Organization overview: United Way of Northern New Jersey is seeking a Coordinator, Tax Program Outreach and Recruitment to support its work to achieve racial and economic equity for those individuals and families struggling to make ends meet, including ALICE® (Asset Limited, Income Constrained, Employed) and those in poverty.

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called United For ALICE as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

Department: Equity for ALICE

Reports to: Monica Conover, Associate Director – Financial Stability

Broad Function/Purpose: This role will focus primarily on increasing volunteer engagement in and utilization of the free tax preparation program. Specifically, the role is focused on recruitment and retention of tax preparation volunteers, outreach to eligible populations to increase usage of free tax preparation and financial education services and support of the tax preparation program with both English and Spanish speaking populations (bilingual in English and Spanish required).

Primary Responsibilities:

- Identify sources of volunteers of all ages for tax preparation and related financial education and coaching
- Work with United Way marketing team to create volunteer recruitment messages and materials
- Create and deliver a comprehensive year-round volunteer recruitment and retention plan
- Work with tax program and financial stability staff to train, onboard, and support new volunteers
- Create and deliver a broad-based outreach plan for increasing utilization of the tax program by eligible individuals and families
• Identify and engage with key community partners to promote the tax program to their constituents
• Implement incentives program to increase referrals from existing clients
• Work with financial stability staff to incorporate promotion of financial education and related services into promotion of tax program
• Work at tax preparation sites throughout service area

Requirements:
• Experience with volunteer recruitment and management and community outreach
• Experience with tax preparation and financial education preferred
• Knowledge of community organizations and resources
• Ability to certify at the Advanced level for tax preparation and as a site coordinator with the IRS
• Demonstrated ability to communicate verbally and in writing in both English and Spanish
• At least three years of hands-on work experience
• Outstanding time management skills
• Preferred: Valid driver’s license and reliable vehicle
• Ability to travel frequently to community locations and tax sites
• Requires evening and weekend hours consistently throughout tax season February through mid-April, and occasional evening and weekend hours throughout the year.
• Minimally must lift 25 pounds without assistance; may lift over 25 pounds with or without assistance.

Job Type:
• Full time: 35 hours per week

Compensation:
• $50,000 annually
• Benefits: Health, Vision, Dental, 401k, Paid Holidays and Paid Time Off (PTO)

Work Environment:
• This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
• A combination of remote and onsite work

Submit résumé and cover letter to: Lynn.Weckworth@UnitedWayNNJ.org

Equal Opportunity Policy:
United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.