

Worcester Community Action Council, Inc.
484 Main Street, 2nd Floor
Worcester MA 01608
(508) 754-1176

Volunteer Income Tax Assistance (VITA) Greeter in Worcester

Responsible for scheduling & coordinating tax preparation appointments, greeting clients as they arrive, and assist volunteer tax preparers. This is a seasonal 10 week position. Weekly schedule is: Monday thru Wednesday, 3:45pm to 7pm and Saturdays 8:45am to 12pm.

Qualifications:

High School Diploma or HiSET equivalent.
Experience scheduling appointments and maintaining a calendar.
Strong written and oral communication skills
Ability to collect, organize and process documents from a client.
Good interpersonal and organizational skills.
Must work cooperatively and effectively with a diverse population.
Ability to maintain confidential information.
Excellent computer skills and working knowledge of Microsoft Office.
Bilingual in Spanish preferred.
Evening hours and Saturdays are required.
Must have valid driver's license and reliable transportation.
Must successfully pass CORI/SORI review

Duties and Responsibilities:

Greet clients as they arrive for their tax preparation appointment.
Schedule and reschedule appointments.
Obtain necessary forms and identification from clients for the tax preparer.
Finalize income tax return paperwork and leave for WCAC staff to file.

Send cover letter and resume specifying position to Human Resource Department, Worcester Community Action Council, Inc. 484, Main Street, Worcester, MA 01608 or hr@wcac.net. AA/EOE. **All resumes must be received by December 4, 2015.**