



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Noncompetitive Eligibility Special Issue

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Peace Corps Hotline

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

Peace Corps

Returned Volunteer Services

Phone: 202.692.1430 or

800.424.8580, ext. 1430

E-mail: hotline@peacecorps.gov

Fax: 202.692.1421

What is noncompetitive eligibility (NCE)?

Noncompetitive eligibility is a special mechanism through which RPCVs can be appointed to federal GS positions without competing with the general public in order to be hired.

For more information,
visit FAQs on page 15

What is Noncompetitive Eligibility?

by: Matt August (Nicaragua, 2000–2002)



These two articles submitted by RPCVs on noncompetitive eligibility (NCE) are strictly their opinions. We publish them as a peek into the challenges and opportunities RPCVs may face with utilizing NCE. Returned Volunteer Services advises RPCVs to conduct their own research utilizing the resources provided in this Hotline issue, the Career Resource Manual, and the Office of Personnel Management's website (www.opm.gov).

I remember several things when I think back on my COS conference in 2002. For the most part the memories involve good friends, food, and a nice airconditioned hotel. I clearly recall the many hours of meetings and the mountain of information given to us concerning everything from medical requirements to readjustment strategies. Everything was important, but at that time nothing seemed as pressing as the refreshment and festivities planned for the evening among English speakers. Incorporated somewhere into those three days was an extremely valuable bit of information about Executive Order No. 11103 (located on all DOS), or better known as noncompetitive eligibility. After having been with the Federal Government now for over a year, I have witnessed firsthand the benefits and advantages of having noncompetitive eligibility (NCE). It is my intention to clarify what this hiring authority enables and how one should use it while hunting for a post Peace Corps career.

First and foremost noncompetitive eligibility allows RPCVs to be directly interviewed and hired by program managers within federal agencies. That is very appealing to most agencies! Normally, ALL applicants have to go, either directly or indirectly, through the Office of Personnel Management (OPM). Whenever there is a vacancy, the hiring agency writes the job description and selects from hundreds of questions those that applicants usually will have to answer online. The hiring agency then gives that information to OPM for official posting through USAJOBS. Applicants in turn apply either through USAJOBS or through a designated hiring system (e.g., Avue Digital Services), which selects the initial qualified roster based on the score the applicants received on the questionnaire responses and from perhaps a couple of written paragraphs. That roster, along with resumes and questionnaire responses for each of the applicants, is forwarded to the program manager for evaluation and interview selection. In the

ory the process seems fine; however, going through this open application process takes several months and costs the agency money for the service. Plus, the process limits opportunities that are often created by personal interaction.

An RPCV with good interpersonal skills and solid, relevant work experience, coupled with noncompetitive eligibility, therefore is highly marketable to a hiring agency. My story is a perfect example of how advantageous NCE is. When I first arrived in Washington, DC, I spent two months in the Peace Corps Career Center applying for every kind of job that interested me. I applied for many federal positions via USAJOBS, and after about a month I would receive a short letter that told me I was "tentatively qualified" for the position. Needless to say, after the tenth letter I was more than frustrated with the search for gainful employment! One afternoon I rushed home from a lunch shift waiting tables to at-

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Public Sector

FIELD ENGINEER • Window Rock, AZ

Position available with the Indian Health Service, USPHS. Duties: manages water and sanitation projects on the Navajo Reservation; provides engineering design and construction supervision. Qualifications: minimum BS in civil or environmental engineering. For more information and to apply, phone Adam Bjornstedt (RPCV, Jamaica) at 928.871.1350; address: Office of Environmental Health, P.O. Box 9020, Window Rock, AZ 86515; fax: 928.871.1462; email: adam.bjornstedt@ihs.gov.

LABOR INVESTIGATORS • Cincinnati, OH

GS-5/7/9 positions available with the U.S. Department of Labor, Office of Labor Management Standards. Duties: conduct criminal and civil investigations; analyze financial records; work with a team in a close-knit federal agency to protect the rights of union members. Qualifications: ability to analyze written and numerical data, interview and interact with a wide variety of people, and report findings in a clear and comprehensive manner. Training is provided. Salary: \$30K–\$45K. Send résumés to District Director Lesta Chandler, 36 East Seventh Street, Suite 2550, Cincinnati, OH 45202; phone: 513.684.6840.

FAMILY AND CONSUMER SCIENCES AGENT • Belleville, KS

Position available with Kansas State Research and Extension. Duties: provides primary leadership in the development, dissemination, and implementation of research-based educational programs to support successful families and the systems that serve them in communities. Programs will include nutrition and health, food safety, the Family Nutrition Program (FNP), and master food volunteers. For more information and to apply, visit www.oznet.ksu.edu/operations/jobs/RVFCSPA.htm.

EXTENSION ASSOCIATE • Eastern NY

Position available with Cornell Cooperative Extension. Duties: provides fruit growers and producers with the knowledge and resources necessary to assess alternative production and marketing practices that will enhance their profitability and the sustainability of the fruit industry in New York State. Deadline: 12/15/2006. For more information and an application, visit http://hosts.cce.cornell.edu/admin/careerops/EA_FBM.htm. Send letter of intent, résumé, and transcripts to Extension Associate, Fruit Business Management search committee, Box 26, Kennedy Hall, Cornell University, Ithaca, NY 14853.

EXECUTIVE DIRECTOR • Voorheesville, NY

Position available with Cornell Cooperative Extension. Qualifications: proven leader; adept at providing organizational leadership; MA required, preferably in education, public administration, or related field; six years' related experience required, including four years' management experience (PhD may substitute for two years' experience). Salary: \$80K. Deadline: 12/31/2006. For more information, visit <http://www.cce.cornell.edu/careerops/pa422.htm>. Send letter of intent, résumé, and transcript to PA#422, Box 26 Kennedy Hall, Cornell University, Ithaca, NY 14853.

BUSINESS DEVELOPMENT COORDINATOR • East Lansing, MI

Position available with Michigan State University and the Office of International Development. Duties: promotes research development; develops new projects; assists faculty with preparation of externally funded research projects. Qualifications: advanced degree; four years' work experience in research administration, preferably in an academic environment; experience in developing and obtaining funding for research projects; demonstrated skills in administering federal agency policies. For more information and to apply, visit www.oid.msu.edu.

EXTENSION DIRECTOR • Kansas City, KS

Position available with Kansas State Research and Extension. Duties: administrative leader of the Wyandotte County Extension program and staff; provides leadership to a comprehensive extension educational program within the K-State research and extension core mission themes; provides leadership with local extension council program development committees and extension agents in completing needs assessments that identify major educational priorities of the county within the core mission Themes. Deadline: 12/15/2006. For more information and to apply, visit www.oznet.ksu.edu/operations/jobs/WYDIRPA.htm.

Private Sector

VARIOUS POSITIONS • DC

Temporary positions available with the Smithsonian Institution, Center for Folklife and Cultural Heritage. Positions run 6/2007 to 7/2007. Positions include program coordinator, program assistants, participant coordinator, participant assistants, participant assistant, housing coordinator, volunteer coordinator, volunteer assistant, supply assistant, transportation assistant,

HOT! OPPORTUNITIES

SEASONAL RECRUITER • New York City

Part-time position available with the New York Regional Peace Corps Office. Duties: promotes Peace Corps at speaking engagements; evaluates applications and conducts interviews, maintains working relationship with applicants. Qualifications: excellent oral and written communication skills; initiative and ability to work independently; able to maintain regular office hours 30 hours/week; must be an RPCV. The temporary position offers an hourly wage and will last for 10 weeks starting mid-January. E-mail cover letter and résumé to Melissa Garba Baker, at mbaker@peacecorps.gov.

RECRUITER • Seattle

Temporary position available with the Peace Corps. Position runs from 1/2007 to 4/2007. Duties: makes cold-calls to professors; makes presentations to classes; organizes evening events for the public. Qualifications: RPCV; excellent public-speaking, organizational, and time-management skills. Salary: \$3000/month. No relocation expenses paid. Deadline: 12/15/2006. E-mail cover letter and résumé to wblackwelder@peacecorps.gov.

assistant to the director; financial administrative assistant, crafts sales coordinator, crafts sales assistant, food sales coordinator, cultural liaisons, carpenters, exhibit workers. Deadline: 1/2/2007. For more information and an application, visit www.folklife.si.edu. E-mail résumé and application to tellihoc@si.edu.

PROGRAM DIRECTOR • Burlington, VT

Position available with the Nature Conservancy. Duties: focuses on policy, science, and partnership building; develops and leads a major new program focused on conservation of aquatic diversity. For more information, visit www.nature.org. Send cover letter and résumé to Debra Feeley, Operations Manager Adirondack Nature Conservancy, P.O. Box 65 Keene Valley, NY 12943; e-mail: dfeeley@tnc.org.

RECRUITMENT SPECIALIST • Portland, OR

Position available with Mercy Corps. Duties: works with U.S. and Serbia based recruitment team and Mercy Corps' hiring managers; interviews candidates; posts new positions; checks candidate references; manages the timely production of new and revised positions descriptions; researches and utilizes advertising venues to diversify the candidate base. Qualifications: two years' demonstrated experience in recruitment; demonstrated understanding of staffing in international relief and development environments; passion for and deep appreciation of the art of fitting an individual with a Mercy Corps team. Salary: \$36K–\$45K. For more information and to apply, visit www.mercycorps.org/aboutus/jobs.

DATA PROCESSING ASSOCIATE • Calverton, MD

Position available with ORC Macro. Duty: supports the measure and DHS project. For more information and to apply, visit www.orcmacro.com.

DIRECTOR OF HEALTH PROGRAMS • DC

Position available with Counterpart International. Duties: develops new business; provides technical back stopping; implements program activities; evaluation and program monitoring; reports to the chief operating officer. For more information and to apply, visit <http://jobs.counterpart.org>.

FINANCIAL ASSISTANT • Immokalee, FL

Position available with Guadalupe Center Inc. Duties: data entry; accounts payable and general journal entries. Qualifications: AS/BS in accounting or related field preferred; knowledge of QuickBooks preferred; oral and written com-

munication skills; computer skills in MS Office required. E-mail résumé to atorres@guadalupe-center.net with "financial assistant" in the subject line; fax: 239.657.7712.

COORDINATOR • New York City

Position available with Spence-Chapin Services to Families and Children. Duties: assists the agency with evaluating and expanding its overseas child welfare services; helps develop both domestic and international adoption programs as well as related programs for children without families; travels to Eastern Europe, Latin America, and Africa. Qualifications: five years' experience in project management; background in working with foreign governments and NGOs; ability to travel regularly; advanced degree preferred. E-mail cover letter and résumé to Julie Loyd at jloyd@spence-chapin.org.

ASSISTANT INTERNATIONAL DIRECTOR • Fort Collins, CO

Position available with Trees, Water and People. Duties: supervises and administers ongoing projects; liaises with local NGOs and other partners; fundraises; travels to evaluate projects. Qualifications: BA/BS in natural resources or relevant field experience; two to three years' rural-based conservation work in Latin America. Salary: \$24K–\$27K. Deadline: 12/4/2006. E-mail cover letter and résumé to Patrick Flynn at patrick@treeswaterepeople.org; phone: 970.484.3678; fax: 970.224.1726; website: www.treeswaterpeople.org.

HIV/AIDS MANAGER • Seattle

Position available with World Concern. Duties: grows funding for international HIV/AIDS work; oversees current programs, including \$11M grants for orphans and vulnerable children, prevention and palliative care; liaises with donors, partners, and government to implement programming; coordinates project plans, budgets, and reporting. Qualifications: experience procuring large scale funding, including USAID; BA in related field; minimum two years' managing HIV/AIDS or community development programs; cross-cultural experience, supporting both expatriate and national staff; MS Office and technical writing skills; history working in developing country. For more information and to apply, e-mail hr@worldconcern.org.

DEVELOPMENT DIRECTOR • Grand Junction or Montrose, CO

Position available with Western Colorado Congress. Duties: works with 3,000 members, twelve staff, and eight community groups to promote sustainable economies and a healthy environment; supervises three staff to generate major gifts and membership; manages foundation

grants. For information, phone 970.256.7650 or e-mail brad@wccongress.org. Send cover letter, résumé, two writing samples, and references to Brad Bradway, Director, P.O. Box 1931, Grand Junction, CO, 81502.

ANALYST • DC

Position available with Unity Health Care. Duties: assists chief of quality improvement in development of risk management and incident reporting plans for Unity Health Care; prepares written reports summarizing project goals, analysis of procedures, conclusions, and recommendations; manages internal and external communications; handles confidential materials appropriately; maintains archives. Qualifications: requires effective analytical and critical thinking skills; competent project management skills; strong organizational skills; ability to juggle multiple tasks; excellent oral and written communication skills; computer skills including MS Word, Outlook, and Excel. For more information and to apply, e-mail Inevins@unityhealthcare.org; phone: 202.518.6462.

ASSOCIATE PROGRAM OFFICER, LATIN AMERICA AND THE CARIBBEAN • Silver Spring, MD

Position available with CHF International. Duties: provides direct administrative support to program officers in the management and oversight international development programs from the HQ office; backstops the field offices on a regular basis; serves as the acting point of contact for the field programs when the program officer is not in the office; monitors the financial status of programs regularly; prepares and reviews program budgets; coordinates monetary requests from the field offices; coordinates with other internal departments and respond to internal information requests from other offices and divisions as needed. For more information and to apply, visit www.chfinternational.org.

PROGRAM INSTRUCTOR • DC

Position available with Close Up Foundation. Duties: responsible for teaching students about the federal government and current public policy issues; helps students develop an understanding of the ways they can become involved in the political process and in their community. Requirements: BA; ability and interest in working with high school and middle school students; political awareness, knowledge, and interest in American government and current issues; leadership ability; interest in and initiative to work with a variety of people in various settings and diverse circumstances; flexibility and stamina to work long hours with a small group of peers. For more information and to apply, e-mail resumes@closeup.org; phone: 703.706.3441.

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PEACE CORPS Fellows/USA



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

ARIZONA

University of Arizona

Tucson, AZ
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

Northern Arizona University
Flagstaff, AZ
Business.

Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

CALIFORNIA

Humboldt State University

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

Contact: Keri Gelenian
Phone: 707.476.4577
E-mail: keri-gelenian@redwoods.edu

Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian assistance, and reproductive health.

Contact: Lory Alido
Phone: 909.558.1000, x42072
E-mail: sphpcinfo@llu.edu

COLORADO

University of Denver

Denver, CO
International administration; international business transactions; international development; international human rights; international studies; international security; global finance, trade, and economic integration.

Contact: Susan Nelson
Phone: 303.871.2989
E-mail: snelso30@du.edu

School of Communication: International and intercultural communication.

Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthomps@du.edu

CONNECTICUT

Yale University

New Haven, CT
In Development: International relations MA with concentrations in history, economics & political science; joint degrees available in Forestry and Environmental Studies, Management, Law, or Public Health.

Contact: Felicia Spencer
Phone: 203.432.9394
E-mail: Felicia.spencer@yale.edu

DISTRICT OF COLUMBIA

George Washington University

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

FLORIDA

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

GEORGIA

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Roy Moore
Phone: 859.257.8204
E-mail: roy.moore@gcsu.edu

ILLINOIS

DePaul University

Chicago, IL
Program temporarily suspended.
Elementary and high school special education certification.

Contact: Justin Speer
Phone: 773.325.7170
E-mail: jspeer@depaul.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid internship.

Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Western Illinois University

Macomb, IL
Business administration; economics; geography; health sciences; political science; recreation, park, and tourism administration.
Contact: Karen Peitzmeier

Phone: 309.298.2268 or 800.526.9943
E-mail: pcf@wiu.edu

INDIANA

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including Comparative and International Affairs; Environmental Policy and Natural Resource Management; Policy Analysis; and Non-profit Management. Master of Science in Environmental Science (MSES) programs in Applied Ecology, Environmental Chemistry, and Water Resources. Joint Master Degree (MPA-MSES) and combined Master Degree with other programs also available.

Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

KANSAS

Wichita State University

Wichita, KS
Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

LOUISIANA

University of New Orleans

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

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

Xavier University of Louisiana

New Orleans, LA
Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

MARYLAND

Johns Hopkins University

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

PEACE CORPS Fellows/USA



University of Maryland–Baltimore

Baltimore, MD
Social work with dual-degree options in Jewish studies, law, business administration, and public health.
Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvectorson@ssw.umaryland.edu

University of Maryland–Baltimore County

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

MICHIGAN

University of Michigan

School of Natural Resources and Environment
Ann Arbor, MI
In Development: Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.
Contact: Karen Force
Phone: 734.764.6453
E-mail: kforce@umich.edu

MISSOURI

University of Missouri-Columbia

Columbia, MO
Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.
Contact: Donald Spiers
Phone: 573.882.6131
E-mail: SpiersD@missouri.edu

University of Missouri-Kansas City

Kansas City, MO
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.
Contact: Liana Riesinger
Phone: 816.235.2291
E-mail: riesingerl@umkc.edu

NEW HAMPSHIRE

Southern New Hampshire University

Manchester, NH
Community economic development, international community economic development, business, National Weekend Program.
Contact: Dr. Catherine Rielly

Phone: 603.644.3156
E-mail: c.rielly@snhu.edu

NEW JERSEY

Rutgers University

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

New Mexico State University

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

Western New Mexico University

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

NEW YORK

Columbia University, Teachers College

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

Fordham University

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

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.
Contact: Peter King
Phone: 212.229.5400, ext. 1108
E-mail: kingp@newschool.edu

NORTH CAROLINA

Duke University

Durham, NC
Master of Public Policy (MPP) with option to earn

joint degrees in professional
PhD programs.

Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Program for International Development Policy (PIDP) with several concentration options.

Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu
OHIO

University of Cincinnati

Cincinnati, OH
Economic development planning, environmental planning, international development planning, physical planning, urban design.
Contact: Dr. Johanna Looye
Phone: 513.556.4943
E-mail: johanna.looye@uc.edu

OREGON

University of Oregon

Eugene, OR
Community and regional planning.
Contact: Megan Smith
Phone: 541.346.3881
E-mail: smith@darkwing.uoregon.edu

PENNSYLVANIA

Carnegie Mellon University

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

Duquesne University

Pittsburgh, PA
Graduate School of Business Administration: MBA, Information Systems Management, Taxation.
Contact: Dr. William Presutti
Phone: 412.396.6269
Email: presutti@duq.edu

Environmental Science; Environmental Management; Environmental Policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.

Contact: Dr. Stanley J. Kabala
Phone: 412.396.4233
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy: analysis and administration, conflict resolution, peace studies.

Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business ad-

or

PEACE CORPS Fellows/USA



SOUTH CAROLINA

University of South Carolina
Columbia, SC
Multidisciplinary program (written/oral proficiency in Spanish required).
Contact: Teresa Butkus
Phone: 803.777.1365
E-mail: teresab@gwm.sc.edu

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

TEXAS

University of North Texas
Denton, TX
Anthropology, applied economics, applied gerontology, environmental science, public administration, social work, sociology, urban geography, volunteer management.
Contact: Dr. Stan Ingman
Phone: 940.565.2298
E-mail: ingman@scs.unt.edu

VERMONT

University of Vermont
Burlington, VT
Community and economic development; entrepreneurship; environment; agriculture; applied economics; management; strategic planning; marketing; public policy; healthcare; leadership; international public administration; human resources; budgeting/finance; organizational development; information technology.
Contact: Edward R. McMahon
Phone: 802.656.4565
E-mail: emcmahon@uvm.edu

VIRGINIA

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

WISCONSIN

Marquette University
Milwaukee, WI
Business, engineering, communication, English, economics, history, international affairs, philosophy, political science, public service. Benefits: full tuition scholarship and monthly stipend.
Contact: Carole Ferrara

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

University of Wisconsin–Milwaukee
Milwaukee, WI
Business administration, economics, geography, history, sociology, urban studies.
Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin–Stevens Point
Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.
Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwsp.edu

WYOMING

University of Wyoming
Laramie, WY
American studies with concentration in education, geography, history, or literature.
Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

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SENIOR PROGRAM MANAGER • DC

Position Available with American Councils for International Education: ACTR/ACCELS. Duties: supervises program staff, including two managers; prepares annual budget; monitors program budgets; plans program development for continuing and new programs. For more information, visit www.americancouncils.org. Send cover letter, résumé, and salary requirements to HR Department, American Councils, 1776 Massachusetts Avenue, Suite 700, Washington, D.C. 20036; fax: 202.872.9178 or 202.833.7523; e-mail: resumes@americancouncils.org.

FARM MANAGER • Lowell and Dracut, MA

Temporary position available with New Entry Sustainable Farming Project. Position runs from 4/2007 to 11/2007. Duties: manages 20 or more acres in Dracut, serving immigrant and refugee beginning farmers; manages field preparation, irrigation, crop production, equipment maintenance, and supervision of farms; provides training to farmers in crop production, equipment management, and irrigation. Qualifications: previous experience in agriculture and tractor operations and maintenance skills required; experience working with diverse populations preferred.

Salary: \$16–\$18/hour. Send résumé and cover letter to Jennifer Hashley, New Entry Sustainable Farming Project, 9 Central Street, Suite 402, Lowell, MA 01852; phone: 978.654.6745; e-mail jennifer.hashley@tufts.edu.

GRANT ACCOUNTANT • DC

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: sets up subsidiary files for sub-grants and coordinates with grants and contract manager to make sure accounting have all award letters and necessary documents for proper accounting of sub-grant; obligates funds, reimbursements, and advances; reviews expense reports and makes sure that proper documentations are submitted and to substantiate allow ability and allocation of cost; assigns appropriate GL account codes to allocate cost to appropriate expense item and correct funding source; assists in obtaining and reviewing proper documentation for allowable and allocable expenditure activities for all federally funded expenses. For more information and to apply, visit <http://www.pedaids.org>.

EXTENSION COORDINATOR • Shelton, WA

Position available with WSU Mason County Extension. Qualifications: BA in an environ-

mental field with minimum three years' experience in providing agricultural and resource conservation related educational programs. For more information and to apply, visit www.hrs.wsu.edu/employment/FAPvacancies.asp.

FIELD COORDINATOR • DC

Position available with Zero to Three. Duties: recruits and mobilizes infant-toddler professionals to advance national and state policy agenda; stays abreast of key federal and state policy activities; writes action alerts, advocacy tools, and content for bi-weekly newsletter. Qualifications: MA in public policy, social work, early childhood development, or related field preferred; five years' experience in organizing and mobilizing networks to achieve policy change; demonstrated experience in advocacy; knowledge of early childhood issues preferred. Send cover letter, résumé, and salary history to HR Dept., Zero to Three, 2000 M Street NW #200, Washington DC 20036; e-mail: HR@zerotothree.org; fax: 202.638.0851.

OUTDOOR SCIENCE INSTRUCTORS • OR

Positions available with Oregon Museum of Science and Industry. Qualifications: BA/BS;

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Crisis Corps Recruiting Short-Term Volunteers

Fiji

The **Ministry of Environment** requests one Crisis Corps Volunteer to work as a **Landfill Engineer Advisor** for a six month assignment. Duties: works with the Ministry of Environment representatives to ensure proper management of the Naboro Landfill in terms of landfill engineering issues. Duties: assists in reviewing and approval of the following plans and subsequent updates: develops a Landfill management plan; commissions the plan; borough area management plan as it relates to waste management; creates a waste acceptance criteria; designs the leachate treatment ponds and gas collection system; development plans and subsequent updates of these plans; assist in responding to notification of landfill design defects; assists in reviewing Stage 2 development and assists in setting Capital Reserve fee; provides assessment of the condition of landfill asset and that landfill being filled to design; assists in inspection to monitor licensee performance as part of performance rebate; assists in review and approval of monitoring plan and any subsequent updates; assist in assessing reports of environmental harm; assists in reviewing complaints about landfill performance. Qualifications: environment or landfill engineering degree or higher qualification, either postgraduate or MA in this area; successful completion of at least five years landfill engineering and management work; ability to work efficiently and divulge information to the relevant personnel. Desired Qualifications: training and capacity building experience; former PCV from Fiji Pacific Island Nation; experience in Environmental sector projects.

Uganda

Apoolo Na Angor requests one Crisis Corps Volunteer to work as a **Technical Advisor** for a six month assignment. Duties: develops operational policies, monitoring and evaluation procedures, and staff job descriptions and work contracts to allow the organization to function more effectively; assists with development of human resources and financial policies; helps create a workplace training program for staff; formats job descriptions and employment contracts; develops monitoring and evaluation tools for staff performance and programs; designs appropriate daily management methods; develops a resource mobilization strategy focused on sustainability. Qualifications: Africa RPCV; MPH/MS/MA in organizational psychology or related degree; experience in IEC development and training and in organizational

and human resource development, training, and capacity.

El Salvador

New Acropolis requests one Crisis Corps Volunteer to work as a **Disaster Prevention and Mitigation Specialist** for a six month assignment. Duties: researches current attitudes and knowledge of disaster planning and mitigation through interviews and surveys with community members and local leaders; provides a comprehensive report on the current state of the region along with a proposed plan of action; provides a range of disaster scenarios that includes current resources and make suggestions on action items needed to mitigate the possible disasters; creates a written disaster preparedness diagnostic of the area. Qualifications: degree in sociology or other social sciences; experience preparing and facilitating community workshops; basic knowledge of risk and emergency management; ability to work independently with little support or supervision; knowledge of Spanish. Desired Qualifications: experience in local development related to disaster prevention and risk mitigation.

Guatemala

The **OPM of the Muni of La Nueva Santa Catarina Ixtahuacán** and other national and international institutions requests one Crisis Corps Volunteer to work as a **Disaster Preparedness Specialist**. Duties: develops a disaster preparedness and mitigation training program for municipalities, communities, aldeas, mayors, schools, centros de salud, national institutions and international development organizations. Mandatory Qualifications: completed PCV service in Latin America; fluent oral and written Spanish; experience in evaluating, planning and implementing grassroots training activities, and community-based projects; experience conducting training sessions in Spanish with local counterparts; experience in disaster mitigation (preferably in heavy rains, landslides, and earthquakes); strong organizational skills and ability to work independently or with little supervision; willingness to work in an office setting

Hospicio San Jose requests one Crisis Corps Volunteer to work as a **HIV/AIDS Specialist** for a six month assignment. Duties: conducts research into current issues and discourse surrounding HIV/AIDS in Guatemala as well as organizations currently implementing programs; identifies and analyzes HIV risks in

various communities; conducts workshops on HIV/AIDS awareness; assists hospice education staff to develop creative HIV/AIDS awareness activities and facilitates these activities in target communities. Qualifications: BA/BS in a development or international-related field, preferably health-related; successful completion of Peace Corps Volunteer Service, preferably in a health-related sector; fluent in oral and written Spanish; experience designing a community-based HIV/AIDS awareness program in a developing country context; dynamic and proactive person with demonstrated organizational skills; flexible self-starter, able to work individually as well as a part of a team; program development and or training experience; ability to work with PLWHA or HIV positive adults and children. Desired Qualifications: MPH or MA in development field including public health; prior experience working in Guatemala or Central America; Mayan language skills.

Asociación Maya-Mam de Investigación y Desarrollo (AMMID) requests one Crisis Corps Volunteer to work as a **Water and Sanitation Specialist** for a six month assignment. Duties: assesses damage to community water systems; develops cost-effective design to repair water systems; develops materials list for water system repair; assists with cost-estimate for water system reconstruction using locally available materials; designs and installs an appropriate water disinfection method; supervises construction activities; responsible for community follow-up and operations assistance after reconstruction and repair of water system facilities. Qualifications: degree in engineering or other relevant discipline with experience in rural community water systems; fluent in Spanish; experience in project planning and water system design in developing countries; ability to work independently with minimal support; ability to meet physical demands of working on water systems at high altitude.

The Ministry of Health, District of Cantel requests one Crisis Corps Volunteer for a six month assignment to work as a **HIV/AIDS Specialist**. Duties: researches locally available information and organizations conducting HIV/AIDS programming in the region; establishes relationships with organizations conducting HIV/AIDS activities; serves as a liaison between those organizations and the district's rural health promoters; analyzes, together with the district health staff, HIV risks in communities; conducts workshops on HIV/AIDS awareness

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for Trainer or Trainers; helps design and plan weekly radio programs on HIV/AIDS; provides recommendations to the district health office to further integrate HIV/AIDS awareness into existing programs; provides trainings to interested PCV's who wish to work in HIV/AIDS awareness, including techniques for working with different populations. Qualifications: BA/BS in a development or international-related field, preferably health-related; successful completion of Peace Corps Volunteer Service in a health-related sector; fluent in oral and written Spanish; experience working with HIV/AIDS awareness programs in a developing country context; mature and professional interpersonal skills, which allow for cultural, religious, and political sensitivity and diplomacy in a variety of contexts and with diverse partner staff and organizational working styles; dynamic and proactive person with demonstrated organizational skills; flexible self-starter, able to work individually as well as a part of a team.

Fundación Solar requests one Crisis Corps Volunteer for a six month assignment to work as an **Agricultural Marketing Specialist** volunteer. The CCV will work with local community representatives to develop a market research study for agricultural produce. Duties: develops standardized survey materials and questionnaires for field research; conducts comprehensive interviews with local farmers, local and international organizations, and buyers and sellers of agricultural produce; market research, including travel to, local, regional, and national markets to investigate supply and demand of agricultural produce; helps develop marketing plans with community groups and farmers. Qualifications: RPCV in Guatemala or other Latin American country; fluent in Spanish; positive attitude with ability to work individually as well as in a team environment; experience working on market research projects, preferably related to agricultural marketing; self-motivator and creative thinker, willing to take innovative approaches to reach diverse populations. Desired Qualifications: experience with NGOs working in rural agricultural marketing projects; experience working with farmers and indigenous populations; strong interest in agricultural marketing.

Municipality of Tacaná requests one Crisis Corps Volunteer to work as a **Disaster Preparedness and Mitigation Specialist** for a six month assignment. Duties: develops a disaster preparedness program in case of a variety of natural

disasters, including hurricanes, landslides, floods, earthquakes, and volcanic eruptions; researches the activities of other organizations engaged in disaster management; consults with organizations undertaking community-based disaster management activities; trains the municipality and other organizations in the communities on the concepts of the Early Alert System in the region; helps to implement and expand current municipal development plan to reflect current projects and changes based on the aftermath of Stan. Qualifications: PCV service in Latin America; experience in disaster mitigation, preferably in heavy rains, landslides, and earthquakes; fluent oral and written Spanish; experience in evaluating, planning, and implementing grassroots training activities and community-based projects; experience conducting training sessions in Spanish with local counterparts; strong organizational skills and ability to work independently or with little supervision; ability to meet physical demands of hiking in high altitude.

Jamaica

Jamaican Association for Mental Retardation requests one Crisis Corps Volunteer to act as a **Sexual and Reproductive Health Training Specialist** for a six month assignment. Duties: in conjunction with principals and other stakeholders, develops and coordinates a Program of Intervention aimed at increasing awareness of SRH issues and risks (especially HIV/AIDS) among both adolescents and adults and build the capacity of parents and educators in order to better work with students as well as develop a SRH training manual for use with educators and parents. Qualifications: BA in social work, psychology, or related field; five years' experience in a health field; strong interpersonal and communication skills; ability to work effectively with educators; excellent organizational skills; ability to work independently and to coordinate multiple projects simultaneously; ability to communicate about sexual health information to a variety of audiences; knowledge of training methods, techniques, and standards; experience developing and delivering presentations.

Walkerswood Community Development Foundation requests one Crisis Corps Volunteer to act as a **Technical Advisor**. Duties: helps establish sustainable land management practices through the introduction of organic fertilizer

using public and private partnerships; responsible for the planning and implementation of the overall composting plan including the design and construction of the composting beds and training persons in bed construction; works with stakeholders to construct and implement the composting plan; provides training in all construction and maintenance methods; sensitizes members of community as well as farmers and other interested persons from adjoining parishes; helps train and educate on vermicomposting (composting using worms) and, if appropriate, implement a vermicomposting component in the overall operations; works with farmers in the proper use of composted material in the field through field sessions with appropriate organizations, agencies, and participants. Qualifications: BA/BS in agriculture or related field; two years' experience in large scale composting; experience working outside of U.S.; experience in adult education or training; ability to communicate effectively both orally and in writing. Desired Qualifications: knowledge of and experience with vermicomposting; MA/MS in agriculture or related field; agriculture experience with cash crops such as peppers, scallion, tomatoes, onion, and cucumbers; technical expertise in operating shredders and chippers.

The All Island Bee Farmers Association (AIFBA) requests one Crisis Corps Volunteer to serve as an **Administrative Advisor** for a six month assignment. Duties: develops a database to track numbers of bee farmers and their locations; yields by region, parish, and type of flora; pollen and wax production; analyzes the AIFBA structure and recommend specific lines of communication and reporting procedures between the parish managers, the executive body, and the Ministry of Agriculture; develops and maintains an effective communication system with the Bee Farmers and the public; assists with the establishment of a promotional website; coordinates logistics and establishes written procedures for AIFBA events planning (including annual meetings, public relations events, and agricultural expo days). Qualifications: degree in public administration or related field; significant experience as public administrator; proven

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understanding of systems development; mastery of MS Office applications with the proven ability to manage databases using Excel and manipulate documents using Word; excellent communication skills and the ability to work well with people; successful completion of Peace Corps Volunteer service.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be downloaded from the website at www.peacecorps.gov/rpcv/crisiscorps.

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

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teaching experience; First Aid/CPR; excellent drivers' record required. Salary: \$55-\$75/day with benefits and housing available for some positions. For more information, visit www.oms.edu. Send cover letter and résumé to OMSI HR, 1945 SE Water Avenue, Portland, OR 97214; e-mail: employment@oms.edu; fax: 503.239.7818.

CAMP COOKS • OR

Positions available with Oregon Museum of Science and Industry. Season runs from 2/2007 to 11/2007. Duties: run the kitchen; plan meals; order food; cook for up to 100 people in camp setting. Qualifications: must be experience in group cooking and have food handlers license; must love the outdoors, living and working with a large group of people, and must enjoy children; able to cook vegetarian and non-vegetarian meals. Salary: \$60-\$75/day with room and board. For more information, visit www.oms.edu. Send cover letter and résumé to OMSI HR, 1945 SE Water Avenue, Portland, OR 97214; e-mail: employment@oms.edu; fax: 503.239.7818.

ENROLLMENT MANAGER •

Monterey, CA

Position available with the Monterey Institute of International Studies. Duties: designs, implements, and organizes outreach efforts involving current students, faculty, and alumni; approximately 70 percent of work time is spent on campus while 30 percent is spent representing the institute at recruiting events and targeted recruiting trips worldwide; budgeting; event planning; sales and marketing; advertising; business writing, including memos, email, proposals, and reports; public speaking. Send cover letter and résumé to GSIPS-Enrollment Manager Search Committee, 460 Pierce Street Monterey, CA 93940; phone: 831.647.3520; fax: 831.647.6433; website: www.miis.edu.

Crisis Corps anticipates upcoming HIV/AIDS related assignments in the Eastern Caribbean, Kenya, Malawi, Namibia, Uganda, and Zambia. Qualified RPCVs with experience in public health, information technology, monitoring and evaluation,

program development, financial systems, VCT, or NGO development are encouraged to submit applications now and watch the Crisis Corps website (www.peacecorps.gov/crisiscorps) for additional detail.

INTERNATIONAL ASSISTANCE

COORDINATOR • DC

Position available with Worldwide Assistance Services, Inc. Duties: responsible for providing medical and non-medical case management; provides quality and efficient customer service and travel assistance to clients and customers; ensures contract stipulations and execution are followed. Qualification: fluent in a second language preferred. For more information, visit www.worldwideassistance.com. E-mail cover letter and résumé to recruiting@worldwideassistance.com.

TEACHING ADULT ESL • Arlington, VA

Position available with Arlington Education and Employment Program (REEP). Openings run from 1/2/2007 to 3/23/2007. Qualifications: graduate degree in ESL or related field; BA/BS minimum; certification not required; experience teaching adult immigrants. Salary: \$21.12/hour. For more information, visit www.reepworld.org. Send résumés to Lead ESL Specialist, REEP, 2801 Clarendon Blvd., #218, Arlington, VA 22201; e-mail: reep@arlington.k12.va.us; fax: 703.527.6966.

ENVIRONMENTAL EDUCATOR •

Lake Texoma, TX

Position available with JOLT. Position runs from 1/2007 to 6/2007. Program includes rappelling, challenge course, waterfront activities, and hands-on science classes. Qualifications: must be energetic, fun loving, and a team player. Salary: \$250/week with room, board, and medical insurance. For more information and to apply, e-mail ctokarz@allsaintstexoma.org; phone: 903.786.3148.

EARLY CHILDHOOD MENTAL HEALTH PREVENTION SPECIALIST •

Portland, OR

Position available with Morrison Child and Family Services. Duties: provides consultation and prevention services; consults with program staff serving young children; provides

direct services to families with young children. Qualifications: MA/MSW; speaks Spanish; experience with children and families required. Send cover letter and résumé to J. Thomson, c/o Morrison Child and Family Services, 5040 SW Griffith Drive, Suite 102, Beaverton, OR 97005; e-mail: jobs@morrisonkids.org; website: www.morrisonkids.org.

PROGRAM ASSISTANT • Arlington, VA

Position available with GAP Solutions, Inc. Duty: provides support to the Foreign Service Institute. For more information and to apply, e-mail Leriza Patino at lpatino@gapsi.com.

FIELD TRAINER • San Francisco

Position available with Act Now Productions. Receive extensive training in Northern California. Duties: travels across the U.S. to deliver training retreats, coaching calls, and program guidance to local sustainability captains who will then enroll their communities; plans and delivers sustainability retreats; supports local captains via conference call; tracks success in the field. Salary: \$40K-\$50K with excellent benefits. E-mail cover letter and answer the questions, who inspires you and what does sustainability mean to you, at jobs@actnowproductions.com.

PROGRAM OFFICER • Baltimore

Position available with JHPIEGO. Duties: provides program management and implementation to its growing HIV/AIDS Center of Excellence; ensures the successful implementation, management, and tracking and monitoring of projects and program activities. Qualifications: graduate degree in public health; fluent in Portuguese and English; programming, management, and technical skills; understanding of global health funding; five to eight years' experience in international health. For more information and to apply, visit requisition "26707" at <http://jobs.jhu.edu>.

SUMMER STAFF POSITION • Newport, PA

Temporary positions available with Longacre Leadership. Positions begin 6/21/2007. Duties: work with teenagers in an outdoor-oriented coed summer program; support curriculum that stresses skills development, self reliance, community service, and interpersonal growth; lead recreation that includes climbing, caving, backpacking, bicycling, environmental education, horseback riding, farming, drama, and/or crafts. Qualifications: good interpersonal and decision-making skills; must be 21 years old or older. Salary: \$1,550–\$1,750 with room and board for the 5-1/2 week program. For more information and to apply, visit www.longacre.com or contact Cori Jensen or Susan Smith at Longacre Leadership, 4028 Middle Ridge Rd, Newport, PA 17074; phone: 717.567.3349; fax: 717.567.3955; e-mail: connect@longacre.com.

PROGRAM ASSOCIATE, EUROPE AND ASIA • DC

Position available with IFES. Duties: works on projects, including India: women's legal rights initiative, Sri Lanka: computerizing the voter registry, Nepal: electoral support program, and Bangladesh: electoral violence evaluation research program. For more information and to apply, visit www.ifes.org/careers.html.

PROGRAM OFFICER, EUROPE AND ASIA • DC

Position available with IFES. Duties: provides administrative and programmatic support to programs in Eastern Europe. For more information and to apply, visit www.ifes.org/careers.html.

PROGRAM ASSOCIATE • DC

Position available with IFES. Duties: provides junior level program management and project backstopping for current and developing programs worldwide; supports the MENA division's Iraq program. For more information and to apply, visit www.ifes.org/careers.html.

DIRECTOR • DC

Position available with World Learning for International Development and the Program Development Unit. For more information and to apply, visit www.worldlearning.org.

ASSOCIATE PROJECT MANAGER • DC

Position available with KaBOOM! Duties: assists in the coordination and execution of KaBOOM! community-built playground, skate park, rink, and field projects and activities culminating in a one day build event. For more information, visit www.kaboom.org/AboutUs/CareersatKaboom. E-mail cover letter, résumé,

and salary requirements to the attention of Human Resources at hr@kaboom.org.

PROJECT COORDINATOR • DC

Position available with American Association for the Advancement of Science. Duties: provides support for international and security fellowships for scientists and engineers; facilitates application, selection, and placement processes; handles inquiries; coordinates meetings and events; helps produce documents; collects data; maintains records and database; assists outreach activities. Qualifications: BA; one to two years' experience in program coordination; strong communication and organization skills; professional manner; capacity to work with individuals from different backgrounds. Send cover letter, résumé, and salary expectations to AAAS, HR Department, Attn: Project Coordinator (Requisition #1517), 1200 New York Avenue NW, Washington, D.C. 20005; fax: 202.682.1630; e-mail: jobs@aaas.org.

DEVELOPMENT COORDINATOR • Brooklyn, NY

Part-time position available with Latin American Workers Project. Duties: establishes annual and long-term fundraising plans. Qualifications: minimum two years' experience in fundraising or related work; excellent writing and presentation skills in English; fluent in Spanish; must be a self starter, well organized, and resourceful. For more information, visit www.crenyc.org. E-mail cover letter and résumé to lawpsearch@crenyc.org.

International

INTERNATIONAL AFFAIRS

REPRESENTATIVE • Bujumbura, Burundi
Positions available with the American Friends Service Committee. Duties: concentrates on the countries of Burundi, Democratic Republic of Congo, and Rwanda; serves as a faith-motivated presence for peace, justice, and nonviolence in the region. For more information, visit www.afsc.org/jobs/descriptions/QIARCentralAfrica2006.htm or e-mail jobs@afsc.org. E-mail cover letter and résumé to 4649@afsc.hrmdirirect.com.

HIV/AIDS SECTOR HEAD • Juba, Sudan

Position available with American Refugee Committee International. Duties: offers technical guidance and support to ARC HIV programs in South Sudan and Uganda; ensures all program activities are implemented in a timely manner; provides technical and training support to staff and beneficiaries; liaises with outside consultants, donors, and government officials regard-

ing program activities; strengthens the M&E systems; compiles data and program reports; strengthens all aspects of the HIV programs. For more information and to apply, visit www.arcrelief.org.

TEACHER TRAINING SPECIALIST • Bamako, Mali

Position available with World Education. Qualifications: MA in education or related field; minimum five years' experience working in teacher training and curriculum development; prior experience working with Communities of Learning or School Clusters; knowledge of USAID rules and regulations as well as reporting requirements; fluent in French and English; proficient in Bambara preferred; working knowledge of African education systems with particular focus on West Africa. Position runs until 7/2007 with possible one year extension. For more information and to apply, e-mail barner@worlded.org; phone: 617.482.9485.

TECHNICAL ADVISOR, MATERNAL AND CHILD HEALTH • Nairobi, Kenya

Position available with Population Services International. Duties: manages the Insecticide Treated Nets (ITN) team; coordinates all aspects of ITN program with other departments; secures funding for ongoing ITN support; promotes breast-feeding, immunization, malaria, and diarrhea prevention and treatment; promotes cleaner stoves. For more information and to apply, e-mail trukundo@psi.org; phone: 202.785.0072.

PROJECT DIRECTOR • Zander, Niger

Temporary position available with Winrock International. Position runs for eight months working on a micro-irrigation and water use project in Niger. Duties: develops and manages all aspects of project activities, local staff, and finances and reporting. Qualifications: MA/MS required; three years' experience managing international economic development projects; excellent communication in English and French; proficient with MS Office. For more information, visit www.winrock.org. E-mail cover letter and résumé to jobs@winrock.org with "HRM/project director" in the subject.

TEACHERS •

Yinchuan, Hanzhong, and Xuzhou, China

Positions available with Aston English Schools. Positions begin 3/3/2007. Qualifications: fluent in English; minimum 21 years old; college degree in any subject; willing to teach children. For more information and to apply, e-mail Matthew O'Connor at moconnor@astonschool.com or phone Michael Wisner at 908.835.8227; website: www.astonschool.com.



CONVERSATIONAL ENGLISH INSTRUCTOR • Kiev and Odessa, Ukraine

Positions available with American English Center. Duties: teach various levels of conversational English and lead conversation groups. Qualifications: energy and enthusiasm; no experience necessary, will train. Benefits include monthly salary and bonus, paid vacations, subsidized apartment, language, and concierge. For more information, visit www.usenglish.kiev.ua/jobs. E-mail résumé to Jon Pernick (RPCV) at jonpernick@usenglish.kiev.ua.

PROGRAM ASSOCIATE • Kyiv, Ukraine

Position available with American Councils for International Education. Duty: recruits qualified candidates for the program throughout the fall. For more information, visit www.americancouncils.org. Send cover letter, résumé, and salary requirements to HR Department, American Councils, 1776 Massachusetts Avenue, Suite 700, Washington, D.C. 20036; fax: 202.872.9178 or 202.833.7523; e-mail: resumes@americancouncils.org.

SENIOR PROGRAM MANAGER • Kyiv, Ukraine

Position available with American Councils for International Education. Duties: supervises program staff, including two managers; prepares annual budget; monitors program budgets; plans program development for continuing and new programs. For more information, visit www.americancouncils.org. Send cover letter, résumé, and salary requirements to HR Department, American Councils, 1776 Massachusetts Avenue, Suite 700, Washington, D.C. 20036; fax: 202.872.9178 or 202.833.7523; e-mail: resumes@americancouncils.org.

REPRODUCTIVE HEALTH MANAGER • Chad

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org and click jobs under the Chad program.

GENDER BASED VIOLENCE PROGRAM MANAGER • Chad

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org and click jobs under the Chad program.

SECURITY ADVISOR • Chad

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org and click jobs under the Chad program.

PROVINCIAL FINANCE CONTROLLER • Democratic Republic of the Congo

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org. Indicate in cover letter how you initially became aware of this vacancy.

PRIMARY HEALTH CARE ADVISOR • Democratic Republic of the Congo

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org. Indicate in cover letter how you initially became aware of this vacancy.

GENDER BASED VIOLENCE PROGRAM COORDINATOR • Bukavu, Democratic Republic of the Congo

Position available with the International Rescue Committee (IRC). For more information and to apply, visit www.theIRC.org. Indicate in cover letter how you initially became aware of this vacancy.

PROVINCIAL DIRECTOR • Bukavu, Democratic Republic of the Congo

Position available with the International Rescue Committee (IRC). Duties: ensures office is run professionally; plays an important role in defining future programming strategies and direction in this vital area of DRC. For more information and to apply, visit www.theIRC.org. Indicate in cover letter how you initially became aware of this vacancy.

Intern/Volunteer

COMMUNITY HEALTH EDUCATION • Thailand

Volunteer position available with American Refugee Committee International (ARC). Duties: assists ARC project coordinators in planning and coordinating community health education and outreach activities, including community health education (CHE), reproductive and child health (RCH), gender-based violence (GBV), and water and sanitation. For more information and to apply, e-mail anthonyi@archq.org.

CONSERVATION ASSOCIATE INTERNSHIPS • Naples, FL

Internships available with the Conservancy of SW Florida. Internship areas include environmental policy, land acquisition, discovery center aquarist and interpreter, education naturalists, wildlife rehabilitation clinic, science research, summer camp, and sea turtle research. Qualifications: background in biology, conservation, wildlife, research, teaching, elementary

education, environmental education, science education, marine, or related fields. Receive a \$125/week scholarship and housing. For more information, phone 239.403.4213. To receive an application, contact Sharon Truluck, Human Resources Director, Conservancy of Southwest Florida, 1450 Merrihue Drive, Naples, FL 34102; website: www.conservancy.org.

ENVIRONMENTAL EDUCATION OPPORTUNITIES • Baltimore, MD

Internship and volunteer positions available with Irvine Nature Center. Duties: lead nature activities at Baltimore City schools and on-site nature walks for kids. Positions begin 2/2007 or 6/2007. Stipends available. For more information and to apply, phone Bonnie Gallo Minkler at 410.484.2413, ext. 24; e-mail: minklerb@explorenature.org.

Education

MEDICAL SCHOOL FOR INTERNATIONAL HEALTH • Various

Ben-Gurion University of the Negev in collaboration with Columbia University Medical Center offers a four-year medical degree in international health and medicine. The first three years are spent at Ben-Gurion University. The fourth year students take four months of clinical electives at Columbia University Medical Center and a two-month required clinical clerkship at an international clinical site. Program is approved by the U.S. Department of Education for federally funded student loan programs. For more information and to apply, contact 630 West 168th Street., PH15E-1512, New York, NY 10032; phone: 212.305.9587; website: <http://cumc.columbia.edu/dept/bgcu-md/>.

MA IN INTERCULTURAL RELATIONS • Stockton, CA

The University of the Pacific, School of International Studies, in conjunction with the Intercultural Communication Institute of Portland, Oregon, offers an MA in intercultural relations (MAIR). This limited-residency program is designed for working professionals to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in Portland. RPCVs receive special consideration for admission. For more information and to apply, visit <http://sis.pacific.edu/mair/intercultural-relations.htm>; phone: 209.946.2836; e-mail: kjaggears@pacific.edu.



FELLOWSHIPS • Worcester, MA

Clark University offers at least one full-tuition fellowship worth \$46,800 to RPCVs through graduate programs in international development, community, and environment (IDCE). All RPCVs will receive a 40 percent tuition fellowship that can be applied towards an MA in international development and social change, geographic information sciences for development and environment, community development and planning, or environmental science and policy. Additional scholarships are available for RPCVs. Programs are designed for applicants interested in careers in conflict and development, gender and development, community-based development, environmental justice, GIS, or natural resource management. Deadline: 1/15/2007. For more information, visit <http://www.clarku.edu/idce>. For an application, contact Admissions, IDCE Department, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: idce@clarku.edu.

SCHOLARSHIPS • Monterey, CA

The Monterey Institute of International Studies offers scholarships ranging up to \$10K to qualified RPCVs. Programs include MBA, international and environmental policy studies, public administration, translation and interpretation, TESOL, and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. For information, call 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

MA AND FELLOWSHIPS • Athens OH

Ohio University offers an MA in African, Southeast Asian, Latin American, international development, or communication and development studies. Foreign Language Area Studies (FLAS) fellowships available for African language study. Qualified RPCVs have competitive advantage for scholarships and assistantships. For more information and to apply, visit www.ohiou.edu/internationalstudies; e-mail: International.Studies@ohiou.edu; phone: 740.593.1840.

URBAN TEACHER FELLOWSHIP • Denver

The Boettcher Teachers Program is an urban education fellowship designed to better prepare teachers for urban public schools. Boettcher Fellows are specially trained and endorsed to work with ELL students, earn Colorado licensure, and a MA in education from the University of Denver. Fellowship includes year-long teaching residency with skilled mentor teacher. No previous teaching experience required. Qualifications: BA/BS; well prepared academically in

math, science, social studies, liberal arts, Spanish or English. Deadline: 2/1/2007. For more information and to apply, visit www.boettcherteachers.org; e-mail: bured@du.edu.

MA IN GOVERNMENTAL ADMINISTRATION • Philadelphia

The University of Pennsylvania's Fels Institute of Government offers a 12-course MA in governmental administration (MGA). The degree prepares graduates to manage the operations of cities, states, federal government agencies, nonprofit organizations, and related private firms. The MGA is offered in a full-time and part-time format. RPCVs are encouraged to apply and will receive a minimum of a \$6K scholarship per academic year. For more information and to apply visit www.fels.upenn.edu or contact Michelle Garcia-Navarro at garciana@sas.upenn.edu; phone: 215.746.6684.

SCIENCE AND MATHEMATICS TEACHING FELLOWSHIPS •

Various locations

The Knowles Science Teaching Foundation offers teaching fellowships to those planning to teach science or math in U.S. high schools. Fellows receive a monthly stipend and tuition assistance while enrolled in a recognized teacher credential program. Fellows teaching full-time and receive mentor support and materials grants. Fellowships are renewable for five years and include professional development, three annual meetings, and membership in a professional organization. Qualifications: BS/BA in a physical science, math or engineering; enrolling in teacher credential program. Deadline: 1/16/2007. For more information and to apply, visit www.kstf.org; e-mail: teachers@kstf.org.

TEACHER'S CERTIFICATE •

Austin, Dallas, El Paso, or San Antonio, TX

Texas Teaching Fellows (TTF) offers a year-long certification program to teach in critical shortage areas, including math, science, bilingual, and special education. Participate in an intensive training with a student-teaching component, along with an experienced faculty and research-based curriculum. For more information and to apply, visit www.texasteachingfellows.org.

EDUCATION, ENVIRONMENT, AND COMMUNITY • Bainbridge Island, WA

The IslandWood Graduate Residency in Education, Environment and Community, in partnership with University of Washington offers a unique immersion experience in learning and teaching. Graduate experiences include ecologically based courses in education and teaching children from Seattle and surrounding coun-

ties. During the 10-month residency, graduate students complete 39 credits and earn a certificate in education for environment and community from University of Washington. During a second year, students can choose to complete their MA at University of Washington or other institutions. For more information and to apply, e-mail hillarym@islandwood.org; phone: 206.855.4369.

MPH AND GRADUATE RESEARCH ASSISTANTSHIPS • New York City

The Program on Forced Migration and Health at Columbia University offers an MPH through the Heilbrunn department of population and family health at Columbia University's Mailman School of Public Health. The curriculum prepares health professionals for the practice of public health in complex emergencies and post-conflict settings. Qualified RPCVs have competitive advantage for a limited number of research assistantships, which provide monthly salaries and a tuition reduction, for up to one year. Deadline: 2/1/2007. For more information and to apply, visit www.forcedmigration.columbia.edu or www.mailman.hs.columbia.edu/admissions.

GRADUATE OPPORTUNITIES •

Various locations

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

Americorps/VISTA

AMERICORPS POSITIONS • OR and WA

Part-time or temporary positions with L.i.n.k.s., an AmeriCorps program that connects local communities and individuals with one another to address critical community needs. Duty: work 25-75 hours/month, up to 300, 450, 675, 900 or 1700 hours total. Benefits include an education award of \$1K-\$4,725 upon completion of service term. For more information and to apply, visit www.esd112.org/links.

CREW LEADER • Richmond, VT

Position available with Vermont Youth Conservation Corps (VYCC). Duties: trains and supervises small teams of high school and college-age crew members in conservation work and education programs; works on trail construction and watershed restoration projects across Vermont. Benefits include a salary of \$420–\$500/week with the potential for an AmeriCorps education award, room and board, and compensated staff training. For more information and to apply, visit www.vycc.org; phone: 800.639.8922 or 802.434.3969.

AMERICORPS*VISTA • Missoula and Butte, MT

Position available with Montana Campus Compact. This is a one year position. Qualifications: skills in community organizing, program start-up, grant writing, board development, strategic planning, and community needs assessment. Benefits include \$833/month pre-tax, college loan forbearance, education Award \$4725 upon completion and health care. For more information and to apply, visit <https://recruit.cns.gov>.

AMERICORPS VISTA LEADER • Helena, MT

Position available with Prevention Resource Center. Duties: supports VISTA members working to reduce youth risk behaviors and promote healthy lifestyles for Montana's youth; provides member support, recruitment, and development. Benefits include \$100/month in rent assistance, choice of the AmeriCorps education award or end of service cash stipend, and health coverage. E-mail résumé, Peace Corps reference, and cover letter that includes motivation for serving as a VISTA leader, applicable skills, what you hope to gain through this experience, and how this position fits into your future career plans and goals to aschritz@mt.gov; phone: 406.444.9655.

CREW LEADER • Logan, UT

Position available with Utah Conservation Corps. Duty: leads AmeriCorps crews on trail and restoration projects in partnership with National Parks and Forests. Benefits include health insurance, monthly living allowance, \$4,725 education award, Wilderness Medicine certifi-

cation, chainsaw certification, and college credit. Deadline: 1/31/2007. For more information and to apply, visit www.usu.edu/ucc; phone: 435.797.0964.

VISTA LEADER • Fairbanks, AK

Position available with Adult Learning Programs of Alaska. Position begins 1/2007. Duties: provides support for 8 to 12 VISTAs; coordinates group activities, acts as liaison between VISTAs, supervisors and state office; assists in project application process and recruitment; submits quarterly progress reports; collaborates with other Alaska VISTA leaders to coordinate in-service trainings. Qualifications: RPCV or previous VISTA. Benefits include living allowance, relocation allowance, health insurance, training opportunities and \$4725 education award or \$1200 cash stipend upon completion of one year of AmeriCorps*VISTA service. Deadline: 12/15/2006. For more information and to apply, visit www.americorps.org.

Continued from page 1

tend an RPCV career fair sponsored by Returned Volunteer Services. Many agencies attended, and nearly all of them were taking resumes. I spoke with several recruiters and handed out a couple resumes. I was surprised to hear recruiters asking for our COS date and how much time we had left on our noncompetitive eligibility. A week later I received an interview invitation, and less than a week after that I was looking at an official offer of employment. I never even applied for the position I was offered and still currently occupy.

In retrospect, knowing what I now know about how government agencies operate, I would have marketed myself much differently. I suggest creating a bullet on your resume that refers to your DOS and noncompetitive eligibility. Also refer to your Peace Corps service and eligibility in cover

letters. A colleague of mine and former PCV told me she created business cards with her service dates, complete with bullets on the back describing her work experience. Informational interviewing can also be extremely effective and can lead to many opportunities for an RPCV with NCE. Again, the agency can both interview and bring eligible people on board without any OPM application process. While in the informational interview, be sure to have copies of your resume and be prepared to speak to any of your relevant experience or career goals. Always enquire about "Intern" programs (many agencies have two and three year programs that pay well and train new employees), and ask to speak with current interns or Intern Coordinators to find out more information.

It is important to remember that Executive Order No. 11103 sets forth

some criteria for the duration of non-competitive eligibility. From the COS date we have 12 months to use it or lose it unless we go back to school, volunteer, or join the military, etc. It can be extended by the hiring authority up to two additional years. Every agency has its own internal policy regarding how they deal with Executive Orders. Know your eligibility well enough to educate managers that are not familiar with what it is. Push for face-to-face interaction and have confidence Peace Corps experience is invaluable, and managers want employees like you!

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

Disclaimer : *When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.*

RPCV Networking can Enhance your NCE Effectiveness, by: RPCV (2003–2005)

I wrote in a recent group email to my fellow Panama PCVs that the first couple of months back in the U.S were like the first couple of months in my site; you show up, people are excited to see the gringo, then they go back to their work, and you are left without much to do. In both cases, these first few months were a frustrating period that involved trying to create and/or find work for myself.

Some COSers opt to go back to grad school. For me, this seemed like a wise time to go back to school, but seeing how I could not decide between the GRE, GMAT, and LSAT I thought a few years of work may be helpful before investing two years of time and money in school. I was interested in government work in DC, and used the RPCV network and non-competitive eligibility (NCE) to help me find a job that I would not otherwise have been able to land.

I thought a lot about career paths before COSing, but waited until my return before I started the job search. My timeline went something like this:

Month 1: Informational interviews; resume and cover letters sent; arranged interviews

Month 2: Interviewed for different positions

Month 3: Received and accepted offer

Month 4: Began work

At first I thought the NCE would be a golden ticket into an interesting policy job with the government, but quickly realized that by itself it is a tough card to play. Federal jobs are listed on line at www.usajobs.gov. Usually you apply on-line, and there is a spot where you check off your noncompetitive eligibility. Once your application is submitted, it will be screened through the agency's HR system and then passed onto the hiring manager with a list of other qualified candidates.

I think the weakness here for RPCVs with NCE is that even though your NCE will help you get through the screening round, ultimately the hiring manager gets lists of qualified applicants - most without NCE. Many people without NCE that make it through screening do so

because they are very well qualified. As a result, the manager has a list of people to call, and will likely call the most qualified ones.

Theoretically, RPCVs still benefit from NCE at this point because it means the manager could interview just them, and hire one of them afterwards without having to interview an otherwise required number of candidates. However, by this point the manager has already gone through the job posting and submission process, and it's not really an inconvenience to interview five people instead of one.

At this juncture, agencies are most concerned about getting the most qualified candidate. For this reason the NCE loses some of its advantages. There is normally about a 4 to 6 month hiring process for federal jobs. Once the job has been posted, applications submitted, HR prescreens, and the lists of qualified candidates reaches the manager, three months have elapsed. In this situation, NCE has not saved the federal manager that much time or expense.

Alternatively, I found using the RPCV network to be an important first part in setting up the NCE. There exists a publication called Career Information Consultants that Returned Volunteer Services will send to you upon request. This is extremely helpful. It is virtually an alumni directory of returned volunteers organized by the type of work they are doing. I was interested in the Federal Trade Commission and EPA, so I looked up all the contacts listed for these two agencies, and then sent out an email to each requesting an informational interview. I got about an 80% response rate from these 40 emails. After some of these informational interviews, I was either invited for a position interview or directed towards a colleague who was interested in hiring.

For the job I ended up accepting I was doing an informational phone interview with a 50 year old RPCV working at a regional office. We talked about my interests in market-based environmental policy, and he forwarded

my contact information to contacts of his at DC headquarters who work in such areas. He also knew these people were interested in hiring quickly, and explained to them my NCE and what it meant. The next day I got a call from 2 people in that division who were interested in setting up interviews. For one of the positions, the job had not been posted yet. The manager was eager to hire someone quickly, so the NCE was more attractive. After I came to DC for the interview, I was offered the job. I still had to go through HR screening, but the NCE made that a virtual lock.

The Career Information Consultants guide was a big help that most RPCVs overlook, especially if you live in a big city where you can directly meet with many of the people listed. Additionally, you might consider working through your local RPCV group to network to federal employers. You can find a list of these groups at www.rpcv.org/groups. RPCVs are a great starting point for networking because all the contacts have a shared background with you, and they are eager to talk about jobs and careers.

Coming out of Peace Corps, I doubted the usefulness of my RPCV status in locating a job. However, it turned out to be the key part in getting a job that I really wanted. I have an undergraduate business degree, and felt interesting federal jobs first would require a graduate degree. For me, it turned out that I did not need the graduate degree. I enjoy the content of my work, and I still feel like I can perform my job well while gaining additional knowledge and experience to make me even more competitive for future opportunities. In terms of growth potential, three of the most recent new employees in my division all have graduate degrees (from top-15 schools). We all have the same starting pay grade (GS-9), and the same promotion potential (GS-13).* The difference is that after college they spent 2 years and \$60,000 to get to this same position, whereas I spent two years as a Peace Corps Volunteer. In hindsight, I think the RPCV status does have some real value for us.

*As a counterpoint, please review the comparative federal salary and career advancement information on the website for the National Association of Schools of Public Affairs and Administration.

Noncompetitive Eligibility

Frequently Asked Questions

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

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

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

What are competitive service positions? Congress has established laws, policies, and procedures governing employment. This formal process is designed to eliminate discrimination and favoritism and to provide fair and open competition so that hiring and promotion are based on merit. These competitive service jobs are governed by specific examination or appointment procedures as set out by the U.S. Office of Personnel Management (OPM).

Thus, RPCVs (with NCE) who have an interest in a "competitive service" position may be hired more easily because that employing agency can select that RPCV without going through all the competitive-related hiring procedures.

How do I make sure the employing agency is aware of my NCE? RVS has developed a sample cover letter that can be tailored to help explain NCE status to the hiring agency. The regulatory authority for NCE is set out under Title 5 Code of Federal Regulation (CFR) § 315.605. RPCVs should highlight NCE status in their cover letter, on their resume, and through the supplemental documents area most online applications systems provide.

In addition, we have made available an informational letter from Peace Corps that RPCVs may also give to prospective federal employers explaining their noncompetitive eligibility.

How do I prove NCE? NCE is officially granted to you through your Description of Service (DOS) and is proved by attaching a copy of your DOS when applying for a federal job. The DOS will reference "Executive Order 11103," which is the Presidential directive that established NCE. If you have misplaced your original DOS, the Peace Corps can send you a copy. Contact the Office of Volunteer and PSC Financial Services for a copy. They can be reached at 800.424.8580, ext. 1770. Also note the earlier response regarding how to make an agency *aware* of your NCE.

How do I prove NCE without filling in a grade or series on the application? Many federal applications require that you enter your grade and series when proving NCE. RPCVs do not have a grade and series since they were volunteers and weren't federal employees. An RPCV must contact the employing agency to determine how they should fill out an application that requires a grade and series in order to prove NCE.

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

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

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

Can noncompetitive eligibility be "used up" during the 12 month period? The answer to this question is "no." You are able to use your noncompetitive eligibility more than once during the period of eligibility if the hiring agency permits you to do so.

Does noncompetitive eligibility apply only to federal positions? Yes. NCE is applicable only to federal government positions. Noncompetitive eligibility does not apply to state or local government jobs. They are separate organizations under the Constitution.

Noncompetitive Eligibility Sample Introductory Letter

Department of Health and Human Services
Division of Personnel Operations
123 Downtown Street, S.W.
Washington, D.C. 20201

Re: Grant Analyst Position, GS-7
Vacancy Announcement EX-03-03
Noncompetitive Eligibility

Dear Selecting Official/Panel:

I am very interested in the above-captioned Grant Analyst position. *[In two to three paragraphs and less than one page, state reasons why you are interested in and qualify for the position. This letter should cover your interest and purpose, highlight your enclosed résumé by stressing what you can do for the employing agency, and request an interview while providing your best contact information.]*

As a recently returned United States Peace Corps Volunteer, I request that I be placed on your agency's "noncompetitive" certificate of eligibles upon the finding that I meet the qualifications for the position. Per Federal employment regulations, **I am eligible for noncompetitive appointment** because I am a returned Peace Corps Volunteer and meet the requirement under 5 C.F.R. 315.605. If you have any questions about my noncompetitive eligibility status, you can review information related to this special appointment authority at U.S. Office of Personnel Management's website at <http://www.opm.gov/employ/html/sroa2.asp> and go to the "Miscellaneous Authorities Regulated" section.

Sincerely,

Returned Peace Corps Volunteer

Noncompetitive Eligibility Executive Order 11103

Providing for the Appointment of Former Peace Corps Volunteers to the Civilian Career Services (April 10, 1963)

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403), and section 1753 of the Revised Statutes, and as President of the United States, it is hereby ordered as follows:

SEC. 1. Under such regulations as the Civil Service Commission may prescribe, the head of any agency in the Executive Branch may appoint in the competitive service any person who is certified by the Director of the Peace Corps as having served satisfactorily as a Volunteer or Volunteer Leader under the Peace Corps Act and who passes such examination as the Civil Service Commission [Office of Personnel Management] may prescribe. Any person so appointed shall, upon completion of the prescribed probationary period, acquire a competitive status.

SEC. 2. The head of any agency in the Executive Branch having an established merit system in the excepted service may appoint in such service any person who is certified by the Director of the Peace Corps as having served satisfactorily as a Volunteer or Volunteer Leader under the Peace Corps Act and who passes such examination as such agency head may prescribe.

SEC. 3. Certificates of satisfactory service for the purposes of this Order shall be issued only to persons who have completed a full term of service (approximately two years) under the Peace Corps Act: Provided, that such certificates may be issued to persons who have completed a lesser period of satisfactory service if, in the judgment of the Director of the Peace Corps, (1) their service was of sufficient duration to demonstrate their capability to complete satisfactorily a full term, and (2) their failure to complete a full term was due to circumstances beyond their control.

SEC. 4. Any appointment under this Order shall be effected within a period of one year after completion of the appointee's service under the Peace Corps Act: Provided, That such period may be extended to not more than three years in the case of persons who, following such service, are engaged in military service, in the pursuit of studies at a recognized institution of higher learning, or in other activities which, in the view of the appointing authority, warrant an extension of such period.

SEC. 5. Any law, Executive Order, or regulation which would disqualify an applicant for appointment in the competitive service or in the excepted service concerned shall also disqualify an applicant for appointment under this Order.



TO: Federal Employers

FROM: Peace Corps, Returned Volunteer Services

RE: Noncompetitive Eligibility

Returned Peace Corps Volunteers (RPCVs) who have successfully completed their service are granted one year of non-competitive eligibility for federal appointments, under Executive Order 11103. This special eligibility is of particular use to federal employers due to the special qualifications of RPCVs and the speed and ease with which they may be hired. The certification for noncompetitive eligibility is contained in the RPCV's "description of service (DOS)." This document is signed by the country director of the RPCV's country of service.

In order to assist you, Peace Corps' Office of Returned Volunteer Services would like to provide you with the following information:

- Noncompetitive eligibility allows you to hire a returned Peace Corps Volunteer as long as the minimum qualifications for a position are met. The RPCV need not be the most qualified candidate.
- Noncompetitive candidates need not be on a register.
- Noncompetitive eligibility can be used to fill both posted and non posted vacancies, depending upon the individual agency's or department's personnel policies. What most personnel departments do, in the case of announced vacancies, is send the selecting official a ranked list of competitive candidates as well as a list of all noncompetitive applicants.
- Noncompetitive eligibility was detailed in the former Federal Personnel Manual, Section 6-7, Chapter 315.
(Although no longer an official document, it does provide accurate historical information.)
- Noncompetitive eligibility may be extended for up to three years from the RPCV's close of service date. Reasons for extension for an RPCV include: service in the military; attendance as a full-time student at a recognized institution of higher learning; engagement in an activity that makes the RPCV more qualified for the position or for any reason the hiring agency thinks warrants an extension.

If you have any questions about noncompetitive eligibility, please write or call

Peace Corps
Paul D. Coverdell Peace Corps Headquarters
1111 20th Street, NW
Washington, DC 20526
Attn: Returned Volunteer Services
800.424.8580, extension 1430
202.692.1430
Fax: 202.692.1421