



Full-Time Sandy Recovery Position – Immediate Availability
HOUSING PROGRAM 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 Housing Recovery Operations Director, the Manager will direct hotel and rental housing programs in the metropolitan New York City area. Including placing clients in NYDIS contracted hotels or leased properties while their Hurricane Sandy damaged homes are rebuild or elevated. The Manager will direct intake and tracking client data in compliance with contracts and finance office personnel – and, ensure compliance with contracting agencies and partners.

Duties include:

- Learn and serve as a subject matter expert on all program requirements and processes
- Manage all housing programs and staff – including hotel and rental housing programs
- Coordinate program objectives and outcomes with program counterparts within NYC government and non-profit partners
- Lead Housing Placement team in finding rentals in desired neighborhoods, develop relationships with landlords and brokers, and negotiate lease agreements in conjunction with finance team
- Lead Hotel Placement team to help find available properties in desired neighborhoods, develop relationships with hotels managers, and negotiate contracts in conjunction with finance team
- Work closely with finance team to implement strong financial controls and procedures to ensure compliance with all program requirements
- Collaborate with Housing Case Worker team to support applicants during intake and placements
- Track and report data accurately; ensure service targets are met
- Other duties as may be assigned by senior staff

Qualifications include:

- Hurricane Sandy disaster recovery and/or housing rebuild case work experience
- Experience in housing search and real estate market strongly desired
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Client database use and data management experience (preferred)
- Computer skills – expertise in Microsoft Office, databases, internet & social media use
- Familiarity and experience with NYC communities and disaster recovery resources
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

- Master’s degree or equivalent experience required. BSW or MSW preferred
- Experience in disaster case management, disaster recovery or rental housing management required

Salary range starts at \$60,000 and is commensurate with experience – with excellent benefits.

THIS 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.