



IMMEDIATE AVAILABILITY – FULL TIME

**DISASTER RESPONSE, PROGRAM ASSOCIATE
NEW YORK DISASTER INTERFAITH SERVICES (NYDIS)**

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:

- 20 hours Per week dedicated to External Partnerships & 20 hours dedicated to Temporary Housing Services
- Manage the day-to-day operations of New York State VOAD, in collaboration with the Chair/Board. Including both administrative and programmatic duties.
- As needed, represent NYDIS and NYVOAD at preparedness meetings, coordinative bodies, and resiliency coalitions active in local, state and federal partners.
- Facilitate leadership and risk communication between NYVOAD and its member organizations and National VOAD – as well as other response/recovery coalitions across the state.
- Maintain all organizational governance and communications records.
- Support active NYVOAD Committees and assist in development of needed Committees.
- Learn and serve as a subject matter expert on all NYDIS Temporary Housing Program “Master Lease” housing program requirements and processes.
- Coordinate with landlords to insure clients have clean and fully functional living space.
- Follow up with placed families, ensure clients follow guidelines while in NYDIS “Master Lease” units.

Qualifications include:

- A committed emergency manager or disaster response leader
- Ability to think critically and act independently in crisis settings
- Highly organized and detail oriented
- Ability and willingness to travel extensively throughout the Greater New York City Metro Area
- Ability and willingness to work flexible hours (the occasional evening or weekend)
- Confident and competent public speaker
- Exceptional communication and interpersonal skills, in person and on the phone
- Computer skills - familiarity with Microsoft Office, Internet & Social Media use

Age and education requirement:

- Must be 21 or older
- Hold a bachelor’s degree from an accredited university, graduate degree preferred
- Candidates working towards an emergency management degree are encouraged to apply
- 1-2 years of community engagement or nonprofit administration required, VOAD experience preferred

Immediate Through End of 2017

Annualized salary of \$50,000 – with excellent benefits.

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.