



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful, flexible and driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 45 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

### CED Tax Program Assistant (Full-time, Temporary, Non-Exempt)

**Unit:** Community Economic Development Services (CEDS)

**Posting date:** 10/24/2023

**Positions Available:** 2

**Reports To:** CEDS Coordinator

**Salary:** \$22.00- 25.00 hourly DOE

**Summary:** Under the supervision of the Economic Development Services Coordinator, the CED Program Assistant is responsible for implementation of programs and services identified and developed by the economic Development Services Coordinator. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a **temporary**, full-time, non-exempt position working 40 hours weekly. This temporary position is scheduled to start as soon as possible and **expected to end on April 26<sup>th</sup> 2024**. **\*Training and certification will be provided.**

#### **Duties / Responsibilities:**

- **Implement and manage VITA programs at specific sites:**
  - Supporting the VITA Site Manager in planning and development of the VITA tax program.
  - Managing day-to-day operation of VITA tax clinic at sites determined.
  - Providing supervision and support for VITA volunteers at Tax Clinic.
  - Conducting quality review of all returns filed at specific sites, and e-filing within prescribed time limit.
  - Scheduling and providing tax return services at site, as needed.
  - Managing and filing contract reporting requirements.
  - Recruiting, training, and managing volunteers to meet site return goals.
- **Attend relevant meetings and trainings.**
  - Attend monthly staff meetings.
  - Attend unit meetings.
  - Attend quarterly agency-wide meetings/trainings.
  - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Other duties as assigned by the CEDS Coordinator.**



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

- A Bachelor's degree from an accredited school in business, financial services or social work OR four years of work experience in business, financial services, social services, or community organizing in non-profit sector.
- Bilingual capacity (English/ **Korean** or English/ **Spanish**).
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Demonstrable working knowledge of use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proof of passing a TB test.
- Proof of eligibility to work in the United States.
- Physical requirements: able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting, standing and walking for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Highly Desirable Qualifications:**

- Experience in personal tax returns, asset building and/or economic development programs and services.
- Demonstrable knowledge and skill in business, including human relations, public speaking, outreach and marketing, and organizational skills.

[SUBMIT AN APPLICATION](#)