



Colorado Asset Building Coalition AmeriCorps Position Description

Position: AmeriCorps CERTI Unit Coordinator

Member Type: Full Time (1700 Hours)

Parent Organization: Colorado Asset Building Coalition – Louisville, CO

Position Location: Sterling, CO, Stratton CO, or Adams County, CO

Start Date: October 1, 2010

End Date: September 15, 2011

Position Summary:

AmeriCorps CERTI Unit Coordinators serve an integral role in the goal of bringing tax preparation resources and asset building education to rural populations in the state of Colorado. AmeriCorps CERTI Unit Coordinators will have one-on-one interaction with taxpayers, assist in the non-face-to-face tax preparation process, and help support the mission and goals of the Colorado Asset Building Coalition (CABC).

Position Duties:

- Act as a liaison between their AmeriCorps Unit and the CABC Program Staff
- Recruitment and training of additional volunteers
- Data collection at Intake Sites
- Assist in the execution of program evaluations
- Promote awareness and use of VITA services
- Provide asset building and financial education counseling
- Identify advantageous asset building opportunities for low to moderate income taxpayers
- Develop and maintain relationships with local media, government entities, schools, churches, businesses, non-profits, financial institutions, and other community stakeholders
- Research existing local financial and asset building products and programs and assist in the development of new ones
- Deliver educational seminars and presentations
- Collect and review taxpayers' proof of identity and source documents
- Provide and assist taxpayers' with the completion of IRS approved Intake and Interview Sheets
- Fax, scan and email, or mail copies of necessary taxpayer documents Non-face-to-face Preparation Sites
- Connect taxpayers with CERTI IRS-Certified Tax Assistants via phone or video technology
- Coordinating taxpayer review of completed tax returns
- Mailing signed Form 8879 and other attachments to Non-face-to-face Preparation Sites
- Work evenings and weekends as needed
- Travel to tax preparation sites and other locations as needed
- Participate in National Service Days and other AmeriCorps activities as required

Training Requirements:

- Complete 60 hours of IRS Certification training
- Complete AmeriCorps training
- Participate in on-going on-the-job training

Requirements:

- Must be 18 years of age or older

- Must have high school diploma or equivalent
- Must be a citizen or lawful permanent resident of the United States
- Must have working knowledge of computers, the internet, and email
- Have access to reliable personal transportation
- Prior tax preparation experience is preferred, but not required

Benefits:

- Living Stipend of \$11,800 over a 11.5 - month period
- Education award of \$5,350 upon successful completion of 1700 service hours
- Student loan forbearance of qualified student loans during period of service
- Health Insurance
- Childcare assistance
- All training required for position is provided by the program
- Mileage reimbursement for service related travel

To Apply:

Please send a resume and cover letter to Kelly Hiznay at kelly@coloradoassetbuilding.org or

To apply online please visit:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=38221>