



**Volunteer Income Tax Assistance (VITA) Coordinator
Temporary Part-Time Non-Exempt Position**

Organizational Background: Founded in 1995, East LA Community Corporation (ELACC) mission is to advocate for economic and social justice in Boyle Heights and East Los Angeles by building grassroots leadership, developing affordable housing and neighborhood assets and providing access to economic development opportunities for low and moderate income families.

VITA Coordinator: The ideal candidate will have experience and training in tax preparation, personal finances, and financial education. Must be bilingual in English and Spanish and have excellent computer skills including Microsoft Office programs and the internet. They will provide excellent customer service to clients and will represent ELACC and hold the organization's vision, mission, and values in their actions and behaviors.

Duties:

- Study and pass IRS exams to receive certifications for Code of conduct, intake, and advanced level to be a tax preparer by February 1st, 2021 (training and materials provided)
- Schedule appointments and refer clients to ELACC's free tax preparation services
- Ensure that individuals seeking free tax preparation services possess the necessary documents to complete a tax return and meet income eligibility guidelines
- Help participants fill out IRS forms and prepare necessary paperwork to complete their tax return
- Provides free income tax preparation services to taxpayers.
- Help inform taxpayers of special tax credits such as Earned Income Tax Credit and Child Tax Credit.
- Support ELACC staff with intake for clients receiving free tax preparation services both in-person (following CDC recommendations for COVID19) and virtually (via video call)
- Follow IRS regulations for VITA program

Qualifications:

- Ability to speak, read, and write fluent Spanish and work with monolingual Spanish speaking clients
- Ability to work with clients in an individual and small group basis (in person and virtually);
- Excellent customer service skills;
- Professional demeanor and networking skills;
- Computer skills, including knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook and Internet;
- Excellent written and oral presentation skills;
- Ability to manage time effectively; ability to work independently, without close supervision;
- Bachelor's Degree preferred;
- At least one year of experience in tax preparation preferred;
- Ability to handle confidential information;
- Have reliable transportation;
- Be available to work weekends and evenings as needed;

Compensation:

This is temporary position working part-time at approximately 20 hours a week from January 2021 to April 2021. ELACC is an equal opportunity employer.

Email cover letter and resume to: jobopportunities@elacc.org
Position open until filled.