

**Boston Tax Help Coalition  
Lead Tax Training Instructor  
Duties and Responsibilities Description  
October 2019-February 2020**

**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:**

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

Trainings are offered every ***weekend*** from mid-November 2019 through mid-February 2020, and are ***full day*** trainings.

Specific Duties could include:

- Assist Operation Manager with VITA trainings and training material
- Lead or co-lead training update and development process
- Lead or co-lead trainings for returning and new volunteers

**Prerequisites:**

- Detailed Oriented
- Comfortable with public speaking
- Must be willing to work on ***weekends*** (Saturday and Sunday) from the beginning of December through early February (schedule will be arranged and is flexible)
- Previous teaching experience preferred
- Previous VITA volunteering experience preferred
- Will be required to become IRS VITA-certified to the Advanced level before November 22, 2019

**Hours and Timeline:**

- 8-16 hours on weekends from mid-November 2019 through mid-February 2020
- 8-16 hours on training material preparation

**How to apply:**

Please send resumes to [sayyida.jean-charles@boston.gov](mailto:sayyida.jean-charles@boston.gov)

