



VISTA LEADER – DISASTER PREPAREDNESS & RECOVERY PROGRAM

1-YEAR, FULL-TIME NATIONAL SERVICE POSITION – IMMEDIATE AVAILABILITY

New York Disaster Interfaith Services (NYDIS) is seeking an AmeriCorps*VISTA Leader to provide leadership and support for a program that will build capacity for disaster preparedness and recovery in New York City. The VISTA Leader will serve at the NYDIS offices adjacent to the World Trade Center site in Lower Manhattan and will report to the VISTA Program Coordinator. All qualified candidates should apply by completing the AmeriCorps*VISTA online application and submitting a cover letter and resume to NYDIS. NYDIS is a faith-based federation of service providers and charitable organizations that work in partnership to provide disaster services. Our mission is to develop and support faith-based disaster readiness, response, and recovery services for New York City.

Duties include:

- Support NYDIS and its 4 sub-sites in their efforts to market their AmeriCorps*VISTA positions and recruit 14 members for a large project at an accelerated rate, including the screening of potential members
- Help to plan and implement on-site orientation and training for new members
- Provide project teams with daily guidance, attention, and resources
- Encourage cooperative information-sharing and peer-learning amongst members
- Coordinate the activities of members working at 5 different sites
- Attend and contribute to monthly meetings with members and supervisors
- Develop systems for project monitoring, reporting, and overall management
- Ensure that all project records are kept up-to-date

Qualifications include:

- Requirement that the applicant has either successfully completed service with the Peace Corps or successfully completed at least one year of service with AmeriCorps or VISTA
- At least a B.A. or B.S. degree or significant work experience required
- Must be a citizen or legal permanent resident of the United States
- Willingness to commit to a year of full-time national service without outside commitments
- Excellent organizational skills and attention to detail
- Leadership experience and skills
- The ability to juggle multiple tasks at the same time
- Exceptional written and oral communication skills
- Proficiency in MS Office programs required
- Familiarity and experience with religious communities and disaster relief agencies preferred
- Foreign language skills (English/Spanish or Chinese/English) a plus
- Comfortable working with diverse communities and individuals

VISTA Leader benefits for 2007 include: \$13,788 annual living allowance, housing supplement, health care benefits, life insurance, student loan deferment, free monthly NYC transportation card, childcare subsidies, relocation allowance, and training opportunities. Leaders completing service qualify for a \$2,400 cash stipend or an education award.

APPLICATION DEADLINE: SEPTEMBER 14, 2007

- **To apply, please visit <https://recruit.ens.gov/>, click on “Apply Now,” and go through each step, making sure to enter program listing ID 07VSANY018-2 in the step called “Program Selections”**
 - **Send a cover letter, resume, and any questions to jobs@nydis.org**
 - **For more information, please visit <http://nationalservice.gov> and <http://nydis.org>**
 - **Applicants without access to internet: see info below to contact NYDIS via mail, phone, or fax**

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.