



capca newsletter

may/june 2001
vol. vi
no.7

Volunteers Help Mongolia Restore Cultural Heritage

The Cultural Restoration Tourism Project, (CRTP), is enacting the restoration of the Baldan Baraivan monastery in Mongolia. CRTP is a unique organization that lets short-term volunteers get involved in the project. For almost three years CRTP has been bringing volunteer/tourists to the site to work along side the local crew. CRTP is a non-profit that was organized by Mark Hintzke in order to help communities around the world restore cultural artifacts. The innovative project is funded using a model developed by Hintzke and his colleagues. "We were all concerned about the impact that tourism was having on local communities and economies," Hintzke says. "So we thought this would be a great way to funnel the tourist resources into the local economy and have the visitors efforts benefit locals." Tourist/volunteers come to the restoration site for two or three weeks and live in the Mongolian countryside.

The restoration project entails the reconstruction of the main temple and the establishment of sustainable resources to support the community in the future. The current schedule allows for the construction process to continue through 2005. The final goal is to reestablish Baldan Baraivan as one of the most important centers for Buddhist teaching in Mongolia, and to provide a model for responsible development and tourism.

The restoration project is funded through 'volunteer-tourism'. This allows people from any background and experience level to participate. The tour participants live in traditional Mongolian housing called 'gers.' The meals are prepared by a Mongolian cook with the help of the volunteers. There are also opportunities to share in the rituals being observed by the monks that are currently studying at the site. All of the participants have a hands-on, direct impact on the restoration process.

The area boasts natural beauty and the history of Ghengis Khan's birthplace and burial site. Participants are given an opportunity to explore the area on horseback and to hike the countryside.

All tours include five to seven participants. These tours leave from, and return to, Ulaan Bataar; transportation to the site is provided by CRTP. The participants must provide all travel and accommodation expenses while not at the restoration site.

One of CRTP's past volunteers, Mark Collins of Canada, has this to say about his contribution: "...what ultimately made this such a fantastic and positive experience was how this project was affecting the Mongolians. Being able to provide a solid income and three meals per day for so many Mongolians is really important for me." The Mongolians at the restoration site feel the same way. Munkhbat, a local man who has been working on the project for two years expressed his pleasure with the project, "It is greatly appreciated that foreigners come to help. Not just with money, but if they lay even one stone it will be a great help for Mongolia."

Innovative programs such as CRTP's restoration at Baldan Baraivan are getting the tourists involved with the Mongolians. Helping to develop a deeper understanding of the culture and establishing long-term relationships with the indigenous peoples is what this program is all about.

To find out more about how you can get involved you can check out the projects website at <http://home.earthlink.net/~crtp/>. You can also contact CRTP directly by email at crtp@earthlink.net or by phone at 415/563-7221.

The Dot-com Downsized

Target of Peace Corps Recruiting Efforts

In a recent article featured in the New York Times, the author, Abby Ellin, takes a look at Peace Corps' recruiting efforts targeting dot-com professionals. Given the downturn in the economy, Peace Corps took advantage of the opportunity to capitalize on the "casualties of dot-com downsizing" by creatively marketing their recruiting communications toward the high tech unemployed in San Francisco. And their efforts have paid off. This year, the San Francisco Peace Corps office received 130 applications compared to 70 in March of 2000. Ms. Ellin ponders whether this increased enthusiasm for Peace Corps is due to a renewed interest in altruism or if the dot-com jobless have nothing better to do. Others suggest that the boost in motivation to join the Peace Corps is driven by an entrepreneurial spirit. "Perhaps they are really just reverse entrepreneurs who went into dot-coms to change the world -that didn't work out, so they're looking to expand their horizons by other means," said Heather Shively, RPCV Mali, '88-91. And still, some say, volunteering internationally may be something many in the high tech industry have always wanted to do, but put off because the market was so good and high paying jobs were plentiful. Cameron Brodeur, a 27 year old software engineer who recently applied for Peace Corps said this, "I feel there's so much more I can learn about myself than through a desk job...[it's] a great way to work abroad and help others and immediately see the benefits." He went on to say that an additional benefit may be job-related, "When I'm done, it could open up a whole lot of doors internationally or at home."

For the full article, check out the April 15, 2001 New York Times article Preludes: Dot-Coms' Loss Is Peace Corps' Gain, by Abby Ellin.

Founder's Day

Saturday, June 2, 2001

Come join CAPCA and guest Patrick Murphy, current Cook County Public Guardian, RPCV Somalia for a family-style meal at Maggiano's followed by an evening of activities including fundraising to benefit Partnership Projects and "Connections," and after-dinner dancing to the tunes of a world music DJ.

Please contact David Pope @ david_pope@att.net if you would like to place an ad in this year's dinner program booklet. It is a great way to promote your business or organization, to honor Peace Corps's 40th Anniversary, or celebrate a friend's or relative's success as a Peace Corp Volunteer.

To donate or to help out, contact Nancy Kramer at kramernancy@worldnet.att.net or 773/725.6944) or Ben Peeters at ben_peeters@email.com 773/528.6723). See www.capca.org/events for more information.

CAPCA's Founder's Day Proceeds Help Fund Partnership Projects

CAPCA supports the following partnership projects in the Dominican Republic and Morocco. To date, CAPCA has sent \$500 to each project and plans to supplement these amounts with proceeds from this year's Founder's Day event.

Project Facts Location: Los Miche

Volunteer Coordinator(s): Michelle McBrian of Lake Hiawatha, New Jersey

Funds Needed: \$5,736.00

Original Request: \$7,236.00

Community Contribution: \$2,444.00 (25%)

Project Number: 517-119

URL: www.peacecorps.gov/contribute/index.html#517-119

The Dominican Republic's Los Miche School Construction project is in a rural community comprised of approximately 385 homes. The community has a primary school, however, it is made up of only two rooms and therefore can only provide classes up to the third grade. As a result, if children are to continue their education they must travel three miles to the nearest school. The trip is unsafe for young children to travel alone and consequently many children are unable to attend. The Los Miche Association of Parents and Friends of the Educational System is seeking Partnership support to construct two additional classrooms, which will accommodate a projected 200 students through the seventh grade. The school committee, a mother's club, and a local agricultural association have all joined forces to make this addition to the school a reality. Funds will be used to purchase cement blocks and metal roofing. The community is providing the labor.

Project Facts Location: Ammeln

Volunteer Coordinator(s): Susan Joyce of Lancaster, Pennsylvania

Funds Needed: \$6,790.00

Original Request: \$9,100.00

Community Contribution: \$7,100.00 (44%)

Project Number: 378-045

URL: www.peacecorps.gov/contribute/index.html#378-045

In Morocco's Ammeln Valley there are no secondary schools for girls and the level of women's participation in economic activity is very low. The Women's Association in Ammeln is changing all that and is constructing a Women's Training Center, which will provide women and girls in the five area villages with reading skills, job training and income generating activities. The Center will also serve as the common base for argan oil extraction, bottling and sale. Argan oil has a unique aroma and is considered as the best culinary oil by Moroccans. In Israel, imported argan oil is sold for US\$43 liter in comparison to \$4/liter for olive oil. Through your support of construction costs, the Center will give value and affirmation to the dreams of Moroccan women, who are quietly and with great dignity fighting for a voice. The Women's Association has raised funds to purchase equipment for the Center and a local organization is providing the salary for a literacy instructor. Profit from argan oil sales will ensure the project's long-term viability.

Upcoming Events

Greater Chicago Food Depository

National Restaurant Association Show Food Collection

Tuesday, May 22, 2001
4:00 p.m. at McCormick Place

The Greater Chicago Food Depository (GCFD), which retrieves tons of high quality food from the National Restaurant Association Show, needs 200 volunteers to help rescue the food—pack it up & load it on to pallets— so it will not go to waste. Food collected at the show will help feed thousands of Chicago families including the elderly and children.

CAPCA would like to build a team of 15-20 volunteers to help with this event and hopes you and your family and friends will be able to participate. For more information, please contact Leslie Wilson at lfwilson@hotmail.com, tel. 773/973.6560 or Marie Erdman at marie@exlibris-usa.com.

Chicago Cares Serve-a-Thon

Saturday, June 9, 2001

In honor of the 40th anniversary of Peace Corps, the Chicago Area Peace Corps Association is putting together a team of volunteers to participate in the annual Chicago Cares Serve-a-Thon. Our goal is to have at least 40 volunteers - RPCVs, friends and family and join the thousands of other volunteer teams from throughout Chicagoland - to paint, plant and pitch-in to improve Chicago's schools, parks, community centers and social service agencies along with thousands of other volunteers. At last year's Serve-a-Thon, volunteers painted 810 classrooms, 80 maps and murals and 4,860 feet of fence, planted 1,240 flowers and landscaped 8,500 sq. ft. at schools, parks and community centers.

Check-in begins at 8 a.m. The CAPCA team will meet at the "Serve-a-Thon Plaza" at the corner of Madison and DesPlaines in Chicago. Volunteer projects last until 3 p.m. followed by a party for volunteers from 3 to 6 p.m. with lots of free food and music! Volunteers are encouraged to raise pledges from friends and family. The minimum amount raised per person is \$25. Prizes are given to people who raise \$100 and up.

Event Logistics: Our team will be assigned to a service project, but we won't know exactly what we'll be doing until the day of. We will be bused from the check-in area to and from the project site. Wear clothes you don't mind getting painted or dirty.

How to sign-Up: Pick up a form at Starbucks Coffee shops or get one mailed to you by contacting Kathy Melone, Chicago Cares at 312/780-0800, ext. 131 or kathy@chicagocares.org. Be sure to include "Trina Janes" as the team contact on your form

Registration Deadline: MAY 16th. Please send your completed forms to Trina Janes BEFORE May 16th: Trina Janes, 5315 W. Suffield Terrace, Skokie, IL 60077. She will submit them as a group to ensure that members of the CAPCA team will all be on the same project. For more information about joining the CAPCA team, contact Trina Janes at cjanest1999@kellogg.nwu.edu or 312/645-9400 ex. 35. For more information on Chicago Cares, check out their website at www.chicagocares.org.

Greater Chicago Food Depository

Hunger Walk

Saturday, June 23, 2001
Meet near Grant Park along lakefront, about 7:00am

Every year the Greater Chicago Food Depository (GCFD) holds a 5K Hunger Walk along the lakefront to raise money for its member agencies and to boost awareness of hunger issues in Chicago. GCFD is looking

Upcoming Events - continued

for 150 volunteers to help out with the registration process on that Saturday. Registration volunteers will receive a training prior to the date of the event. (We can arrange an after-work training downtown, perhaps.) We will need additional assistance on the day of the event with set-up and clean-up. As with all special events, the Hunger Walk requires a great deal of advance planning, set-up, strategy and support.

The Hunger Walk is always a fresh, positive experience along the lakefront. Volunteering with a team of friends, family, or coworkers might prove to be even more enjoyable. This fundraiser is especially unique in that it is an opportunity for some GCFD member agencies to raise enough money to cover their food bills for the entire year! Last year there were 3,000 walkers and GCFD is expecting even more this year!

Anyone interested in volunteering or organizing a group of volunteers for this event should contact Leah or Amy in Volunteer Services at 773/247-3663 or www.chicagofoodbank.org.

Volunteer Opportunities

Make-A-Wish Foundation of Northern Illinois Needs Your Language Skills!

We are a non-profit 501(c)(3) organization that works to fulfill wishes for children with life-threatening illnesses to enrich the human experience with hope, strength, and joy. All children served are between the ages of 2 1/2 and 18 and live in the 24 northernmost counties of Illinois.

Within the framework of rules and advice that adults set for children, kids do take control over their days. They make decisions about how and with whom they explore and play, and they create personal routines and limits, just as any of us do. When a child is diagnosed with a serious illness, however, this all changes in a very short time. Their schedule is broken and interrupted by constant hospital visits and medical treatments. They may experience pain, unrelenting discomfort, or a dramatic decrease in energy. And suddenly, complete strangers are permitted to touch, examine, and interrogate them on a daily basis.

Our aim is simple: we want to give these children a boost; to empower them so they may win their battles, and not find themselves lost in the commotion. We give them the opportunity to make a decision about what is important to them, to renew their confidence in themselves and in others. We give them something to look forward to in the midst of the most stressful and emotional time of their lives.

The Make-A-Wish Foundation(r) of Northern Illinois will fulfill wishes for 465 children this year-an all time high for us as we strive to reach our ultimate goal, to provide a quality wish experience for every single eligible child in our region. Each year in northern Illinois alone, nearly 500 children are diagnosed with life-threatening illnesses. This is in addition to the 1,000 previously diagnosed children who are eligible for a wish, but have not received our services.

One of the largest obstacles preventing children in our area from receiving a wish is language. More and more frequently, we find that we do not have the capacity to effectively organize wishes for the high quantity of families in northern Illinois whose primary language is not English. We are in particular need of Spanish speaking volunteers, along with Polish and Korean speakers for translation and wish coordination.

As RPCV's, your language skills and cultural understanding would be of great value to our organization. If you would like to join us in sharing the power of a wish with the children of northern Illinois, please contact Ryan Barrett

Volunteer Opportunities - continued

(Volunteer Manager) at 312/943-8956. Be sure to mention that you found out about us in the CAPCA newsletter. For more information on our services or background, visit our web site, www.wishes.org. We look forward to hearing from you!

Intensive English Institute, Homestay Families Wanted

Aspect International is the owner of Aspect and Intensive English Institute English language schools. Both sets of schools provide instruction in English as a Second Language (ESL). There are currently twenty-seven Aspect Language Schools world-wide. Sixteen are in the North America (the U.S. and Canada), Ten are in Europe (six in England and Ireland, and four in Northern Europe), and one is in Australia. The Intensive English Institute at Illinois Institute of Technology (IIT) is one of Aspects North American Schools.

At IEI Chicago, students of all ages come from across the world to study ESL. Some are sent by their companies to learn English so they can work for an English speaking affiliate, others are attempting to get into graduate school in the U.S., and some, by their own initiative, take time off work or school and come to the U.S. to study. The duration of their term of study varies considerably from student to student. However, no student stays are less than two weeks or longer than eight months.

When students come to the Intensive English Institute in Chicago, they have three housing options. They can stay in the dormitory on IIT's campus, live off campus, or stay with an American host family. The term host family is a bit antiquated and doesn't aptly describe those that participate in the program. Hosts reflect the diverse population of a large city in terms of ethnicity, and family composition. They are single persons of all ages, married couples with and without children, single parents, and gay and lesbian couples and families. Anyone with an interest in cultural exchange is invited to apply. In fact, hosting for an international student provides a unique opportunity for cultural exchange.

The requirements for hosting are fairly simple. In addition to making the student feel welcome in the home, the host is asked to provide a bed and a desk for the student and two meals per day (breakfast and dinner). Students are generally in class from 9:00 a.m. to 4:00 p.m. Monday thru Thursday and 9:00 a.m. to 12:30 p.m. on Friday. S/he will have lunch on campus. Students elect to live with an American family to be immersed in native English and to learn more about American culture, both of which contribute positively to language acquisition. Hosts are encouraged to spend time interacting with students to help support a meaningful and rewarding learning experience. A bi-weekly per student stipend is provided to hosts.

To learn more about IEI and becoming a host, please contact Hannah Walsh, Housing Director at tel. 312/328-0262 or fax: 312/328-0360.

Announcements

Peace Corps 40th Anniversary Registration NPCA Conference, September 20-23, 2001

Join the NPCA festivities in Washington, D.C. this September. Register online or through Custom Conference Solutions, NPCA's registration partner. There are reduced fees for anyone who registers by June 1st. NPCA members get a \$40 discount on their conference registration. Seniors over 65, students and first year back RPCVs also get a discount on their conference fee. Conference fees for non-members include a one year NPCA individual membership.

You can register for the conference online at www.customconference.com/npca. If you prefer not to register online, you can also call Custom Conference Solutions and request a paper registration packet toll free at 1/866/324-7103 or email them at pc40@customconference.com. Any questions about registration should be directed to Custom Conference Solutions.

Find out more about registering, calendar of events, workshops, meals, etc. by visiting the RPCV website at www.rpcv.org

Announcements - continued

and click on "Celebrate the 40th." For questions regarding the plans for the 40th Anniversary celebrations or workshop proposals please contact Cori Welbourn, 40th Anniversary Executive Coordinator at forty@rpcv.org.

Gazehounds

The Greater Chicago Whippet Club sponsors practice racing for gazehounds (dogs which hunt by sight) once a month in good weather. Bring a picnic, lawn chairs, your camera, and be prepared for a breathtakingly beautiful sight and cheap thrills at warp speed. Race Days in Antioch (at the Illinois-Wisconsin border off Route 173) are May 13, June 24, July 8 and 29, August 12 and 26, and October 7 and 28. Race Days in Gardner, Illinois (just west of Joliet) are July 1, August 19, and November 11. For info or directions, call Gregg at 708/447-5480 (whippet@mediaone.net) or Robyn Michaels at 773/973-663 (mzungu@megsinet.net). Races begin at noon.

Culture Shocks

Don't forget! It's that time again to get ready to play/support the CAPCA-affiliated "Culture Shocks" softball team. Interested players, bench warmers, cheerleaders, etc. should direct their inquiries to Brian DeFilippo 847/650-1080 or email him at bdefilippo@aol.com.

Job Opportunities

Chicago Housing Authority

Position: Senior Manager, Agency Planning & Reporting

Department: Office of Management Analysis & Planning

Position reports to the Chief, Office of Management Analysis & Planning

The Office of Management Analysis & Planning (MAP) is charged with strategic planning, authority-wide management performance analysis and reporting, and policy development and implementation.

Duties & Responsibilities

Strategic Planning: Assist the Chief with facilitating the drafting of CHA's Plan for Transformation's annual updates. The 2000 Plan for Transformation includes a \$1.5 billion capital plan to rehabilitate or replace 25,000 hard units of public housing, the privatization of property management, and a restructuring of service delivery to residents. Each subsequent annual plan must chart overall progress and outline the goals and objectives for the upcoming year.

Performance Analysis & Evaluation: Track, trend and analyze departmental performance to assess productivity and to ensure that all CHA departments are acting within the priorities, principles, time

frames, and budgets outlined in the Plan.

Reporting: Create detailed monthly reports on Agency performance by department for internal distribution on a monthly basis. Create summary quarterly reports for HUD and the public on the progress made on the Plan, PHAS and other specific areas of interest (i.e. relocation contract, senior designated housing plan). Draft CHA's Annual Report.

Information Management: Create reporting formats and maintain information on demographics of the resident population, unit counts and locations, and data required by HUD and other stakeholders. Answer requests for information generated by the press, the residents and the public.

Problem Solving: Evaluate internal processes and systems in order to identify areas in need of improvement. Design blueprints for institutional change, from restructuring departments to reconfiguring specific functions. Build and facilitate cross-functional teams to identify and remove barriers to successful service delivery.

Personnel Management: Supervise, coordinate, and prioritize, daily operations of the analysis and reporting section of the Department.

Interested parties should contact Lisa Schneider at lschneid@thecha.org.

Chicago Housing Authority

Position: Management Analyst, Agency Planning & Reporting

Department: Office of Management Analysis & Planning

Position reports to the Senior Manager, Agency Planning & Reporting, Office of Management Analysis & Planning

The Office of Management Analysis & Planning (MAP) is charged with strategic planning, authority-wide management performance analysis and reporting, and policy development and implementation.

Duties & Responsibilities

Strategic Planning: Collect and analyze information for the CHA's Plan for Transformation's annual updates. Assist departments in meeting goals, maintaining supporting documentation, reporting to HUD, and preparing quarterly reports and an annual update.

Management Performance Analysis: Collect and analyze data for the Authority Management Report (AMR) on a monthly basis. Conduct a quantitative and qualitative assessment of each department's monthly activities. Provide recommenda-

Job Opportunities - continued

tions to improve departments' efficiency and effectiveness. Assist Senior and Executive Staff in developing short and long-term plans and making critical management decisions for each department.

Statistical Analysis: Prepare statistical analyses as necessary (e.g. Residential Statistical Summary and Six-month comparative property analysis of PHMAP indicators related to Property Management.) Perform detailed research, analyze research findings, define and develop solutions to management problems, and depict findings in presentation materials such as reports, charts and graphs.

Report Generation: Prepare Excel spreadsheets to quantify management performance and track goals and initiatives.

This position interacts internally with various levels of employees throughout the Authority, in particular Senior and Executive staff, to request and/or provide information and manage the coordination of various projects. Strong analytical and oral and written communication skills are required. A good working knowledge of Excel is also required.

Interested parties should contact Lisa Schneider at lschneid@thecha.org.

Chicago Housing Authority

Position: Management Analyst, Policy

Department: Office of Management Analysis & Planning

Position reports to the Senior Manager, Policy, Office of Management Analysis & Planning

The Office of Management Analysis & Planning (MAP) is charged with strategic planning, authority-wide management performance analysis and reporting, and policy development and implementation.

Duties & Responsibilities

Policy Writing and Implementation: Conducts policy research and assist with policy writing. Assists with monitoring and preparing new policies as mandated by HUD

or Congress. Supervises or writes/amends/edits internal CHA policy and procedures and disseminates policies and procedures to staff and residents. Ensures the CHA's policies are all internally consistent.

Training: Plans, organizes, and conducts training programs for employees in order to assist them with effective implementation of new/amended policies and procedures. Produce training materials and manuals to provide training participants with the tools needed to develop required skills and knowledge. Plans, organizes, and conducts informational meetings for residents regarding new/amended policies.

Regulatory Compliance: Reviews HUD regulations regularly to identify additions, changes, and trends in the regulations. Notifies executive staff and various departments promptly of changes and additions in regulations. Recommends Agency responses to proposed and new regulations and legislative strategies.

Tracking and Monitoring: Tracks implemented policies and procedures to ensure they are applied and functioning as designed.

This position interacts internally with various levels of employees throughout the Authority, in particular Senior and Executive staff, to request and/or provide information and manage the coordination of various projects. Strong analytical and oral and written communication skills are required.

Interested parties should contact Lisa Schneider at lschneid@thecha.org.

Chicago Housing Authority

Position: Senior Manager, Policy

Department: Office of Management Analysis & Planning

Position reports to the Chief, Office of Management Analysis & Planning

The Office of Management Analysis & Planning (MAP) is charged with strategic planning and authority-wide management

performance analysis and reporting and policy development and implementation.

Duties & Responsibilities

Policy Writing: Monitor new policies mandated by HUD and identify the need for new internal CHA policies and procedures. Work with departments to identify the structure and composition of new internal policies and develop policy accordingly. Draft major Authority policies and procedures.

Coordination: Supervise policy development to ensure new policies are designed to complement existing policies.

Regulatory Compliance: Track and respond to changes in and additions to HUD regulations. Ensure prompt Authority-wide notification of all changes. Educate senior staff and affected departments on policy changes. Analyze revised HUD regulations and recommend course of action to senior staff.

Policy Implementation: Design workplans to implement new policies and procedures. Develop, institute, and monitor training programs for CHA staff, property management firms, resident leadership, and resident populations. Build and facilitate cross-functional teams to implement new policies and procedures, and to identify and remove barriers to successful policy implementation.

Tracking and Monitoring: Track and monitor the implementation and long term effectiveness of various policies, procedures, and other Authority initiatives. Conduct internal audits of policy application and supervise third party auditors where appropriate.

Personnel Management: Supervise, coordinate, and prioritize, daily operations of the policy and section of the Department.

Interested parties should contact Lisa Schneider at lschneid@thecha.org.

Job Opportunities - continued

Zonta International Foundation

Position: Program Coordinator

The Zonta International Foundation is expanding and is seeking a Program Coordinator. This new position will work primarily on Zonta's violence prevention and international service programs.

Duties and Responsibilities

Specific responsibilities will include oversight of current grant projects, identification and development of new funding initiatives, preparation of reports and promotional tools, web-site management, and committee support.

Qualifications: Candidates for the position of Program Coordinator should possess 3-5 years grants management experience, preferably in an international setting. Candidates should be comfortable handling multiple deadlines, be self-motivated, and possess the ability to implement a vision with creativity and diplomacy. A familiarity with and interest in women's issues, public health, and/or violence prevention is required. Excellent communication skills are a must, as are strong computer skills.

Desired qualifications include: experience working with volunteers; web-site management; and a second language.

To apply, mail cover letter, resume, salary requirements, and a writing sample to: Zonta International Foundation Attn: Foundation Manager 557 West Randolph Street Chicago, Illinois 60661 Fax: 312/930-0951, Tel. 312/930-5848 x630.

Learn more about Zonta International Foundation at www.Zonta.org.

Zonta International Foundation

Position: Director of Programs and Foundation Administration

Zonta International Foundation Chicago, Illinois Non-profit manager responsible for the philanthropic international service programs and administration of a US\$4 million service club association and

US\$7 million foundation dedicated to advancing the status of women worldwide.

Duties and Responsibilities

Specific duties include:

- § development, administration, evaluation, and promotion of international service programs
- § support to Foundation Board and Program Committees
- § development and management of the biennial budget in relation to international programs and Foundation administration; and
- § oversight of the Zonta International World Headquarters Building management contract

Qualifications: 5 years experience in program and non-profit management. Excellent leadership, oral and written communication skills and strong organizational, interpersonal and budgetary skills. Experience working with volunteers required.

Educational qualifications: Masters level preferred. International experience, supervisory experience, and second language a plus. Salary is commensurate with experience.

To apply, mail cover letter, resume, salary requirements to: Janet Halstead, Executive Director Zonta International 557 West Randolph Street Chicago, Illinois 60661 Fax: 312 930 0951.

Uzbekistan American Councils for International Education: ACTR/ACCELS

Position: Country Representative for Uzbekistan and Turkmenistan

The position is most relevant to RPCVs who served in the NIS.

Location: Tashkent, Uzbekistan with regular travel to Ashgabat, Turkmenistan

Opening date: April 10, 2001

Closing date: April 20, 2001

Anticipated appointment date: June 1, 2001

Summary: The GTD Project, funded by USAID, is administered by the Academy for Educational Development (AED), with ACTR/ACCELS as a subcontractor. In addition to its Washington, DC headquarters, ACTR/ACCELS co-administers GTD through seven field offices in the former Soviet Union: Russia, Moldova, Kyrgyzstan, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. The GTD Project is designed to implement training programs based in the US, third countries, and in-country that support US technical assistance activities and which equip leaders and professionals from NIS countries with skills and attitudes to guide their nations' transition to free-market economies and democratic governance. Further, the Project is intended to provide for overseas turn-key administrative and logistical support services. As the Country Representative for the GTD Project in Uzbekistan and Turkmenistan, the incumbent works directly with the GTD CAR Regional Director in Almaty, Kazakhstan. On matters related to ACTR/ACCELS and all GTD issues related to the ACTR/GTD subcontract, the incumbent works directly with the ACTR/ACCELS GTD Senior Program Officer based in Washington, DC and closely with the ACTR/ACCELS NIS Regional Director in Moscow. The primary responsibility of the Country Representative position is that of developing, directing, processing, and overseeing the implementation of participant training as it relates to the USAID GTD Project in Uzbekistan and coverage of Turkmenistan as a remote office.

Duties and Responsibilities

Responsibilities:

- § Supervise two offices, one remote and one on site in implementation of GTD project objectives and participant processing procedures as established in GTD program guidelines;
- § Primary financial responsibilities include: operate annual budget pro-

Job Opportunities - continued

jections, prepare budget worksheet for every training event, negotiate purchase orders, manage a cash payment system in the millions, submit monthly operational expense reports to ACTR/ACCELS in Washington, DC and regular participant expense reports to the GTD/CAR Regional office;

- § Interact with staff from USAID, US embassies, technical assistance providers, and local government officials as needed on aspects of program design, participant recruitment, selection, and document processing;
- § Participate in ongoing formal or informal meetings with and reporting to USAID/embassy representatives and designated officials regarding GTD project activities;
- § Conduct post-training follow-up interviews with returned participants to evaluate training; conduct training needs assessment for future programs;
- § Assist other USAID contractors and grantees with participant processing and seminar support services;
- § Write weekly program update to Almaty-based Regional Director and DC-based Program Manager and other special reports when required;
- § Manage all issues—subject to USAID, ACTR/ACCELS, and local government guidelines—related to the continued operation of the office, including: office lease, communications, staffing, equipment and supplies procurement, etc.;
- § Maintain records of all GTD program activities completed or planned to-date in Turkmenistan and Uzbekistan.

Qualifications:

- § Bachelor's degree—graduate degree, preferred—related to the region in economics, international development, training, business management,

political science, conflict resolution, gender studies, energy and environment or a related area plus one to three years of administrative experience related to federally funded programs (preferably USAID funding);

- § Strong preference for candidates currently living in Central Asia;
- § Strong overseas office management experience in a supervisory position; NIS and/or Central Asia experience highly desirable;
- § Training and conference management experience;
- § Ability to work independently, balancing a variety of assignments and completing tasks under strict and competing deadlines;
- § Proven ability to work in a cross-cultural environment;
- § Strong written and oral English communication skills. Russian language (spoken and written) and/or appropriate local language, required.

To apply: Please fax your cover letter and resume to Tilda Leahy, Country Representative, Global Training for Development Project, at (99871) 120-68-29, 152-71-16/19 or e-mail to global@gt.d.uz. www.actr.org.

Suburban Cook County Tuberculosis Sanitarium District

Position: Outreach Program Representative

Suburban Cook County Tuberculosis Sanitarium District, headquartered in Forest Park, Illinois, is seeking a part-time Community Outreach Program Representative to contact industry and community groups and to provide health education programs at various locations throughout the suburban area.

A strong health care background is required as well as marketing skills and experience in making presentations. Strong

communication skills required. Bilingual skills a definite advantage. Flexible schedule.

Starting salary commensurate with qualifications and experience. Excellent benefit package, including tuition reimbursement.

Mail cover letter, resume and salary requirements to: Ms. Margaret Rohter, MPH, Outreach Program Director, SCCTSD, 7556 W. Jackson Blvd., Forest Park, IL 60130

**CAPCA
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CAPCA Board Meeting Minutes

March 5, 2001, 6:00 pm

Present: Marie Erdman, Trina Janes, Kara Malenfant, Ben Peeters, David Pope, Juliann Wilson Salinas, Chuck Sheftel, Alissa Strauss, Elizabeth Thomas, Elizabeth Versten

Not Present: Stephanie Arnold, Maxine Gere, Wallace Goode, Greg Nessinger, Nancy Kramer, Melissa Hall

1) Minutes. The minutes from the 2/1/01 board meeting were amended concerning information about the new guestbook software. Janes moved to approve the minutes as amended. Strauss seconded and the motion passed unanimously.

2) Membership. There are currently 211 member in the CAPCA database. The web page membership form has been updated (Malenfant).

3) Web.

- Malenfant is keeping the web site up to date with current events.
- Salinas will put up photos from NPCA meeting and from the CARE Youth Corps.
- Kramer and Malenfant will continue to check the guestbook.
- If anyone gets email requests for info, please send them to Kramer or Malenfant.
- Wilson updated the NPCA calendar of events.

4) Newsletter. Melissa Hall will be our new newsletter editor. Sheftel moved that the newsletter be published every other month instead of every month as it is now. Janes seconded, and the motion passed unanimously. The previously formed subcommittee is still discussing options for distributing the newsletter electronically. Newsletter items include: April dinner meeting, save the date for Founder's Day (June 2) and the June 9 Care-a-thon with Chicago Cares.

5) Peace Corps Day. A number of board members related their experiences with Peace Corps Day 2001.

6) Global Teach Net (Pope). Pope talked to a group in Oak Park in conjunction with Global Teach Net. Global Teach Net is an initiative of the Peace Corps to facilitate cross-cultural learning, and draws on the experience of RPCVs to do this. He talked about his experience in Peace Corps and also about CAPCA and what we do.

7) Donations. Wilson confirmed that Save the Children has received CAPCA's \$500 donation to assist with the earthquake relief efforts in El Salvador. Sheftel is still in the process of identifying an organization through which to donate \$500 for earthquake relief efforts in India. Malenfant requested \$500 for purchasing library books in conjunction with her trip to South Africa/Zimbabwe with the Library Volunteer Program "Inform the World" in mid-July 2001. Since the trip is so far off, the board recommended that she seek funding at other places and we will revisit the topic at the May board meeting.

8) Nepali Notecards. Wilson provided pricing and profit estimates for CAPCA to purchase and re-sell Nepali Notecards as a fundraising effort. The notecards are purchased from a Save the Children-affiliated project and are hand-painted by Nepali girls. Pope moved that we purchase 1000 notecards to re-sell. Versten seconded and the motion passed unanimously.

9) Founder's Day (Kramer and Peeters). Founder's Day will be held June 2 at Maggiano's. Peeters announced that he and Kramer were meeting for lunch on Wednesday March 7 to discuss Founder's Day preparations and everyone is welcome. Versten reported that she secured a DJ but still needed to secure a sound system for the music. The speaker will be Patrick Murphy, Cook County Public Guardian and RPCV Somalia. Wilson is investigating also having Chuck Baquet, current acting director of Peace Corps, as a guest/speaker as well. It was suggested that the invitations be mailed on or around May 1 to give people a chance to respond. Since this is the 40th anniversary of Peace Corps, Wilson suggested that we broaden our invitee list. We have enough room for 140 people. David Pope and Mike Lofstrom are soliciting advertisements for the Founder's Day event.

10) Partnership Program. Versten gathered together a subcommittee to investigate and recommend one or more projects to fund through the Peace Corps Partnership program in conjunction with the Founder's Day event. The subcommittee consists of Versten, Janes, Strauss, Sheftel and Erdman. General guidelines for selection were discussed. The committee will present a list of three potential projects at the next board meeting.

11) Miscellaneous.

- Logo. Versten's husband can re-draw the CAPCA logo in the end of March.
- The March dinner will be March 21 at Siam Pasta, Paul Vallas of CPS is speaker.
- The April Dinner will be April 17, 18 or 19 in Oak Park somewhere, with Doug Kenshol, who heads the Chicago Urban Enterprise Fund, as speaker. Pope is organizing.
- Wilson is organizing a group to assist the Greater Chicago Food Depository with gathering food after the National Restaurant Association Conference at McCormick Place on May 22.
- Sheftel made a motion that CAPCA commit to participating in the Very Merry Bazaar in November by giving them the \$300 fee for a booth. CAPCA would need to provide volunteers to staff the booth for three and a half days, and would sell products with an international flavor as a fundraising effort, including selling the Peace Corps Calendar. Thomas seconded and the motion passed unanimously.
- Coverdell. Board members are encouraged to write to their senators and representatives to oppose the naming of the new Peace Corps Headquarters building after Paul D. Coverdell, former Peace Corps Director.

12) The meeting was adjourned at 8:15 pm. The next board meeting will be held on Monday, April 9, 2001 at 6:00 pm in the Participate.com board room.

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