



Program Associate, Financial Capability

POSITION DESCRIPTION

ORGANIZATIONAL OVERVIEW

The CASH (Creating Assets, Savings and Hope) Campaign of Maryland promotes economic advancement for low-to-moderate income individuals and families in Baltimore and across Maryland. CASH accomplishes its mission through operating a portfolio of direct service programs, building organizational and field capacity, and leading policy and advocacy initiatives to strengthen family economic stability. For more information, please visit www.cashmd.org.

POSITION DESCRIPTION

The CASH Campaign of Maryland seeks a Program Associate to support the delivery of its direct service programs at the Community Engagement Center (CEC) in West Baltimore. The Program Associate will work at the CEC with other CASH staff, volunteers, and community partners to offer financial education, public benefits screening, tax preparation, case management, and referrals to ensure that families receive the support they need. Financial background or tax experience is not required; CASH provides technical training and support so that a motivated candidate will be successful.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

Case Management

(40%)

- Using an online tool (*EarnBenefits Online*) provide one-on-one screening and application assistance to connect individuals and families to public benefit programs.
- Provide case management and follow-up support to ensure that families enroll in benefits and are connected to other resources and programs provided by CASH and its partners.
- Support the Financial Navigator program by working with clients by phone to connect them to local resources.

Education & Outreach

(20%)

- Teach financial education workshops in the Baltimore area with a primary emphasis in West Baltimore.
- Collect and track data about workshop attendance, client outcomes, and report findings and success stories.
- Represent CASH at various community outreach and networking events to boost awareness about CASH's services.
- Assist with organizing CASH's annual financial resource fair Money Power Day®.



Tax Preparation (January – April approx.)

(40%)

- Provide outreach presentations about CASH’s free tax preparation program to recruit volunteers and clients.
- Support operations of the free tax preparation program at the Community Engagement Center including intake, tax preparation, quality review and filing tax returns.
- Support tax volunteers working at the Community Engagement Center.

SKILLS AND QUALIFICATIONS

A successful candidate will have a background in education, social work, human service, personal finance, or related field. Undergraduate degree or 3-5 years of relevant work experience preferred.

- Demonstrated ability to work with diverse organizations and people.
- Experience working directly with clients or customers.
- Experience delivering training to different audiences.
- Must have excellent written and oral communications.
- Ability to meet deadlines and juggle multiple tasks.
- Ability to work some nights and weekends for outreach events.
- Ability and means to travel on a flexible schedule as needed to complete work assignments.
- Experience with Outlook, Word, Excel, and PowerPoint as well as virtual meeting platforms (e.g., Zoom).
- Ability pass the VITA/TCE Volunteer Exam (IRS Publication 6744: training and support provided at no cost).
- Highly motivated, self-starter with interest in working in a fast-paced organization.

COMPENSATION

Salary range is \$40,000 - \$45,000 commensurate with experience and includes a generous benefits package. Content training related to personal finance or tax preparation will be provided at no cost. To apply please send resume and cover letter to Keisha Washington, Office Manager, at keisha@cashmd.org. An Equal Opportunity Employer. **No phone calls please.**