



AFFORDABILITY MADE PERMANENT.

Request for Proposals – Community Outreach Specialist

Houston Community Land Trust (HCLT) wishes to contract with a community outreach specialist to provide outreach presentations targeted to community groups and low-income households interested in buying a home in Houston, Texas. Presentations must include an explanation of the community land trust model, benefits offered by community land trusts, client eligibility criteria, and information on how to apply to the HCLT program. Additionally, the outreach specialist must be able to create handouts, organize social media campaigns, and develop other materials to advertise the benefits and availability of HCLT homes. These materials will be disseminated throughout HCLT's service area.

Local travel is required to businesses and organizations within Harris County. Presentations may be held in collaboration with events conducted by partner organizations. This contract will require after-hours and weekend work. The successful contractor must be familiar with communities and organizations in the Houston area. HCLT anticipates this contract will require between 5-10 hours per week and will last approximately six months.

To apply, contractors must submit a cover letter, three references, a cost estimate, and an outreach proposal to info@houstonclt.org. At a minimum, the outreach proposal should detail (1) key contacts and community partners to be engaged, (2) proposed timeline for engagement, (3) proposed methods of engagement/outreach, and (4) a content outline for outreach/presentation materials. Sample media materials from previous outreach campaigns should also be included in the contractor's response if applicable.