

Job Announcement: Housing 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 learn 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 large immigrant and refugee population, many of whom face challenges in accessing safe, affordable, and stable housing. To support their integration, PR aims to create a culturally sensitive resource that guides immigrants and refugees through the local housing landscape, enabling them to secure and maintain appropriate housing options.

Objective

To develop a comprehensive, culturally sensitive presentation tailored to the needs of immigrants and refugees, focusing on navigating King County's housing system and understanding the resources available.

Scope of Work

The consultant will be responsible for:

1. Content Development

- Create an engaging, visually appealing presentation covering:
 - a. **Overview of Housing Options:** Rental housing, homeownership, affordable housing programs, and transitional housing.
 - b. **Navigating the Rental Process:** Finding housing, signing leases, tenant rights, and responsibilities.
 - c. **Accessing Affordable Housing:** Eligibility, application steps, and waiting lists for government-subsidized programs.
 - d. **Support Services for Housing Stability:** Emergency shelters, eviction prevention, and legal assistance.
 - e. **Understanding Housing-Related Costs:** Budgeting for rent, utilities, and maintenance expenses.
 - f. **Cultural Competence in Housing:** Addressing discrimination, understanding cultural norms, and communicating with landlords.
 - g. **Community Resources:** Local housing organizations, advocacy groups, and government services.
- 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, housing advocates, 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.

Qualifications

- Proven experience in housing, migration, or community development.
- Strong knowledge of the U.S. housing 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.

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 “Housing 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.