

**Boston Tax Help Coalition
VITA Tax Site Coordinator
Duties and Responsibilities Description
January-April 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.

Responsibilities:

Provide assistance in managing VITA site operations. This includes:

- Preparing the host site location for VITA operations;
- Acquiring appropriate training and certifications (24 hours total);
- Managing volunteers;
- Running tax site operations, including the intake process, providing quality review for volunteer-prepared returns, and resolving/troubleshooting tax preparation, computer, or technical issues;
- E-filing and transmitting returns to the IRS and Massachusetts DOR after volunteer tax preparation sessions are concluded;
- And, serving as a liaison between the site's host organization and the Boston Tax Help Coalition, including attending monthly steering committee meetings held by the Coalition, and submitting budgets, invoices, and progress reports for any Coalition funds used with/at the site (if applicable).

Prerequisites:

- Detailed Oriented
- Previous VITA volunteering is preferred, but not mandatory
- Must be willing to be IRS basic and advanced certified before site is open for the tax season.
- Must attend additional one day training in November 2019

Hours and Timeline:

- 20-30 hours week from mid-January 2020- mid-April 2020
- Site hours may include Saturdays and if so will be required

Compensation:

- Hourly rate can range from \$20 - \$30 and is commensurate based on experience

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

