



## JOB OPPORTUNITY ANNOUNCEMENT

*Just Harvest is an equal opportunity employer that values diversity of all kinds. We encourage candidates from all backgrounds to apply for this opportunity. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity or veteran status, and that all are given every opportunity to succeed.*

### **Organizational Mission**

Just Harvest works to promote a just system of food access by addressing the root causes of hunger – systemic poverty and inequity – through policy advocacy, grassroots organizing, community-based solutions, and connecting people to benefits.

### **Vision Statement**

We envision Allegheny County and beyond as a place where no one goes hungry or lacks access to healthy food, and everybody, regardless of their identity or background, has the resources they need to thrive.

We envision a government that is responsive to the basic needs of its people, prioritizes the well-being of people and communities over corporations and the wealthy, and ensures that the voices and perspectives of historically marginalized groups serve as the foundation for public policy.

We envision communities whose members can all live in dignity, and who are empowered with the rights and opportunities that democracy and equity require.

**Job Title:** FTP Volunteer Manager

**Job Status:** Exempt, Full-time

**Reports to:** FTP Coalition Program Director

**Positions Supervised:** Volunteers

### **Position Summary:**

Recruit, organize and support volunteers for Free Tax Prep (FTP) Coalition  
Some shifts as tax reviewer/site coordinator during Tax filing season  
Some shifts as Farmers Market Fresh Access onsite staff during summer

### **Essential Functions**

- Demonstrate and reflect the mission and values of Just Harvest.

- Set up and manage volunteer registration process
  - Including registration for shifts at tax sites, background checks and training registration
- Recruit tax preparer volunteers for all FTP Coalition Partners
  - Collaborate with United Way and coalition partners to recruit enough volunteers to meet tax return goals
  - Build relationships and recruit at professional organizations, universities and corporate partners
  - Support volunteers throughout registration process to ensure interested volunteers get through training and to the tax sites.
- Collaborate with United Way to develop content for volunteer marketing materials
- Train and support Coalition partners in volunteer recruitment, communications and engagement
  - Ensure partners have access to reports on registered volunteers
  - Support partners with any challenging volunteer issues as they arise
  - Visit partner tax sites during season to support partners and volunteers
- Volunteer Communications
  - Create communications plan for all coalition partners and connect volunteers to their tax site partners
  - Respond promptly and professionally to inquiries from volunteers
  - Create and distribute evaluations after training and at the end of the tax season
  - Send coalition updates to volunteers throughout the tax season
- Manage tax preparer and greeter volunteers for Just Harvest tax sites and hand off to site coordinators in January
- Manage volunteer training logistics
  - Ensure volunteers register for correct training(s) and send reminders
  - Coordinate with training host sites
  - Set up supplies and order food
  - Manage continuing education credits for volunteers
- Ensure that volunteers have a positive experience with the FTP Coalition that will result in their positive feedback and continued involvement.
- Plan and hold volunteer recognition activities.
- Keep accurate records of volunteer participation and donated hours; provide reports to FTP Project Director and United Way
- Participate as a [tax reviewer](#) or [site coordinator](#) during the tax season (see separate job descriptions)
- Participate in Just Harvest staff meetings.
- On a seasonal basis, some responsibilities will be assigned regarding Just Harvest's [Fresh Access](#) Program at Farmers Markets and will be supervised by the Fresh Access Project Coordinator. Duties listed at the posting, [here](#).
- Complete other duties as assigned

### **Knowledge, Skills & Abilities Required for the Position**

- Ability to
  - Maintain confidentiality.
  - Work as part of a team.
  - Work with people from diverse backgrounds.
  - Multi-task.
  - Work efficiently with limited resources.
- Excellent public speaking skills.
- Excellent written communications.

- Computer literacy, including competency with MS Office and managing complex data reports

### **Working Conditions**

- Hybrid work environment with some required office time but significant work-from-home permitted (Farmers Market and tax filing shifts are all in-person)
- Flexible work schedule including occasional evening or weekend work.
- Small office setting with limited resources.
- Occasional work outdoors.
- Job at times is fast-paced and at other times sedentary requiring 20 pounds of exerted force.
- Computer usage that requires repetitive motions.
- Travel expected to local meetings, tax sites, market sites, and other as needed.
- Lifting up to 50 pounds (farmers markets shifts); up to 20 pounds (tax project duties)

### **Qualifications**

Just Harvest strongly values diverse relevant life experiences that may substitute for any or all of these specific qualifications. We welcome applications from candidates who may lack formal credentials and invite candidates to tell us about your unique qualifications.

- Bachelor's degree.
- At least two years of volunteer management experience in a nonprofit setting.
- Tax preparation experience preferred, but not required.

### **Compensation**

Starting wage for new employee is \$20.00 per hour, 35 hour work week, plus paid health insurance, retirement benefit, and sick, vacation, and personal leave.

### **To apply for this position:**

Send a resume and a cover letter describing why you are an excellent candidate to Kristie Weiland Stagno at [kristiew@justharvest.org](mailto:kristiew@justharvest.org) before June 15, 2024.

**Just Harvest is an Equal Opportunity/ Affirmative Action Employer  
Just Harvest is a Drug-Free Workplace**