

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"> • Become an expert on the Volunteer Income Tax Assistance (VITA) program, tax laws, tax credits (Earned Income Tax Credit), and financial capability programs and products. • Work with the placement site to implement a VITA free tax site during tax season. • Certify at the IRS Advanced level and as a VITA Site Manager, if required by the site. • 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 financial capability resources and services. • Screen customers for eligibility of services and provide tax preparation. • Support implementation of tax time financial capability programs and services at the site. • Provide financial education through workshops and individual appointments, where applicable. • Attend professional development training webinars and respond to writing prompts. 	<ul style="list-style-type: none"> • Part-time or full-time junior and senior students currently enrolled in an accredited four year institution; Graduate students are strongly preferred. • Excellent telephone skills and computer proficiency (Microsoft Office suite, Google suite, Slack, etc.). • Superior customer service skills. • Must excel in a team setting and exhibit strong interpersonal skills. • Must be able to work independently and complete tasks with minimal supervision. • Attentive to details and comfortable working on multiple projects simultaneously. • Prompt communication with program supervisor and site staff. • Ability to work 1 day a week at site location, totaling 8 hours/week in the Fall. • Ability to work 3 days a week at site location, totaling 20 hours/week in the Spring. • Timely submission of timesheets, mileage logs, monthly and quarterly evaluations, schedules, writing assignments, and more, when requested by program staff.

Payment and Training

Pending funding, Fellows will receive a stipend of up to \$7,200 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.

Site Locations

Currently recruiting for placement in Allegany County.

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.

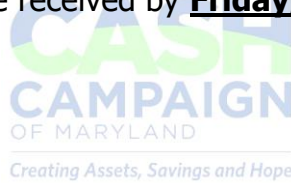
Timeframe & Schedule: Fellowship begins **October 2022** and ends **May 2023**.

Fellows are expected to complete a maximum of 400 hours throughout the duration of the Fellowship, which translates to 100 hours in the Fall semester, and 300 in the Spring semester. During the Fall, Fellows are expected to work at least 1 day a week at their site location, totaling 8 hours/week. During the Spring, Fellows are expected to work 3 days a week at their site location, totaling 20 hours/week.

Application Procedure: In order to be considered for the Fellowship, candidates must submit this CASH Campaign supplement at the end of this document, as well as the following via Handshake:

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

Completed application packages must be received by **Friday, September 9, 2022**.



Questions?: Please email or call Megan.

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**MARYLAND COMMUNITY FELLOWS PROGRAM
2022– 2023 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 1 day/8 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 required during the Spring semester depending on site placement).

Qualifications

Computer/Social Media Skills:

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

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Relevant Coursework: _____

Professional Aspirations:

Other relevant experience:

References

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Length of time known: _____

Email: _____

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Company/School: _____

Relationship: _____ Length of time known: _____

Email: _____