



*IMMEDIATE AVAILABILITY – SUMMER/FALL SEMESTERS - 20 HOURS PER WEEK*

**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.*

*NYDIS' Executive Director is currently the Chair of New York State VOAD (Voluntary Organizations Active in Disaster), a chapter of National VOAD, and requires the support of a part-time staff member to support city and state-wide planning and response operations – both administrative and programmatic.*

**Duties include:**

- Manage the day-to-day operations of New York State VOAD, in collaboration with the Chair/Board. Including both administrative and programmatic duties.
- In collaboration with senior staff, represent NYDIS and NYVOAD at preparedness meetings, coordinative bodies, and resiliency coalitions active in New York City and New York State.
- 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 NYVOAD Standing Committees.

**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, and Social Media use

**Age and education requirement:**

- Candidates working towards an emergency management degree are encouraged to apply
- 1-2 years of related disaster management or nonprofit administration experience preferred

Immediate Through End of August

Includes a \$500 weekly stipend, cell phone allowance, and unlimited monthly MetroCard

**No Phone Calls**

**Send Cover Letter & 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.*