



NEW YORK DISASTER INTERFAITH SERVICES

IMMEDIATE AVAILABILITY – 15 TO 20 HOURS PER WEEK

DISASTER PREPAREDNESS 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:

- Participate with senior staff or represent NYDIS at preparedness meetings and resiliency coalitions active in NYC
- Support engagement and education at local houses of worship and faith-based non-profits on disaster and public health preparedness and resiliency throughout NYC
- Help develop tools and trainings promoting human and faith-based institutional resiliency
- Stay abreast of the latest developments in disaster research and legislation
- Stay abreast of relevant grants opportunities
- Prepare advocacy positions and reports as requested by senior staff
- Perform some data entry

Qualifications include:

- Highly organized and detail oriented
- Ability and willingness to travel extensively throughout New York City
- Ability and willingness to work flexible hours (the occasional evening or weekend)
- Confident and competent public speaker and trainer
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Computer skills - familiarity with Microsoft Office, Internet & Social Media use
- Ability to think critically and act independently
- Experience in faith-based organizations (preferred)
- A working knowledge of disaster resiliency and community preparedness (preferred)

Age and education requirement:

- Must be 21 or older
- Candidates working towards an emergency management degree are encouraged to apply
- 1-2 years of community engagement, disaster preparedness or interfaith organizing preferred

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

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.