



Brownfields Community Liaison

Engagement Type

Independent Contractor

Role Summary

The Brownfields Community Liaison will serve as the direct connection between Houston Land Bank's EPA Brownfields Assessment Grant Program and the residents, organizations, and faith communities across two target areas in Houston: Northeast Target Area and East End Target Area.

The Liaison will support the HLB Team with outreach, coordination, follow-up, and documentation. The Liaison will serve as a trusted point of contact for community members, neighborhood stakeholders, and local partner organizations throughout the contract term.

Target Areas

1. Northeast Target Area (Primary)

Four contiguous neighborhoods northeast of downtown Houston: Kashmere Gardens, Trinity Gardens, Settegast, and East Houston. This area carries the most active HLB brownfield assessment and redevelopment work during the contract term, including the Rooted in Kashmere Gardens initiative. The Liaison will weigh the majority of their engagement hours in this area.

2. East End Target Area

Two contiguous neighborhoods: Second Ward and Magnolia Park, one of Houston's oldest Hispanic communities. The area is bound by downtown to the west, Buffalo Bayou to the north, the Harrisburg light rail line to the south, and the Port of Houston to the east. Bilingual capacity in English and Spanish is strongly preferred for engagement in this area.

One contractor may serve both target areas. Monthly hours may be weighted toward the area with the most active project activity in a given period, subject to Program Manager direction.

Scope of Work

1. Community Outreach and Engagement

- Conduct outreach to residents, neighborhood associations, faith communities, and local organizations within both target areas.
- Attend community meetings, events, and forums to represent HLB and gather input on brownfield redevelopment priorities.
- Distribute program materials and provide accessible information about brownfield assessments, remediation processes, and redevelopment timelines.

2. Program Coordination and Follow-Up

- Support the HLB Team with scheduling, logistics, and follow-up for site meetings, public hearings, and stakeholder convenings.
- Track outstanding action items and community commitments and report status to the Program Manager on a monthly basis.
- Assist with coordination between HLB, partner organizations, and community members on active brownfield projects in both target areas.

3. Documentation and Reporting

- Document community feedback, attendance logs, and engagement activities for EPA grant compliance and reporting purposes.
- Prepare meeting notes and summary reports for submission to the Program Manager following each community engagement activity.
- Maintain accurate contact records and activity logs throughout the contract period.

4. Stakeholder Relationship Management

- Build and maintain relationships with community leaders, church leadership, and neighborhood stakeholders across both target areas.
- Serve as a trusted, consistent point of contact for residents seeking information about HLB's brownfield program.
- Support faith community outreach efforts as directed by the Program Manager, including participation in scheduled convenings and church board engagement where applicable.

5. Communications Support

- Assist in drafting concise community-facing materials including flyers, meeting announcements, and brief program updates, subject to HLB approval.

- Support documentation of community feedback and neighborhood highlights for use in program reports, in a manner that respects community voice and context.

Term and Compensation

The Brownfields Community Liaison will serve as an independent contractor to Houston Land Bank.

1. Term

- The contract term will be seven months beginning June 1, 2026 and concluding December 31, 2026.

2. Compensation and Hours

- Total contract compensation will not exceed \$12,800 over the full term of the engagement.
- The contractor will be compensated on an hourly basis at a rate not to exceed thirty-five dollars per hour.
- Total billable hours over the life of the contract will not exceed three hundred sixty-five hours.
- The contractor is expected to average approximately twelve billable hours per week, or fifty-two hours per month, with the understanding that some months may require more or fewer hours depending on program milestones and community meeting schedules.
- The contractor will invoice Houston Land Bank monthly, including detailed time records and a brief activity summary.

3. Benefits and Status

- This is a contract engagement and not an employment position. The contract is subject to available grant funds.
- The contractor will be responsible for all federal, state, and local taxes and for providing any equipment, insurance, and professional licenses necessary to perform the work, except as specifically provided in the agreement.

Qualifications

Because this is a contract engagement, qualifications describe the preferred profile of the contractor.

1. Background and Community Connection

- Strong ties to Northeast Houston, the East End, or both. Lived experience in these communities is preferred and will be weighted in the selection process.
- Demonstrated knowledge of or familiarity with environmental justice issues, land redevelopment, or neighborhood revitalization work.

2. Experience

- At least two to three years of experience in community outreach, organizing, social services, housing, or a related field.
- Prior experience with grant-funded programs and documentation or compliance requirements preferred.
- Experience engaging diverse stakeholders including residents, faith leaders, and government or institutional partners.

3. Skills and Competencies

- Strong verbal communication and relationship-building skills with the ability to represent an institutional partner in community settings with credibility and warmth.
- Reliable, organized, and able to meet commitments and deadlines with minimal supervision.
- Bilingual in English and Spanish strongly preferred for engagement in the East End Target Area.
- Basic written communication skills for producing meeting notes, summary logs, and community-facing materials.
- Access to reliable transportation for travel between target areas and meeting sites.

4. Availability

- Capacity to provide services within the maximum two hundred fifty-six hours over the seven-month term.
- Availability for some evenings and weekends for community meetings and events, subject to prior scheduling with the Program Manager.

How to Apply

Please apply via [Indeed](#) or by email. Be sure to include your resume, professional references, and a brief statement of interest of one page or less describing your connection to the target areas and your relevant experience to Houston Land Bank:

Email: info@houstonlandbank.org

Subject Line: HLB Brownfields Community Liaison Application

Houston Land Bank is an equal opportunity employer committed to diversity, equity, and inclusion. We strongly encourage applicants from the communities we serve to apply.

