

United Way of Northeast Florida

Position Description

Position Title: Tax Program Assistant LISC AmeriCorps Member

**Department: Community Impact**

**Reports to: Tax Program Manager**

**Reviewed: August 2018**

***Organization Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

Diversity, Equity and Inclusion is not only valued and demonstrated in our hiring practices, it is a fundamental part of our mission throughout our organization and the communities we serve.

## *Purpose of Position*:

This AmeriCorps position supports the RealSense Tax Program Manager as necessary to ensure a successful 2019 Volunteer Income Tax Assistance (VITA) tax season.

***Key Responsibilities and Essential Functions***:

* Assist the Tax Program Manager with scheduling tax locations, compiling reports and other duties as assigned by the Tax Program Manager
* Assist in the recruitment of tax site volunteers
* Certify to advance level in IRS-certification exam, as well as other required tax law certifications
* Prepare tax returns for taxpayers who qualify for VITA assistance at tax locations determined by the Tax Program Manager (will include some nights and weekends from December-April)
* Provide oversight and management to tax site volunteers in the capacity as a Site Coordinator
* Answer basic taxpayer questions and refer taxpayers for additional assistance as necessary to the local IRS office, Low Income Taxpayer Clinic (LITC), etc.
* Provide support to taxpayers in the Appointments Plus Scheduling Software
* Inform tax clients about other services available through United Way partners
* Input data into the volunteer management software (Get Connected)
* Demonstrate a commitment to the United Way mission statement and Code of Ethics in all interactions with coworkers and constituents

***Career Development and Service Requirements:***

Member is expected to attend and participate in all LISC AmeriCorps sponsored activities, including, but not limited to:

* Attending a local onboarding session coordinated by LISC and an on-site orientation to our organization
* Attending a national leadership conference, tentatively scheduled for March 2019
* Attending all locally sponsored monthly meetings
* Participating in nationally sponsored webinars
* Actively participating in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week)
* Engaging in any other LISC events as determined by the local LISC office

***Desired Skills:***

* Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
* Ability to work independently and in a team environment
* Good computer and analytical skills
* Ability to work with minimal supervision
* Good written and oral communication skills
* Ability to work a flexible schedule (some night and weekends may be required) at various locations

***Program Eligibility Requirements:***

To be eligible to participate as a LISC AmeriCorps member, the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

* Be eligible to earn 100% of the education award associated with this description
* Be eligible to perform the term of national service associated with this description
* Possess a high school degree, GED certificate or agree to achieve GED during the term of service
* Must be 17 years of age (note there is no upper age restriction)
* Possess unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
* Be available to serve for a full 10 month period of time
* Be able to complete at least 1,700 hours of service within 10 months of service, beginning November 1, 2019 through August 31, 2020, as well as serve the full-term of the service
* Must have a valid Driver’s License, access to an automobile and a good driving record

***National Service Criminal History Search Requirement:***

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application. Candidates must be cleared by CNCS prior to the first day of service.

***Program Benefits:***

Upon successful completion of the term of service, the member will be eligible for a $5,920 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of $14,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

***General Physical Requirements for Essential Functions of the Job:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear. Continual use of the hands with wrist and finger movement using a keyboard is required*.* Specific vision abilities required by this job include long hours viewing a computer monitor screen. The employee may occasionally travel using personal vehicle and/or work outside normal office environment.

**HOW TO APPLY:**

Visit [www.unitedwaynefl.org](http://www.unitedwaynefl.org) to learn more about United Way of Northeast Florida. To apply, submit resume and cover letter to[**Jobpostings@uwnefl.org**](mailto:Jobpostings@uwnefl.org).

*This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*