



*Position Title: Outreach Specialist*  
*Supervisor: Communication & Marketing Manager*  
*Classification: Non-exempt*

Are you looking for a career where you can use your experience and initiative to help make a difference in people's lives? Come join the cdcb | come dream. come build. team!

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

### **Summary of Position**

The Community Outreach Specialist is directly responsible for implementing strategies to expand cdcb's direct marketing and community engagement efforts. This individual will serve as a liaison with individuals, organizations and employers in Cameron, Hidalgo, Nueces, Starr, and Willacy counties to offer cdcb programs and resources. The Community Outreach Specialist will also recruit, train and supervise volunteers to assist with marketing and outreach and community building and engagement activities. The ideal candidate will build lasting relationships with community partners and organizations and develop a network in the field to support cdcb's mission and goals. The ideal candidates must possess excellent time management and communication skills and the ability to work independently to ensure that all community outreach activities are conducted in a manner to optimize project implementation, efficiency, and outcomes, and that positively elevate cdcb's presence in the community.

### **Responsibilities**

- Promote cdcb programs and services at in person and virtual events.
- Develop and lead door to door outreach efforts throughout cdcb's service area with an intentional focus on hard-to-reach colonias and rural areas.
- Build relationships with community organizations and leaders.
- Host regular info sessions in person and virtually.

[www.cdcb.org](http://www.cdcb.org)  
[info@cdcb.org](mailto:info@cdcb.org)  
(956) 541-4955  
901 East Levee Street  
Brownsville, Tx 78520





- Actively search for new opportunities to represent cdcb during in person and virtual events to enhance cdcb's presence and maintain existing relationships.
- Develop and deliver presentations highlighting available programs and resources.
- Maintain a calendar of outreach activities, including community events, workshops, and other communication opportunities.
- Identify potential partners.
- Participate and assist in the creation of marketing materials (flyers, social media posts, videos, etc.) tailored for specific events to expand cdcb's presence.
- Plan and coordinate special events including resource fairs, homeownership celebrations, block parties, ribbon cutting ceremonies, as well as cdcb internal special events.
- Plan and coordinate community building and engagement efforts including neighborhood clean-ups, public space improvements, community festivals and other volunteer-based projects.
- Create and maintain a direct outreach tracking report, community partner roster and a volunteer database.
- Coordinate volunteers and record all relevant data on volunteer hours.
- Meet community building and engagement and marketing goals set by communications and marketing department.
- Other Duties as Assigned

### **Requirements**

- Ability to represent cdcb in a professional and exceptional manner.
- Self-directed and well organized with a demonstrated ability to handle multiple projects simultaneously.
- Dynamic personality with extensive experience directly engaging with community members.
- Excellent written, verbal communications skills including public speaking.
- Proficient with the internet, computer software, and remote technology (Microsoft Office, Adobe, etc.).
- Ability to take pictures and shoot short video clips using phone or camera.
- Flexibility to work outside normal business hours and travel when necessary.

### **Qualifications**

- Relevant experience in community engagement or related field.
- Fluent in written and spoken Spanish.
- Ability to work independently and adapt to non-traditional work hours (including evenings and weekends).

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### **Compensation and Benefits**

Salary is commensurate with experience.

- Base Salary - \$30,000 to \$35,000.
- Bonus – 5% to 10% of salary (based on production goals met).

Benefits:

- 100% of premium for health, vision and dental benefits paid by cdc b.
- 401K retirement plan (no match required)
- Short term disability insurance
- 11 paid holidays
- Vacation - based on length of service
- 10 personal days annually

**To apply submit resume and cover letter to: [ksaldana@cdc b.org](mailto:ksaldana@cdc b.org)**

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