

# Nehemiah Gateway Community Development Corporation

*Transforming Lives & Communities through Economic Opportunity*

## OPPORTUNITIES for EVERYONE!

You can choose from a variety of roles at the tax sites.  
*You can volunteer in the daytime, evenings and/or weekends.*

## NO EXPERIENCE NEEDED!

### Tax Preparer

Work one-on-one with customers to prepare basic individual federal & state tax returns electronically to help them keep money in their pockets with eligible tax credits. Maintain quality, security, and confidentiality of sensitive data.

**Skills needed:** No tax law experience necessary. Basic computer literacy, attention to detail, and customer service skills

**Training:** 8 hours (flexible dates & locations)

### Financial Coordinator

Enlighten customers about financial services that are available at the tax sites, and help customers take advantage of them. Open bank accounts and pull credit reports online. Assist site manager with other duties as needed.

**Skills needed:** Computer literacy, outgoing, good communication, customer service skills, and comfort speaking in front of small groups

**Training:** 6 - 8 hours (flexible dates & locations)

### Senior Tax Preparer

In addition to the responsibilities of a tax preparer, you will complete more difficult returns, assist less-experienced volunteers, and support the Quality Review process.

**Skills needed:** Individuals with previous volunteer experience with the EITC Campaign and/or tax law and accounting experience.

**Training:** 4 - 8 hours (flexible dates & locations)

### Greeter/ Administrative

Greet customers, create a welcoming atmosphere, help with the sign-in process, screen for basic eligibility, and assist with various tasks, including filing, sorting documents, assembling folders, etc.

**Skills needed:** Friendly personality and customer service skills. Computer skills not necessary.

**Training:** 2 - 3 hours

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The Delaware Earned Income Tax Credit (EITC) Campaign is a program of Nehemiah Gateway Community Development Corporation, a 501(c) 3 nonprofit agency whose mission is to transform lives and communities through economic opportunity. We are a volunteer-based program, providing low-income working families with free tax preparation and access to financial services and workshops. From its inception in 2001, the Campaign has experienced considerable growth, increasing its customer base from 300 to over 13,000 in 2009 who received over \$18 million in federal and state refunds.

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