



## Job Description

### JOIN A MULTILINGUAL TEAM TO PROMOTE FREE TAX HELP IN BOSTON

**Job Title: Haitian Ambassador**

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

#### **Description**

The Boston Tax Help Coalition (BTHC) is entering its 19<sup>th</sup> 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 are bilingual in Haitian Creole and English. 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 outgoing, 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, English for Speakers of Other Languages (ESOL) classes, etc.; serve as intake staff (translating), Financial Guides, and/or as tax preparers at their assigned tax site(s); required to speak to the media and implement media outreach in native language; and during the tax season, must be available to work 2 times per week from 4 pm – 8 pm and Saturdays from 8 am – 1 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 Ambassadors’ meetings;
- Develop and Implement media campaign and community network channels for distributing information about the Coalition’s free tax preparation services and programs;
- Distribute community-specific EITC information in Boston neighborhoods and present at community centers, businesses, housing developments, ESOL classes, including agencies that employ people with disabilities and other key locations;
- Assist clients with translations, in getting their taxes prepared at free sites, and in gaining access to financial resources.
- Recruit at least 3 bilingual volunteers;
- Provide greeting and Financial Check-Up to taxpayers at local assigned tax site; and
- Translate materials for tax season.

A stipend is provided for Ambassadors’ efforts throughout the tax season (based on hourly rate, performance and deliverables). For further information about the BTHC, please visit [www.bostontaxhelp.org](http://www.bostontaxhelp.org)

#### **To Apply**

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