

Position:

Earned Income Tax Credit (EITC) Coalition Service Manager

Job Type: Part-Time Regular (Approximately 20 hours per work week)

Job Location: Martinsburg, WV

Minimum Requirements:

High School Diploma or GED equivalent; Two years of work or volunteer experience in a non-profit, business, or agency setting; Exceptional organizational and writing skills; Computer literate; Ability to communicate effectively with consumers and professionals; Ability to plan and coordinate a variety of events; Be available for out of area and possibly overnight travel and training; Be bondable; No history of child abuse and neglect, misdemeanors or felonies

Desirable Qualifications:

Knowledgeable of the EITC and VITA programs; previous work in tax preparation; Highly motivated; Ability to work independently

Job Synopsis:

The EITC Coalition Service Manager promotes the public awareness of the Earned Income Tax Credit (EITC) and assists low income families with tax preparation through the Volunteer Income Tax Assistance (VITA) program.

- The EITC Coalition Service Manager is responsible for:
- Publicizing and promoting the EITC and VITA programs
- Recruiting VITA sites throughout the 8-county service delivery area
- Assisting VITA sites to recruit VITA volunteers to prepare taxes
- Train regional volunteers to perform tax preparation and other activities
- Conduct volunteer orientation and training to improve accuracy and efficiency of the volunteers
- Identify opportunities for temporary VITA sites at employer locations
- Link EITC to asset building initiatives that will encourage West Virginians to build, save, and utilize their wealth in an effort to support self-sufficiency
- Promote regional use of educational resources focused on financial stability
- Identify additional Coalition partners at the regional level
- Participate in all meetings, including the statewide kick-off meeting
- Conduct regular meetings of the Coalition to increase communication and collaboration between businesses, financial institutions and the EITC/VITA sites
- Prepare required reports
- Perform all duties listed within the Statement of Work

Rate of Pay: \$15.00 to \$15.50 per hour based upon experience

Education: High School Diploma or GED equivalent; Bachelor's degree preferred

Deadline to Apply: Posting will remain open until the position is filled.

To Apply: Email your resume and a cover letter to: wbolinger@mthtwv.org

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