several years with USAID or with USAID funded projects; three years experience in the technical areas of family planning, HIV/AIDS, reproductive health, and sexually transmitted diseases; five years residency in at least two countries in Asia, Latin America, Eastern Europe, or NIS; Spanish preferred. For complete job description visit the Web site: <www.aed.org>. Send résumé to: AED/HR, 1825 Connecticut Ave, NW, Washington, D.C. 20009; fax: (202) 884-8413; e-mail (as a Microsoft Word or text attachment) to: <employ@aed.org>, referencing "KV0329pc" in the subject line.

**POLICY ANALYST • Washington, DC**

Position available with FINCA International, a nonprofit organization providing loans to low-income families worldwide. Duties: supports the director and manager in policy and research department; works with federal agencies and industry coalitions involved with domestic microenterprise development; backstops manager on advocating key microenterprise projects with congressional initiatives; writes proposals for policy work funds. Qualifications: BA; minimum of three to five years of policy analyst experience; knowledge of legislative process, US Congress, USAID, and MDBs required; international microfinance experience preferred; Spanish competency required. To apply, please e-mail letter, résumé, salary history to: <jobs@villagebanking.org>; Web site at <www.villagebanking.org>.

**INTERNATIONAL****\*ASST. DIRECTOR/MASTER TRAINER • Paraguay**

Position available with CHP International, Inc. in the training center it operates for the Peace Corps in Paraguay. Duties: designs training; supervises staff; evaluates program and trainee progress. Qualifications: three years of progressively responsible positions in training and development activities in Latin America; two years in senior training positions and training management; one year experience as a Peace Corps trainer; Peace Corps Volunteer or comparable service; advanced degree in adult education, international training, or social science (substantial experience may be substituted); fluency in English and Spanish, Guarani helpful but not required. Send cover letter, résumé, three references, and salary history for the past three years to: Jim Kelly, CHP International, Inc., 1040 North Blvd., Suite 220, Oak Park, IL 60301; fax: (708) 848-3191; e-mail: <ADMT@chpinternational.com>.

**DEPUTY FIELD OFFICE DIRECTOR • Haiti**

Position available with Save the Children. Duties: designs and develops projects; monitors and evaluates programs; assists the field office director in the development of longterm strategic program direction and ensures effective ongoing liaison with community leaders, local, and international NGOs and donors. Programs include: child sponsorship, women empowerment, education, economic opportunity and health. Qualifications: BA in a relevant discipline required with a master's degree preferred; five to seven years of field experience, particularly in Latin America and the Caribbean; familiarity with USAID reporting systems recommended; fluent French language skills is essential; willingness to travel extensively in the impact area is also important. Please forward résumé and salary requirements to: Save The Children, Dept. 11265/PC/RS, 54 Wilton Rd., Westport, CT 06880; fax: (203) 221-4077; e-mail: <rstanford@savechildren.org>.

**HOT! OPPORTUNITIES****TEMPORARY WORKERS • Arlington, VA**

Positions available with the American Association of School Administrators (AASA) for 15 RPCVs to help administer national high school scholarship program. Duties: assist with processing a large volume of scholarship applications, including document screening, classification, and packaging of applications. Qualifications: detail-oriented; able to follow directions well; works independently and is a team player; can read large amounts of material; flexibility and willing to do a variety of tasks. Time: 40 hrs./week from Jan. 5 to Feb. 15, 2000, including one federal holiday. Salary: \$10.50/hour with some benefits. Great opportunity for job-seeking RPCVs to network and sharpen office skills. For more information, call: (703) 237-8006; e-mail: <fc@corestaff.com>.

**PROJECT COORDINATOR • Baku, Azerbaijan**

Position available with CARE USA, an international relief and development organization. Duties: manages the sub-grant cycle; develops and implements tools to assess and track sub-grantee eligibility, qualifications and financial systems; monitors compliance of sub-grantees; leads the plan for capacity development and institutional strengthening of local NGOs and CBOs; monitors and evaluates plan. Qualifications: master's degree in related field or bachelor's degree and equivalent experience; four years of experience with strengthening institutional capacity; two years of experience implementing USAID sub-grant funds; knowledge of USAID regulations. Prefer candidates with experience in the region. Send CV and cover letter by 11/20/00 to: <moffett@care.org>.

**CREDIT COORDINATOR • Guinea-Conakry**

Position available with ADRA Guinea-Conakry. Duties: develops micro-credit projects. Qualifications: bachelor's degree in business administration; skills in training, strategic planning, and networking with other micro credit institutions; program management; good organizational and computer skills; experience in accounting, budget preparation, and financial reporting; innovative and flexible; relates positively with co-workers; fluency in French. Salary: \$3,500 per month. Send résumé and references to: Adventist Development and Relief Agency, Bureau of Human Resources, 12501 Old Columbia Pike, Silver Spring, MD 20904; e-mail: <ADRAHR@compuserve.com>; fax: (520) 222-4798.

**CHIEF OF PARTY • China**

Position available ASAP with Futures Group Europe. Duties: manages project to promote condom use among vulnerable groups in Sichuan and Yunnan as part of the Chinese government's response to HIV/AIDS. Qualifications: experience in marketing and aid project management; knowledge of social marketing, reproductive health, and Mandarin preferred; self-starter with a proven record of accomplishments. E-mail Sally Harlow at: <s.harlow@tfgi.com>; or fax: (44) 1225-443656.

**ENGLISH TEACHERS • Zhuhai, Guangdong, China**

Positions available with Fountain English Language School, a small private educational facility. Duties: teaches English to children and/or adults for 21 hours per week; conducts placement interviews; engages in occasional extracurricular activities such as barbecues or beach parties. Qualifications: bachelor's degree; experience teaching English; ability to teach both children and adults; positive attitude. Salary and benefits: \$500 per month; \$90 per month housing allowance; visa, residence permit, work permit, and health certificate provided by the school; one month holiday during Chinese Spring Festival; about \$1200 end of year adjustment bonus. Send cover letter and résumé in the body of an e-mail (no attachments) to: Christopher Conrad at <wvovka@hotmail.com>.

**PRIVATE TUTOR • Uganda**

Position available with a family living in Kibale Forest National Park, Western Uganda, involved in a long-term study of wild chimpanzees. Duties: tutors two boys, seventh and ninth graders, from April 1 to June 30, 2000 in geometry, physics, English, and history. Qualifications: experience teaching at the high school level; Spanish language preferred. Salary: small stipend in addition to all travel, living expenses, and medical insurance. Send résumé to: Elizabeth Ross, 110 Concord Rd., Weston, MA 02493; e-mail: <wrangham@mediaone.net>.

**ENV. OPPORTUNITIES • Africa and Asia**

Various positions available with World Wildlife Fund (WWF), including the following: project coordinator, assistant controller, and program officer. Africa; program officer, Asia. Qualifications: results oriented. For more information about these and other job opportunities, please visit the Web site: <www.worldwildlife.org>.

**5TH GRADE TEACHER • Guatemala**

Position available at American School of Guatemala. Duties: teaches a regular U.S. curriculum in language arts, math, science, and social studies to Guatemalan 5th grade students. Qualifications: BA or BS with teacher certification. Salary and benefits: \$18-22K tax-free; insurance and travel reimbursement. Send résumé to: Barbara Barillas, Director, American School of Guatemala, c/o U.S. Embassy, Unit 3325, APO AA 34024 Guatemala City, Guatemala; fax: (502) 369-8335; e-mail: <bbarilla@cag.edu.gt>; Web site: <www.cag.edu.gt>.

**EMERGENCY SUPPORT OFFICER • Kenya**

Position available for six to twelve months with Catholic Relief Services. Duties: provides technical assistance in strengthening CRS/Kenya's capacity and that of its partners to implement emergency response activities due to the drought. Qualifications: bachelor's degree; master's preferred; two years experience with an international NGO in a similar capacity; experience in emergency mitigation, preparedness, and response; FW/CFW and food distribution preferred; demonstrated technical writing skills in English. Please apply through our web site at: <www.catholicrelief.org/jobs/jobs.cfm> using source code PEAC; e-mail: <CRS@rpc.webhire.com> (must include source code PEAC on the subject line).

**ENGLISH TEACHER • China**

Positions available with the Teach in China program for five to ten months. Duties: teaches English to Chinese students at any level from 10 to 20 hours weekly. Qualifications: bachelor's degree; excellent level of written and spoken English; good physical and mental health. Salary: starts at \$275 per month; housing is provided. On arrival in Beijing, teachers participate in a seven-day language and TEFL training course. To request an application, call: 888-council; e-mail <teachinchina@councilxchanges.org>; Web site: <www.councilxchanges.org/tic/>.

**PROGRAM DIRECTOR • China**

Position available with Wakefield Talabisco International, a nonprofit foundation. Duties: provides leadership to NY and China staff engaged in international development work; manages budgets; develops partnerships in the field; serves on senior mgmt. team. Qualifications: superior program design and management/supervisory skills; advanced degree in related discipline; seven to ten years management experience in private foundation or NGO, with five plus years of international experience, including Asia (China preferred). Send résumé to: Valerie Szymkowitz, Wakefield Talabisco International, Mendon Meadows, Ste. 8, 13 US Route 4, Mendon, VT 05770; e-mail: <vbs@wakefieldtalabisco.com>; fax: (802) 747-4473; Web site: <www.wakefieldtalabisco.com>.

**COUNTRY DIRECTOR • Kosovo**

Position available with Doctors of the World USA. Duties: oversees project, personnel, finances, and security; performs liaison function with funders, other NGOs, and UN agencies. Qualifications: several years field experience at a management level; MPH or equivalent; experience in health programming, project proposals, reporting, and evaluation; MD or other clinical background preferred. Send résumé and cover letter to: CD Search, Doctors of the World, 375 West Broadway, New York, NY 10012; fax: (212) 226-7026; e-mail: <duganm@dowusa.org>.

**SUMMER STAFF • Czech Republic**

Position available from June 25 through July 23 with Global Works, a nonprofit travel organization for teens doing service work and adventure activities. Duties: coordinates and leads a group of 15 teens in the Czech Republic along with two other staff members. Qualifications: Czech speaker preferred; experience in Czech Republic and working with teens; minimum age of 23. Salary: \$1K plus travel and living expenses. Request an application at: <info@globalworksinc.com>.

**TEACHERS • Africa**

Positions available with the International Foundation for Education and Self-Help for teachers, college professors, and school administrators who wish to spend one academic year teaching in Africa. Qualifications: college degree and a minimum of three years' teaching experience in education, special education, English (including TESL), biology, chemistry, physics, math, statistics, economics, nursing, and other areas. Teachers fluent in French highly desired. Benefits: orientation, international transportation, health insurance, monthly stipend. Contact: IFESH-Teachers for Africa Program, 5040 E. Shea Blvd., Ste. 260, Phoenix, AZ 85254-4610; phone: (480) 443-1800; fax: (480) 443-1824; e-mail: <teachers@ifesh.org>; Web site: <www.ifesh.org>.

**\*POPULATION FELLOWS PROGRAMS • Various**

The Population Fellows Programs offers two-year professional fellowships in Africa, Asia, and Latin America to individuals with advanced degrees in population and development-related areas. Two types of fellowships are available: Population Fellows are placed with organizations working to improve family planning and reproductive health programming in the developing world. 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 living within them. Fellows receive a stipend and benefits. 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; e-mail: <pop.fellows@umich.edu>.

**FIELD COORDINATOR • Bujumbura/Bururi**

Position available with International Rescue Committee. Duties: supervises the assessment, development, implementation, and evaluation of mostly water and sanitation projects; reports to the Country Director; Qualifications: graduate degree in international relations, international development, or related field; three to five years of overseas experience in developing countries; managerial experience; proven ability to organize and supervise field staff in a cross-cultural setting; fluency in French; excellent administrative, communications, and decision making skills; knowledge of Microsoft Excel and Word. To apply, send résumé to Susan Riehl by fax: (212) 551-3170; or e-mail: <susanR@theirc.org>.

**EDUCATION****MISSISSIPPI TEACHER CORPS • University, MS**

The Mississippi Teacher Corps is a two-year program that offers the following benefits for those who are willing to teach in a critical teacher shortage area in Mississippi for two years: free tuition for a master's degree in education, stipend for books, free laptop computer, and tremendous support. The master's degree will be completed during the two years of teaching. For more information, call 800-884-7606; Web site: <www.olemiss.edu/programs/mtc>.

**U. OF KANSAS • Lawrence, KS**

The Master of Public Administration degree program at the University of Kansas prepares students for leadership roles as professionals in local government. Graduates share a common commitment to building a sense of community, helping others, and serving society. The KU program, which combines a tradition of academic excellence with a continuing concern for the practical aspects of public management, encourages students to work in paid part-time internships while taking courses and in full-time paid internships before they graduate. For more information contact: <padept@ku.edu>; Web site: <www.ukans.edu/~kupa>. Application deadline: 1/15/01.

**AMERICAN UNIVERSITY IN CAIRO • Cairo, Egypt**  
Teaching fellowships available for the MA in TEFL. Requires a two-year commitment and the intervening summer. Fellowships for non-local residents includes tuition waiver of all required courses and modest living/housing stipend in local currency. Language of instruction is English. Application and credentials deadline 1/15/00 for 9/00. Contact: Maryanne Davidson, The American University in Cairo, 420 Fifth Ave., 3rd Floor, New York, NY 10018-2729; e-mail: <aucegypt@aucnyo.edu>; fax: (212) 730-1600; phone: (212) 730-8800, ext. 24.

**\*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 and begin in June 2001. Students can concentrate in a number of policy areas including health, child, youth, and family services and elder and disabled services. Applications for the full-time Master's program will be accepted now through the deadline of 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 800-279-4105, or e-mail: <helleradmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

**\*UNIVERSITY OF MARYLAND • College Park, MD**  
Graduate assistantships available in the College of Journalism at the University of Maryland. Applications accepted from RPCVs for public affairs reporting (PAR) program. Completed in as little as 12 months, PAR graduates move on to reporting positions at major metropolitan dailies, magazines, or online media outlets. (Maryland was one of two journalism programs nationwide, reporting from the recent national political conventions.) For more information, contact: Greig Stewart, Associate Dean, 1117 JRN, University of Maryland, College Park, MD 20742-7111; e-mail: <gstewart@jmail.umd.edu>; Web site: <www.umd.edu/jour>.

**BOSTON UNIVERSITY • Boston, MA**  
The Public Management MBA Program offers two scholarships (up to half tuition) to qualified applicants. The program offers a Master of Business Administration (MBA) degree with concentration in public and nonprofit management for those interested in careers in government, nonprofit, and socially responsible organizations. The curriculum combines traditional management education with an emphasis on the unique skills necessary for leadership roles in government and nonprofit institutions. For more information, contact: Sally Locke, Assistant Director, Public Management Program, School of Management, Boston University, 595 Commonwealth Avenue, Boston, MA 02215; phone: (617) 353-2312; fax: (617) 353-9498; e-mail: <pubmgmt@bu.edu>.

**U. OF PENNSYLVANIA • Philadelphia, PA**  
The Master of Environmental Studies program at Penn provides flexible educational opportunities for RPCVs interested in the environment. This interdisciplinary master's program offers concentrations in environmental biology, environmental geology, environmental education, environmental policy, and others. Special consideration will be given to RPCVs applying for admission. The program offers both day and evening, part-time, and full-time study. For further information and an application, contact: Master of Environmental Studies Program, University of Pennsylvania, College of General Studies, 3440 Market St., Suite 100, Philadelphia, PA 19104-3335; phone: (215) 898-6517; e-mail: <sgill@sas.upenn.edu>; Web site: <www.sas.upenn.edu/CGS/grad/mes>.

**\*OHIO UNIVERSITY • Athens, Ohio**  
Ohio University offers a Communication and Development Studies Graduate Program, resulting in the Master of Arts in International Affairs (MAIA) degree. Students may select an area studies program, concentrating on Africa, Southeast Asia or Latin America, or follow a program with an international thematic focus such as international development studies or communication and development studies. The school's location in Appalachian Southeast Ohio offers many opportunities to work on community development and issues of social justice. The Center offers tuition scholarships and graduate assistantships to qualified applicants. Foreign Language Area Studies (FLAS) scholarships are available for students committed to learning Gikuyu, siSwati, Swahili, Indonesian, Thai, or Vietnamese in conjunction with earning a master's degree. For more information, visit the Web site at: <www.ohiou.edu/~intsdept>; or contact the center at: (740) 593-1842; fax: (740) 593-1837; or send an e-mail to: <international.studies@ohio.edu>.

**\*U. 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 (PFMP). 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 business or organization directly related to the student's chosen concentration area. For more information, send an e-mail to: <frenchma@mhub.french.wisc.edu>; Web site: <polyglot.lss.wisc.edu/frit/french/graduate/profma.htm>.

**\*ANTIOCH UNIVERSITY SEATTLE • Seattle, WA**  
AUS offers a Master of Arts degree in the environment and community for professionals working, or wanting 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 for regional, national, and international students: 1. Seattle Weekend Option that meets in Seattle for one weekend each month over two years; 2. Limited-Residency Option that meets for two-week intensives, three times over two years. For information, contact Dr. Jonathan Scherch via phone: (206) 441-5352, ext. 710; e-mail: <schersch@antiochsea.edu>; Web site: <www.antiochsea.edu/ec>.

**COLUMBIA UNIVERSITY • New York, NY**  
Columbia University offers a master's degree in public administration. The degree is designed around a core curriculum that provides the fundamental analytic tools required of public sector professionals, including public and financial management, applied statistics, microeconomics, and policy analysis. Students traditionally fulfill their internship requirement in the summer between their first and second year. Students choose concentrations and take elective courses to focus their understanding of that topic. The second-year workshop draws from skills learned in the first year and applies them to assessing, designing, and implementing a substantive policy proposal. For further information, contact the Office of Student Affairs at (212) 854-2167.

**INDIANA UNIVERSITY • Bloomington, IN**  
Graduate opportunities in Latin American and Caribbean Studies at Indiana University. Courses offered in anthropology, folklore, geography, history, linguistics, political science, business, environmental studies, Spanish, Portuguese, journalism, music, education, and library science. Choose the Master of Arts or, if pursuing a Ph.D. in an alternate department, the Ph.D. Certificate. Fellowships and graduate assistantships available to qualified applicants. Joint programs offered with Kelly International School of Business and the School of Library Science. Application deadline for fall admission: 1/15/01; GRE scores needed. For more information and an application packet, contact the Center for Latin American and Caribbean Studies via e-mail at: <clas@indiana.edu>

## INTERN/VOLUNTEER

**PROGRAM RESIDENTS • Berkeley, CA**  
Positions available with Odiyan Center, Buddhist Country Retreat Center on 1,100 acres. The center has been under development for more than 20 years to create an environment for the preservation of Tibetan Buddhist texts, art, architecture, and culture. Learn new and expand existing skills while participating in creating a historic expression of art based on original Tibetan Buddhist sculpture. Residents live in a courtyard complex surrounding the main temple. Small living stipend is provided. Duties: works on all phases of steel construction, sculpting, mold making, casting, and finishing. Contact: Iris Maitland, Odiyan Office, 2425 Hillside Ave., Berkeley, CA 94704; phone: (510) 843-6771; fax: (510) 845-7540; e-mail: <irismaitland@MSN.com>.

**OUTDOOR ED. INTERN • San Jacinto Mtn., CA**  
Internship available with Pathfinder Ranch Outdoor Education. Duties: assists with all elements of the outdoor education school including developing projects, curriculum, and educational materials; teaches classes in areas of ecology, entomology, geology, canoeing, archery, rock climbing, and challenge course; helps with evening programs and meals; Qualifications: current study in related field or completed degree; strong desire and interest in working with children in the outdoors; self-motivated; willingness to learn and participate; knowledge of environmental and recreational themes. Salary: \$10/week, room and board, pro-deals, professional development, and college credit. To apply, send résumé and cover letter to: Julie Faulkner, Pathfinder Ranch Outdoor Education, 35510 Pathfinder Rd. #104, Mountain Center, CA 92561; phone: (909) 659-2455; fax: (909) 659-0351; e-mail: <www.pathfinderranch.com>.

**VARIOUS • Monterey, MA**  
Positions available at Gould Farm, a therapeutic community and working farm for adults with mental illness. A farm hand, two cooks, and a residential worker are needed. Duties (vary by assignment): informally counsels; teaches vocational training and social skills development; cooks; cares for animals; repairs farm equipment. Qualifications: interest and/or experience in preferred area of service; great people skills; valid driver's license. Salary: stipend of \$250/month, room, board, and health insurance for one-year commitment. AmeriCorps education awards available. To apply, contact: Paula Snyder, Gould Farm, Monterey, MA 01245; phone: (413) 528-1804 ext. 17; e-mail: <humanresources@gouldfarm.org>.

## Attention RPCVs! Celebrate Peace Corps' 40th Anniversary on March 1, 2001

Take part in Peace Corps Day 2001 and share your overseas stories with local students. March 1 marks the 40th anniversary of the founding of the Peace Corps.

All RPCVs will soon receive a brochure urging them to participate in Peace Corps Day 2001. Begin planning now by scheduling a classroom visit, or contact your local RPCV group and let them know you are eager to take part in the planning of activities in your area.



**Celebrate 40 years of service on March 1, 2001!**

*Peace Corps Day Information: 800-424-8580, ext. 1961,  
or <pcday@peacecorps.gov>*

## Boston Welcome-Back and Send-Off Party

Back from the Peace Corps in the last year or so? Join us in Boston for a great networking event, and a chance to share your experiences with Peace Corps nominees and invitees preparing to go overseas.

This festive event is planned for Friday, 12/1/00, from 7 p.m. to 10 p.m. at the Sweedenborg Chapel in Cambridge (a short walk from Harvard Square). RSVP to Matt in the Boston Peace Corps Office, at 800-424-8580, option 1. Respond by 11/30/00.

### INTERPRETERS • Arlington, VA

Interpreters needed at The Arlington Free Clinic, particularly Spanish/English speakers. Duties: assists in providing access to medical care for low-income, uninsured families. Volunteers may work as little as once per month during an evening or day at the clinic. About 60 percent of patients speak minimal or no English. For information, contact Lee Miller, Volunteer Director, at: (703) 979-1425, ext.25; e-mail: <lee@arlingtonfreeclinic.org>.

## AMERICOPS/VISTA

### VARIOUS • Texas

Nine positions and one leader position available with the Texas Department on Aging, the state's advocate for older Texans. Duties: recruit; develop volunteer management and recognition system. Leader duties: support volunteers; perform administrative functions; prepare and conduct training; visits sites. Qualifications: good oral and written communication skills including word processing and business/report writing; ability to handle multiple priorities and work unsupervised. Salary: \$752/month living allowance; \$952 for leader; health insurance, travel reimbursement, education award, and student loan deferment. Send résumé to: Michelle Acuna, P.O. Box 12786, Austin, TX 78711; phone: (512) 424-6854; e-mail: <michelle.acuna@tdoa.state.tx.us>.

### PROGRAM DEVELOPMENT • Anchorage, AK

Position available with VISTA. Duties: fundraises; develops Web site and a review process to evaluate the relationship between teachers, consultants, and the Junior Achievement office. Qualifications: open to diversity; computer skills including web site design; proficient writing and organizational skills; effective communication skills; ability to work independently; creativity; outgoingness; research and photography skills preferred. One-year term of service includes \$840/month stipend, health insurance, and education award at the end of one year of school. Send résumé to: Alice Stonecipher, VISTA Leader, Division of Community and Business Development, 550 W. 7th Avenue, Suite 1770, Anchorage, AK 99501-3510; phone: (907) 269-4561; fax: (907) 269-4539; e-mail: <vista@dced.state.ak.us>.

## Consider Short-term Overseas Opportunities Through Crisis Corps Service



Crisis Corps Volunteers will be needed to serve in Honduras beginning in January. Assignments will address disaster-preparedness and support for people living in shelters and require spoken fluency in Spanish. RPCVs with two years of Peace Corps service in Latin America or equivalent should submit an application now.

Crisis Corps Volunteers will be sent to a number of African countries throughout 2000 and 2001 to work with a wide range of HIV/AIDS projects. Assignments are being developed in Kenya, Malawi, and Zambia for a January start date. RPCVs who have served/worked in Africa and have successfully completed their Peace Corps service are encouraged to apply. Six-month HIV/AIDS assignments in Zambia include:

**Radio Program Development Volunteer:** An RPCV with a background in communications/radio/health education is needed to analyze and improve the radio media strategy for HIV/AIDS radio shows directed at youth in Zambia.

**Behavior Change Communication Volunteer:** World Vision Zambia has requested a Volunteer to provide logistical support, training, and technical assistance to program staff involved in an HIV prevention project in truck-driver communities at key border points.

**Counseling and Capacity Building Volunteer:** An RPCV with a background in counseling and youth is needed to train local volunteers and provide support to a project aimed at rehabilitating child prostitutes.

*RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application form can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov>.*

### COMPUTER SPECIALIST • Fairbanks, AK

Vista Position available with the Arctic Connection Project-Farthest North Girl Scout Council. Duties: extends Girl Scout membership to rural villages in northern Alaska through the dev. of new technological systems; develops a program to teach girls to talk and present their work online; develops Internet forums and enhances Web pages. Qualifications: knowledge of and strong interest in computers/technology. For more info, visit the Web site: <www.friendsofvista.org/how2bvool.html>; or contact: Jan Jenitis, Executive Director, Farthest North Girl Scout Council, 431 Old Steese Hwy., Fairbanks, AK 99701; phone: (907) 456-4782; fax: (907) 452-2320; e-mail: <jmjfngsc@alaska.com>.

### HEALTH EDUCATOR • Ft. Lupton, CO

Position available with Salud Family Health Centers in conjunction with the Community HealthCorps and AmeriCorps. Duties: educates community about important health issues. Qualifications: willing to work hard on behalf of the community; bilingual (Spanish/English) preferred. Salary: \$9K per year. Send résumé to: Andrew Bienstock, Salud Family Health Centers, 1115 Second St., Ft. Lupton, CO 80621; phone: 800-388-4325, ext. 217; fax: (303) 892-1511; e-mail: <abienstock@saludclinic.org>.

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:

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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.



### Holiday Closing

The Peace Corps will be closed on Thursday, November 23, in observance of Thanksgiving Day.

## November Career Series Presentation

**What:**  
Lisa Law, publisher of the *International Career Employment Weekly*, presents the topic: "The Adventures of Working Abroad."

**When:**  
November 30, 2000, 12 noon – 1:30 p.m.

Law will provide an overview of international job opportunities and explain how to meet the people behind the names, addresses, and phone numbers provided in numerous international job directories. A discussion on employment and career planning for the experienced and inexperienced international job hunters will include qualifications needed, pay scale, and strategies and tactics.

**Where:**  
Peace Corps, 1111 20th St., NW  
Shriver Conference Room A  
Washington, D.C. 20526

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



### 2000 CAREER SERIES

Sponsored by  
Returned  
Volunteer  
Services

### 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 October 1998, then this issue of *Hotline* is the last one that will be sent to you.

Please note: The National Peace Corps Association is offering partial subscriptions until 6/1/01 when current *Hotline* issues become available online. For information, contact the NPCA at (202) 293-7728; e-mail: <nPCA@rpcv.org>.