



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

The Manager reports to the Chief Response Officer and is based at the NYDIS office in midtown Manhattan.

Duties include:

- Manage the intake and screening of all STRP applications internally and externally
- Serve as a “Housing Recovery Resources” subject-matter expert to Disaster Case Managers
- Manage all inter-agency partnerships and promote the STRP program
- Conduct regular case-vetting in collaboration with NYC Housing Recovery Operations (HRO) and the Center for New York City Neighborhoods (CNYCN).
- Collaborate with the Unmet Needs Roundtable (UNR) staff to administer emergency grants
- Coordinate the scheduling of all case application hearings in collaboration with the UNR Staff
- Track grant distributions and client documentation with donors and/or NYDIS finance staff
- Generate required weekly, monthly and quarterly client and donor reports
- Convene meetings between partners to ensure continued coordination and collaboration
- Other duties as may be assigned by senior staff

Qualifications include:

- Hurricane Sandy disaster case management and/or housing rebuild case work experience
- 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 disaster recovery resources

Education and/or Experience:

- Bachelor’s degree required, BSW or MSW preferred
- 2 years of experience in disaster case management or and unmet needs assistance required

Salary range is \$55,000-\$60,000 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.