



POSITION TITLE: VITA PROGRAM MANAGER OR COORDINATOR (Seasonal Part or Full-time)

GENERAL DESCRIPTION/POSITION SUMMARY

The VITA (Volunteer Income Tax Assistance) Program Manager is responsible for overseeing, managing and training all volunteers for the VITA Program. They will keep current on tax law and Prosperity Center financial stability services and ensure that volunteers are informed of both. They will recommend and implement creative solutions to enhance and administer the program with efficiency. In 2018, we had 26 volunteers that prepared 644 tax returns for low and moderate-income clients in 3 locations in Frederick County. Despite these impressive numbers there is additional demand in the community, and we are looking for another manager or a coordinator to help us grow.

Whether this position is full or part-time is negotiable. However, the Program Manager must be able to commit to at least 24 hours per week during tax season, with the ability to work evenings and Saturdays. During the off-season, hours are highly flexible and responsibilities are primarily administrative.

KEY RESPONSIBILITIES & DUTIES:

- Become IRS Advanced Tax Preparer certified each year.
- Ensure quality, accuracy, security and compliance of tax returns
- Understand and be capable of researching tax code.
- Obtain successful site visit audits and post-tax season audits of at least 85%.
- Establish and monitor the VITA budget.
- Keep informed of changes in tax law and convey changes to volunteers.
- Oversee, manage and train volunteers.
- Manage successful coordination of tax preparation site and volunteers.
- Establish the appointment schedule for each site and continue to update and monitor.
- Assist in obtaining volunteers and marketing the VITA program.
- Inform and encourage clients to utilize Prosperity Center and other financial stability services.
- Be a strong ambassador for the VITA program and United Way.

QUALIFICATIONS & SKILLS

- Bachelor's degree in Business or Accounting preferred.
- Ability to pass IRS Advance level tax preparer open-book test. (Training is provided.)
- Tax or project management experience.
- Ability to organize work load and work effectively and produce measurable results with minimal supervision.
- Volunteer management or extensive volunteer experience strongly preferred.
- Supervision/Management/Leadership experience.
- Strong written and oral communications skills, including public speaking.
- Customer service oriented, compassionate, ability to work with different demographics. Open to growth.

- Proficient in Microsoft Excel & Word.

HOW TO APPLY

Send resume and cover letter to:

rfull@uwfrederick.org

Closing Date – July 17th, 2018

UNITED WAY OF FREDERICK COUNTY, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.