



## Tax Program Internship

[The Women's Building](#) (TWB) is a multi-cultural, multi-service center for women and gender expansive individuals in San Francisco's Mission District.

Our **Tax Program** is run through an IRS program named VITA (Volunteer Income Tax Assistance). Through this we are able to provide assistance to hundreds of taxpayers each year. Our free, bilingual (English/Spanish) services provide critical access to free tax services where they can get a completed tax return by trained volunteers.

**Hours: 12 hours per week**

**During tax season, January 30-April 12:**

- Tuesdays anytime from 9am-5pm for 3 hours
- Thursdays from 3-8pm (**5 hours**)
- Saturdays from 8:30am-12:30pm (**4 hours**)
- **This position requires a 4 month minimum commitment, from January to April 2025.**

**Not during tax season (Jan 6-29 and April 14-30)**

- Flexible days as long as it's 12 hours per week

**Reports to:** Karina Martinez: Tax program coordinator

**Compensation:** Upon **4 month completion**, you will receive a \$4000 stipend. Intern will be provided with a W-9 form. Payments will be made on a monthly basis (\$1000 per month)

**General Responsibilities:**

The Tax Program Intern is needed to assist in the day-to-day operations of the tax program including: outreach, scheduling appointments, learning how the tax program runs, completing IRS training, picking up food donations, attending IRS meetings, assistance with volunteers and more! Training will also be provided to be able to support the program as best as possible.

**Responsibilities include:**

- Completing IRS training through link and learn website
- Picking up food donations at appropriate times and locations
- Attending IRS meetings
- Attend and assist events at TWB when needed
- Provide support to tax Program Coordinators and Volunteers
- Helping with outreach for appointments
- Scheduling tax appointments for clients
- Check and respond to emails and phone calls regarding tax appointments

**Qualifications:**

- **Basic** tax preparation knowledge
- Commitment to social justice and to TWB's core values
- Excellent written and verbal communication and analytical skills
- Ability to work both independently and commitment to working as part of a team
- Cultural humility and experience in working with diverse populations, including communities of color, immigrants, LGBT communities, and persons of various ages, socioeconomic backgrounds, health status, and abilities



- Computer Fluency (Microsoft Word and basic Excel)
- Punctual, reliable and detailed oriented
- Able to communicate in English and Spanish preferred

**Benefits:**

- Ideal for anyone pursuing work in the non-profit, tax preparation or finance sector
- Gain awareness of the struggles and barriers faced by marginalized populations in San Francisco and Bay Area
- Working at the front lines of a community center space
- Get familiar with the services and programs offered by local San Francisco non-profit organizations
- Build communication skills, and network with other non-profit organizations
- Familiarize yourself with program planning and implementation; manage efficiently the space for volunteers, clients and staff.
- Experience working Google Drive
- Participate in trainings and events

**To Apply:** Please email a resume, a short cover letter explaining any tax knowledge/experience you have and your availability with **Bilingual Tax Program Intern** in the subject line.

**Contact:** Karina Martinez

**Email:** [karina@womensbuilding.org](mailto:karina@womensbuilding.org)