



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community.

Join us and become a difference maker at Bill Wilson Center! Find out more at

http://www.billwilsoncenter.org/bwc_jobs/

VITA Taxes Administrative Support – Part Time Temporary

Bill Wilson Center's HUB is a VITA site that will assist young adults ages 18 – 24 who are current and former foster youth to file their taxes. Clients will be able to get their taxes professionally done and get the support that they need to successfully file their taxes. The position will be located at The HUB in San Jose and will report to the ILP Lead Case Manager and HUB Program Manager.

The schedule is Monday - Thursday 1:00 pm – 6:00 pm and some Saturdays. The total hours per week will be 20 hours. Part Time Temporary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contact clients to schedule virtual/in person appointments
- Review the tax preparation checklist with clients to ensure that clients are prepared for the appointment
- Communicate with VITA staff about client needs and scheduling
- Attend trainings as assigned
- Attend meetings with VITA staff
- Create flyers and/or materials needed for social media or outreach to recruit clients
- Maintain confidentiality of clients at all times
- Assist staff in organizing client documents and following up with clients to obtain additional documents
- Regular attendance is a requirement of the position
- Other duties may be assigned

QUALIFICATIONS:

High School Diploma required, some college preferred. Strong organizational skills are highly desired. Knowledge/familiarity of Microsoft programs, Google Docs, and Google Drives. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or

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sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Fingerprint/background check and TB test required.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$25.00 - \$27.00 per hour. No Benefits.

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER

ATTN: Resumes

FAX: (408) 244-4022

Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.