

VITA Site Coordinator

ORGANIZATION OVERVIEW

Esperanza Inc. is a large, multi-service nonprofit community development corporation serving the low-income community of North Philadelphia, based in Hunting Park. Esperanza is focused on economic development and education, and operates charter schools, a workforce development center, and a variety of other programs and services to meet community needs. This year, Esperanza will offer free tax preparation to eligible community members through hosting a Volunteer Income Tax Assistance (VITA) site.

OVERVIEW OF RESPONSIBILITIES

Esperanza seeks a qualified candidate to assume the role of VITA Site Coordinator from January through May of 2022. The Site Coordinator will provide coordination, organization, and supervision for all aspects of the VITA site operation. This is a part-time (20-25 hours per week average) seasonal position, with the majority of hours required during evenings and weekends when the site is open to the public. Hourly wage will be negotiated with qualifying candidates.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Ensures the site is in compliance with all IRS VITA site requirements.
- Maintain relationship with IRS office for obtaining site materials and other pertinent information.
- Attends/completes all required training, and ensures tax preparers have attended all required training and have necessary certifications to work at the site.
- Manages schedules of tax preparers for the site.
- Manages schedules of appointments for taxpayer clients.
- Collaborates with Esperanza's community outreach teams to inform the community of the VITA tax site.
- Ensures that VITA site is open as scheduled and ensures adequate tax preparer coverage, supplies, tax materials, and equipment.
- 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 tax preparers.
- Maintains accurate records of tax preparer certifications and hours.
- Answers taxpayer questions regarding tax law or their tax return, and/or refers questions to appropriate partners including the IRS.
- Compile post-season reports for wrap-up and evaluation.
- Plan/host tax preparer recognition event at the end of the filing season.

- Perform other duties as assigned.

EDUCATION and OTHER REQUIREMENTS

- 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 temporary part-time staff.
- Must be flexible and dependable with ability to work evenings and Saturdays.
- Must have dependable transportation, valid driver's license and proof of insurance.
- Spanish proficiency highly preferred.

WORK ENVIRONMENT

Environmental Conditions:

Work is performed primarily indoors with some local travel as needed.

Interested persons should contact:

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