

Christian Neighbors SE



Christian Neighbors (CN) has provided critical services to Plainwell and surrounding communities since 1983. Our mission is to provide local families in need with food, emergency financial assistance, skill building education, and other resources offering stabilization.

| | | | |
|------------------|--------------------------------|---------------------------|-----------------------|
| Job Title | VITA Tax Co-Coordinator | Reports To | Program Director |
| Hours | 60-65 hours total (Jan.-March) | Job Classification | 1099 Stipend Position |
| Written | October 2024 | Manages People | No |
| Location | Plainwell | Salary | \$1,000 Stipend |

Summary

Volunteer Income Tax Assistance (VITA) is an important partnership program at Christian Neighbors. As a co-coordinator, you will be responsible for helping to oversee the running of the program. VITA tax not only provides free tax services to low-income individuals and families, but also helps to get the maximum refund amount for clients. You do not need to have experience with doing taxes as you will not be the actual tax preparer. You will be helping to coordinate the logistics of the site and overseeing volunteers like the tax preparers. The certification you receive can be used in other settings and will be a skill you will obtain for your resume.

Essential Duties and Responsibilities

- Help oversee the day-to-day operations of the IRS Volunteer Income Tax Assistance (VITA) program at Christian Neighbors
- Help schedule client appointments
- Provide support to other staff and volunteers as it pertains to the VITA Tax program
- Participate in the appropriate training and certification requirements. Complete the IRS Link and Learn tax training at the advanced level and the site coordinator training.
- Enter clients into the Christian Neighbors database to track participation numbers in the VITA program
- Work closely with the co-coordinator to ensure the VITA program runs effectively
- Provides excellent customer service to clients
- Other duties as assigned

Education and Experience Requirements

- High school diploma or equivalent is required.

Skills and other Competencies

- A heart for the mission with an understanding and ability to embrace the community we serve.
- Strong written and verbal communication skills who can work well with the team, clients, volunteers, etc.
- Solid technical with the aptitude to learn systems as needed.

- Take initiative to be organized and flexible
- Ability to work effectively independently and collaboratively with the team and diverse groups of people.
- Ability to communicate in Spanish is a plus.

Other Requirements

- Must pass background check.
- Must have reliable transportation.

Expectation of Hours and Length of Employment

You must be available on the following dates and times. These are pre-designated dates and times that VITA clinics will be held at the Christian Neighbors Education Resource Center:

Thursday, November 14th from 5pm-9pm (coordinator kickoff meeting)

Monday, February 3rd from 9am-2pm

Saturday, February 8th from 8am-2pm

Wednesday, February 12th from 4pm-9pm

Monday, February 17th from 9am-2pm

Monday, March 3rd from 9am-2pm

Monday, March 17th from 9am-2pm

There will also be some mandatory training dates in January that are to be determined. Other office hours will be as needed on a flexible basis.

Please send letter of interest or resume to Kim Shafer at kshafer@christianneighbors.org by November 1, 2024.