

Job Announcement: Education 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. To support their integration, we aim to provide clear, accessible information about the U.S. education system. This presentation will serve as a critical educational tool for immigrants, parents, and community organizations to navigate the local education landscape and available resources effectively.

Objective

To develop a comprehensive, culturally sensitive presentation tailored to the needs of immigrants and new arrivals, focusing on the King County education system and its integration pathways.

Scope of Work

The consultant will be responsible for:

1. Content Development

- Creating an engaging, visually appealing presentation that covers:
 - a. **Overview of the Education System:** Structure (e.g., elementary, middle, high school, higher education), public vs. private schools, and school year calendar.
 - b. **School Enrollment Procedures:** Required documents, deadlines, and enrollment steps.
 - c. **Support Services for Immigrant Students:** ESL programs, special education, counseling, and after-school programs.
 - d. **Parental Involvement:** Engaging with schools (PTA, parent-teacher conferences, volunteering).
 - e. **Accessing Educational Resources:** Libraries, digital tools, tutoring, and scholarships.
 - f. **Academic Expectations:** Curriculum standards, grading system, homework, and assessments.
 - g. **Transitioning to Higher Education:** College application process, financial aid (FAFSA), and vocational training options.
 - h. **Culturally Sensitive Education:** Navigating cultural differences, inclusion strategies, and addressing discrimination.
 - i. **Community Resources and Support Networks:** Highlighting local nonprofits, government services, and advocacy organizations for education-related support.
- Presenting the material in 1-hour sessions during community events.
- Responding to inquiries from community navigators via email or phone as necessary.

2. Design and Format

- Ensuring the presentation is easy to understand, using simple language, visuals, and relevant examples for immigrant communities.
- Making the presentation adaptable for both in-person and virtual settings.

3. Consultation and Review

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

4. Deliverables

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

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

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

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

Please send your application materials to **info@prresearch.us** with the subject line “Education Consultant Application – [Your Name].” Applications may also be submitted via our website’s 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.