



Job Description

JOIN A MULTILINGUAL TEAM TO PROMOTE FREE TAX HELP IN BOSTON

Job Title: Disability Ambassador

Date: Nov. 16, 2019 – April 30, 2020 (part-time – 10-15h/week – seasonal)

Description

The Boston Tax Help Coalition (BTHC) is entering its 19th year of providing free tax preparation to low and moderate-income taxpayers and increasing awareness of the Earned Income Tax Credit (EITC) to the community. The EITC is a federal and state tax credit that can return up to \$6,431 to qualified taxpayers. The 2019 Tax Campaign served over 12,000 households and returned over \$23 million dollars in refunds to taxpayers. Our goal is to ensure all Boston residents learn about free services available to them.

Requirements

The Coalition is seeking individuals who can advocate for the Disability Community. Ambassadors must be knowledgeable about their community in Boston and be committed to economic empowerment, support personal financial success, and wealth building. They should also be patient, conscientious, and courteous.

The Ambassadors have a “key leadership role” in the Coalition to: educate their community, about the EITC and free tax preparation by providing outreach at organizations, churches, community businesses, etc.; serve as intake staff, Financial Guides, and/or as tax preparers at their assigned tax site(s); required to speak to the media and implement media outreach; and during tax season, must be available to work at least 5 Saturdays from 8 am – 5 pm at local assigned tax sites.

Primary Responsibilities

- Attend the Boston Tax Help Coalition sponsored trainings in these areas: Financial Check-Up, Tax, Disability awareness and multilingual outreach; Attend monthly Ambassador’s meetings;
- Organize 2 workshops for the Deaf and Hard of Hearing community, expanding financial inclusion to better serve the needs of the Deaf community;
- Assist with ASL Financial Check-Up;
- Provide outreach into Disability community;
- Provide financial education, tools, and resources for persons with disabilities;
- Develop partnerships within the disability community;
- Develop strategies to provide continuing education credits for ASL interpreters; and
- Expand and organize 5 ASL super tax days.

A stipend is provided for an Ambassador’s efforts throughout the tax season (based on hourly rate, performance and deliverables). For further information about the BTHC, please visit www.bostontaxhelp.org

To Apply

Please forward resume and cover letter detailing your interest in this opportunity to Leticia Paterlini: Leticia.Paterlini@Boston.gov or call (617) 918-5246