



*HURRICANE SANDY RECOVERY POSITION*  
**THE MISSION CONTINUES 6 MONTH FELLOWSHIP – ONLY OPEN TO POST 9/11 VETERANS**  
**HOUSING COORDINATOR, NYC VOLUNTEER GROUP HOUSING PROGRAM**

*NYDIS is a 501(c)(3) 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 NYC. The Mission Continues empowers veterans facing the challenge of adjusting to life at home to find new missions. We redeploy veterans in their communities, so that their shared legacy will be one of action and service.*

**Duties include:**

- Collaborate with and support National VOAD and local nonprofits to recruit and house volunteers to rebuild homes damaged during SuperStorm Sandy.
- Update and maintain Volunteer Group housing Program (VGHP) database and website.
- Manage NYC VGHP host site reservation process.
- Identify resources and opportunities to assist volunteer host sites throughout NYC.
- Implement continuity plan and close-out VGHP at the end of Fellowship term.
- Assist with growing the capacity and maintaining continuity of the VGHP.
- Assist senior staff members with grant reporting.
- Support staff in compiling regular statistical reports.
- Other duties as may be assigned by senior staff.

**Qualifications include:**

- Highly organized and detail oriented.
- Ability to effectively manage volunteers & host sites from many different faith and social groups.
- Excellent computer skills: familiarity with Microsoft Office Suite, WordPress, Social Media, and Internet Applications.
- Ability and willingness to travel extensively throughout NYC.
- Exceptional communication and interpersonal skills, in person and on the phone.
- Positive energy and the ability to work collaboratively with a small staff.
- Multi-lingual candidates preferred.

**Fellowship requirement:**

- Must have served in the United States Armed Forces after September 11, 2001.
- Must have received an honorable discharge after a minimum of 24 months in military service (unless serious injury was sustained preventing further service).

This is a 6-month Fellowship in partnership with The Mission Continues.  
Includes a cost-of-living stipend (plus cell phone, and MetroCard)

**Application Due before October 12, 2014 - No Phone Calls**  
**For more information, visit <https://www.missioncontinues.org/fellowships/>**

*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.*