



JOB OPENING – PART TIME

PROGRAM DIRECTOR, EMERGENCY SHELTER NETWORK

Emergency Shelter Network of Faith-Based and Community Organizations, Inc (ESN) is a 501 (c)(3) nonprofit devoted to aiding, supporting and representing its members: a coalition of shelters, operated primarily by volunteers, serving unsheltered individuals throughout the five boroughs of New York City.

ENS is subsidiary program of New York Disaster Interfaith Services: www.nydis.org

Duties include:

- Reporting to the Executive Director & CEO of fiscal sponsor, New York Disaster Interfaith Services
- Collaborating with the ESN Advisory Board which Reports to the NYDIS Board of Directors
- Serve as the chief program officer & public face of ESN
- Provide support to and advocate for the needs of with all member shelters and program partners
- Engage potential members in the mission of ESN
- Support fundraising efforts of the Board of Directors and NYDIS
- Support and development of sector-wide trainings and existing direct service programs
- Represent ESN at meetings, events, coordinative bodies, and coalitions activities
- Prepare monthly reports for the NYDIS Board of Directors
- Other institutional duties as requested by the Executive Director & CEO

Qualifications include:

- Articulate a vision for building the capability and capacity of the Emergency Shelter Network
- Possess a working knowledge of all phases of the cycle of homelessness
- Demonstrate a working knowledge of and track record of homeless sheltering and advocacy
- Senior program staff experience
- Experience working in diverse religious congregations and cultural environments
- Ability and willingness to travel extensively throughout the New York City
- Ability and willingness to work flexible hours (the occasional evening or weekend)
- Confident and competent public speaker
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively
- Competence in working with Computers, Microsoft Office, Internet & Social Media
- Nonprofit management in community engagement or homeless services preferred
- Narcotic drug testing & federal background check must be completed prior to hire date

Salary range starts at \$20,000 and is commensurate with experience – benefits are negotiable

No Phone Calls

Email Cover Letter, Resume and 3 Professional References to office@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, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.