



## **VITA Site Coordinator**

Community Assistance Center is intent on creating a community whose basic needs are met, whose members are self-sufficient and have confidence to thrive. The Volunteer Income Tax Assistance program is an IRS-sponsored program in partnership with United Way that supports free tax preparation service for the underserved population. CAC is looking for a site coordinator to help low- and moderate-income people file their taxes by providing accurate, free, and trustworthy tax preparation assistance.

**DEPARTMENT:** Programs

**ACCOUNTABILITY:** Program Director

### **JOB SUMMARY:**

The Volunteer Income Tax Assistance (VITA) Site Coordinator provides organization and supervision for all aspects of the VITA site operation to help moderate- and lower-income tax filers get their income tax returns filed accurately, on time, ensure all eligible tax credits and refunds and avoid costly preparation fees. VITA is a seasonal program available January through April.

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

#### **Strategic Planning**

- Increase tax compliance
- Promote filing accuracy
- Save families money
- Contribute to the local economy and promote civic engagement

#### **VITA Operations**

- Ensures the site is in compliance with all IRS / United Way VITA site requirements.
- Maintain relationship with IRS / United Way office for obtaining site materials and other pertinent information.
- Recruits volunteers and schedules volunteers for the site.
- Ensures that VITA site is open as scheduled and ensures adequate volunteer coverage, supplies, tax materials, and equipment is maintained.
- Ensures that all tax returns are electronically filed with the IRS in a timely manner and that acknowledgements are reviewed.
- Ensures rejected returns are either corrected or the taxpayer is contacted.

- Ensures that a quality review is conducted on each return prepared by volunteer tax preparers.
- Promotes the VITA program throughout the community.
- Maintains accurate records of volunteer certifications and volunteer hours.
- Answers taxpayer questions regarding tax law or their tax return.
- Compile post-season reports for end-of-season wrap-up and evaluation.
- Perform other duties as assigned.

### **Human Resource Development**

- Helps identify, cultivate and recruit VITA volunteers and leadership
- Trains, places, coordinates and supervises VITA volunteers

### **Reporting & Communications**

- Submits monthly report and statistics to Program Director
- Provides required statistical information to funding sources as required
- Participates in regular staff meetings

## **QUALIFICATIONS**

### **Required Education & Experience**

- Strong organizational, time management and communication skills.
- Basic tax knowledge (Form 1040 and supporting schedules).
- Complete all training and certification requirements.
- Pass the IRS Tax Test at the Advanced Level.
- Basic computer skills for inputting tax return information into tax software.
- Ability to work independently.
- Ability to manage all-volunteer staff.
- Must be flexible and dependable with ability to work evenings and Saturdays.
- Bachelor's degree required with prior experience in human services
- Minimum of two years of supervisory experience
- Demonstrated success managing individuals and teams
- Proven ability to implement an inspiring vision and motivate others
- Experience and competence working in diverse ethnic communities and with groups of diverse socioeconomic backgrounds
- Success in this position requires excellent customer service, communication and time management skills.

**Job Type:** Services Contract from January to April, during the tax season. Work is performed primarily indoors in an office environment.

**Schedule:** Monday and Wednesday from 3:30 p.m. to 7:00 p.m. Saturday from 9:00 a.m. to 1:30 p.m.

Send resume and application letter to [ceo@ourcac.org](mailto:ceo@ourcac.org)