



VITA Site Coordinator

Volunteer Income Tax Assistance

Organization Overview

Central Berkshire Habitat for Humanity (CBHFH) is a non-profit organization that believes in a world where everyone has a decent place to live. To support Berkshire County residents in building the strength, stability, and self-reliance necessary to achieve their goals and establish secure housing, we offer community resources such as the Volunteer Income Tax Assistance (VITA) program. By removing barriers to accurate and affordable tax filing, more families can focus on creating financial strength for the future.

IRS VITA Program

The IRS's VITA program offers free basic tax return preparation to qualified individuals. Supporting sites across the county, we serve hundreds of low-to-moderate-income households each year. Volunteer tax preparers complete IRS training to assist taxpayers in filing their federal and state tax returns accurately and efficiently.

Job Type: Seasonal

Site Coordinator Responsibilities

The VITA Site Coordinator provides organization and leadership to VITA site operations. You must have a working knowledge of basic personal income tax law, a high level of computer literacy, and strong organizational and interpersonal skills.

- Ensure site compliance with all IRS requirements.
- Open the site as scheduled and ensure adequate volunteer coverage, supplies, and equipment are maintained.
- Review and finalize tax returns with clients and ensure completed returns are e-filed in a timely manner.
- Maintain a high level of security for all taxpayer information.
- Support volunteer preparers and answer tax law questions for volunteers and clients.
- Assist lead site coordinator in all other related VITA operations including tracking volunteer hours, post-season reporting, and answering client inquiries.

Position Requirements

- Complete all IRS certification requirements through the free, online training portal before your start date.
- Basic tax knowledge of personal income tax filing (Form 1040 and supporting schedules).
- Strong organizational and communication skills.
- Ability to work in a team setting and support program volunteers.
- Must have dependable transportation.
- Must be flexible and dependable with the ability to work evenings.
- A criminal history check is required.

Work Environment

Work is performed primarily indoors with regular local travel between our main office (Pittsfield) and our satellite site in Great Barrington. The position requires periods of sitting, typically 2-3 hours, and the ability to read a computer screen for similar periods of time. The site coordinator will occasionally be required to lift and/or move up to 25 pounds. While performing duties, the site coordinator must be able to easily and effectively communicate with clients, volunteers, staff, and community partners of all backgrounds with respect and dignity.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. Central Berkshire Habitat for Humanity reserves the right to review each requested accommodation and determine if such poses an undue hardship on the program or organization.

Interested Persons should contact:

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The description given is intended only to provide information about the general nature of the job and is not an all-inclusive list of job duties, skills, or abilities which may change from time to time based on program requirements.