



FULL-TIME SANDY RECOVERY POSITION – IMMEDIATE AVAILABILITY
COORDINATOR, 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:

- Manage NYDIS' Volunteer Group Housing Program - recruiting, training and scheduling houses of worship to provide lodging for repair and rebuild volunteer groups
- Supervise all program staff and summer interns
- Manage outreach programs to recruit houses of worship and other potential dorm sites
- Collaborate with and support National VOAD with rebuild and volunteer group housing needs
- Input data and photos on all host sites into the Volunteer Group Housing database
- Coordinate staff and interns in conducting host site assessments and safety inspections
- Manage NYC booking process for up to 1,000 volunteers per week (June-September)
- Direct staff team in locating volunteer opportunities for unaffiliated volunteer groups
- Identify resources and/or develop enrichment programs for visiting volunteer groups
- Provide assistance to "dorms" through training and/or operating resources
- Support staff in compiling regular statistical reports
- Other duties as may be assigned by senior staff

Qualifications include:

- Field experience in volunteer management and/or group housing coordination
- Experience with community outreach and partnership building
- Familiarity with NYC faith communities and religious competency in housing settings
- Familiarity and experience with Voluntary Organizations Active in Disaster (VOAD)
- 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
- Computer skills - familiarity with Microsoft Office, Internet & Social Media use

Education and/or Experience:

- Bachelors degree required
- 2-3 years minimum experience in congregation outreach and/or volunteer management

Salary range is \$50,000-\$55,000 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, sexual orientation, color, creed, culture, marital status, mental or physical disability, national origin, race or sex.