



*FULL TIME POSITION*

**MEMBER & PARTNER SERVICES MANAGER  
NEW YORK DISASTER INTERFAITH SERVICES**

*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. Our mission is to inspire, connect, and provide resources for New York City faith communities serving in disaster to create an urban environment for social justice for all.*

**Duties include:**

- Increase membership and partnerships of both New York Disaster Interfaith Services (NYDIS) and New York State Voluntary Organizations Active in Disaster (NYVOAD), chaired by our CEO.
- Provide technical, operational, and training support to NYDIS and NYVOAD members.
- Facilitate communication between NYDIS and NYVOAD member organizations and NVOAD
- Support active NYVOAD Committees and assist in development of needed Committees
- Engage and reengage local, state, and national Emergency Offices in the mission of NYVOAD
- Alongside senior staff or independently, represent NYDIS and NYVOAD at preparedness meetings, coordinative bodies, and resiliency coalitions active across NYC and New York State.
- Support engagement and disaster resiliency education at congregations and faith-based nonprofits alongside our government and secular partners
- Stay abreast of the latest developments in disaster research and legislation
- Prepare advocacy positions and reports as requested by senior staff

**Qualifications include:**

- Expertise and experience in disaster human services and faith communities
- Highly organized and detail oriented, able to think critically and act independently
- Ability and willingness to travel extensively throughout NYC and New York state
- Ability and willingness to work flexible hours (the occasional evening or weekend)
- 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

**Age and education requirement:**

- Must be 21 or older
- Bachelor's degree or equivalent experience required, Master's degree preferred
- Candidates working towards an emergency management degree are encouraged to apply
- 1-2 years of disaster preparedness and response experience
- 1-2 years of experience working in faith-based or multi-faith organization

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

**No Phone Calls**

**Email Cover Letter, Resume, and three professional References 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.*