

The CASH Campaign of Maryland
Creating Assets Savings and Hope

Position Description, Program Associate Tax Partnerships

ORGANIZATIONAL OVERVIEW

The CASH Campaign of Maryland provides direct services and advocates for policies that increase the financial security of low to moderate-income individuals and families in Baltimore City and across Maryland. In collaboration with a broad set of partners and volunteers, The CASH Campaign provides a range of high impact programs that help people build financial security, reduce poverty and return millions of dollars back to low-income people and communities. These programs reach over 20,000 households annually and include free tax preparation, financial coaching, financial education, and public benefits assistance. The CASH Campaign works to build a network of organizations and practitioners dedicated to promoting financial security and economic mobility for low-income people in Maryland and across the region. This is accomplished by hosting convenings, providing technical assistance, and supporting the growth of other coalitions.

POSITION DESCRIPTION

The Program Associate for Tax Partnerships supports to a statewide network of free tax preparation programs to ensure they have the tools and training they need to deliver high quality services that help people reach financial stability. The Program Associate also assists with the implementation of the Maryland Community Fellows Program and contributes to the development and implementation of a variety of partner and volunteer training needs. This position reports to the Director of Tax Partnerships.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES

Technical Assistance and Support

50%

- Provide technical assistance and support to a network of partner organizations that offer free tax preparation. Tasks may include client intake, tax preparation, quality review, and site management as needed.
- Support volunteer recruitment for partner organizations as needed.
- Assist with ordering and dissemination of tax site materials.
- Facilitate and support trainings for partners and interested stakeholders on tax law and financial capability topics via prerecorded video, live webinars, in person presentations, and tool-kits.
- Manage collection and dissemination of client stories.
- Support CASH's Tax-Time Savings Initiative.

Capacity Building Programs Support

30%

- Work with the Program Manager for Tax Partnerships to execute a recruitment and training plan for the Maryland Community Fellows program.
- Expand and refine university contacts in a target region to identify potential pipelines for undergraduate and graduate students to place in the Maryland Community Fellows Program or to support volunteer needs at tax sites.
- Publicize Maryland Community Fellows Program through social media as well as other traditional recruitment outlets.
- Work with Program Manager to match potential candidates with local partners.

- Work with Director of Tax Partnerships to meet Schedule C Step Up Program outcomes including delivering “Taxes and Your Business” training modules to partners and end users.
- Support evaluation and outcome tracking of several programs including the Maryland Community Fellows and Schedule C Step Up programs.

Other

20%

- Maintain knowledge of industry trends and best practices.
- Assist with the development and production of collateral and program promotion materials including brochures, online newsletters, and presentation content.
- Assist with community outreach including social media and dissemination of marketing and outreach materials.
- Attend and participate in internal and external meetings and professional development opportunities.
- Perform other duties as assigned.

SKILLS AND QUALIFICATIONS

Bachelor’s Degree with of three years of experience in a tax or accounting related field. Experience working with a non-profit organization, coalition or an asset building program is desirable.

- Ability to take the IRS Site Manager training then pass the VITA/TCE Volunteer Exam at the advanced level (IRS Publication 6744).
- Ability to work some evenings and Saturdays during the tax season.
- Demonstrated ability to work with diverse organizations and people.
- Ability to meet deadlines and juggle multiple tasks.
- Excellent written and communication skills.
- Proficient in Microsoft Office Suite, comfortable with updating web content and e-communications platforms (Constant Contact).
- Highly motivated, self-starter with interest working in a fast-paced organization.
- Experience with social media a plus.

COMPENSATION

Salary range is \$40,000-\$50,000 commensurate with experience. This position includes a generous benefits package with an estimated value of \$14,000 that includes employer paid health coverage, dental, vision, access to a health spending account, short and long term disability, 403B retirement with an employer match, \$50 monthly cell phone reimbursement, parking or metro pass, and annual investment in professional development. Content training will be provided as needed. 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.**