



**AmeriCorps Member
Service Opportunity
Summer Only Position
300 hours**

The Boston Tax Help Coalition and Local Initiatives Support Corporation are seeking a summer only AmeriCorps member to serve as a Virtual Tax Services LISC AmeriCorps. The candidate will ideally begin service on July 1, 2020 and serve a minimum of 300 hours through the end of his/her/their term on September 30, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of the Boston Tax Help Coalition or LISC.

ORGANIZATION BACKGROUNDS

Championed by the office of Mayor Martin J. Walsh, the Boston Tax Help Coalition (BTHC) is a partnership of nonprofits, businesses, and community organizations that has been promoting the economic independence of working individuals and families since 2001. The BTHC is the largest program of the Mayor's Office of Financial Empowerment. The mission of the Boston Tax Help Coalition is to broaden pathways from poverty to financial empowerment by maximizing the impact of the Earned Income Tax Credit and other tax credits through quality, free tax preparation, financial education and economic stability opportunities.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at www.lisc.org

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The AmeriCorps member will:

- Play a lead role in the Boston Tax Help Coalition's Economic Impact Payment (EIP) Assistance Program
 - Provide low income residents of Boston with information and guidance on the IRS's EIP (a.k.a. stimulus) payment efforts.
 - Provide guidance through the relevant application processes, while also troubleshooting issues and providing access to services where possible.
 - Assist with enhancing this program, in addition to providing support on training, supervision and implementation.
- Help with implementing BTHC's Virtual Tax Preparation service, while
 - Provide feedback on possible improvements, while also assisting with the virtual tax preparation service expansion via volunteer training and program supervision.

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and the Boston Tax Help Coalition will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system

LISC PD APPROVAL: SGrant approved

MEMBER SIGNATURE (at time of enrollment): _____

(training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at the Boston Tax Help Coalition and serve a minimum of 25-30 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and the Boston Tax Help Coalition.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects; and,
- Engaging in any other LISC events as determined by the local LISC office.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC's policy.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$1,289.95 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student

loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of \$3,000. The stipend is taxable and paid in 6 equal checks from July 1st through September 30th.

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

HOW TO APPLY:

Please apply for the position through Boston Planning and Development Agency website. You must include a resume and cover letter, cover letter should address Operations Manager, Brian Robinson.

We are committed to diversity and inclusion in the selection process.

This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.