Full-Time Hurricane Sandy Recovery Position – Immediate Availability
CLIENT DATA MANAGER

NYDIS is a 501(c)(3) non-profit faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.

Reporting to the Office Operations and Client Data Management Director, the Manager will collaborate with the Housing Case Workers and Housing Placement staff to input client data in compliance with contracts and finance office personnel – and, support other organizational data needs.

Duties include:
- Assist with entering and managing all client records and funding into database(s)
- Create and maintain filing systems for client and financial records
- Assist staff with completing and organizing client records
- Audit files for accuracy and assist staff in addressing discrepancies
- Other duties as may be assigned by executive staff and Data Manager

Qualifications include:
- Highly organized and detail-oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Excellent time management skills and the ability to prioritize
- Positive energy and the ability to work collaboratively with a small staff
- Familiarity and experience with client information management and/or donations management
- Computer skills - familiarity with Microsoft Office, Databases, Internet & Social Media use

Education and/or Experience:
- Bachelor's degree or equivalent experience required
- 1-3 years' experience in data management

Salary range starts at $40,000 and is commensurate with experience – with excellent benefits.

POSITION IS FUNDED BY A ONE-YEAR GOVERNMENT CONTRACT – EXTENSION ANTICIPATED

No Phone Calls
Send Cover Letter & Resume to office@nydis.org

All qualified candidates should apply; candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.

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