



COORDINATOR, DISASTER CHAPLAINCY & SPIRITUAL CARE

NYDIS is seeking a full-time Coordinator of Disaster Chaplaincy & Spiritual Care (CSC) to oversee all aspects of curriculum-related, programmatic, and operational development of NYDIS's new volunteer chaplain and spiritual care worker program. The Coordinator will manage the training, credentialing, and local deployment of all CSC volunteers from NYDIS member agencies and will coordinate this program in collaboration with parallel NGOs or government mental health agencies. The Coordinator reports to the Executive Director and works in partnership with an interfaith CSC Advisory Committee. All qualified candidates should apply.

NYDIS is a 501(c)(3) non-profit, 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:

- Coordinate all development and writing aspects of NYDIS's CSC training and train-the-trainer curriculum
- Manage the design and implementation of NYDIS's CSC program
- Develop and maintain NYDIS's 24/7/365 deployment and response capacity of its CSC operations
- Recruit, manage, and support a corps of 2,400 credentialed NYDIS CSC Volunteers
- Cultivate, manage, and support a volunteer operations management team for 24/7/365 deployments
- Manage a database of all credentialed NYDIS volunteer disaster chaplains and spiritual care workers
- Coordinate monthly meetings of the CSC Advisory Committee
- Produce articles and editorials on CSC in collaboration with the Director of Communications
- Collaborate with the Director of Development to research and write grant proposals
- Serve as a resource to NYDIS members and the broader community on CSC related matters
- Other duties as may be assigned by the Executive Director

Qualifications include:

- Ordained/Endorsed or recognized spiritual leader in accordance with one's faith community's practices
- A Board Certified Chaplain and/or experience as a full-time hospital, military, or uniformed services chaplain
- Masters of Divinity and/or other terminal religious degree required
- Minimum of three years experience managing or training chaplains required
- Experience in creating, implementing, or managing chaplaincy or disaster spiritual care programs
- Proven managerial and administrative skills, including recruiting, training, and supervising volunteers
- Exceptional oral and written communications skills, as well as competent and creative donor relations skills
- Proficiency in Microsoft Word, Excel, and Outlook required - website and database experience preferred
- Team player with the ability to work collaboratively with a small, diverse staff required
- Experience working with disaster services, not-for-profits, and/or religious institutions preferred

Salary: \$45,000 - \$50,000 range commensurate with experience, plus excellent benefits.

DEADLINE: August 9, 2007

No Phone Calls • E-mail (preferred), mail, or fax a **Cover Letter with Salary Requirements & Resume** to:

Peter B. Gudaitis, M.Div., Executive Director & CEO
NYDIS - New York Disaster Interfaith Services
22 Cortlandt Street – 20th Floor • New York, NY 10007
Email: jobs@nydis.org • Fax: 212-669-6101

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.