

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Assistant Site Coordinator, VITA Tax Program
DIVISION/OFFICE: Community Reinvestment Division
BULLETIN No: 02032018
SALARY RANGE: \$14.20 per hour commensurate with experience
OPENING DATE: March 8, 2018
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

BRIEF DESCRIPTION:

Assist the Tax & Financial Literacy Manager in the oversight of Volunteer Income Tax Assistance (VITA) site operations, coordinate volunteer logistics and report tax site progress to the central Campaign. The Assistant Site Coordinator works with the Quality Reviewers to ensure that the site operates according to established guidelines.

MINIMUM QUALIFICATIONS:

High School Diploma/GED; at least 2 years serving in an administrative capacity in a fast paced environment. Must be self-directed, detail-oriented and organized. Have reliable transportation to travel to the various sites. Available to work evenings and weekends. Ability to effectively use Microsoft Office programs. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Three (3) years of experience managing volunteers or serving in an administrative capacity. Previous experience with volunteer low-income tax assistance programs or past experience at a VITA site.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position *IS NOT* in the collective bargaining unit of the CWA Union.

Submit your resume to upojobs@upo.org or fax your resume to 202/319-3237.