



Resource Builder Intern Fall 2018/Spring 2019

Every year, the **Campaign for Working Families, Inc. (CWF)** recruits, trains, and manages hundreds of volunteers who staff free tax sites across Philadelphia and surrounding counties, including South Jersey. In 2018, CWF's Pennsylvania and South Jersey tax sites provided over 33,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development. Since our founding, CWF has generated over \$398 million in refunds; directly benefiting clients and boosting the region's economy.

For this upcoming tax season, CWF is seeking highly motivated and mature individuals with above-average PC and software skills to fill our *Resource Builder* Intern positions. **The position is ideal for students with WorkStudy grants; however all students are encouraged to apply for the position.**

At select tax sites, Resource Builder interns will provide coordination, organization and in some cases, supervision of other volunteers for activities that connect taxpayers and other Philadelphia residents to programs and services that promote financial stability. Resource Builder interns will work closely with Resource Specialists to assist with; client intake, screening and application process to determine what additional public benefits or other programs for which clients might be eligible. Additionally, Resource Builder interns will be required to certify at the Basic Tax Preparer level in order to understand the tax preparation process and support tax site operation; to best serve client needs.

Spring Schedule:

Must be available to work daytime shifts, two to three days a week (Monday-Saturday) during tax season Jan. 15th - April 17th). Minimum weekly hour requirement is 10-15 hours. Interns will be assigned to primarily Super Sites with additional sites to be determined.

Interns will be engaged in a variety of activities/projects including the following:

- Participate in at least one Resource Builder training event (Nov – Jan)
- Obtain IRS tax certification at Basic level (CWF offers training)
- Actively promote client benefit enrollment, savings and other asset building programs
- Provide administrative support to the Site Management Team
- Provide case management to clients while working with Director of Asset Development

Only students who can commitment to the required schedule (outlined above) are encouraged to apply.

To apply, please email resume and cover letter to Kenneth Haubert, Director of Asset Development:
khaubert@cwfp Philly.org.