

FERGUSON ROAD INITIATIVE IS HIRING
VITA (Volunteer Income Tax Assistance) PROGRAM
PART-TIME (TEMPORARY)

- **Site Coordinator:** Experienced tax preparer for VITA site (Buckner Blvd. @ John West area). Saturday mornings from 9 am to 3 pm. Temporary position starting on February 7, until April 11, 2026. **MUST** work all Saturdays during tax season, be bilingual in English and Spanish, complete IRS sponsored certifications (training/coaching) provided, attend orientation meeting, and have a valid Social Security number. \$25hr. to \$35hr. depending on experience. Includes managing the site and performing tax returns.
- **Intake (Receptionist)** for VITA site at Lochwood Library Dallas. Wednesdays from 2 p.m. to 7 p.m. Temporary position starting on February 4, until April 15, 2026. **MUST** work all Wednesdays during tax season, be bilingual in English and Spanish, attend orientation meeting, and have a valid Social Security number. Previous knowledge of tax preparation is preferred but not required. \$15hr. to \$20hr. depending on experience. Includes managing waiting room, handing forms, and reviewing taxpayer documents before they see tax preparer.



VITA is a program supported by the IRS that helps eligible low-income families and individuals prepare their tax returns for free. Ferguson Road Initiative has been conducting this program since 2005 and has helped taxpayers obtain over 3.6 M in refunds. The program runs with IRS certified volunteer tax preparers.

Please email resume to: communityconnection@fergusonroad.org

Please, no phone calls.