



VISTA MEMBER – COMMUNITY OUTREACH & TRAINING 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 our Community Outreach & Training program area at our 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:

- Increase faith community participation in NYDIS's disaster mitigation education and preparedness training programs through outreach, event planning, and partnership building
- Assist in the implementation of, and the development of resources and tools for, NYDIS's Disaster Volunteer Leaders Corps, including volunteer training and support materials, job descriptions, and systems for recruiting, tracking, training, and retaining volunteers
- Work with the Community Outreach & Training Coordinator to engage eligible houses of worship in sponsoring and running Emergency Rest Centers

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
- Exceptional oral and written communications skills
- Detail-oriented, organized, proactive self-starter who can develop projects without supervision
- Team player with the ability to work collaboratively with a small, diverse staff
- Experience with Microsoft Word, Excel, and Outlook
- Experience with or interest in non-profits, interfaith networks, religious institutions, emergency management and/or disaster relief
- English-Spanish/Arabic/Chinese/Russian language skills or bilingual preferred

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.