



3605 Q Street ■ Omaha, NE 68107 ■ (402) 546-1013 ■ (402) 734-8887-fax
omahaeitc@cox.net

Internship and Practicum Studies Possibilities with the Omaha Earned Income Tax Credit (EITC) Coalition

The following areas are meant to serve as a general introduction to the variety of possibilities and foci available to volunteers, service-learning students and more formal internship possibilities with our agency. Specific opportunities will be tailored to student expectations, abilities, learning goals and program requirements. Many times, a student will have the opportunity to engage in multi-tasked and multi-faceted opportunities in this fast moving work. Before any involvement, students will meet personally with the Associate Director to assess interests and needs. Any involvement stresses student learning over work expectations; however, accountability and communication are keys to a successful experience for agency and student. For more information, please see our brochure or call our office.

General Expectations: Each student would attend some committee meetings as needed/related to their projects. Each student would help in some light office work. Some work may be conducted off-site (home/school computer research, for example). Each student will be directly supervised by Ed Leahy and his/her work will be reviewed by Ed before final drafts are made. Proper credit would be given to individually created pieces. Ed will be available as a resource for each student. Students will attend events, rallies, meetings relating to their areas as they arise. Students will also complete specific internship requirements (hours, journal keeping, reports, etc) according to their school/teacher expectations. For more info on any of the above possibilities, call Ed Leahy at 250-9781. The Coalition has contact with a variety of MSW's who can fulfill obligations with regard to specific internship requirements for supervision.

Data Entry, Mining and Interpretation (No language requirements)

Students will help enter data into relevant computer databases as well as develop reports based on interpretation of data collected from a variety of government, local, business and organizational sources. The Coalition produces an annual report on tax season used to direct future services and tailor programming.

Client Outreach (Spanish helpful)

Students will assist in client outreach leading to the development and tracking of several focus groups on family financial issues and access to services across ethnic, demographic and work constituencies.

Policy Research (No language requirements)

Duties include: Researching developing issues for EITC policy stances, posting to the website (extensive computer skills not required), writing drafts of policy statements. Most of the research is conducted on line or through materials the office regularly receives. Students will also be involved in developing strategies and organizing vehicles for EITC policy stances (publicizing the issues: communicating with coalition representatives in different organizations, sending materials to media, politicians, and drafting potential workshop-related materials).

Material Preparations/Translations (Spanish Helpful)

Duties include: Preparing one-page handouts, power point presentations and flyers/brochures from a variety of main sources. Requires ability to summarize complex issues and digest them in simple, clear ways. Translation into Spanish of several materials already existing as well as new ones created in this time. Will also perhaps involve arranging, attending and (if desired) leading trainings and community education workshops.

Testimony Project (Spanish Helpful)

Duties include: Interviewing clients on a variety of financial issues and securing their consent to be part of a project to publish their testimonies for educational purposes (to the general public, to the media and to politicians). The goal of this project is to put a human face on the issues. Students will write a brief description, using the words of the client, of the issue, its impact on the individual, family, and society, as well as photograph (digital camera provided) the client. This is an on-going project and the publication may not be completed by the end of the internship, but some publicity/use of the testimonies will happen.



3605 Q Street ■ Omaha, NE 68107 ■ (402) 546-1013 ■ (402) 734-8887-fax
omahaeitc@cox.net

Media and Public Relations Campaign: (Spanish helpful)

Duties include: Arranging for Media and Communication Trainings for EITC clients and partners; developing on-going strategies to publish EITC activities; drafting press releases, statements and other relevant marketing materials for use in the public domain; develop and train other voices from client and Coalition membership to speak on EITC issues; develop and maintain website; work on quarterly newsletter; revising and updating the Coalition media plan and marketing strategies for partners; and publish minutes and agendas of meetings of the Coalition and subcommittees.

Video Project:

Duties include: Scripting and preparing volunteers and clients to be recorded on a variety of training topics used in volunteer training for tax season, including but not limited to:

- Client Greeting and In-Take
- Client Document Review
- Client Consent Review
- Opening a Bank Account
- Conducting the Customer Survey
- Conducting the Tax Interview
- Conducting a Quality Review of a Tax Return
- Finishing a Return

Curriculum Project:

For the past three years, the Coalition has been developing its own curriculum of volunteer training, drawing from several sources (IRS materials, other professional tax preparation services, partner research and protocols). The Coalition has developed and approved new volunteer standards and is now ready to launch a more comprehensive training program for tax preparers and other tax-site specialists (greeters, in-take specialists, asset specialists, interviewers, and credit reporters).

Duties include: Convening round tables of professional partners to examine current and develop new lesson plans, quizzes, tests, and procedures; organizing materials into handbooks, compact disks and other media for students and teachers; planning and executing a train-the-trainer workshop in the summer tax academy; revising and adapting standards to emerging expectations.

Fundraising:

The Coalition is completing a transition to a new fiscal agent in Summer 2009 and will be launching an aggressive fundraising campaign to expand staff, services, and reach long-term goals in a four-year plan of action.

Duties include: Examination and revision of the four-year plan upon completion of the transition; revising and updating the grant template (demographics, statistics, structures common to a variety of grant and sample responses to general points of interest); incorporating the grant template into real applications for funding; designing and launching local fundraisers and interactions with partners, clients, and supporters; revising and reviewing current budgets; identifying and funding needs in staff, hardware and software, tax sites, volunteer recruiting, training and management; and developing a longer-range strategic plan to sustain Coalition growth and development.

Taxpayer Advocacy: (Spanish helpful)

Duties include: Conducting in-take of clients who present themselves with needs to amend tax returns, file for prior years, or have received communications from IRS involving audits, tax debt or other difficulties; assessing whether the case falls within scope of the Coalition's advocacy capacities and/or working with other partners (attorneys, debt management counselors, IRS



3605 Q Street ■ Omaha, NE 68107 ■ (402) 546-1013 ■ (402) 734-8887-fax
omahaeitc@cox.net

Taxpayer Advocate) to resolve the issue. Several client meetings, completion of IRS forms, tax returns, and communications with investigating officials is involved as well as case management skills to bring about fair solutions.

Outreach to Special Constituencies:

The Coalition has several active campaigns that regularly provide meaningful work for volunteers and interns with interest in serving the following populations:

- **Immigrants and Refugees:** Duties include: providing educational workshops on basic financial management issues unique to the populations involved, maintaining accurate records and incorporating other skills to succeed in integrating into American society; helping in applying for and processing Individual Taxpayer Identification Numbers (ITIN's) for filing tax returns; assessing necessary documentations and making referrals for services; looking for funding for to maintain and expand a more comprehensive buffet of services for this population.
- **Persons with Disabilities:** Review and update the campaign plan; engage professional partners and advocates for this constituency; involve clients in educational opportunities unique to their situations; advocate with employers to educate on special tax incentives in employment of persons with disabilities; review sites for accessibility and range of services according to severity of disabilities in the population served; develop and distribute educational materials targeted to this population; incorporate clients and partners into the Coalition; and look for funding to maintain and expand a more comprehensive buffet of services for this population.
- **State and National Partners:** Maintain and expand Coalition membership and partnership with state and national partners through electronic list serves, conferences, and links. Attend meetings and conferences as needed or possible.