

Rise Calgary Position Posting

Title: Talking Taxes Coordinator

Agency: Rise Calgary

Location: Siksika Nation Preferred

Status: FT – 12 Month Limited Term Contract

Company Profile: Rise Calgary works to ensure everyone moves forward and that no one feels alone during their fight for a better quality of life.

We believe in our community and want all Calgaryans to have tangible supports that move them from scarcity to strength. Everyone who comes to us for help will receive compassionate and non-judgmental support from our small but mighty team.

We value growth, innovation, and testing new ideas to shift perspectives, drive systemic change, and help end poverty in our city once and for all.

Position Summary:

Help community grow people's incomes through tax filing and benefits access. Talking Taxes will develop tools, training, and resources to help Siksika Nation members file taxes on Nation and access the important income-boosting benefits.

The Talking Taxes Coordinator will be accountable for building a tax filing program that is reflective of Indigenous culture and values, while upholding the role and responsibilities of the of the Community Volunteer Income Tax Program. They are the first point of contact for Siksika Nation members needing to file their taxes. This role involves leadership, facilitation, networking building and impact measurement.

Talking Taxes is a collaboration of three partner organizations (Momentum, Rise Calgary and Aspire).

The Talking Taxes Coordinator demonstrates the values of Rise Calgary in all work activities.

Reports to the Managing Director of Rise Calgary

Duties:

Program Delivery:

- Facilitate recruitment, project planning, implementation, delivery and evaluation of the Talking Taxes program
- Work with the Money Moccasins Facilitator to build relationships with Siksika Nation members
- Build-up and facilitate project management for the new myth-busting committee
- Secure space on Nation to provide tax clinics and other supporting activities

- Coordinate Rise Calgary Talking Taxes clinics on Nation, manage and build relationships with tax clinic volunteers, and liaise and maintain volunteer membership with the Community Volunteer Income Tax Program
- Schedule weekly/biweekly/monthly tax clinics with new taxation volunteers
- Advocate on behalf of clients with agencies, departments and systems as required
- Supports Tax Clinic clients in accessing the documents they need to file their taxes
- Provides Benefits Navigation and support to clients after completion of their tax returns
- Provides further follow-up to clients after receiving their Notice of Assessment
- Assists Empowerment Manager in conducting web-based research and updating the Benefits Guide specific to Indigenous persons
- Works with Empowerment Manager to create a system of tracking tax clinic participants and benefits accessed
- Acts as a liaison between client and Canada Revenue Agency, as necessary
- Integrate Siksika tax filing data into Rise Calgary's database for inclusion in Aspire reporting

Program Coordination:

- Act as Co-Chair of Communities of Practice Taxation and Benefits meetings in conjunction with Empowerment Manager and Aspire Coordinator.
- Act as the Volunteer recruiter, conduct volunteer onboarding and engagement
- Facilitate bringing ideas to life using art and media
- Assist Empowerment Manager in developing yearly volunteer training program.
- Assist Empowerment Manager in facilitating Taxation and Benefits volunteer training.
- Work to continuously build your knowledge on taxation and benefits information and maintain strong relationships with taxation experts.
- Manage impact measurement data for Talking Taxes project.
- Create impact storytelling content and disseminate communications on Talking Taxes project to stakeholders.
- Build and maintain healthy relationships within Calgary's Aspire network and share learnings and best practices with the Aspire Collaborative.

Public Relations:

- Develops and maintains excellent relationships with community partners, clients, and stakeholders to achieve highest levels of client service
- Engages community by promoting the Talking Taxes project to Chief and Council and surrounding agencies

Administrative:

- Provides statistical data to Empowerment Manager quarterly, for Aspire reporting purposes.
- Ensures contractual targets are met.
- Maintains organizational filing systems, organizational statistics, and data collection using online data management systems.
- Performs photocopying, file management, and document creation

- Prepares and edits correspondence related to Talking Taxes Project involving communications, statistics, reports, and other documents
- Replies to general information requests with accurate information
- Relays all pertinent information, issues, needs, and ideas to management and staff members as appropriate
- Complete all required documentation, surveys, and online data management as required.
- Performs other responsibilities as required

Qualifications:

Minimum qualifications:

- Minimum of high school completion.
- Ability to always provide unconditional positive regard to a diverse population
- Attention to detail
- Well-developed interpersonal skills
- Ability to work a varied schedule which. Schedule is mainly during regular office hours but may include evening or weekend shifts.

Preferred qualifications:

- Degree
- 1-2 years experience in the social service sector
- Acquaintance with the philosophical underpinnings of serving marginalized people.
- Knowledge of community resources is an asset.

Working Conditions:

- Rise Calgary is working on retaining office space on the Siksika Nation. Willingness and ability to occasionally travel to Calgary for meetings.

Work Hours:

- 7.5 hours 8:30 am to 4:30 pm Monday to Friday
- Flexibility to work occasional evening and weekend hours required.

Thank you for your interest in this position. Because of time limitations, only candidates selected for an interview will be contacted.