

Open Date: 08-20-25

Community Resource Advisor

(part-time, independent contractor)

Tempe Community Council (TCC) is seeking a public service minded individual who would like the opportunity to turn their interest into action. TCC's Volunteer Income Tax Assistance (VITA) program provides free tax preparation for vulnerable populations. In addition to tax preparation services, TCC's VITA program also aids clients in identifying additional areas where they may need support and then connecting them to agencies who provide these services to assist in building financial stability. The (CRA) will also have an active role in assisting the Site Coordinator with set-up, clean-up and greeting clients during open hours. Tempe's VITA site is located at Gracie's Village, 1520 E. Apache Blvd., Tempe. The site is open 3 times per week for limited hours during tax season between January and April. Specific days and hours to be determined. This CRA will work at the tax site during operating hours.

The CRA position is a contract position and will be compensated at a rate of \$20.00/hour and approximately 20 hours per week between December 2025 and May 2026. Days and number of hours per week will vary based on time of year and needs of program. The hours will include evenings and Saturdays during the tax season. Positions begin before and conclude after the VITA tax site's scheduled dates of operation.

Essential Duties and Responsibilities:

- Research community resources and gain comprehensive knowledge of these programs and services.
- Work with other staff within TCC and other agencies to ensure all community resources are represented.
- Gather flyers and other resources from each of the represented agencies and programs to distribute to clients.
- Be onsite at the VITA tax site before, during and after operating hours to engage with clients and meet one on one to provide this referral service.
- Collect referral forms and compile data from these forms to submit to direct supervisor or designee as requested.
- Work with the VITA Site Coordinator to open and close the site each day and assist as needed.
- Maintain the support and referral area and ensure it is always neat and fully stocked.
- Collect success/impact stories from clients regarding the services provided.

Required Skills and Competencies

- Strong written and oral communication skills.
- Aptitude and passion for community-based programs.
- Ability to work a flexible schedule which will include evenings and weekends during the 2025-2026 tax season from December – April.
- Experience in active listening to engage and establish trust with clients.
- Possess a non-judgmental attitude and an appreciation for diversity and the value of individual differences to enable working effectively with clients from diverse backgrounds.
- Possesses excellent, efficient organizational skills.
- Ability to collect and manage data and complete required reports.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.
- Must have reliable transportation to and from tax site.
- Bilingual preferred.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

To apply for this position, submit a cover letter and resume to ann.didomenico@tempe.gov.

Closing Date: Open until filled. First review of applications will be September 15, 2025,

Questions?

480.858.2300 | ann.didomenico@tempe.gov

Equal Employment Opportunity - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*