

Maryland Community Fellows Program



Program History

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 asset building services as well as the capacity of students to deliver these services. Fellows primarily focus their activities in outreach and marketing about the Earned Income Tax Credit, free tax preparation, financial education, and individual case management.

General Job Description

- 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.
 - Conduct community outreach and increase participation among target families.
 - Update tax preparation brochures and flyers and create additional site advertisements through marketing.
- Fellows must be certified at the IRS Basic level, at the minimum. Some sites require Intermediate or Site Manager Certification (this will be offered to Fellows once admitted into the program depending on site preference).
- Work with 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 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 24 hours.

Payment and Training

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

Site Locations

Placements are available in [Allegany](#), [Baltimore County](#), [Carroll](#), [Harford](#), [Montgomery](#), and [Wicomico](#) Counties. Placements in Wicomico County may also include Worcester and Somerset County work.



MARYLAND COMMUNITY FELLOWS PROGRAM 2012 – 2013

Name: _____

Mailing Address: _____

Permanent Address: (if different) _____

Preferred Phone Number: _____ **Permanent 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. _____

Date available? _____

Fall Availability (must total 3 days/24 hours each week): **M:** _____ **T:** _____ **W:** _____

Th: _____ **F:** _____

Spring Availability (must total 3 days/24 hours each week): **M:** _____ **T:** _____ **W:** _____

Th: _____ **F:** _____

Weeknight/weekend availability (not required): _____

Education:

COLLEGE/UNIVERSITY

DEGREE/DATE

MAJOR

_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History (Please include paid, volunteer and intern positions)

Most recent employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of Duties: _____

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 Skills: _____

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

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

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

Relevant Coursework: _____

Other relevant experience: _____

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

_____ Allegany County

_____ Harford County

_____ Baltimore County

_____ Montgomery County

_____ Carroll County

_____ Wicomico County

Eligibility: A candidate must be currently enrolled in a degree program as a graduate student; or an undergraduate junior or senior.

Timeframe: Fellowship begins August 30, 2012 and ends April 30, 2013.

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)

This form is fillable. Please save your responses as a pdf. Completed application packages must be received by **Thursday, March 1, 2012.**

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:

Francesca Jean Baptiste
Maryland CASH Campaign
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Baltimore, MD 21202
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Francesca@mdcash.org