



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement:	January 1st, 2026
Agency:	All Peoples Community Center
Job Title:	VITA Tax Outreach Coordinator
Salary Range:	Temporary (4mos)
Closing Date:	Position will remain open until filled
Start Date:	Immediately
Program:	FamilySource Center
Send Resume:	Attn: Julio Ramos jobs@allpeoplescc.org

All Peoples is an all-encompassing community center providing social services and programs to empower individuals, promote community respect, and encourage self-determination.

All Peoples has been designated as a Family Source Center (Southeast) for the City of Los Angeles. Family Source services include income tax preparation assistance (VITA), and promotion of the EITC program

DUTIES AND RESPONSIBILITIES

- Develop relationships with current partners and local entities (i.e. schools, non-profits and public institutions) to promote Free Tax Prep La, VITA and EITC Campaign
- Coordinate direct marketing of services within community, including but not limited to door-to-door canvassing, sending text messages, making phone calls, etc.
- Distribute information at community events or Shopping Centers etc.
- Collect data for monthly reports regarding services and activities completed
- Other tasks as assigned by Supervisor

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- 2 years experience working in the non-profit sector
- Experience working with social media to promote non-profit information
- Knowledge of South Los Angeles community
- Ability to work efficiently with people of different ethnicities and socio-economic backgrounds.
- Bilingual in both English and Spanish
- Computer literate and experience in Microsoft Word, Excel, and PowerPoint.
- Ability to work weekends and evenings
- Must have transportation, valid DL and Insurance
- Canvas the community in order to recruit clients for EITC and tax season.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

**To apply, send your resume and cover letter, to jobs@allpeoplescc.org
E-mail submission only/No phone inquiries. Responses will be sent only to individuals
meeting the outlined requirements of the position.**