



EASTMONT COMMUNITY CENTER

Job Description

Position:	VITA Coordinator
Program:	Economic Development
FLSA Status:	Non-Exempt
Compensation:	\$25.00
Supervised by:	Assistant Director Economic Development

About our organization

Founded in 1968, Eastmont Community Center serves families in East Los Angeles by partnering with local private-public agencies to provide access to programs and resources in social services, education, health, and overall wellness. Eastmont Community Center seeks to enhance the quality of life for all families in East Los Angeles.

General Purpose:

The VITA Coordinator provides coordination and organization for all aspects of the VITA, Immigration and Financial Empowerment Programs. Program Coordinator serves low- and middle-income families, providing free tax preparation, financial literacy, financial stability, addresses poverty issues and provides Immigration Services in Los Angeles County. This is a full-time position.

Responsibilities:

Income Tax Preparation

- Ensures the site is in compliance with all IRS VITA site requirements.
- Maintain relationship with IRS office for obtaining site materials and other pertinent information.
- Recruits' volunteers and schedules volunteers for the site.

- Ensures that VITA site is open as scheduled and ensures adequate volunteer coverage, supplies, tax materials, and equipment is maintained.
- Ensures that all tax returns are electronically filed with the IRS in a timely manner and that acknowledgements are reviewed.
- Ensures rejected returns are either corrected or the taxpayer is contacted.
- Ensures that a quality review is conducted on each return prepared by volunteer tax preparers.
- Promotes the VITA program throughout the community, including radio, television, and print.
- Maintains accurate records of volunteer certifications and volunteer hours.
- Answers taxpayer questions regarding tax law 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.
- Perform other duties as assigned.

Our ideal candidate:

- Three years' experience in programs offering social, economic and/or health services
- Possess excellent communication skills, both written and oral
- Skilled social service practitioner who can quickly identify areas for improvement and provide actionable guidance to improve service delivery
- Comfortable with data collection and analysis
- Strong interpersonal and analytical skills
- Spanish proficiency (verbal and written) **required**
- Bachelor's degree (preferred) from an accredited four-year college or university in Social Work, Psychology, Sociology, or a related field or four years of work experience in related role.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this job. However, the employee must occasionally lift and/or move up to 30 pounds.

Under very special circumstances, this work may be conducted remotely.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Employee Acknowledgement Notice

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Eastmont Community Center is strictly on an at-will basis.

I _____ have read, understand, and agree to perform the duties for the position of Economic Development VITA Coordinator described above, to the best of my ability.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____