

LEGAL AID SOCIETY

LEGAL SERVICES IN BROWN, BUTLER, CLERMONT, CLINTON, HAMILTON, HIGHLAND, AND WARREN COUNTIES

Assistant Coordinator-Butler County Earned Income Tax Credit (EITC) Project

The Legal Aid Society of Greater Cincinnati seeks an Assistant Coordinator for its Butler County EITC Project. Legal Aid serves Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Southwest Ohio. We have two offices (downtown Cincinnati and Hamilton, Ohio) and a staff of about 100, including 48 attorneys and 16 paralegals. The Legal Aid Society is southwest Ohio's largest non-profit law firm dedicated to reducing poverty and ensuring family stability through legal assistance.

The EITC Project brings together community organizations and volunteers to educate families and the community about the Earned Income Tax Credit and to run free tax preparation sites where low-income families can get their taxes completed at no charge. **This is a seasonal position (October 2010 – May 2011) and is based in our Hamilton, Ohio office. The successful candidate will average 32 hours per week. The rate of pay is \$9.00 per hour and insurance coverage is available.**

Duties and responsibilities include (but are not limited to):

- Volunteer recruitment, training, and coordination
- Outreach and education to non-profit and community organizations about free tax prep services
- Coordination and distribution of marketing materials to community partners and tax sites
- Successful completion of the tax prep training and attainment of IRS Basic Level certification
- Preparation of 1040 returns and related schedules
- Installation of TaxWise software on computers at sites
- Day-to-day support for Site Coordinators and performance of Site Coordinator duties as needed
- maintaining confidential records to be submitted to the IRS and assisting with tax season close-out according to IRS standards

The successful applicant will meet the following qualifications:

- Bachelor or Associate Degree
- Ability to lift 25 pounds
- Reliable transportation to travel to nine (estimated) sites throughout Butler County; mileage to be reimbursed at Legal Aid's program rate.
- Ability to work a flexible schedule, including weekend and evening hours (especially during tax season)
- Demonstrated ability to work well independently and as a member of a team
- Basic tax knowledge is a plus, although tax experience is not required
- Computer skills – basic competency with Microsoft Word, Outlook, and Excel

To apply, please send:

- A cover letter explaining the reasons for your interest in the position
- A resume, and
- The contact information for three professional references

FAX or email are the preferred methods of contact. **Please include "EITC-Butler County" Hiring Committee" in the subject line. Also, for email submissions, please attach Word or pdf files only.**

Legal Aid Society of Greater Cincinnati
Attention: EITC Butler County Hiring Committee
215 East Ninth Street, Suite 200
Cincinnati, OH 45202

(513) 241-0047 FAX or staffing@lascinti.org

Position opened until filled.

Interviews will be arranged by Employer.

Please do not call.

The Legal Aid Society is an Equal Opportunity Employer.