

## **United Way Project Description for Independent Contractor**

### **Earned Income Tax Credit Project – 2009-10 Community Impact Department Coordination for One Day Sites**

**Assignment:** Provide assistance to Earned Income Tax Credit Campaign Manager on an hourly basis to oversee the organization of three to four one-day tax preparation events targeting likely EITC-eligible populations (such as casino, hotel workers, or members of unions such as the SEIU) between October and March.

#### **Tasks:**

- Reach out to potential target partner organizations to develop plans to implement one-day tax preparation events
- Reach out to potential employers to organize volunteers to staff one-day tax preparation events and/ or coordinate with other United Way volunteer recruitment efforts
- Work with Just Harvest (United Way's contracted technical assistance partner) to ensure that all of the technical and administrative details are taken care of for each of the organized events.
- Assist with design and implementation of a public awareness campaign, focusing specifically on strategies to attract low income families and individuals
- Assist in the implementation of evaluation of the campaign efforts
- Prepare and present information, reports and recommendations as appropriate

#### **Desired Skills:**

- Ability to communicate effectively and build strong working relationships with diverse groups and individuals, both orally and through written materials
- Planning, creative problem-solving and organizing skills and the ability to juggle multiple tasks and assignments under often strict deadlines
- Experience working with direct service volunteers
- Knowledge of marketing concepts
- Prior experience working for or with non-profit agencies helpful
- Proficiency in word processing, spreadsheets and database helpful

#### **Compensation:**

The individual selected for this project will be considered an independent contractor and not an employee of United Way of Allegheny County. Contract rate is \$25 hour for up to 160 total hours over 6 months from October 2009 through March 2010. Interested individuals should plan to commit for this entire period to see the project through to completion.

#### **How to Apply:**

Interested individuals should send a cover letter and resume to Jody Berbach at [jberbach@uwac.org](mailto:jberbach@uwac.org)