

COIC Rural Community Building Program

Professional Services- Bilingual Rural Community Outreach Coordinator

RFQ Released: November 29, 2021

Response due: December 29, 2021

Notice of Intent to Award: January 14, 2022

Background

COIC's Rural Community Building Program focuses on building rural community connections, capacity, and consensus to catalyze community-led action on shared projects or goals. In addition, this program also seeks to develop a cohort of empowered rural leaders who regularly participate in shared peer learning opportunities to continue to develop their community building skills and expand the diversity of rural voices represented in regional decision-making. Through a partnership with the Ford Family Foundation's Institute for Community Building, COIC is seeking a confident and compassionate individual to connect with Latino/a rural community builders throughout Central Oregon, and to help support new community-led projects. You can learn more about COIC's rural community building program at <https://coicruralcommunity.org/>

About COIC

COIC was formed in 1972 by the cities and counties of Central Oregon as a Council of Governments, to serve as a venue for regional prioritization, comprehensive planning, regional studies, and collaborative problem-solving. COIC supports the region as a leader and partner, helping communities identify and address both their unique and common needs through collaboration, shared service delivery, capacity building, technical assistance, information sharing, and resource development. You can learn more about COIC at <https://www.coic.org/>

Purpose and Value of the Contract

The selected Contractor will work alongside COIC's Rural Community Building program staff to identify and build relationships with new partners in the rural communities of Central Oregon, with a specific focus on Latino/a community members. The Contractor will also help community members identify their priorities and support opportunities to bring their projects to life, and work to connect community builders to each other. This is a part-time, contracted position through August 2023. COIC has secured \$25,000 per year to support this scope of work. Hours per week will vary depending on work flow; Contractor to set their own schedule with the understanding that some weekend and evening hours will be required (for community meetings, events, etc.).

Scope of Work

- Relationship-building, Community Organizing and Technical Assistance – 75%
 - Identifies and builds relationships with new and existing community builders in rural areas; helps popularize the concept and language of “community building”.
 - Provides culturally sensitive coaching on community organizing to rural Latino/a community builders; assists with early-stage organizing activities.

- Helps rural community members connect to each other and engage in shared goal-setting.
 - Provides bilingual facilitation of community meetings (virtual and in-person).
 - Guides local community builders through early-stage project development activities.
 - Reviews and contributes to project outreach and engagement plans; advises community builders on a range of outreach methods.
 - Identifies and recruits local translators and interpreters interested in taking on paid local work, and connects them to the organizers of local community projects.
 - May provide occasional direct translation of community building documents and/or review of translated materials before distribution to community members.
- Training and Network Coordination – 15%
 - Helps to develop and deliver targeted, culturally appropriate training and networking opportunities for rural Latino/a community builders in Central Oregon.
 - Helps to network rural community builders from across the region together through shared events and other offerings.
 - Participates in regional or statewide professional learning networks with other community organizers; shares learning with other RCB staff.
- Program Administration 10%
 - Strategizes, with RCB staff, ways to improve and expand the reach and value of the Rural Community Building program across Central Oregon.
 - Participates in regular check-in meetings and creates activity reports at regular intervals.
 - Creates and submits monthly invoices.
 - May occasionally engage in meetings with funding partners.

QUALIFICATIONS

Minimum Qualifications: Respondents must meet the following minimum qualifications in order to be considered for any contract award resulting from this Solicitation:

- High school diploma or general education degree (GED); plus 2 years of experience in community organizing or rural leadership; preference given to those with lived experience in rural communities.
- Knowledge, understanding of, and identification with multi-ethnic communities and culture.
- Demonstrated ability to speak fluently and communicate effectively in English, both orally and in writing.
- Demonstrated ability to speak fluently and communicate effectively in Spanish, both orally and in writing.

Other Desired Qualifications: Preference will be given to respondents who also meet the following desired qualifications:

- Experience providing informational training or coaching to people from multi-ethnic communities.
- Experience facilitating community meetings, preferably in a rural setting.
- Existing networks or relationships with community members from one or more rural communities in Central Oregon (“rural” includes all communities outside of Bend and Redmond; both incorporated and unincorporated areas of Crook, Deschutes and Jefferson Counties).

HOW TO SUBMIT A RESPONSE

Responses should be submitted electronically by email to Janel Ruehl, Rural Community Building Program Administrator, at jruehl@coic.org no later than 5pm on December 19, 2021. **Responses submitted after that date and time will not be accepted.** Questions can be also be sent to jruehl@coic.org.

Your response should not exceed 5 pages total, and include all of the following components:

- Short narrative (not to exceed 1 page) that conveys your understanding of the contract's purpose and goals, how you plan to approach the work, and what you believe to be your greatest strengths.
- Summary of your qualifications, professional and lived experience, and familiarity with the rural communities of Central Oregon, as it relates to the scope of work.
- At least 2 professional references (name and best contact).
- Hourly Fee Estimate for the work as described. Include the hourly rate for all personnel and estimated fees for travel time. Mileage will be reimbursed at the federal rate (currently \$0.56 per mile).