

NYC Civic Corps Member Assignment Description Form

Title of NYC Civic Corps Member: Volunteer Coordinator, Climate Resilience Capacity Building Program
of Members Assigned to Project: 1
Sponsoring Organization: NYC Service, Office of the Mayor Project Name: NYC Civic Corps
Name of the Host Site Organization: NYDIS
Location: 4 West 43rd Street, Suite 407, New York, NY 10036
Tentative Schedule: Monday-Friday, 9am-5pm

PLEASE NOTE: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.

Member Assignment Objectives and Member Activities (September 2023 – June 2024)		Planned Period of Work
<p>Goal of Project:</p> <p>By leading volunteer outreach, event management and training, the NYC Civic Corp member will support and strengthen NYDIS’s newly launched Climate Resilience Capacity Building program. The program aims to involve volunteers in delivering neighborhood-level, climate resilience capacity-building resources to increase climate disaster resilience for NYC clergy and religious lay leaders serving dis- invested communities. Drawing from existing NYDIS trainings, networks, and city-wide resources, the program will offer low-cost/no-cost climate resilience resources, networking events, trainings, and vulnerability analyses to help NYC clergy and lay leaders make effective plans, harden facilities, and answer tangible questions for climate vulnerable stakeholders.</p>		
<p>Objective 1: Learning about the organization / role / field</p> <p>Member Activities:</p> <ol style="list-style-type: none"> 1. Meet with organizational leadership. 2. Review Assignment Description for clarity and/or revisions 3. New staff personal training: Mental Health First Aid, Narcan 	<p>September 2023 to November 2023</p>	

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<ul style="list-style-type: none"> 4. New staff systems training: Internal Database, Website, Constant Contact, Eventbrite, Canva, MS Excel, Adobe Pro, Wufoo, ESN social media 5. Disaster Human Services Certifications: FEMA 100c 6. Research / understand / participate key NYC stakeholders and services under NYC Department of Health, NYC Emergency Management, Mayor’s Office of Faith-based and Community Partnership, Mayors Office of Climate & Environmental Justice, 7. Research / understand / participate key NYC stakeholders and services around faith-based climate action, climate resilience, climate justice advocacy and climate adaptation, including Centre for Earth Ethics, We Act for Environmental Justice, Rise to Resilience, etc 	
<p>Objective 2: Work with NYDIS Director of Faith Sector Resilience to create a strategic outreach plan for climate resilience program volunteers.</p> <p>Member Activities:</p> <ul style="list-style-type: none"> 8. This volunteer recruitment workplan will include elements related to: <ul style="list-style-type: none"> a. Updating NYC House of Worship (HOW) volunteer database b. Designing program website, program flyers, & social media c. Sharing climate risk analysis with NYC HOWs d. Developing climate disaster mitigation & preparation resources e. Planning & managing events & trainings. 	<p>November 2023 – December 2023</p>
<p>Objective 3: Implement volunteer recruitment workplan. Responsibilities will include:</p> <p>Member Activities:</p> <ul style="list-style-type: none"> 9. Support engagement and education of leaders and volunteers from NYC houses of worship and faith-based nonprofits specific to climate-induced disaster preparedness and resiliency. 10. Communicate regularly with participating volunteers via email, social media, e-flyers, and networking and training events to keep them updated on the program. 11. Manage volunteer database, including data input, management, and data trend tracking. 	<p>December 2023 – May 2024</p>

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<p>12. Assist Director in coordinating venue reservations, registrations, instructor and course coordination, and advertising/outreach for all NYDIS trainings throughout NYC</p>	
<p>Objective 4: Project Closeout and ensuring sustainability.</p> <p>Member Activities:</p> <p>17. Create transition document that details all aspects of the project, including outstanding assignments, main points of contacts and potential next steps to move the project forward.</p> <p>18. Transition partnerships, developing communication around transition to inform partners about new points of contact after the program ends.</p>	<p>May 2024 to June 2024</p>
<p>Objective 5: Ongoing Reporting</p> <p>Member Activities:</p> <p>19. Monthly reports</p> <p>20. Weekly time & activity sheets</p> <p>21. Quarterly presentations to NYDIS Faith Sector Community Preparedness Program (FSCPP) Advisory Committee</p>	<p>September 2023 – June 2024</p>

Preferred Skills and Qualifications:

1. Candidates interested in social services, climate justice, community organizing, and interfaith work.
2. Experience in community engagement, disaster preparedness, or intercultural organizing
3. Ability & willingness to work occasional evening or weekend hours
4. Experience in writing & editing reports, newsletters, and social media.
5. Digital production & design experience, using Microsoft Office, Canva, Eventbrite, Wufoo & social media platforms.