



Full-Time Sandy Recovery Position – Immediate Availability
SANDY TEMPORARY RENTAL PROGRAM (STRP) HOUSING PLACEMENT COORDINATOR

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.

The Coordinator reports to the STRP Program Manager and is based at the NYDIS office in midtown Manhattan. The position includes 50% office time and 50% in the field – including occasional weekend/evening hours.

Duties include:

- Searching for rental properties city-wide for placing Hurricane Sandy impacted homeowners who need short-term rentals during home rebuild or elevation.
- Inspecting rental properties to determine safety and appropriate condition for client housing.
- Coordinate with community stakeholders to generate and retain housing stock for STRP
- Collaborate with STRP Manager to assist in the placement of clients in temporary housing
- Serve as a “Housing Recovery Resources” subject matter expert to Disaster Case Managers
- Assist in the screening of all STRP applications to the Roundtable
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Other duties as may be assigned by senior staff

Qualifications include:

- 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 religious communities and disaster recovery resources
- Hurricane Sandy impacted individuals or residents from impact neighborhoods desirable
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

- Bachelor’s degree required, BSW or MSW preferred
- Experience in Rental Realty and/or disaster case management or housing case work required
- Working knowledge of Brooklyn, Queens and Staten Island neighborhoods and public transit.

Salary range is \$35,000-\$45,000 commensurate with experience, plus excellent benefits

No Phone Calls

Send Cover Letter & Resume to office@nydis.org

Application Deadline – Friday, April 29, 2016

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.