CENTRAL VERMONT COMMUNITY ACTION COUNCIL, INC.
JOB DESCRIPTION

Job Title:  Tax Preparation Program Coordinator
Date:  October 16, 2013

A. **General Statement:** The Tax Preparation Program Coordinator has programmatic responsibility for CVCAC's Tax Preparation Program, especially the Volunteer Income Tax Assistance (VITA) tax program. The Coordinator will report to the Community Economic Development Director. This position is full time regular for the months of October through May.

B. **Essential Functions:**

1. Supervise the VITA site coordinators and volunteers. Find, arrange for, and support suitable community locations and/or organizations in the CVCAC service area to host the VITA Program.

2. Recruit, train, and arrange scheduling for volunteers and site coordinators.

3. Ensure that all completed electronic returns are being filed in a timely manner. Solicit additional information when a return is rejected in order to ensure a timely resolution.

4. Plan and execute publicity and marketing strategies for the CVCAC Tax Preparation Program.

5. Prepare and mail Client Tax Letters to all clients who received tax assistance from CVCAC in the previous year. Place or cause to be placed extra letters containing organizers at each CVCAC office.

6. Provide support to clients seeking information about their client letter including, but not limited to, what documentation they need to bring with them to have their tax return completed.

7. Work collaboratively with the Stakeholder, Partnership, Education and Communication (SPEC) Division of the Internal Revenue Service and Vermont Department of Taxes to ensure all rules, regulations and policies related to tax preparation are known and adhered to.

C. **Other Duties:**

1. Maintain records, compile data about services delivered, and submit monthly, quarterly, and final reports.
2. Maintain and continually develop professionally. Keep up to date on all changes in tax law and how such changes may impact the clients we serve. Attend such workshops and trainings as may be required by the CED Director.

3. Develop a plan for improving the method of service delivery to tax clients, including the development of new VITA Sites.

4. Involve and represent CVCAC in the broader community. Develop and increase awareness of issues impacting people with low-incomes. Work collaboratively with area service providers, State agency employees, and other community based organizations.

D. Qualifications:

1. B.A. in Business or related degree; relevant experience may be substituted for degree.


3. Demonstrated sensitivity to issues related to poverty and the barriers faced by people with lower incomes.

4. Ability to communicate effectively both verbally and in writing.

5. Responsibilities occasionally will require an adjusted work schedule and evening/weekend hours in order to provide services to clients and/or to meet deadlines.

6. Ability to work with diverse internal and external constituencies including co-workers, parents and children, service providers, and public officials.

7. Demonstrated leadership ability and experience working with volunteers.

8. Experience in marketing and public relations.

9. A home telephone, reliable insured transportation, and a valid driver's license.

E. Signatures:

Employee; _______________________________ Date:  _________________

Supervisor: ______________________________ Date:  _________________