

## **Tax Site Assistant**

**Position available January-April**  
Date posted: September 22, 2010

The Center for Economic Progress (CEP) is a non-profit organization dedicated to helping working families move from financial uncertainty to financial security. With two decades of experience operating volunteer-driven tax sites, CEP is now present in more than 30 Illinois communities – making CEP's free tax program the largest and one of the oldest statewide programs of its kind. We are currently in search of volunteer tax site assistants to perform client intake and outtake and coordinate administrative responsibilities.

### **Tax site assistant role:**

With guidance from the tax site manager, tax site assistants conduct client intake and outtake activities that are essential to making your site run. Site staff determine the roles that are needed at each site, and primary responsibilities include:

- Screening clients and conducting client intake, helping to prepare clients for tax preparation
- Translating (if proficient in a foreign language)
- Organizing completed tax returns and performing client outtake
- Photocopying, filing and assisting with administrative duties

### **Requirements:**

We will provide you with the training and tools that you need to perform your role at the site confidently and successfully. In return, we ask that you:

- Commit to volunteering at least 20 hours during the 12-week tax season
- Attend a three-hour site assistant training session, if available in your region
- Agree to follow CEP policies and procedures as outlined in our Volunteer Orientation Manual
- Complete yearly volunteer registration process and all required paperwork
- Communicate with your site manager about changes to your volunteer schedule

### **Qualifications:**

Training is provided, and **no tax experience is necessary!** The following skills come in handy:

- Willingness to work with diverse populations
- Ability to adapt to various roles depending on site needs

### **Benefits:**

Our volunteers are rewarded by seeing their hard work make a difference. You will have the opportunity to:

- See your impact firsthand by working with our clients face-to-face
- Make volunteering work for you with flexible scheduling and your choice of sites and training
- Improve your skills while helping the community
- Meet other volunteers who share your commitment to helping others

**Timeline:**

Our staff works year-round to support volunteers, but the real action takes place with you! A brief timeline:

- Volunteer registration is available from early November to mid-January
- Trainings and site orientations take place in January prior to opening day
- In 2011, sites open from January 22 – April 18

**How to sign up:**

Register online by visiting [www.economicprogress.org](http://www.economicprogress.org). Volunteer registration for this position is open from early November to mid-January. For more information, please contact the Volunteer Services department at (312) 630-0288 or [volunteer@economicprogress.org](mailto:volunteer@economicprogress.org).

**About us:**

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

**We are local in service.** Founded in 1990, CEP provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate one of the largest and most established free tax preparation programs in Chicago and Illinois.

We have served more than 200,000 families, returning \$300 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

**We are national in voice.** Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

**The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities.**