



VITA VOLUNTEER/INTERNSHIP PROGRAM

El Centro Inc. is a non-profit 501(c)(3) that believes in the power and potential of Latinx entrepreneurs in the U.S. We understand that language access is one of the most common barriers to their success; this is why we specialize in providing information and access to resources to help establish financial wellness for individuals, entrepreneurs, and small business owners in their native language, Spanish.

Summary

El Centro seeks a bilingual (Spanish speaking) volunteers and interns, interested in developing new skills and knowledge in tax preparation services through the Volunteer Income Tax Assistant (VITA) program. As a volunteer you will provide free tax preparation services for low to median-income families in the Latinx community. This is an excellent opportunity to gain experience in tax preparation while working for a reputable community-based nonprofit organization. This is an opportunity to leverage your knowledge in finance, accounting and/or business management to foster growth of financial security in the Latinx community.

There are several opportunities to volunteer, earn Public Service-Learning credits, or Intern. Please indicate which level you would like to get involved when you register using the Volunteer Application link below.

All volunteer and internship positions will include, at minimum, the following roles and responsibilities:

- Complete Volunteer training
- Assist low-income Spanish speakers in completing their tax returns.
- Adhere to Quality Site Requirements and Volunteers Standards of Conduct
- Maintain taxpayer privacy and confidentiality standards.
- Training and certification required: Volunteer Standard of Conduct exam; Intake/Interview and Quality Review exam; Basic or Advance Tax Preparation Exam
- El Centro Case Management and Referral training

Commitment

All volunteers will need to attend 3 training sessions held at Delgado Community College City Park. Training is available in English and Spanish. All Volunteers will receive training up to their position and level of responsibility. Highly skilled and/or experienced volunteers may certify on their own.

All volunteers will need to be available for tax workshops held on Saturdays in Jefferson and Orleans parishes; dates and times will be announced and are generally throughout February and the second week of April from 9:00 am to 4:00 pm and/or Mondays, Tuesdays, and Wednesdays from 9:00 am to 1:00 pm in our office beginning January 16th.

Interested applicants should use [Handshake](#) or complete the [application form](#).