



VITA Site Coordinator

United Way of Greater Richmond & Petersburg seeks a bilingual individual with a passion for serving others to coordinate and manage a tax site for the Volunteer Income Tax Assistance (VITA) program at Sacred Heart Center. VITA helps individuals and families by providing free income tax preparation service. The VITA Site Coordinator is responsible for coordinating, organizing and managing the tax site 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 program policies, procedures and guidelines during tax filing season.

Qualifications: Candidate must be bilingual in Spanish and English, and will have a 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/United Way 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. Must be available November through May, and at all times during hours of operation during tax season – usually between 8:00 a.m. and 5:00 p.m. on Saturdays – not to exceed 12 hours per week.

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

Fax: (804) 775-6476
Email: jobs@yourunitedway.org

EOE