JOB DESCRIPTION

TITLE:  COMMUNITY ECONOMIC DEVELOPMENT TAX INTERN

JOB SUMMARY:
The CED Tax spring intern is a 10-20 hour a week position for a bilingual-bicultural Spanish/English individual who will assist the community economic development program primarily in filing taxes for the Hispanic community. Some Saturdays would be required for tax clinic at ¡HICA! and in the community. This position would require you to be VITA certified through specific training provide. You will also learn about ¡HICA! And all its services in order to be able to refer the constituent to the best options available for them.

REPORTS TO: Community Economic Development Program Manager

RESPONSIBILITIES:

- VITA Certification.
- File individual taxes for Spanish speaking families.
- Work with ¡HICA! Programs and refer clients to other services as needed.
- Promotes ¡HICA!’s name and image in the community through Tax clinics around the Birmingham area.
- Assist data input using internal system to capture the daily interactions with clients.
- Prepare intake document to capture demographic information.
- Assist in setting and confirming appointments.

REQUIREMENTS AND QUALIFICATIONS

- Major or specialization in Accounting, Finance, or relevant experience is preferred. Fluency in Spanish – written and oral – essential.
- Excellent communicator, both oral and written. Must write clearly, concisely, and persuasively in English and Spanish.
- Proficiency in Microsoft Word, excel and PowerPoint.
- Deep cultural understanding of Latino and women’s issues, immigration, and poverty.
- Ability to work with people from diverse cultural backgrounds.
- High energy, positive, “can-do” attitude, flexible, teamwork, and attention to detail; high degree of initiative required.