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781 Whalley Avenue, New Haven, CT 06515

Community Action Agency of New Haven

Phone: (203) 387-7700 Fax: (203) 397-7475

JOB TITLE: VITA VOLUNTEER POSITION

CLOSING DATE: 12/02/2011

FROM: 01/13/2012

TO: 04/20/2012

HOURLY RATE: VOLUNTEER

HOURS: 5-10 hours per week

NATURE OF WORK

The IRS Volunteer Income Tax Assistance Program (VITA) and the Tax Counseling for the Elderly (TCE) Programs offer free tax help for taxpayers who qualify. The VITA Program offers free tax help to low- to moderate-income (generally, \$49,000 and below) people who cannot prepare their own tax returns. Certified volunteers help prepare basic tax returns. Under the supervision of the Quality Assurance Manager, the trained community volunteers may help with special credits, such as Earned Income Tax Credit, Child Tax Credit, and Credit for the Elderly or the Disabled. In addition to free tax return preparation assistance, offering free electronic filing (e-filing). Individuals taking advantage of the e-file program will receive their refunds in half the time compared to returns filed on paper – even faster when tax refunds are deposited directly into one's bank account. Volunteers must commit to 16 hour training of preparing taxes and new tax laws and pass certification test.

MINIMUM REQUIREMENTS

The individual must have an Associate Degree and should relate well with both clients and staff; should have good writing and verbal skills, good organizational skills, with the ability to work under pressure when necessary. Individual should have good computer skills. Bilingual a plus.

Interested applicants may submit resumes to:

Community Action Agency of New Haven, Inc.

Attn: Human Resources

781 Whalley Avenue

New Haven, CT 06515

Fax: (203) 397-7475

E-mail: caanhjobs11@caanh.net

**Please Forward Resume and Letter of Interest
to Human Resources by 4:00 PM on Closing Date.**

COMMUNITY ACTION AGENCY OF NEW HAVEN, INC.
IS AN EQUAL OPPORTUNITY EMPLOYER

Immigration Reform and Control Act of 1986 requires the hiring of only American Citizens and aliens, who are authorized to work in the United States.

The Community Action Agency of New Haven offers pathways to prosperity to those in poverty in the Greater New Haven area through:

- ◆ Service
- ◆ Collaboration
- ◆ Advocacy
- ◆ Knowledge Generation