



Tax Associate Intern

Fall 2020/Spring 2021

Every year, the *Campaign for Working Families, Inc.* recruits, trains, and manages hundreds of volunteers and interns who staff free tax sites across Southeastern PA and South Jersey. In 2020, in response to the COVID pandemic, CWF launched a virtual tax prep program and instituted a drop-off method at select tax sites, which enabled us to provide over 18,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development services.

For this upcoming tax season, CWF is seeking highly motivated and tech-savvy individuals to fill our multiple Tax Associate intern positions, both for our **virtual and in-person** tax prep programs. *All* students, no matter your major, are encouraged to apply, because each intern will learn critical skills that will not only enhance your resume but also your prospects for employment upon graduation. **This position is WorkStudy and academic credit eligible.**

Individuals should possess strong quantitative skills and be extremely detailed-oriented. Previous accounting and/or tax preparation experience is a plus but not required since training is provided. This is a great professional opportunity for Accounting, Finance and Business majors. Tax Associates will be engaged in various roles including tax preparation and Quality Review, as well as operations/administrative support. Duties and responsibilities may expand based upon individual strengths and schedule availability.

Requirements & Responsibilities:

- Attend 24 hours of in-person tax prep training (or virtual equivalent)
- Assist with in-person tax prep trainings held in January for volunteers (or virtual equivalent)
- Commit to 10-15 hours per week from January 18th through April 15th (130 hours)
- Attend our annual *Financial Wellness Day* (or virtual equivalent)
- Serve at least one shift with our Mobile Tax Team (or virtual equivalent)
- Work closely with Site Management Team and serve as Quality Reviewer
- Support Site Management Team in administrative tasks
- Complete internship survey upon successful completion of program

Only students who can fulfill the commitments outlined above are encouraged to apply.

To apply, please email resume *and* cover letter to Jonathan Barnes,
Director of Volunteer Engagement: jbarnes@cwfp Philly.org.