



# ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • [act-ct.org](http://act-ct.org)

**Title:** VITA Program Coordinator

**Employment Status:** Part-Time, 28 hrs.

**Salary:** \$29,120 annual

**Reports to:** Asset Building Program Director

## **Summary**

CAHS, a division of Advancing CT Together (ACT), seeks a Program Coordinator to manage our Volunteer Income Tax Assistance campaign across the state and related asset-building efforts. Overall, this role includes: program development and coordination with other programs (from CAHS and partner agencies), volunteer coordination, and marketing/communication. The position is based at CAHS/ACT Hartford Office, but requires significant travel (~30%) around Fairfield, New Haven and Litchfield Counties.

## **Responsibilities**

Duties shall include, but are not limited to:

- In partnership with local coalitions, coordinate strategic VITA outreach/marketing efforts across seven VITA regions across the state, including overseeing design of marketing materials, identifying community organizations to receive flyers/posters, building relationships with local businesses, and nonprofits, coordinating outreach with regional United Ways, etc. Coordinate development of new VITA sites with local partners and IRS.
- In collaboration with VITA Outreach Coordinator, coordinate (social) media outreach campaign and maintain relationships with local elected officials and community leaders to raise awareness of the VITA program locally in each region. Plan all VITA-related events, including tax season “kickoff” press conferences (January) and volunteer recognition dinners (April-May). Draft, distribute and pitch news releases, media alerts and other VITA related stories, Design flyers, graphics, e-vites and other marketing material for major events hosted by CAHS
- Work with IRS to ensure VITA website and 2-1-1 have updated information. With support of CAHS Program staff when possible, schedule & facilitate monthly VITA coalition meetings (September-June) with each VITA community. Work with other CAHS staff when possible to follow-up on suggestions resulting from coalition meetings related to outreach, marketing, and volunteer recruitment in local communities.
- In collaboration with VITA Outreach Coordinator, support VITA volunteer recruitment, placement, training, and recognition efforts. Conduct information sessions at businesses and other organizations to recruit volunteers; ensures online volunteer opportunity listings are updated. Use Volunteer Hub and other recruitment websites to help place volunteers at VITA sites. Coordinate volunteer recruitment efforts with regional United Ways and IRS. Develop online and in-

classroom training for volunteers & site coordinators on connecting VITA clients to financial education & asset building programs. Support planning of IRS classroom trainings.

- Develop connections between VITA sites and the CAHS asset-building/financial education programs.
- Connect VITA program to CAHS's policy work as appropriate; for example, by working with VITA sites to collect client stories about impact of the CT Earned Income tax Credit to share with legislators. Continually stay informed about nationwide and regional emerging and best practices, and related policy issues, in the free tax prep & asset-building field by participating in educational webinars, attending relevant conferences, building relationships with similar programs, etc.
- Coordinate with CAHS research and evaluation staff to obtain local VITA site data from the IRS software, work with sites to promote participation in auxiliary surveys, and provide data analyses to sites to inform their programs.

### **Qualification Requirements**

- 3-4 years nonprofit work experience, with at least 1 year of program coordination and/or marketing/communications/media relations experience.
- Comfortable working with diverse populations, funders, volunteers, and community partners.
- Ability to work well independently, manage competing priorities and work under deadlines.
- Must have access to reliable car/transportation for required travel throughout CT.

### **Essential Skills**

- Ideally bilingual, speaking English as well as Spanish.
- Be knowledgeable about credit, debt, and money management; savings and investment options; and safe financial products and services;
- Excellent interpersonal skills;
- Excellent working knowledge of Microsoft Word, Excel, Outlook;
- Available to work some evenings and weekends;
- Ability to use a client management database.

### **Location**

Hybrid- Remote & 110 Bartholomew Avenue, Suite 4020, Hartford, CT 06106

### **How to Apply**

Please send your resume and cover letter expressing interest in our mission to [apply@act-ct.org](mailto:apply@act-ct.org) with "VITA Program Coordinator" in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*