



## **NEW YORK DISASTER INTERFAITH SERVICES**

*IMMEDIATE AVAILABILITY – 15 TO 20 HOURS PER WEEK*

### **COMMUNICATIONS INTERNSHIP (PAID)**

*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 New York City. Our mission is to inspire, connect, and provide resources for New York City faith communities serving in disaster to create an urban environment for social justice for all.*

#### **Duties include:**

- Support staff in managing NYDIS' Risk Communication platforms
- Develop strategies for increased social media engagement
- Update Twitter and Facebook feeds daily/regularly
- Retweet and repost relevant links from partner organizations and subject-matter experts
- Take the lead in writing and publishing monthly e-newsletters
- Collaborate with staff to obtain/post weekly direct service and events photographs
- Copy edit and proofread organizational grant reports, occasional special reports, and other documents as requested by supervisor and senior staff
- Duties may include some data entry

#### **Qualifications include:**

- Highly organized and detail oriented
- Interested in nonprofit communications
- Ability and willingness to work flexible hours (some evenings and weekends)
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Proficient in Microsoft Office, social media use, (with proof of active Social Media accounts)
- Ability to think critically and act independently
- Experience in faith-based organizations (preferred)
- A working knowledge of disaster response and recovery topics (preferred)

#### **Age and education requirement:**

- Must be 21 or older
- Candidates working towards a communication, emergency management or non-profit management degree are strongly encouraged to apply
- 2-3 years' experience of blogging/newsletter writing and/or use of social media platforms

Immediate Availability through May 2017 – Summer extension by invitation  
\$500 weekly stipend and monthly (unlimited) MetroCard

#### **No Phone Calls**

**Send Cover Letter, Writing Sample, & Resume to [office@nydis.org](mailto: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.*