



Campaign For Working Families, Inc.

JOB DESCRIPTION

EMPLOYEE INFORMATION

Job Title:	Tax Associate Intern	Last Updated:	September 2023
Department:	Volunteers	Position Dates:	January through April 2024
Compensation:	\$15/hr	Schedule:	Part-time

Overview: Campaign For Working Families

Campaign For Working Families Inc., mission is to champion the financial well-being and economic mobility of individuals and families by leading programming and advocating for policies, initiatives, and support systems that ensure equitable opportunities and financial stability. CWF is driven by the belief that every individual and family deserve respect, dignity, and the tools/information to succeed, and CWF is committed to enacting positive change at both the policy and grassroots levels by fostering a culture of empathy, data-driven decision making, and collective action.

Position Summary

Campaign for Working Families (CWF) is seeking highly motivated, mature individuals to fill its Tax Associate Internship positions. Tax Associates will be engaged in various roles including Tax Preparation, Quality Reviewer, Operations and Administrative Support. All college students are encouraged to apply regardless of their major. An internship with CWF offers a rich, multifaceted experience that can enrich your academic and career journey.

Key Responsibilities

- Complete tax prep training to certify as an IRS Advanced Tax Preparer
- Serve 12 hours per week from mid-January through April 19th at a CWF tax site
- Work closely with Site Management Team and strive to serve as a Quality Reviewer
- Support Site Management Team in administrative tasks
- Create social media/marketing project to promote the internship and CWF's tax services
- Complete internship survey upon successful completion of program

Competencies, Knowledge, Skills and Abilities

- Tax preparation experience a plus, but not required
- Detail-oriented, strong quantitative skills
- Excellent people, written and verbal communication skills
- Regular, predictable attendance is required as outlined by Campaign for Working Families
- This position operates in an office setting or works from home and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Exertion of physical strength to lift, carry, push, pull, or otherwise move objects up to 10 pounds. Work involves sitting, walking, and standing is often necessary in carrying out job duties.

Benefits of This Internship

Interning with CWF offers a myriad of benefits that can enhance a college student's academic and professional journey.

- **Competitive Compensation and Flexibility:** \$15 per hour with a guarantee of 12 hours per week.
- **Tax Certification:** Earn industry-recognized VITA tax certification(s).
- **Skill Development:** Gain real-world experience in tax preparation and learn to navigate tax software.
- **Professional Coaching:** Receive one-on-one coaching from experienced tax professionals and non-profit manager.
- **Networking Opportunities:** Build valuable relationships within the industry and the non-profit sector.
- **Community Engagement:** Work directly with diverse populations to foster a deeper understanding of community needs.
- **Social Impact:** Contribute to a cause that directly impacts the well-being of low-income individuals and families.
- **Increased Employability:** Attain practical work experience making you a more competitive candidate in the job market.

Application Instructions

To apply, please email resume and cover letter to:

Elizabeth Olson, eolson@cwfphilly.org
Volunteer Engagement & Partnerships Manager