

Neighborhood Improvement Association (NIA)



Job Description for Volunteer Coordinator

Pay \$16.00 Per hour – 40+ hours per week during tax season; 32 hours per week after tax season

Reports to: Executive Director

NIA Overview

Job announcement is issued by Neighborhood Improvement Association (NIA). NIA is a non-profit community development organization located in the Thomas Square Historic District of Savannah, GA. NIA offers three asset building programs: Volunteer Income Tax Assistance (VITA) program – free tax preparation, First Time Home Buyer Classes and Affordable Homes to qualified homeowners.

Responsibilities and Duties

- Become an IRS Advanced Certified Tax Preparer as outlined by VITA as well as other required tax law certifications (NIA will provide training)
- Recruit volunteers through various techniques such as e-mail, social media, etc
- Train volunteers to prepare basic and advanced tax returns
- Conduct and/or arrange for volunteer orientations and training in compliance with IRS guidelines
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Provide oversight and management to volunteers, act as a single point of contact for communications
- Create and facilitate distribution of information relevant to volunteers
- Set schedule for volunteers for different VITA sites; Supervise volunteers at VITA sites for tax returns preparation
- Identify/Attend recruiting events within the community to attract qualified candidates
- Promote organization's activities through social media
- Prepare tax returns at VITA locations as determined by the director
- Work long hours during tax season – include nights and Saturdays – May require day travel; valid driver's license and reliable transportation required

Qualifications

- Two years of post-secondary education in business or related field and two years relevant work experience OR combination of education and experience.
- Ability to communicate effectively with diverse individuals, team coordination capabilities
- Exceptional Customer Service Skills; Pay extra attention to details
- Outstanding written and verbal communications; basic mathematical skills
- Strong organizational skills, handling sensitive and confidential information properly
- Proficiency in computer programs such as Microsoft Word, Excel, Publisher, Powerpoint and Internet Applications
- Tax preparation experience; willing to learn VITA tax software
- Ability to work independently, as a team leader and in a fast-paced environment
- Bilingual English/Spanish is a plus (not required)

NIA is an Equal Opportunity Employer