



*IMMEDIATE AVAILABILITY – FULL TIME*  
**OUTREACH & TRAINING, PROGRAM ASSOCIATE**

*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:**

- Organize disaster preparedness, response, and recover trainings in support of the NYC faith sector
- Assess and support the training interests and needs of NYDIS members and partners
- Perform logistical coordination including venue reservations and logistics, registrations, instructor and course coordination, and advertising/outreach for all NYDIS trainings throughout NYC.
- Assist in research, editing and development of disaster preparedness, response, and recovery resources
- Monitor and promote training opportunities throughout NYC which may be of interest to the faith sector
- Assist writing outreach materials to advertise trainings to partners, stakeholders, and beneficiaries

**Qualifications include:**

- Experience in planning and managing trainings
- Experience in individual and organizational outreach
- 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:**

- Bachelor's degree required
- Candidates working towards an emergency management degree are encouraged to apply
- 1-2 years of community engagement or nonprofit administration preferred

Annualized salary of \$40,000 – with excellent benefits.

**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.*