

VITA Tax Law Trainer

November 2019 to January 2020

Reports to: Director of Operations and Volunteer Manager

Program: Every year, the *Campaign for Working Families, Inc.* recruits, trains, and manages hundreds of volunteers and interns who staff free tax sites across Philadelphia and surrounding counties, as well as South Jersey. In 2018, CWF's Philadelphia and South Jersey tax sites provided over 33,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development services. Since our founding, we have brought in over \$398 million in refunds to our region's economy.

Position: We are seeking highly motivated, detail-oriented individuals who are willing to train CWF contractors, interns and volunteers in Basic and Advanced tax law within the VITA scope

Length of Appointment: Part-Time Employee (up to 29 hours per week) positions from Mid-January to May 1, 2020. Training occurs December 2019 through January 2020. Candidates must be available for trainings and to work Saturdays and evenings as required during the tax season.

Responsibilities:

- Self-certify at **ALL** levels of tax return preparation under IRS' VITA program prior to start of contract
- Implement CWF's Basic and Advanced training curriculum to volunteers and interns during training season (November to January)
- Provide input to Lead Trainer to help improve training program
- Interface with other Tax Trainers to review and modify curriculum as necessary
- Engage material in fun and energetic way to ensure full participation of attendees

Qualifications:

- Bachelor's Degree in Accounting or five years of tax preparation expertise
- Minimum of 2-3 years' experience preparing tax returns for individuals; experience with business and corporate taxes a plus
- Experience teaching at Bachelor's degree level or above a plus
- Friendly, dependable and flexible

How to Apply:

Email cover letter and resume to jbarnes@cwfphilly.org.