



**El Programa Hispano Católico: Low-Income Taxpayer Clinic
Low-Income Taxpayer Clinic (LITC) Qualified Tax Expert (QTE)**

Full-time Position (40 Hours a Week) Exempt
Reports to: Executive Director

POSITION SUMMARY:

Low Income Taxpayer Clinics (LITC) ensure the fairness and integrity of the tax system by educating low income taxpayers about their rights and responsibilities, by providing *pro bono* representation to taxpayers in tax disputes with the Internal Revenue Service (IRS), by conducting outreach and education to taxpayers who speak English as a second language, and by identifying and advocating for issues that impact low income taxpayers.

Our clinic provides pro bono legal services, outreach and education throughout Oregon and SW Washington. Eligibility for our free legal representation is based on income and the existence of a controversy with the IRS. If there is a controversy with the IRS, we may also assist taxpayers with Oregon Department of Revenue controversies. Common controversies include: handling audits, disputing wrongful tax debts, representation at US Tax Court, and mitigating IRS collection actions. Our outreach and education focuses on low-income, Spanish-speaking taxpayers.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Represent low-income taxpayers and maintain case loads in controversies with the IRS and related controversies with Oregon Department of Revenue.
- Provide consultations to low income taxpayers.
- Stay abreast of tax law changes and regulations to better assist low income taxpayers in controversies with the IRS.
- Provide mentorship and training to pro bono attorneys as needed.
- Supervise in-house volunteers providing services to the LITC.
- Participate in staff and volunteer efforts to conduct English and Spanish language educational workshops to low-income and immigrant taxpayers.
- Participate in community meetings and agency outreach events with social service agencies, and other community partners to promote the agency as an identifiable resource for low-income Latinos.
- Participate in trainings and coordination meetings as requested by management.
- Attend funder and agency meetings, trainings and events as required or requested by manager.
- Effectively represent El Programa Hispano Católico in the local community.
- Adherence to El Programa Hispano Católico policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English.
- Must be a Certified Public Accountant, an Enrolled Agent, or a Licensed Attorney (active membership in Oregon State Bar preferred or ability to become licensed in Oregon within one year).
- Minimum 3 years leadership and supervision experience. Social Services focus preferred.
- Previous tax controversy resolution experience preferred.
- Commitment to El Programa Hispano Católico/Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Advanced skills in all programs of Microsoft Office.

- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Strong analytical and strategic problem solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics within a fast paced environment.
- Ability to take initiative and prioritize tasks; good time management, problem prevention, and problem solving skills.
- Willingness to learn new skills and take on new responsibilities.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Demonstrated ability to understand the issues of people living in poverty and be engaging and interact compassionately with a diverse community.
- Ability to support organizational and program specific mission and goals.
- Must have a valid driver's license and automobile insurance coverage at 100/300/100 levels, regular travel in the Tri-County area.
- Ability to lift 40 pounds.
- Successful completion of civil, criminal and/or motor vehicle background checks.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit a cover letter and resume at: <https://ElPrograma.applicantpro.com>

EQUAL OPPORTUNITY EMPLOYER