

VITA Program Coordinator

(Part-time, independent contractor)

Tempe Community Council (TCC) operates the Tempe Volunteer Income Tax Assistance (VITA) tax site and is in search of a motivated individual to serve as a Program Coordinator for this site. This position is responsible for coordinating, developing and all operational aspects of the IRS VITA grant under the supervision of TCC staff. The Program Coordinator works with the Tax Site Coordinator to ensure that the program is fully staffed by trained and certified volunteers and is set up and operational for the time established by TCC. This position is also responsible for a variety of duties pertaining to the physical needs of the space, prepares required reports and helps to coordinate site hours and appointments.

This position will be compensated at a rate of \$32.00/hour, approximately 200 hours per year. Days and number of hours per week will vary based on time of year and needs of program. Hours may include evenings and Saturdays as needed.

Essential Duties & Responsibilities

- Attend monthly Arizona VITA meetings.
- Participates in writing two grants which fund the Tempe VITA program.
- Secure all necessary agreements with the host site to secure the room to be used.
- Coordinate all aspects of the move in and out of the room that meet all requirements of the host site.
- Acquire and monitor all inventory necessary to the functionality of the VITA program.
- Work with Site Coordinator and TCC staff to recruit, train and oversee site volunteers.
- Work with TCC staff and Site Coordinator to create shifts in the TCC volunteer software program and ensure that each shift has appropriate coverage.
- Supervise the Asset Educators including arranging hours, completion of contracts and processing of invoices.
- Manage records on volunteer certification.
- Collect Volunteer Agreements from all volunteers.
- Arrange assistance for ASU in preparing their nonresident student tax returns.
- Work with TCC staff on coordination of VITA public relations and marketing efforts.
- Coordinate with TCC staff on purchasing and processing of payments for necessary expenses.
- Visit the Tempe VITA site a minimum of once per week while the site is open to collect invoices from Asset Educators and monitor inventory of supplies.
- Oversee the acquisition of cleaning staff for the close of the program and ensure the site is cleaned to the standards of the host organization.
- Inventory all VITA equipment and supplies at set up and close out and submit requests to TCC staff for any necessary purchases.
- Prepare all required IRS reports.
- Prepare all required TCC reports including grant reports.
- Coordinate end of tax season volunteer appreciation event.
- Perform related duties as assigned.

Minimum Experience & Training

- Bachelor's degree or equivalent experience.
- Basic knowledge of forms/laws used to prepare a simple personal income tax return.
- Ability to obtain advanced IRS VITA tax certifications of code of conduct, intake/interview and site coordinator.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.

- Possesses excellent, efficient organizational skills.
- Proven strong communication oral and written communication skills.
- Understand the managing and tracking of inventory.
- Aptitude and passion for community-based programs.
- Ability to work a flexible schedule which will occasionally include evenings and weekends.
- Minimum two years of experience preparing and submitting grants and cumulative reports.
- Must have valid driver's license and reliable transportation.

Suitable work experience may be considered as transferable skills to meet minimum requirements of the position and will be considered by TCC Executive Director and supervising staff

Desired Experience & Training

- Knowledge of or certification in Sprintax software program.
- Prior participation as a volunteer or working with volunteers.
- Prior involvement with non-profit or community-based programs.
- Tax return preparation experience.
- Data collection and reporting.

To apply for this position, submit a resume and cover letter to tccinformation@tempe.gov.

Closing Date: Open until filled.

Questions?

480.858.2300 | tempecommunitycouncil.org

Equal Employment Opportunity - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*