

Position: VITA Specialist

Type: Full-Time (40 hours) Non-Exempt

Reports to: Community Impact Director, Financial Stability

Department: Community Impact

Summary of Position:

This position supports United Way Monterey County's (UWMC) Volunteer Income Tax Assistance (VITA) program and other asset building programs for low to moderate income taxpayers in Monterey County. VITA volunteers provide free tax services at community and neighborhood locations so that taxpayers receive their full federal and state refund to pay expenses, reduce debt, and increase savings. Typically, the VITA program engages over 100 volunteers to support residents to complete tax returns.

Responsibilities and Duties:

- Work with partner agencies (IRS, colleges/universities, and community-based organizations) to coordinate training, program sites, MOUs, and other resources for the VITA program.
- Support AmeriCorps members in their volunteer recruitment and retention goals, plans and activities.
- Recruit volunteers to support applicants with tax returns, FAFSA and Dream Act applications.
- Support and implement volunteer training.
- Provide ongoing volunteer management and appreciation.
- Schedule sites for tax preparation services (February through April).
- Present program information to diverse audiences.
- Develop program materials for training, marketing outreach, and fundraising.
- Track grant application and reporting deadlines and ensure timely submission of reports required by funders of UWMC programs.
- Promote the VITA program to individuals eligible for the Earned Income Tax Credit and Child Tax Credit.
- Support UWMC program proposals and fundraising activities.
- Other duties as requested.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- *Brand Steward* – Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County’s priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

Qualifications/ Desired Skills:

- Ability to interact with diverse audiences including funders, clients, and agencies.
- Knowledge of the human services system in general and community services in Monterey County preferred.
- Ability to inspire, train and utilize volunteers.
- Attention to detail.
- Experience with program development, grant management, and marketing.
- Bachelor’s degree or equivalent experience.
- Bilingual Spanish Speaker preferred

Position Requires:

- Computer proficiency in word-processing, spreadsheet and data base systems.
- Valid driver's license and a reliable automobile.
- Ability to work varied hours, including early mornings, evenings and/or weekends.
- Ability to lift, carry and transport a 20-pound box.

Compensation: \$20 - \$22 per hour depending on experience

Benefits: Benefits include healthcare, dental, vision, retirement plan, disability, life, and generous paid time off and holiday policies.

To Apply:

Please submit a resume and cover letter to:

Tina Engquist

Director of Operations

United Way Monterey County

tina.engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.