



United Way Erie FREE Taxes
VITA Site Coordinator Needed

Temporary, part time, Volunteer Income Tax Assistance (VITA) site supervisor position available in North East, PA. Three days per week, up to fifteen hours per week, January 2021 through mid-April 2021. \$15 per hour.

Responsibilities include: provide on-site supervision and training of volunteer tax preparers; manage all tax site operations; prepare tax returns; attend free mandatory IRS certification and software trainings; ensure site adherence to IRS regulations/requirements.

Requirements include: adherence to CDC and Erie County Health Dept. safety requirements; minimum two years recent tax preparation experience; supervisory experience; IRS certification; computer and data entry skills; communication and organizational skills; PA State Police background check.

Interested individuals should send a resume to cheryl@unitedwayerie.org by 4:00pm on Monday, December 7, 2020.

United Way of Erie County is an equal opportunity employer.