October 4, 2021

Dear Trusted Messenger,

Thank you for agreeing to participate in CT Child Tax Credit Project. The second page of this document provides a description of the work you are being asked to perform as we work to increase the number of participants in receiving federal advanced Child Tax Credit.

Your help is appreciated from September 14, 2021, through December 7, 2021.

This work will be up to 5 hours per week at $20 hour. You will receive payment once your invoice is approved and then submitted to NPLI, our fiduciary agent, with funds coming from APHSA.

Please sign below to convey you agree with conditions presented above.

Best Regards,

Text, letter

Description automatically generated

Melvette Hill

Director, CT Parent Leadership Training Institute

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(Print your name here) Date

CT Child Tax Credit Project

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| --- | --- | --- | --- |
| **Job Title:** | Trusted Messenger | **Objective:** | Outreach |
| **Hours:** | Up to 5 hours per week | **Compensation:** | $20 per hour |
| **Start Date:** | 9/14/2021 | **Approximate End:** | 12/7/2021 |
| **Job Description** | | | | |
| **The role of the Trusted Messenger is conducting community / parent to parent outreach, providing information about the advanced child tax credit, ensuring all qualified parents are taking advantage of the benefit by providing web link to sign up, helping parents sign up if you feel comfortable doing that, and/or providing Trusted Navigator information to parents who require assistance with the filing process.**  **Trusted messengers can work up to a maximum of 5 hours per week unless approved by Co-Coordinator for additional hours. Messengers are expected to submit invoices each week to supervisor along with outreach strategies and approaches used, including number of parents engaged / number of completed findings.** | | | | |
| **Responsibilities & Expectations**  Create outreach strategies that will be submitted to supervisor at the beginning of every week.  Engage in community and share information regarding the Child Tax Credit benefit using materials and information provided.  Distribute flyers in both English and Spanish; in person and virtually via emails and social media platforms  Submit invoices to supervisor weekly by Sunday, 12pm with confirmation of outreach strategies.  Provide supervisor with feedback from parents in community and provide summary of process engaging with individuals in community.  Share link with parents to process their own filing or provide parents information for Trusted Navigators for assistance with filing completion.  Carefully and accurately track the number of people engaged and the number of completed filings.  Attend weekly check-in meetings and provide updates to CT team.  **Qualifications:**  Ability to work independently and with a team  Must exhibit a level of confidence when engaging with community  Ability to strategize and leverage existing networks  Provide updates to supervisors and teammates | | | | |