



FULL-TIME SANDY RECOVERY POSITION – IMMEDIATE AVAILABILITY
PARTNERSHIPS 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:

- Liaise with borough Long-Term Recovery Groups to support their volunteer housing needs by helping to recruit, assess and train houses of worship to host repair and rebuild volunteer groups
- Collaborate with and support National VOAD (Voluntary Agencies Active in Disaster) with rebuild and volunteer group housing needs , as well as those of the NYC Non-Profit Repair Consortium
- Conduct outreach to recruit houses of worship and other potential new dorm sites
- Provide assistance to “dorms” through training and/or operating resources
- Coordinate volunteer opportunities for unaffiliated volunteer groups
- Provide enrichment programs for volunteer groups
- Compile statistical reports in collaboration with staff team
- Other duties as may be assigned by senior staff

Qualifications include:

- 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
- Experience working with Voluntary Organizations Active in Disaster (VOAD)
- Highly organized and detail oriented
- Ability and willingness to occasionally travel 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 \$40,000-\$45,000 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.