



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 and flexible and to be 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 Regional Tax Coordinator (Full-time, Non-Exempt)

Unit: Community Economic Development Services

Posting date: 01/08/2024

Salary: \$26.00 – 32.50 hourly

Reports To: CED Manager

Positions Available: 1

Summary: KYCC is looking for a **Regional Tax Coordinator** to oversee the expansion of VITA services and to increase the amount of tax credits, like Earned Income Tax Credit and Child Tax Credit, accessed in targeted areas in the County of Los Angeles.

The **Regional Tax Coordinator** will oversee grant applications, contracts, budgets, reporting, and deliverables. The Coordinator will work closely with vendors, subcontractors, community based organizations, county and state agency staff, other state grantees, and Fiscal staff to ensure alignment between work plans, budgets, spending and program activities. The **Regional Tax Program Coordinator** will also ensure KYCC achieves the expected outcomes. This includes growing and nurturing regional partnerships, VITA site management trainings, budgets, deadlines, expenditures, sub-grantee contracts and manage all reporting requirements on grant activities.

Duties / Responsibilities:

Program Leadership

- Lead overall VITA program design, implementation, strategic planning and program growth;
- Effectively lead the implementation of free tax preparation assistance the County of Los Angeles, as a leader in the VITA/EITC field;
- Design and deliver high quality training to partner VITA Sites' site coordinators;
- Provide capacity building opportunities, technical assistance and support to the VITA/Free Tax Prep LA coalition to ensure high quality free tax preparation services are provided to the community;
- Manage VITA volunteer training for the region, in partnership with VITA Sites, IRS and volunteers;
- Management of volunteer coordination processes to support 500+ volunteers at over 30 community based organizations by creating management tools, communication standards, and volunteer management best practices adoption;
- Maintain knowledge and expertise of tax law and tax filing requirements, with consideration of implications on communities served while developing program strategies to achieve target outcomes of families attaining financial stability;
- Build and expand strategic asset building linkages at tax sites, specific to county needs;
- Oversee grants to over 30 community based organizations across county, ensuring compliance, and reporting;
- Ensure successful client survey data collection, aggregation, analysis;
- Provide software technical assistance and troubleshooting to VITA sites; and
- Provide reports on program metrics, including tax preparation data points, demographics, asset support and uptake trends, and other program results as needed.

Partnership and Collaborative Management

- Develop strategic partnerships with organizations, programs, businesses, colleges and universities, local and national partners which support the tax program and KYCC's goals including, but not limited to, community-based organizations, municipal and county agencies and the IRS SPEC division.
- Represent the tax program at coalition meetings, events, and other convening's across the region, state and country to strengthen our collaboration, outreach, and advocacy partnerships; and
- Serve as a broker with Internal Revenue Service (IRS) to plan volunteer training, implement quality assurance procedures, monitoring site performance, and planning for coalition needs.



Other expectations

- Oversee and manage all activity in the planning, development, implementation, monitoring and supervision the program that are consistent with local, state, federal, and private contract requirements;
- Ensure that program functions in a manner that satisfies contractual obligations by maintaining all program documentation and program files including maintenance of all documents, files, client in-take /agreements, correspondence and other contact lists, reports and contracts;
- Program Promotion and Community Education: Develop and manage program trainings, presentations, outreach assets, community meetings and events pertinent to the program;
- Maintain and develop partnerships necessary to the success of the Program including acting as liaison between KYCC and community based organizations, as well as developing relationships with the social service, government agencies, and elected officials for growth and promotion of the program.
- Generate timely and accurate reports on the status of program operations;
- Deliver consistent quality of services by developing and maintaining an environment that promotes excellence in all operations;
- Develop evaluation method to assess program strengths and identify areas for improvement;
- Analyze community needs as it relates to KYCC's mission and identify program development areas;
- Program fund development and fiscal oversight with budget development and reporting for program sustainability;
- Develop and implement process improvements to increase program efficiency; and
- Work on outreach strategy with the KYCC's VITA program, Communications team, and Free Tax Prep LA Committee.

General Duties and Responsibilities

As a part of the KYCC team, all employees play an essential role in KYCC as a whole and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job-related activities;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with KYCC's Personnel Policies and Operating Procedures;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description; and
- Carry out supervisory responsibilities in accordance with KYCC's Personnel Policies. Responsibilities include training employees; planning, assigning, and reviewing work; problem solving; appraising performance, both formally and informally.



Minimum Qualifications:

- Bachelor's Degree or equivalent work experience in Project Management or related field;
- 2-3 years of previous project management experience; or equivalent combination of education and experience;
- Possess a valid California driver's license and an acceptable driving record;
- Ability to obtain satisfactory fingerprint clearance;
- High degree of proficiency MS Office Suite, Outlook & Internet applications
- Strong analytical, prioritizing, interpersonal, problem-solving, presentation, project management (from conception to completion), & planning skills
- Strong verbal and written communication skills (including analysis, interpretation, & reasoning);
- Skill in independently organizing work, handling multiple projects simultaneously, meeting deadlines and working/coordinating well with others; and
- Ability to develop and maintain collaborative relationships with peers, colleagues, and all stakeholders;
- Experience managing a campaign, initiative or multi-faceted program including budgeting and funds management.

Desired Qualifications:

- High levels of professional effectiveness, collaboration, optimism, and high energy;
- Comfort with independent work while being highly engaged and energized by interactions with others;
- Self-directed, mission driven, flexible and adaptive work style to include passion, idealism, integrity, and positive attitude; and
- Bachelor's degree preferred.

SUBMIT AN APPLICATION