

Boston Tax Help Coalition
Tax Training Instructor Internship (Unpaid)
Duties and Responsibilities Description
November 2018-February 2019

Mission of Organization:

The mission of the Boston Tax Help Coalition is to broaden pathways from poverty to financial empowerment by maximizing the impact of the earned income and other tax credits through quality, free tax preparation, financial education and economic stability opportunities.

Description:

Tax Training Instructors will work directly with Coalition's Operations Manager and Lead Instructor in observing and assisting volunteer trainings for the Coalition's Volunteer Income Tax Assistance (VITA) program.

Trainings are offered every *weekend* from mid-November 2018 through mid-February 2019, and are *full day* trainings. Upon offer, you will be able to select which trainings you will be assisting and co-leading.

Specific Duties could include:

- Assist Operation Manager and Lead Instructor with VITA trainings
- Co-lead and/or lead volunteer trainings
- ***WE WILL TRAIN YOU!***

Prerequisites:

- Detailed Oriented
- Comfortable with public speaking
- Must be willing to work on *weekends* (Saturday or Sunday, or both if willing) from the beginning of December through early February (schedule will be arranged and is flexible)
- Must be willing to be IRS basic and advanced certified (mandatory) before November 24, 2018
- Previous teaching experience preferred, but not required
- Previous VITA volunteering experience preferred, but not required

Hours and Timeline:

- 8-16 hours on weekends from mid-November 2018 through mid-February 2019

How to apply:

Please send resumes to sayyida.jean-charles@boston.gov

