

Position:	<p>Financial stability and VITA management intern</p> <p>The VITA (Volunteer Income Tax Assistance) program is a free tax preparing service for individuals with an annual income of \$54,000 or less. It is part of the wider Earn it. Keep it. Save it. statewide financial stability coalition. During the VITA program, IRS-certified volunteers prepare tax returns for local community members at several sites throughout Utah County. Last year, the VITA program brought over five million dollars in tax refunds back into the community and every volunteer hour spent returned approximately \$1400. VITA volunteers are also trained to look for tax credits like the EITC that clients may qualify for, which enables them to maximize their tax refund and supports their goals for financial stability. The VITA management intern will help hundreds of local families stay on track to achieve their financial goals by ensuring the smooth operation of the VITA program in the region.</p>
Location:	Orientation and biweekly supervisor meetings at United Way of Utah County office. Site management responsibilities throughout Utah County.
Supervisor:	Claire Warnick
Hours per week:	15
Start date:	January 4—April 15, 2016
Benefits:	Mileage reimbursement for travel, on-site training and supervision, hands-on experience with nonprofit and community work
Responsibilities:	<p>Expand financial education strategy and outreach at VITA sites</p> <p>Assist VITA staff with volunteer management during tax season (keep track of volunteer hours, assist with scheduling, provide volunteer support, etc.)</p> <p>Help implement the volunteer recognition and appreciation strategy</p> <p>Ensure each VITA site has sufficient materials throughout the season</p> <p>Visit each VITA site as needed to provide support to site coordinators</p> <p>Participate in Utah County's VITA coalition</p>
Qualifications:	<p>Exceptional organizational skills and attention to detail</p> <p>Willingness to certify at Advanced tax preparation level before tax season starts</p> <p>Access to reliable transportation REQUIRED</p> <p>Self-starter with ability to work independently</p> <p>Ability to work well with people</p> <p>Interest in non-profit and community work</p>

To apply for the position, send a resume and cover letter to Claire at clairew@unitedwayuc.org.