

MARYLAND COMMUNITY FELLOWS PROGRAM



Become a Maryland Community Fellow

The Maryland Community Fellows Program offers hands-on experience in a rewarding field. This program allows Fellows to gain real experience helping working families by providing marketing and outreach for free tax preparation and financial education.

- Eight-month fellowship
- Part-time or full-time students of junior and senior standing; Graduate students preferred
- Fellows will be paid a \$9,000 stipend
- Fellows are required to work 3 days/week on site, totaling 20 hours/week
- Placements available in the Allegany, Charles, Carroll, Harford, Montgomery and Wicomico counties and Baltimore City Metro Area
- Fellowship begins in September and ends in May

"For me personally I continued with the Fellowship for a second year because I believe in the program and the vision the VITA free tax prep program symbolizes. One year with the fellowship was equivalent to several accounting classes combined and the knowledge I learned will provide me with tremendous help in my field."

~ Eddie
Community Fellow, 2014 - 2016

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The Maryland CASH (Creating Assets, Savings, and Hope) Campaign™ is a state-wide network of organizations that promote financial stability for working families. Our coalition includes Volunteer Income Tax Assistance (VITA) partners to provide free tax preparation services, promote access to high-quality financial services, and offer financial education and coaching. Maryland CASH coordinates a network of practitioners, while focusing on three main initiatives: capacity building and training, financial education, and research and advocacy.

**A fellowship
that allows you
to contribute...
to your
COMMUNITY...
to your
RESUME...
to your
BANK ACCOUNT...
to YOURSELF.**

Maryland Community Fellows Program

General Job Description

Research and become knowledgeable of the VITA program, tax laws, tax credits, and savings bonds. Conduct community outreach; promote programs; Update marketing materials.

Fellows must become certified at the IRS Advanced level, at the minimum.

Work with CAA to implement a VITA site during tax season. Support volunteer recruitment and assist with administration of program; Greet and assist tax customers; Screen customers for eligibility of services and provide tax preparation. Implement financial education services to help working families maximize financial opportunities and resources.

Program Overview

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 is a eight-month Fellowship placing undergraduate juniors and seniors and graduate students in community action agencies to increase the agencies' capacity to provide free tax preparation through the IRS Volunteer Income Tax Assistance (VITA) program, as well as financial education and other agency services to the community.

Primary activities: outreach and marketing about the Earned Income Tax Credit, free tax preparation, financial education, and individual case management.

Site Locations:

Placements available in the Allegany, Charles, Carroll, Harford, Montgomery and Wicomico counties and Baltimore City Metro Area.

Apply Now!

www.mdcash.org

"I wanted to do something different besides intern at an accounting firm. I wanted to actually make a lasting impact in my community and help out people who really needed it. Fortunately, earlier this year a friend of mine referred me to the Maryland Community Fellows Program."

~ Rohan, Community Fellow 2011 - 2013

Skills Needed

- Part-time or full-time junior and senior students; Graduate students preferred.
- Excellent telephone skills and computer proficiency. (Microsoft Office, internet skills)
- 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 20 hours.

Payments 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.

"My experience with the MCFP has been the most rewarding experience in my life. I have been able to strengthen skills, learn new skills, meet a lot of new people, and build my network. But most important is that I was able to help better my community through free tax preparation and financial education."

~ Tina
Community Fellow
2013 - 2016

