

Program Associate

An Equal Opportunity Employer Committed to a Diverse Workforce

Department: Community Investment Team
Reports to: Vice President, Program Operations
Classification: Union Support
Closing Date: Open until filled

Overview:

The United Way Bay Area (UWBA) is leading a network of corporations, government agencies, nonprofits, and individuals to create lasting change for Bay Area residents and families. With a history that spans over 90 years and programs that tackle the issue of local poverty from every angle, UWBA is uniquely positioned to mobilize and motivate all sectors of the community toward the vision of ending the cycle of poverty.

As UWBA responds to cultural shifts in the workplace, fundraising, and digital communications, it is guided by core values of innovation and results-driven creativity. Through a variety of existing and emerging initiatives, UWBA seeks to both strengthen and reimagine its work at all levels in order provide more and better opportunities for struggling Bay Area residents.

For more information about UWBA, please visit <http://uwba.org>.

The Opportunity:

Questions for you before we begin:

- o Do you love taxes?
- o Do you bring up the effective use of tax credits to lift families out of poverty at your family dinner table?
- o Do you enjoy working with a team of committed and fun-loving professionals working to create greater opportunities for working families in the Bay Area?
- o Are you looking for a position to use your project management and organization skills to contribute to positive changes in the community?

Earn It! Keep It! Save It! (EKS) is a United Way Bay Area-led program which provides low-income working families with free tax return preparation. The

program supports United Way's goal of breaking the cycle of poverty by ensuring families claim valuable tax credits. The EKS Program Associate is a full-time position which contributes to the effective and successful implementation of this 8-county program and provides strategic program support to the regional program and specific counties.

What you'll do:

- Assist EKS Team with program design, implementation, and strategic growth assist in the development and implementation of client and volunteer outreach strategies throughout the region
- Coordinate logistics and communication for trainings for site coordinators and volunteers; assist with instruction as needed
- Manage coalitions and provide technical assistance for tax sites in specific counties as assigned
- Visit sites throughout tax season to ensure compliance with all IRS quality site requirements Cultivate and maintain partnerships with organizations, programs, businesses, local and national partners which support EKS program goals including, but not limited to, community based organizations, municipal and county agencies, and IRS SPEC
- Cultivate new regional and county level partnerships to expand program's reach in under-served areas
- Certify to advanced tax preparer level of the IRS VITA program
- Support other program components such as our savings initiative, training curriculum development, client and volunteer story collection and tax events
- Research additional funding opportunities; write grant proposals and grant reports, as assigned
- Represent EKS at public speaking engagements during the United Way Bay Area workplace campaign and other opportunities throughout the year

Who you are:

- Volunteer Income Tax Assistance experience highly desired
- Experience with volunteer management and outreach activities highly desired
- Experience working effectively with diverse populations; knowledge of guidelines to successfully work in a culturally sensitive environment
- Experience with community building and working in collaborative partnerships with other organizations, agencies, institutions, and entities
- Demonstrated ability to support collaborative projects - both with internal staff and community based coalitions; Grant writing and fund development experience for public or nonprofit agencies

- One or more years of related professional work experience in a non-profit, public or human services organization
- Bachelor's degree is most desirable; equivalent experience will be reviewed
- Excellent proficiency in operating computers and various Windows-based software applications (MS Word, Microsoft Office Suite, Excel, PowerPoint)
- Strong organizational skills and ability to multi-task
- Experience with Adobe InDesign and Wordpress a plus
- Excellent written and verbal communication skills
- Must have own transportation and a California Driver's License and a satisfactory driving record are conditions of initial and continued employment

Salary: \$45,000 - \$50,000 Non-exempt

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

UWBA does not discriminate on the basis of race, color, gender (including actual or perceived gender, and gender identity), sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, citizenship status, mental or physical disability, or any other characteristic protected by applicable state, federal or local law. UWBA will consider qualified applicants with criminal histories in the manner consistent with the requirements of the San Francisco Fair Chance Ordinance. If you need a reasonable accommodation in order to apply for a job, please let us know. If the reason you need an accommodation is not obvious, we may ask for documentation confirming your functional limitations.

Please include salary requirements in cover letter.

TO APPLY

Login at www.uwba.org/careers and submit your resume along with cover letter