

Community Representation Opportunity Announcement: Haitian-American Community

The Children's Trust (The Trust) seeks the representative services primarily to the Haitian-American community in Miami-Dade County. The successful vendor will help The Trust expand and enhance the overall capacity of its community engagement department.

Scope of Work and Deliverables:

Specific deliverables will include, but are not limited to, direct interactions between community residents and vendor to ascertain, report on and learn more about matters of importance to residents of the Haitian-American community. Further, the contracted services should foster opportunities for residents to promote positive changes for children and families. The Trust seeks results and a recommended action plan to The Trust based on planning and dialogue with the public on the key issues affecting children and families, as well as community leaders and other stakeholders through engagement efforts. These efforts will help increase The Trust's understanding of the issues and increase its ability to meet these needs. The vendor will also provide recommendations and action plans on how The Trust can provide assistance to parents to participate in increased civic engagement and advocacy on behalf of their children.

Desired Deliverables:

- Attend and participate in monthly meetings with individuals, community organizations, professional groups, neighborhood groups, houses of worship, corporations and other groups to promote and gather information and understanding of community needs.
- Meet with community leaders to understand community issues and needs.
- Collaborate with The Children's Trust services, programs, and liaisons.
- Plan and coordinate special events in order to further the vision and mission of The Trust; the number and frequency of special events will be determined during the contracting process and expressly under the approval of The Trust.
- Increase community awareness and engagement with the Haitian Creole speaking population as families move across Miami-Dade County.
- Build relationships on behalf of The Trust including representation of The Trust on coalitions and collaborations, as determined in partnership with The Trust
- As needed, transport marketing materials and collateral to and from events.
- As needed, coordinate or host listening sessions, focus groups, and provide recommendations, and action plan steps that support children and families.
- As needed, availability to meet with The Trust staff in person, virtual or by phone.

- Reports relevant findings on a monthly and/or quarterly basis on community information, demographic characteristics, growth patterns, projected municipal and community plans, and other information affecting children and families.
- Reports on outcomes and results from task forces involving county, state, private and nonprofit agencies engaged in responding to community needs and their priorities in child development, health and human services.

Expectations:

- Coordinate work product, and deliverables around established community engagement work plan with key dates, events and activities.
- Participate in meetings related to aforementioned deliverables.
- Create and provide up-to-date and accurate files through electronic and paper files as appropriate; ensure compatibility with The Trust's working files and documents.
- Provide monthly and/or quarterly oral and written reports of activities, findings, conclusions, outcomes, recommendations, and other deliverables.

Term of Engagement:

The term of this engagement is October 1, 2026, through September 30, 2027. The selected vendor must be available to represent The Trust during weekends and/or evening hours as needed.

To be considered, proposals for these services must include, but should not be limited to, the following elements:

- Relevant professional qualifications and demonstrated experience.
- Quote or cost for services (with hourly rate breakdown).
- At least two professional references with contact information related to similar work done in the last three years.
- A work sample that includes a written summary report of activities and outcomes/accomplishments related to community engagement conducted in the Haitian-American community.
- Must be fluent in Haitian-Creole, both verbally and in written form. On occasion, simple translation from English to Haitian-Creole may be needed.

Please forward all proposals and supplemental materials to Aundray Adams, Community Engagement Manager at aundray@thechildrenstrust.org no later than Thursday, October 1, 2026, at noon EDT.