



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### POSITION ANNOUNCEMENT

**Position:** Tax Program Monitor

**Location:** Newport News

**Component:** Strategic Initiatives

**Qualifications:** Candidates must have experience in tax preparation and tax laws. Prior experience with VITA is a plus. Criminal Record Check and valid Virginia Driver's License required for employment.

**Duties:** Continuous monitoring of sites, including on-site presence when open. Ensures compliance of policies and procedures, with all applicable regulatory requirements as it relates to the program operation. Creates and distributes marketing material that supports activities in the community, as well as financial literacy. Coordinates site security requirements. Coordinates Supervision of volunteers, and interacts with the community to develop community involvement, program support, and awareness of services offered by HRCAP. Requires travel to the Southside.

**Salary:** Hourly rate \$17.00; Twenty (20) hours per week; Temporary position from December 2018 through April 2019.

**Application:** Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print an application and mail to P.O. Box 37, Newport News, VA, 23607. Also you can email your application and resume to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.