



Business Consultant/Seasonal VITA Site Coordinator

El Centro seeks a bilingual (Spanish/English speaking), financially focused dynamic individual interested in financial stability work with Latinx community. The ideal candidate should have a strong background in business management, experience in the many departments that make up a successful business, including finance, sales, operations, and marketing, and possess great problem-solving skills to provide solutions and recommendations that will increase profitability and efficiency in customers' business.

Position Title:	Business Consultant/Seasonal VITA Site Coordinator
Status:	Part Time, Non-Exempt
Reports to:	Executive Director

The Volunteer Income Tax Assistant (VITA) program is a seasonal program that educates the community about the Earned Income Tax Credits and offers free tax preparation services to low- and moderate-income Spanish speaking taxpayers. This position assists by recruiting and supervising volunteers; ensuring quality review process and procedures are being followed; responding to client inquiries; attending mandatory site coordinator training; and providing an overall excellent experience for volunteers and clients alike. All Site Coordinators must obtain Site Coordinator Certification as well as Advanced Level IRS Certification. Site Coordinators are responsible for weekly reporting and expected to participate in an end-of-season review.

Training Available

- On the job training will be provided.
- Special IRS Site Coordinator training provided by IRS-SPEC or United Way representatives. This course covers all the quality site requirements and other administrative items necessary to effectively operate a VITA site.
- Additional professional development will be made available through the IRS

Key Responsibilities

Business Consulting

- Provide industry-specific coaching and training to clientele
- Brainstorm strategies for growth, positive change and improvement
- Meet with existing clients to perform an initial assessment, discuss goals and strategize methods for improvement
- Solve problems through helpful recommendations and practical suggestions
- Collect data on clients and the business
- Work directly with the clients in a small business setting to identify organizational and procedural challenges and to develop solutions to overcome challenges.
- Provide personalized consultations leveraging El Centro tools regarding how to start or grow a business, accounting basics, quarterly and monthly sales tax and self-employment tax payments, etc

VITA Site Coordinator

- Performs all responsibilities that will ensure the safe and efficient operation of the organization, VITA sites, including maintaining privacy and confidentiality of taxpayer information
- Coordinates with Executive Director on all aspects of site management, IRS and program requirements, and e-file administration
- Assists with outreach to Greater New Orleans residents, students, and workers, increasing awareness about the program
- Manages VITA site operations during the tax season and ensure sites are open as scheduled and adequately staffed to meet the demand of appointments
- Supervise all volunteers, assure all volunteers receive their IRS certification and prepare returns only up to that level,
- Manage volunteers' schedules and assure volunteer coverage conforms to tax site schedule.

- Ensures that all volunteers working at the site have the proper tools and information to *accurately* file tax returns
- Completes E-Filing/Transmission and Quality Review
- Attends relevant IRS and United Way meetings as directed by Executive Director
- Completes additional related tasks when requested

Qualifications

The ideal candidate will have the following education and skills:

- Associate or bachelor's degree in accounting, tax, or related-field preferred or its equivalent
- Education or experience in budgeting, creating a business plan, financial management, accounting, sales, and marketing.
- Strong Customer Service and Problem-Solving Skills
- Growth Mindset
- Must be available to work flexible hours, evenings, and Saturdays
- Ability to manage and coordinate an all-volunteer staff
- Ability to work independently in a fast-paced setting
- Ability to work under pressure
- Reliable transportation to drive to the tax site and to transport all necessary equipment as needed
- Comfort with technology (computers, software, internet platforms, etc) and to use Excel, Word, Powerpoint and Canva
- Prior tax preparation or VITA experience preferred – familiar with TaxSlayer Software
- CPA, CPA Candidate, CTEC or EA preferred

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, and reach with arms and hands. Vision abilities include close vision.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Mastery of Spanish and English languages - be an effective communicator, both written and oral,
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Enthusiasm for the mission of El Centro and the entrepreneurs we serve.

Position Type: Part Time 25 hrs minimum with potential for conversion into Full Time (35 hrs)

Supervision: Report to Executive Director

Compensation: Part Time Salaried (commensurate with experience)

Interested? Please send your resume and cover letter to info@elcentrola.org

About El Centro: *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 culturally competent financial literacy and entrepreneurial training in Spanish.*

El Centro is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.