

Job Announcement: Healthcare Consultant – Washington State

Organization: Porsesh Policy Research Institute (PR)

Location: King County, Washington

Position Type: Flexible – Remote

Compensation: ~ \$32/hour

Estimated Number of Hours: ~ 45 hours

Duration: Until project completion

About Us

Porsesh Policy Research Institute (PR) is an independent, non-profit immigrant led think tank based in Washington. Our mission is to produce fact-based analyses that inform constructive interventions, programs, and solutions. Deeply committed to impartiality, PR employs a human-centered design approach and emphasizes the importance of contextualized knowledge in its work. We focus on underserved communities and vulnerable populations.

PR recently launched the **Immigrant Integration Initiative (i3)**, a comprehensive program offering services, resources, and tools to help immigrant families adapt and thrive in their new environments. Through i3, we strive to foster independence, resilience, and long-term success, empowering immigrants to build fulfilling lives and confidently contribute to their communities with respect and dignity.

Background

King County is home to a diverse immigrant and refugee population, many of whom face challenges navigating financial systems in the U.S. To support their integration, PR aims to create a culturally sensitive resource that provides immigrants and refugees with essential financial literacy tools and guidance to achieve financial stability and success.

Objective

To develop a comprehensive, culturally sensitive presentation tailored to the needs of immigrants and refugees, focusing on personal finance, budgeting, and navigating financial systems in King County.

Scope of Work

The consultant will be responsible for:

1. Content Development

- Create an engaging, visually appealing presentation covering:
 - a. **Overview of U.S. Financial Systems:** Banking, credit, loans, and savings.
 - b. **Budgeting and Financial Planning:** Creating a budget, setting financial goals, and managing expenses.
 - c. **Understanding Credit:** Credit scores, reports, and how to build and maintain good credit.
 - d. **Accessing Financial Services:** Opening bank accounts, using online banking, and selecting financial institutions.
 - e. **Debt Management:** Strategies for managing and reducing debt effectively.
 - f. **Navigating Taxes:** Overview of the U.S. tax system, filing requirements, and available resources.
 - g. **Financial Resources for Immigrants:** Government assistance programs, scholarships, and grants.
 - h. **Preventing Financial Scams:** Identifying and avoiding financial fraud and predatory practices.
 - i. **Community Financial Resources:** Local nonprofits, workshops, and tools for financial support.
- Present the material in 1-hour sessions during community events.
- Respond to inquiries from community navigators via email or phone as necessary.

2. Design and Format

- Ensure the presentation is easy to understand, using simple language, visuals, and culturally relevant examples.
- Make the presentation adaptable for both in-person and virtual settings.

3. Consultation and Review

- Engage with stakeholders (e.g., immigrant families, financial advisors, and community organizations) to ensure the presentation is relevant and culturally sensitive.
- Incorporate feedback from project leads, team members, and stakeholders.

4. Deliverables

- A final PowerPoint presentation (editable) with speaker notes.
 - Any supporting materials, a one-page resource guide, and references.
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Qualifications

- Proven experience in financial education, migration, or community development.
 - Strong knowledge of the U.S. financial system, particularly in Washington State.
 - Excellent presentation design skills with expertise in culturally responsive communication.
 - High work ethic, demonstrating reliability, accountability, and commitment to quality outcomes.
 - Ability to engage with diverse communities and incorporate their input.
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Timeline

- **Project Start Date:** December 10, 2024
 - **Draft Presentation Submission:** December 25, 2024
 - **Final Deliverables Submission:** January 10, 2025
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Application Process

Interested candidates should submit the following:

1. A cover letter detailing qualifications and approach.
2. A resume.
3. A portfolio or examples of similar work (optional).

How to Apply

Send application materials to **info@prresearch.us** with the subject line “Financial Consultant Application – [Your Name].” Applications can also be submitted via our website application portal.

Applications will be reviewed on a rolling basis until the position is filled, with a **priority deadline of December 05, 2024.**

Equal Opportunity Statement

Porsesh Policy Research Institute (PR) is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.