



EMPLOYMENT OPPORTUNITY

Love to help others? Have a passion for numbers? The Volunteer Income Tax Assistance (VITA) program helps thousands of low-income families with simple tax preparation needs. The goals of the VITA Program are to provide free, high quality tax preparations to working, immigrant, low income households; to ensure that tax papers receive all eligible credits, especially the Earned Income Tax Credit; to save high fees associated with commercial tax preparers; and to enhance the financial well being of tax clients through offering matched savings accounts and residential utility assistance.

We have been serving our diverse community for almost 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

VITA Site Assistant (Temporary, Full-time, Non-exempt)

Unit: Community Economic Development Services (CEDS)

Posting Date: 12/12/16

Salary: \$13.00 - 15.00 hourly DOE

Reports To: CEDS Coordinator

Positions Available: 3

Summary: Under the direction of the Community Economic Development Services Coordinator, the VITA Site Assistant is a direct service responsible for assisting the implementation of programs and services identified and developed by the Community Economic Development Services Coordinator. This is a temporary, full- or part-time position scheduled to work on Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays. Evening hours will be required. This position is not to last beyond April 20, 2017.

Duties / Responsibilities:

- **Implement VITA programs at specific sites by:**
 - Providing administrative support for the VITA Site Supervisor at tax clinics.
 - Providing interpretation services for site supervisor and volunteers.
 - Managing intake and screening processes at tax clinics.
 - Assisting with set up and clean up of tax clinics.
 - Assisting with producing reports on a timely basis.
 - Providing tax returns at sites as needed.
- **Attend relevant meetings and trainings; and**
- **Other duties as assigned by the CEDS Coordinator.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A high school diploma or equivalent with 2 years work experience.
- Ability to receive required VITA tax filing certification for Basic and Advanced courses (training will be provided).
- **Bilingual capacity (English/Spanish) and/or (English/Korean), Required.**
- Strong understanding and commitment to working with a multicultural community.
- Demonstrable knowledge of Excel, Word and Outlook.
- Strong customer service experience.
- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Ability to exercise independent judgment, multi-task and problem solve.
- Strong interpersonal, organizational, written and communication skills.
- Demonstrable working knowledge of the use and operation of personal computers.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Proof of eligibility to work in the United States.



Minimum Requirements continued:

- Physical requirements: seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- An Associate's or Bachelor's degree in Accounting, Economics, Business Administration, Finance, or other-related field from an accredited College or University;
- Previous experience managing or volunteering at a VITA site; and
- Demonstrable knowledge and skill in personal income tax filing.

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