

Director of Community Outreach

Build Holon's relationships with the people and groups already caring for Houston's small places: friends of parks, civic clubs, community gardens, gardening and growing organizations, artists, schools and faith communities.

TIME

About 4 to 6 hours a week, a little more around deadlines or events.

TERM

Twelve months, renewable each year. The first ninety days are a trial for both of us, and you may step down at any time.

WHERE

Houston. Some evenings and weekends in person, the rest online.

PAY

Unpaid. Approved expenses reimbursed.

REPORTS TO

Esteban Montero, Executive Director

STARTS

Late fall 2026, once selected and onboarded.

Houston runs on small groups: the friends of a park, a civic club keeping its esplanades, a community garden, a church with a strip of prairie, three neighbors with an idea. Each works mostly alone, and few can see what the group a mile away is doing. Holon brings these efforts support they could not afford on their own, and a network in which they can plan and work together. This role is how Holon meets them.

THE WORK

- Keep our map of relationships: who we know, where each conversation stands, and what happens next.
- Make first contact the way we work: ask to learn before asking for anything, share what we have, and propose one working conversation rather than a partnership.
- Represent Holon at community meetings, festivals, talks and gatherings, and bring back what people tell us they need.
- Find the artists, makers and growers whose work belongs in the network, and introduce them to the team.
- Bring groups that run workdays to the volunteering directory, and bring them the offers the Director of Programs has ready.
- Look after the working relationships we already have: check in each season, and keep notes that let anyone pick up where you left off.

YOU DECIDE

- Whom to approach and when, within our partner principles.
- Which events and gatherings to attend.
- How first contact is written and followed up.
- How each relationship's stage and next step are recorded.

YOU WILL DO WELL HERE IF

- You know Houston's neighborhoods and civic life, or want to learn them well.
- You listen more than you pitch, and you follow up.
- You have worked in organizing, programs, the arts, education, faith communities, civic life or any public-facing role.
- You can describe Holon in plain words, and say "we are in conversation" until something is agreed.
- Spanish, or another language spoken across Houston, is a plus.

1

Read our partner principles, meet the team, and learn the relationships already on record.

2

Sort the map with the Executive Director: who is active, who is waiting on us, and who comes next.

3

Hold first conversations with the groups you and the Executive Director choose, and give us a one-page outreach plan for your year.

WHAT THIS ROLE DOES NOT DO

- Sign agreements or promise anything on Holon's behalf; the Executive Director signs, and some agreements need the Board.
- Describe anyone as a partner before an agreement is signed and its first piece of work is done.
- Ask for money; funding conversations stay with the Executive Director, whom you bring in when a relationship turns to funding.
- Promise anyone a garden, a grant or a result.
- Ask volunteers to do work that Holon has promised to pay someone for.
- Keep contacts or notes outside our records.

WHAT YOU RECEIVE

- A real area of work that you decide within, with the Executive Director behind you.
- Orientation and the training your role needs, at no cost to you.
- Out-of-pocket expenses you agree with us in advance, reimbursed against receipts; driving at the IRS charitable mileage rate.
- A record of the hours you give, letters of reference when you ask, and your name on our team page if you wish.
- A place among the people building what urban conservation in Houston needs to stand on.

HOW WE WORK TOGETHER

- A thirty-minute check-in with the Executive Director every two weeks for your first ninety days, then once a month.
- One hour a month with the Executive Director and the other director, online, in the evening.
- A few lines each week, in writing, on what moved and what is stuck.
- When the work needs more hands, you invite volunteers for pieces of it. Before your term renews, you train someone who could step in.

WHAT WE ASK OF EVERYONE

- You are 18 or older.
- A conversation, a one-hour working session on a real question from the role, two references and a background check that Holon pays for (with a driving record check if you will drive for Holon), all completed before you begin.
- You agree to our code of conduct, our confidentiality and conflict-of-interest commitments, and a volunteer leadership agreement that sets out what you may decide, which of the work you create belongs to Holon, and how you may keep using it.
- You sign an acknowledgment of the duty to report suspected abuse of a child, because some events include volunteers from age 14.
- This role is unpaid. Holon reimburses approved expenses and does not promise paid work.

HOW TO APPLY

Write to info@holonfoundation.org with "Director of Community Outreach" in the subject line. Tell us who you are, why this role, and how many hours a week you can give. A résumé or a LinkedIn profile helps. We reply usually within two business days.

About Holon. Holon Foundation is a nonprofit that builds the capacity that urban conservation needs to stand on and grow to the next level. In Houston, households and small groups already care for front yards, community gardens, parks, esplanades and schoolyards, and the support has not reached them. We build what that work needs, from guidance to start and ways to afford it to supply from close to home, and a network in which each effort can see and work with the others around it. Today everyone who runs Holon, its Executive Director included, gives their time.