

CONTRACT OPPORTUNITY:

**Volunteer Income Tax Assistance (VITA)
Program Coordinator**

Posted: October 12, 2022	Contract Period: Immediately through May 31, 2023
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- Interested individual are asked to please send a summary of related work and a cover letter to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Summary: United Way of Central Iowa is seeking a contract Program Coordinator for the Volunteer Income Tax Assistance Program (VITA). The Volunteer Income Tax Assistance program is a critical strategy to ensuring central lowans have sufficient income to meet their basic needs and also have opportunities to build wealth. VITA provides access to wealth building opportunities through connecting central lowans to important tax credits that put money directly into their pockets and referrals to financial institutions and the products and services they offer to manage and grow money. In collaboration with the Economic Opportunity Officer, the VITA Program Coordinator manages all aspects of the VITA tax preparation sites (2) including operations, volunteer management, quality control, and volunteer training.

Contract Period: Immediately through May 31, 2023

Rate of Pay: \$35.00 (contractor is responsible for paying federal, state and FICA taxes)

Anticipated hours to be worked: At least 30 hours per week during peak filing season from February to mid-April, including nights and weekends. Approximately 10-20 hours per week outside of filing season.

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Responsibilities include:

- **Ensure each site is in compliance with all IRS VITA site requirements.**
- **Maintain relationship with IRS office for obtaining site materials and other pertinent information.**
- **Recruit and schedule volunteers for the site. Manage and support volunteers throughout tax season.**
- **Ensure that each VITA site is open as scheduled with adequate volunteer coverage, supplies, tax materials, and equipment.**
- **Ensure all tax returns are electronically filed with the IRS in a timely manner and that acknowledgements are reviewed.**
- **Ensure rejected returns are corrected, if possible, and the taxpayer is contacted about paper filing if not able to correct.**
- **Ensure that a quality review is conducted on each return prepared by volunteer tax preparers (essentially, that the IRS VITA process is followed at all times).**
- **Promote the VITA program throughout the community, including through radio, television, and print, and with local partners.**
- **Maintain accurate records of volunteer certifications and volunteer hours.**
- **Answer taxpayer questions regarding tax law and/or their tax return.**
- **Compile post-season reports for end-of-season wrap-up and evaluation.**
- **Plan/host volunteer recognition event at the end of the filing season or coordinate gifts in lieu of an event.**
- **Implement a financial literacy component for the program, including, but not limited to, referrals to financial institutions.**
- **Collaborate with two contractors: a trainer and a program support person.**

Contractor Requirements:

- **Basic tax knowledge (Form 1040, 1040A, 1040EZ).**
- **Ability to complete all training provided to volunteers. Advanced certification may be required.**
- **Must be flexible and dependable with ability to work evenings and Saturdays.**

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- **Basic computer skills for inputting tax return information into tax software (TaxSlayer).**
 - **Strong organizational, time management, and communication skills.**
 - **Ability to work independently.**
 - **Ability to manage volunteer staff.**

United Way is an equal opportunity organization and all qualified contractors will receive consideration for the contract award without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are an individual with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for this, please call 515-246-6516.