



Full-Time Sandy Recovery Position – Immediate Availability
MODERATOR (PROGRAM DIRECTOR), NYC SANDY UNMET NEEDS ROUNDTABLE

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. The NYC Sandy Unmet Needs Roundtable brings together a diverse group of individual donors and case management organizations to address the unmet needs of impacted survivors of SuperStorm Sandy.

The Moderator will be based at the NYDIS offices in midtown Manhattan. Extensive travel required.
All qualified candidates should apply.

Duties include:

- Manage overall day-to-day Roundtable program operations and supervise staff team
- Convene and moderate all Roundtable hearings; a minimum of twice weekly
- Coordinate commitment documentation and donor invoicing with NYDIS finance staff
- Supervise grant awards input into the NYDIS Database and CAN system
- Direct the regular updating of NYDIS Recovery Guide and Recovery Calendar
- Manage writing and distribution of NYDISnet (monthly Sandy Recovery News e-newsletter)
- Create all necessary client and grant award statistical reports for case managers and donors
- Collaborate with senior staff to manage donor relations and grant writing and reporting
- Other duties as may be assigned by senior staff

Qualifications include:

- Experience managing and supervising a disaster recovery staff team and grants program
- Disaster case management and/or housing rebuild case work experience required
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Ability and willingness to travel extensively throughout New York City
- Computer skills – expertise in Microsoft Office, Databases, Internet & Social Media use
- Client database management design and management experience (preferred)
- Familiarity/Experience with NYC religious communities and disaster relief agencies (preferred)

Education and/or Experience:

- A minimum of Master's Degree - MSW or equivalent clinical experience (preferred)
- 3-5 years experience in case management or housing rebuild supervision

Salary range is \$65,000-\$75,000 commensurate with experience, plus excellent benefits

No Phone Calls

Send Cover Letter & Resume to office@nydis.org

Application Deadline – 5:00 p.m., Friday, March 14, 2014

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.