



FULL-TIME SANDY RECOVERY POSITION – IMMEDIATE AVAILABILITY
SUMMER INTERNSHIP (PAID), NYC VOLUNTEER GROUP HOUSING PROGRAM

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.

Duties include:

- Support volunteer groups and host congregations in the NYC Volunteer Group Housing Program
- In coordination with NYDIS staff, provide logistics support to arriving volunteer groups
- Provide onsite assistance to “dorms” through training and/or operating resources
- Coordinate volunteer opportunities for unaffiliated volunteer groups
- Design and manage enrichment programs for volunteer groups
- Other duties as may be assigned by senior staff

Qualifications include:

- Highly organized and detail oriented
- Excellent computer skills - familiarity with Microsoft Office, Wordpress, and Social Media use
- Ability and willingness to travel extensively throughout New York City
- Ability and willingness to work flexible hours (some evenings and weekends)
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Experience in volunteer support and/or group housing preferred
- Familiarity with NYC faith communities and religious competency in housing settings
- A working knowledge of Voluntary Organizations Active in Disaster (VOAD) preferred

Age and education requirement:

- Must be 21 or older
- Undergraduate or graduate student/seminarian or a national service/volunteer corps alum
- 2-3 years minimum group leadership experience with congregation or volunteer groups

This is an 8-week summer internship.
Includes a \$500 weekly stipend (plus cell phone, and MetroCard)

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.