



EAST LA COMMUNITY CORPORATION

WWW.ELACC.ORG

Seasonal, Volunteer Income Tax Assistance (VITA) Tax Preparer Temporary Part-Time Non-Exempt

Organizational Background: Founded in 1995, East LA Community Corporation's (ELACC) mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low- and moderate-income families. Over the 23-year history of ELACC, we have leveraged over \$230 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provided quality affordable homes for over 2,900 people.

Job Description: ELACC is looking for a person who is passionate about helping community members achieve their financial goals. The candidate must have strong communication and organizational skills and be detail oriented. ELACC's **Volunteer Income Tax Assistance (VITA) Tax Preparer** will assist in planning and coordinating the implementation of the Volunteer Income Tax Assistance (VITA) program. Responsibilities will include tax preparation, production of program materials, and the delivery of informational presentations. This position will work closely with the five-member Community Wealth department under the direction of the Director of Community Wealth. This is a paid internship for a 12-week period.

The Volunteer Income Tax Assistance (VITA) Tax Preparer is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization mission and vision.

Duties and Responsibilities:

- Responsible for assisting Asset Building Programs Coordinator with the implementation of ELACC's Volunteer Income Tax Assistance (VITA) program targeted at low- and moderate-income families and individuals and an Eastside Tax Coalition comprised of community partners and stakeholders.
- Assist with ELACC's stationary and mobile tax preparation sites.
- Assist with marketing the VITA program.
- Assist agency in meeting or exceeding tax preparation goals
- Help coordinate large tax events with the Eastside Tax Coalition Promote ELACC's savings program to individuals receiving tax assistance.

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

- 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
- High school diploma or GED, some college preferred
- Have reliable transportation
- Be available to work weekends and evenings as needed
- Genuine interest and passion for ELACC issues and priorities

Compensation: This is a temporary part-time non-exempt position at \$20.00 per hour working up to 24 hours a week.

ELACC is an Equal Opportunity Employer

Email or Fax cover letter and resume to:

Director of Human Resources

East LA Community Corporation

Email: jobopportunities@elacc.org

www.elacc.org

Position open until filled.