



## VITA Site Coordinator

**United Way of Greater Richmond & Petersburg seeks two individuals to coordinate** Volunteer Income Tax Assistance (VITA) sites within the metroCASH program. metroCASH is an IRS-sponsored, locally implemented VITA program that helps families and individuals prepare their income tax returns for free. The VITA Site Coordinator is responsible for coordinating, organizing and managing the tax site(s) and oversees all aspects of operations at the VITA site to ensure superior quality and fair services are provided to all clients; appropriate application of tax law; professional management and interaction of volunteers; application of ethical standards; and adherence to IRS and metroCASH policies, procedures and guidelines during tax filing season.

Two positions are available: one position will support the mobile VITA site through United Way of Greater Richmond & Petersburg that will oversee one-day tax events in the region. Must be available November through May, and at all times during hours of operation during tax season (usually between 8:00 a.m. and 9:00 p.m.), not to exceed 20 hours per week; some Saturdays required.

The other position will support the tax site located at Libbie Mill Library. Must be available November through May, and at all times during hours of operation during tax season (usually between 1:00 p.m. and 9:00 p.m. on Wednesdays and Thursdays), not to exceed 25 hours per week.

**Qualifications:** Ideal candidate will have degree in Business, Finance or Accounting. Two years' experience with VITA tax assistance programs strongly preferred. Organizational and leadership/management skills. Excellent interpersonal communication skills. Working knowledge of federal and state tax laws with ability to explain tax laws to volunteers and customers. Familiarity with professional tax preparation software. Must attend all required IRS/metroCASH sponsored trainings. Must obtain IRS Site Coordinator certification and Advanced Tax Preparer certification. Must attend all Operations meetings during tax season. Must be able to lift 10 pounds.

**Positions open until filled. Please send cover letter, resume, and salary requirement to:**

United Way of Greater Richmond & Petersburg  
Human Resources  
P.O. Box 11807  
Richmond, VA 23230

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Email: [jobs@yourunitedway.org](mailto:jobs@yourunitedway.org)

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