



**Full-Time Sandy Recovery Position – Immediate Availability**  
**PARTNERSHIPS COORDINATOR, 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 Partnerships Coordinator. The Coordinator will be employed, supervised by and conduct business from the NYDIS offices in Midtown Manhattan. All qualified candidates should apply.

**Duties include:**

- Conduct outreach to and maintain partnerships with Long-Term Recovery Groups (LTRGs)
- Attend meetings of all borough LTRGs at least twice per month – including attendance on Disaster Case Management, Unmet Needs and Rebuilding Committees
- Liaise with Rebuild Organizations to support use of the NYDIS Home Depot portal program
- Collaborate with senior staff to manage donor and member relationships
- Coordinate case manager training program
- Support the regular updating of the online NYDIS Recovery Guide and Recovery Calendar
- Other duties as may be assigned by senior staff

**Qualifications include:**

- Working knowledge of disaster case management & housing rebuild organizations
- Experience with community outreach and partnership building
- 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 and experience with Voluntary Organizations Active in Disaster (VOAD)
- Computer skills - familiarity with Microsoft Office, Internet & Social Media use
- Spanish/English or fluency in another foreign language desirable

**Education and/or Experience:**

- Bachelors degree required
- 1-2 years experience in community outreach and partnership building

Salary range is \$50,000-\$60,000 commensurate with experience, plus 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.*