



Maryland Community Fellows Program

Program Description

The Maryland Community Fellows program is a partnership between the [Maryland CASH Campaign](#), the [Maryland Department of Housing and Community Development](#), and various Community Action Agencies (CAAs) statewide. The Maryland Community Fellows Program began in 2009 to increase the capacity of CAA organizations to offer free tax preparation and asset building services. Fellows primarily focus on outreach and marketing about the Earned Income Tax Credit, free tax preparation, financial education, and individual case management, where applicable.

General Job Duties

- Research and become knowledgeable about the [Volunteer Income Tax Assistance](#) (VITA) program, tax laws, tax credits ([Earned Income Tax Credit](#)), and savings bonds.
 - Promote VITA and financial education programs on-site and throughout the community.
 - Update tax preparation brochures and flyers and create additional site advertisements for VITA outreach campaign.
 - Conduct community outreach and increase participation among target families.
- Fellows must be certified at the IRS Advanced level, at the minimum. Some sites require Site Manager Certification (this will be offered to Fellows once admitted into the program depending on site preference and Fellow experience).
- Work with the CAA to implement a VITA site during tax season.
 - Support volunteer recruitment and assist with administration of VITA program.
 - Greet tax customers and assist them in understanding and completing forms, applications and other documents required for VITA or to access public/private resources and services.
 - Screen customers for eligibility of services and provide tax preparation.
- Implement financial education services through workshops and individual appointments.

Skills Needed

- Part-time or full-time junior and senior students currently enrolled in an accredited four year institutions; Graduate students preferred.
- Excellent telephone skills and computer proficiency (Microsoft Office, internet).
- Excellent interpersonal and customer service skills.
- Must be able to work independently and complete tasks with minimal supervision.
- Attentive to details and comfortable working on multiple projects simultaneously.
- Ability to work 3 days a week at site location, totaling 20 hours per week.

Payment and Training

Fellows will receive a stipend of up to \$9,000. Training on tax preparation and financial education will be provided at no cost to the Fellows.

Site Locations

Currently recruiting for placements in [Allegany](#), [Carroll](#), Charles, [Harford](#), [Montgomery](#) and [Wicomico](#)* counties and the Baltimore City Metro Area**.

*Wicomico county placement may include Worcester and Somerset County work.

**The Baltimore City Metro Area placement may include Baltimore County work.



**MARYLAND COMMUNITY FELLOWS PROGRAM
2016 – 2017 APPLICATION**

Name: _____

Mailing Address: _____

Permanent Address: (if different) _____

Preferred Phone Number: _____

Preferred Email Address: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

Are you requesting school credit for this Fellowship? If yes, please list the person/department with oversight over your placement. _____

Fall Availability (must total 3 days/20 hours each week): **M:** _____ **T:** _____

W: _____ **Th:** _____ **F:** _____

Spring Availability (must total 3 days/20 hours each week): **M:** _____ **T:** _____

W: _____ **Th:** _____ **F:** _____ **S:** _____ **(Saturdays may be required during the Spring semester depending on site placement).**

Location Preference (Please indicate 1st and 2nd preference).

_____ Allegany County

_____ Harford County

_____ Baltimore City Metro Area

_____ Montgomery County

_____ Carroll County

_____ Wicomico County

_____ Charles County

Education:

COLLEGE/UNIVERSITY

DEGREE/DATE

MAJOR

References

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Length of time known: _____

Email: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Length of time known: _____

Email: _____

Qualifications

Computer/Social Media Skills:

Language: _____ Read: _____ Write: _____ Speak: _____

Language: _____ Read: _____ Write: _____ Speak: _____

Language: _____ Read: _____ Write: _____ Speak: _____

Relevant Coursework: _____

Other relevant experience:

Eligibility: A candidate must be **currently** enrolled in a degree program as a graduate student; or an undergraduate junior or senior for at least one semester during the program year.

Timeframe: Fellowship begins **September 6, 2016** and ends **May 5, 2017**.

Application Procedure: In order to be considered for the Fellowship, candidates must complete an application form and submit it with the following:

- 1. Cover letter**
- 2. Resume**
- 3. Most recent academic transcript** (either official or unofficial)

Completed application packages must be received by **Monday, June 20, 2016**.

All application items must be submitted. Incomplete packages will not be considered. All applicants will be notified of their final status. Select applicants will be interviewed by phone.

Mail, Fax, or Email application materials to:

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Maryland CASH Campaign
217 East Redwood Street, Suite 1500
Baltimore, MD 21202
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Francesca@mdcash.org