

VITA Interpreter
La Casa de Esperanza
Position Description

Roles:

Provide Spanish-English interpretation to customers at La Casa de Esperanza's Volunteer Tax Preparation Site.

Salary: This is a seasonal, part-time position from late January – April 2009. Salary is \$20-\$25 per hour based on experience. Hours flexible. Availability desired days and evenings, Tuesdays-Saturdays.

Tasks:

- Work with clients of tax assistance site and volunteer intake screener and tax preparers during client interview to ensure that all pertinent information is obtained to complete an accurate tax return.
- Maintain confidentiality of consumer information.

Skills:

- Experienced interpreter. Fluent in English and Spanish. Knowledgeable in tax law vocabulary/language.
- Basic tax knowledge (Form 1040, Form 1040A and Form 1040EZ) is helpful, but is not required for this position. Basic tax training and certification will be provided.
- Willingness to share time, skills and interests -e.g., provide interpreter services during the filing season (Mid-January through April 15th).
- Ability to deal with volunteers, stakeholders, partners, and the public in a helpful and supportive manner.
- Must be dependable and able to work flexible hours.

To Apply:

- Submit volunteer application form and resume to Elizabeth Torres, VITA Program Manager at etorres@lacasadeesperanza.org or mail to Elizabeth Torres, La Casa de Esperanza, 410 Arcadian Avenue, Waukesha, WI 53186. For more information, please contact Elizabeth Torres at 262-547-0887.