



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 Advisory Committee for the NYC Sandy Unmet Needs Roundtable is seeking a full-time Moderator. The Moderator will be based at the NYDIS offices in midtown Manhattan. All qualified candidates should apply.

Duties include:

- Manage overall day-to-day Roundtable program operations; supervise staff and interns
- Oversee case manager training program, Home Depot portal, and bridge loan program
- Coordinate Roundtable sessions with all borough long-term recovery committees
- Convene Roundtable sessions at least weekly and moderate all case adjudications
- Coordinate grant distributions and client documentation with NYDIS finance staff
- Support the regular updating of the online NYDIS Recovery Guide and Recovery Calendar
- Supervise client presentation and grant awards input into the CAN system
- Collaborate with senior staff to manage donor relations and grant writing and reporting
- Compile all necessary client and grant award statistical reports for case managers and donors
- Other duties as may be assigned by senior staff

Qualifications include:

- Disaster case management and/or housing rebuild case work (preferred)
- Highly organized and detail oriented
- Ability and willingness to travel extensively throughout New York City
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Familiarity/Experience with NYC religious communities and disaster relief agencies (preferred)
- Computer skills - familiarity with Microsoft Office, Databases, Internet & Social Media use
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

- A minimum of LMSW, MSW or equivalent clinical experience
- 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

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.