



Tax Associate Intern

Fall 2022/Spring 2023

Every year, the [Campaign for Working Families, Inc.](http://www.cwfp Philly.org) recruits, trains, and manages hundreds of volunteers and interns who staff free tax sites across Southeastern PA and South Jersey, connecting taxpayers to important tax credits and resource building services. In 2022, CWF's sites filed over 30,000 returns and brought in over \$30 million in refunds to our region's economy. Since the onset of COVID, our number of in-person volunteers has been greatly reduced. We are excited to welcome interns to our tax sites to help fill in those gaps.

For this upcoming tax season, CWF is seeking highly motivated and mature individuals to fill our multiple Tax Associate intern positions. All students, no matter your major, are encouraged to apply, because each intern will learn critical skills that will not only enhance your resume but also your prospects for employment upon graduation. **This opportunity is also WorkStudy and academic credit eligible.**

Individuals should possess strong quantitative skills and be extremely detail-oriented. Previous accounting and/or tax preparation experience is a plus but not required since training is provided. This is a great professional opportunity for Accounting, Finance, and Business majors. **Tax Associates will be engaged in various roles including tax preparation and quality review, as well as operations /administrative support.** Duties and responsibilities may expand based upon individual strengths and schedule availability.

Requirements & Responsibilities:

- Complete 24 hours of tax prep training (in-person or virtual)
- Assist with in-person tax prep trainings held in January for volunteers (or virtual equivalent)
- Commit to 15-20 hours per week from mid January through April 21nd (min 160 hours)
- Attend our annual *Financial Wellness Day* (or virtual equivalent)
- Serve at least one shift with our Mobile Tax Team (or virtual equivalent)
- Work closely with Site Management Team and serve as Quality Reviewer
- Support Site Management Team in administrative tasks
- Complete internship survey upon successful completion of program

Only students who can fulfill the commitments outlined above are encouraged to apply.

To apply, please email resume *and* cover letter to Elizabeth Olson,
Volunteer & Special Projects Coordinator: eolson@cwfp Philly.org