

## Position Description

<b>Position:</b>	Community & Housing Relations Specialist	<b>FLSA</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Job Family:</b>	Public Relations and Fundraising Managers	<b>Exempt:</b>	
<b>Status:</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time/Contract <input type="checkbox"/> Temporary (OPS)/Intern	<b>Job Code:</b>	11-2032
<b>Salary Range:</b>	\$46,000 - \$52,000; or <i>Commensurate with experience as outlined below</i>		
<b>Reports To:</b>	Executive Director		

### Position Summary:

The Community & Housing Relations Specialist advances the mission of the Big Bend Continuum of Care to end homelessness by building and nurturing relationships across key community sectors, including landlords, property managers, businesses, faith-based organizations, and service providers. This position blends outreach and housing navigation by recruiting and supporting landlords, engaging the broader community, planning events, inspecting housing units, and facilitating successful client placements. The Specialist also supports compliance with housing standards and promotes advocacy and education to increase available housing solutions.

**Duties and Responsibilities:** Specify detailed responsibilities with associated time allocations. Align with the BBCoC's mission, as indicated in the form. **Note:** *This job description will be reviewed and updated as duties and responsibilities change and develop, subject to changes of business necessity.*

% OF TIME	DUTIES AND RESPONSIBILITIES
25%	Landlord & Housing Partner Engagement – Cultivate and manage relationships with private landlords and property managers to expand affordable housing inventory, provide tenancy support, and address rental concerns.
25%	Community Outreach & Education – Coordinate outreach campaigns, educational events, and public presentations to promote awareness and engagement around homelessness solutions.
20%	Client Housing Support – Collaborate with Coordinated Entry Coordinator to match clients with appropriate housing, ensure smooth transitions, and troubleshoot placement barriers.
10%	Volunteer and Event Coordination – Lead community events, mobilize volunteers, and represent BBCoC at public functions to enhance visibility and partnership development.
10%	Content Development and Advocacy – Create digital and print materials to highlight housing efforts, success stories, and BBCoC initiatives.
10%	Reporting & Evaluation – Generate monthly reports on outreach metrics and housing lists to inform organizational strategy.

**Subordinates:** (Specify positions or roles that report directly to this position.)

### POSITION TITLE/ROLE

NONE

## Knowledge, Skills, and Abilities:

Knowledge of homelessness services, tenant-landlord law, and HUD housing standards.

Strong communication, verbally and written, and public speaking skills.

Capacity to adapt to dynamic situations and resolve challenges creatively using conflict resolution and problem-solving skills

Excellent organizational skills and capacity to manage diverse stakeholders.

Experience in Microsoft Office Suite, social media and marketing tools (e.g., Canva, Mailchimp)

Excellent organizational and time management skills to handle multiple priorities.

Ability to work independently and collaboratively to meet organizational goals.

Skill in managing sensitive topics with professionalism and tact.

Commitment to fostering an inclusive and respectful environment.

Ability to travel locally or out-of-state for events and trainings as needed.

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## Minimum Qualifications:

<b>Education:</b>	A Bachelor's degree in Social work, Communications, Public Relations, Marketing, Real Estate or a related field is preferred. Equivalent professional experience (2+ years) in community outreach, public relations, or real estate, or an Associate's degree with 4 years of relevant experience, will be considered. Specialized training or certifications in community engagement or public relations may also substitute for formal education.
<b>Experience:</b>	A minimum of 2 years of relevant professional experience in community outreach, public relations, or real estate is required for candidates with a Bachelor's degree. Candidates with an Associate's degree must have at least 4 years of relevant experience, while those without any degree must have at least 6 years of relevant experience to meet the role's requirements.
<b>Licenses/Certifications:</b>	None Required

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**Physical, Environmental, and Mental Demands:** *This position requires all essential duties to be performed with or without reasonable accommodation, in compliance with ADA standards.*

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to successfully perform the essential functions.

- Sitting – Approximately greater than 2/3 of on-the-job time
- Talking or hearing – Approximately greater than 2/3 of on-the-job time
- Weight lifted/force exerted – An average of approximately up to 10 pounds, non-continuously.
- Physical requirements listed are primarily applied to the ability to lift and move paper supply, files, etc.
- Vision – Close vision (clear vision at 20 inches or less)
- Driving – Approximately less than 1/3 of on-the-job time

## OTHER JOB-RELATED REQUIREMENTS

- A valid driver's license and proof of current automobile insurance
- Occasional out-of-state travel for professional conferences/training (generally less than one week for each occurrence)
- Occasional local or in-state travel for community meetings or onsite implementation support

Working hours: **Daily from 8:30AM to 5:30PM Total hours in workweek 40**