

# Maryland Community Fellows Program

## Program Description

The Maryland Community Fellows program is a partnership between the [CASH Campaign of Maryland](#), the [Maryland Department of Housing and Community Development](#), and various Community Action Agencies (CAAs) statewide. Fellows primarily focus on free tax preparation, outreach and marketing about the Earned Income Tax Credit, financial education, and individual case management, where applicable.

General Job Duties	Skills or Attributes Needed
<ul style="list-style-type: none"> <li>• Become an expert on the <a href="#">Volunteer Income Tax Assistance</a> (VITA) program, tax laws, tax credits (<a href="#">Earned Income Tax Credit</a>), and financial capability programs and products.</li> <li>• Work with the placement site to implement a VITA free tax site during tax season.</li> <li>• Certify at the IRS Advanced level and as a VITA Site Manager, if required by the site.</li> <li>• Support volunteer recruitment and assist with administration of VITA program.</li> <li>• Provide support to tax clients and assist them in navigating the intake process, including completing forms and applications, submitting documents, and accessing financial capability resources and services.</li> <li>• Screen customers for eligibility of services and provide tax preparation.</li> <li>• Support implementation of tax time financial capability programs and services at the site.</li> <li>• Provide financial education through workshops and individual appointments, where applicable.</li> <li>• Attend professional development training webinars and respond to writing prompts.</li> </ul>	<ul style="list-style-type: none"> <li>• Part-time or full-time junior and senior students currently enrolled in an accredited four-year institution; Graduate students are strongly preferred.</li> <li>• The ability to work remotely using multiple virtual platforms.</li> <li>• Excellent telephone and computer skills.</li> <li>• Access to a computer with an internet connection is required to participate in the Fellows Program.</li> <li>• Proficiency with Microsoft suite, Google suite, Slack, Zoom, etc.</li> <li>• Excellent telephone skills and computer proficiency (Microsoft Office suite, Google suite, Slack, etc.).</li> <li>• Superior customer service skills.</li> <li>• Must excel in a team setting and exhibit strong interpersonal skills.</li> <li>• Must be able to work independently and complete tasks with minimal supervision.</li> <li>• Attentive to details and comfortable working on multiple projects simultaneously.</li> <li>• Prompt communication with program supervisor and site staff.</li> <li>• Timely submission of timesheets, mileage logs, monthly and quarterly evaluations, schedules, writing assignments, and more, when requested by program staff.</li> </ul>

## Payment and Training

Pending funding, Fellows will receive a stipend of up to \$6,000 for the duration of the Fellowship, paid bi-weekly. Training on tax preparation and financial education will be provided at no cost to the Fellows.

## Service Site Locations

Sites are in Allegany Co., Baltimore Metro Area\*, Carroll, Charles, Montgomery, and Wicomico\*\* counties.

\* Baltimore Metro Area placement may include Baltimore County work.

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

**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 & Schedule:** Fellowship begins **October** and ends **May** of the program year.

**Application Procedure:** In order to be considered for the Fellowship, candidates must submit the following via Handshake, or email documents to Megan@cashmd.org:

- 1. Resume**
- 2. Cover letter**
- 3. Most recent academic transcript** (either official or unofficial)
- 4. Pages 3-4 of CASH supplement** (at the end of this document)

Applications will be accepted on a rolling basis until all positions are filled.



**Questions?:** Please email or call Megan.

***Megan Bautista***

Program Associate for Tax Partnerships

**CASH Campaign of Maryland**

Phone: (443) 692-9423

Megan@cashmd.org



**MARYLAND COMMUNITY FELLOWS PROGRAM  
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** (8 hours each week):

**M:** \_\_\_\_\_ **T:** \_\_\_\_\_ **W:** \_\_\_\_\_ **Th:** \_\_\_\_\_ **F:** \_\_\_\_\_

**Spring Availability** (20 hours each week):

**M:** \_\_\_\_\_ **T:** \_\_\_\_\_ **W:** \_\_\_\_\_ **Th:** \_\_\_\_\_ **F:** \_\_\_\_\_ **S:** \_\_\_\_\_

(\*Saturdays required during the Spring semester depending on site placement).

**Location Preference (Please indicate 1<sup>st</sup> and 2<sup>nd</sup> preference).**

\_\_\_\_\_ Allegany County

\_\_\_\_\_ Charles County

\_\_\_\_\_ Baltimore City Metro Area

\_\_\_\_\_ Montgomery County

\_\_\_\_\_ Carroll County

\_\_\_\_\_ Wicomico County

## Qualifications

Computer Skills & Apps Used:

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Language: \_\_\_\_\_ Read: \_\_\_\_\_ Write: \_\_\_\_\_ Speak: \_\_\_\_\_

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Relevant Coursework: \_\_\_\_\_

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Professional Aspirations:

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Other relevant experience:

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## References

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Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of time known: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of time known: \_\_\_\_\_

Email: \_\_\_\_\_