



VISTA MEMBER – OUTREACH & EMERGENCY RESPONSE 1-YEAR, FULL-TIME NATIONAL SERVICE POSITION – STARTING SUMMER 2008

New York Disaster Interfaith Services (NYDIS) is a non-profit, faith-based federation of service providers and charitable organizations that work in partnership to provide disaster readiness, response, and recovery services to New York City. We are seeking a VISTA member to build the capacity of HOWCALM™, a community service network and communications tool that tracks information about houses of worship to coordinate disaster response and preparedness. The VISTA member will serve for one year at the NYDIS office adjacent to the World Trade Center site in Lower Manhattan.

AmeriCorps*VISTA (Volunteers in Service to America) is a national service program in which members devote a year of their lives to capacity-building projects that help low-income, underserved populations throughout the United States. It's a wonderful opportunity to give back and serve communities in need.

Duties include:

- Research to identify houses of worship which are currently not in the HOWCALM™ network
- Conduct outreach to inform houses of worship about HOWCALM™, to enter, update, and verify their information in the network database, and to increase membership and participation
- Organize and conduct training events to educate and engage current HOWCALM™ participants in disaster and emergency preparedness information, resources, and programs
- Build working relationships and collaborations between HOWCALM™ and the Community Outreach & Training Program Area, and between NYDIS and the New York City Office of Emergency Management (NYC OEM)

Qualifications include:

- Must be a citizen or legal permanent resident of the United States
- Undergraduate degree or equivalent professional experience
- Willingness to commit to a year of full-time national service without outside commitments
- Community outreach, marketing, planning, and training experience preferred
- High knowledge and experience working with MS Excel, MS Word, and MS Outlook
- Phone outreach and/or communications experience preferred
- English-Spanish/Arabic/Chinese/Russian language skills or bilingual preferred
- Detail-oriented, organized, proactive self-starter who can develop projects without supervision
- Comfortable working with diverse groups of people in a small “team” environment
- Exceptional oral and written communications skills

VISTA member benefits for 2008 include: \$949 monthly living allowance, healthcare benefits, optional life insurance, student loan deferment/forbearance, project-related transportation benefits (monthly NYC transportation pass – MetroCard), childcare subsidies, relocation allowance, and training opportunities. Members completing service qualify for a \$4,725 education award or a \$1,200 cash stipend.

APPLICATION DEADLINE: JULY 1, 2008

TO APPLY, PLEASE COMPLETE STEPS 1 AND 2 BELOW:

- 1) **Submit Online Application:** Go to <https://my.americorps.gov/mp/listing/publicRequestSearch.do> and search for “New York Disaster Interfaith Services” under “Program Name”
- 2) **Email Cover Letter and Resume to jobs@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, marital status, mental or physical disability, national origin, race, or sexual orientation.