



**Urban League of Greater Pittsburgh**  
**610 Wood Street**  
**Pittsburgh, PA 15222-2222**  
**412-227-4164**

**Job Description**

**Department:** Center for Economic Self-Reliance

**Position:** Tax Site Coordinator

**Supervisor:** BOGP/ LAUNCH Program Manager

**Hours:** Part Time

**Status:** Exempt

***Note: The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, ethnic origin, religion, sex, color or handicap. Continued funding for this position is contingent upon annual appropriations.***

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**Position Summary:**

The Urban League of Greater Pittsburgh is seeking a skilled and dedicated leader to serve as a Tax Site Coordinator for the 2017-2018 seasonal Volunteer Income Tax Assistance (VITA) program. The VITA program is administered by the IRS and provides free tax return preparation for qualifying taxpayers. The Coordinator will manage the volunteers at ULPGH, which will include scheduling volunteer shifts, ensuring adequate staffing during all operating hours, and following-up via phone or email with volunteers, as needed, to confirm their scheduled shifts. The Tax Site Coordinator is responsible for ensuring that the tax site and all volunteers working at the location adhere to the IRS's quality guidelines and standards of operations.

**Duties and Responsibilities:**

- Complete Site Coordinator Training and become a certified VITA Tax Preparer using IRS-developed material
- Learn the IRS quality standards and ensure that they are followed by tax site volunteers
- Regularly meet with Supervisor to obtain site materials and other pertinent information and updates
- Coordinate access to telephone, copier, storage space, and ability to maintain customer privacy within the tax site area
- Collaboratively work with Supervisor to obtain listing of volunteers that have successfully passed the Volunteer Tax training and certification
- Maintain schedules for volunteers to work at site; list all volunteers scheduled for each date and their home phone numbers, ensure volunteers sign in & out, and state how many hours worked each day
- Ensure that the site opens as scheduled and is adequately staffed
- Monitor site to ensure quality review is being conducted, privacy is being maintained and the Site Identification Number is being annotated on each return.
- Ensure that sufficient tax forms and supplies and reference materials are available and properly used by volunteers

## Job Description

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#### **Knowledge and Skills:**

Qualification Requirements: To perform this job successfully, an individual must be able to perform each duty satisfactory. The requirements below are representative of the knowledge, skills, and abilities necessary.

- Basic knowledge of IRS income tax return preparation and electronic filing
- Previous experience working with tax filing and preparation, financial literacy, or related field
- Computer skills using current software
- Outstanding organizational, verbal and written communication skills. Ability to perform daily duties to achieve expected outcomes and performance measures with minimal supervision. Display professional appearance in accordance with agency policy. Ability to handle crisis situations

**Act 33/34 and FBI clearances required.**

**Note: This should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow and perform any other related duties as assigned.**

To apply, please send your resume, cover letter and salary requirements to employment Richard Morris, Director of Housing, Urban League of Greater Pittsburgh, 610 Wood Street, Pittsburgh, PA 15222

**Posting Date: October 24, 2017**

**Closing Date: October 31, 2017**