



A 501(c)3 Nonprofit Organization

VITA SITE COORDINATOR POSITION

Title: Volunteer Income Tax Assistance (VITA) Site Coordinator

Available Positions: Seeking 3-4 new hires

Status: Full-time, non-exempt (possibility of permanent position)

Work Setting: On-site, not remote

Location: Los Angeles

Site Location(s): TBD

Hourly Wage: \$26-\$30

Reports To: Executive Team

About Us

At Haven Neighborhood Services, *our mission is to financially empower vulnerable communities in Southern California by providing no-cost financial/housing education and services to end their financial/housing crisis.* For over a decade, Haven Neighborhood Services, a 501 (c)(3) nonprofit organization has maintained an unwavering commitment to the financial health, housing security, and education of our community members. All services that Haven Neighborhood Services provides are FREE at no-cost to our clients. Our organization, founded during the aftermath of the 2008 Economic Recession, addresses financial and housing crises among economically vulnerable individuals and families.

Job Description

Are you ready to take the reins in managing our VITA tax preparation site? As the VITA Site Coordinator, you will oversee all aspects of site operations, supervise volunteer preparers, tax filing efforts, and ensure quality service delivery. This is a seasonal position, running from November to June 30, 2024, requiring a 40-hour weekly commitment, including occasional evenings and weekends. You'll receive comprehensive training and ongoing support. Plus, there's potential for this role to transition into a year-round permanent position. Join us and make a meaningful impact!

Key Responsibilities

Volunteer Recruitment & Support

- Recruit and train qualified VITA program volunteers.
- Provide comprehensive training on tax law, software, and procedures.
- Stay updated on tax regulations and IRS guidelines.
- Offer ongoing support and professional development.
- Cultivate a positive, collaborative volunteer environment.

Site Management

- Establish and manage VITA service sites with required resources.
- Develop and communicate site schedules.
- Oversee site operations and quality control.

Client Assistance

- Help clients with tax-related questions and issues.

- Ensure professionalism and confidentiality.

Quality Control

- Review tax returns, provide feedback for correction.
- Maintain records and reports for program evaluation.

Community Outreach & Collaboration:

- Build partnerships with local organizations and agencies.
- Organize outreach events to reach eligible individuals.

Compliance & Reporting

- *Ensure IRS compliance.*
- *Prepare accurate reports for program tracking.*

Qualifications

- Commitment to serving low-income individuals.
- Strong communication and interpersonal skills.
- Organizational and problem-solving abilities.
- Experience in volunteer management or tax-related fields.
- Proficiency in tax laws, IRS regulations, tax software, and Microsoft Office.
- Bachelor's degree in finance, accounting, business, or related field (preferred).
- Certified tax preparer, enrolled agent, or relevant tax certification (preferred).
- Bi-lingual highly desirable
- Bilingual skills are highly preferred. Fluency in two or more languages is a valuable asset for this role but not mandatory.

Benefits

We offer a competitive Benefits program, including:

- Retirement Plan with company contribution
- Paid Medical, dental, and vision plans
- Paid Life insurance
- Paid vacation and sick time
- Paid federal and state holidays
- Paid professional development and training.
- Paid two-week holiday break in late December.

Equal Opportunity Employer

At Haven Neighborhood Services, we are committed to creating a discrimination and harassment-free workplace for all employees.

Accommodations for Disabilities

We provide reasonable accommodations for individuals with disabilities during the application, interview process, and throughout their employment to enable them to perform essential job functions and enjoy the benefits of employment.

Disclaimer

Please note that this job description serves as a general guide and does not encompass all responsibilities, skills, and qualifications. Additional duties may be assigned as required.

To apply for this position, please submit your resume to Noel Lopez | Chief Operating Officer at Noel.lopez@havenservices.org. Be sure to include "VITA Site Coordinator Application-[Your Name]" in the subject line. **Deadline to submit your resume is November 30, 2023.**