

INDIANA LEGAL SERVICES, INC.

Job Announcement

LOW INCOME TAXPAYER CLINIC (LITC) PROJECT DIRECTOR

AGENCY DESCRIPTION: Indiana Legal Services, Inc. (ILS) is a statewide, not-for-profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, Lilly Endowment and approximately 60 other funding sources.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. ***We strongly encourage LGBTQ, Black, Latino, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented to apply.***

LITC PROJECT DESCRIPTION: Low-Income Taxpayer Clinics ensure the fairness and integrity of the tax system by educating low-income taxpayers about their rights and responsibilities, by providing free representation to taxpayers in tax disputes with the Internal Revenue Service (IRS), by conducting outreach and education to low-income taxpayers and those with limited English proficiency, and by identifying and advocating for issues that affect low-income taxpayers. Eligibility for legal representation is based on the existence of a controversy with the IRS; taxpayers may also receive assistance with a related state tax controversy involving the Indiana Department of Revenue (IDOR). Taxpayers are frequently represented in audits, appeals, requests for innocent spouse relief, collection matters, and before the U.S. Tax Court. Although an LITC is not a tax preparation service, preparation of prior years' tax returns is often necessary to resolve an individual taxpayer's controversy. The LITC is funded in part by a grant from the IRS.

LOCATION: ILS's LITC is a statewide project currently located in the ILS branch office in Bloomington. In addition to the LITC Director and LITC Staff Attorneys, between two and five law students work in the LITC. Their duties include providing direct representation to taxpayers with special approval from the IRS and under attorney supervision and assisting with education and outreach to low income and limited English proficiency taxpayers.

JOB SUMMARY: The LITC Director will be responsible for overseeing the operation of the statewide LITC. The position is FLSA exempt and full-time. The successful candidate will report to the Director of Advocacy.

RESPONSIBILITIES:

- Represent low-income taxpayers in controversies with the IRS and in related controversies with IDOR.
- Provide consultations to taxpayers.

- Supervise the LITC Staff Attorneys.
- Hire, train, and supervise law students working in the LITC.
- Supervise volunteers providing services to the LITC.
- Develop and maintain a network of pro bono tax professionals willing to represent low-income taxpayers in tax controversies.
- Coordinate staff and volunteer efforts to conduct educational workshops in English and other languages to low-income and immigrant taxpayers.
- Engage in effective outreach using a range of techniques including in person activities, traditional media, and social media.
- Establish and maintain active partnerships with agencies and organizations with similar missions and/or clientele.
- Prepare grant applications and reports required to comply with requirements of LITC Program.
- Manage the LITC budget.
- Identify systemic issues affecting low-income and limited English proficiency taxpayers and take appropriate action, including litigation or commenting on proposed IRS and IDOR regulations, to address those issues.
- Train other ILS staff on how to handle basic tax controversies.
- Respond to requests for advice and assistance about tax matters from other ILS case handlers.
- Perform other duties as required by the LITC Program Office.

QUALIFICATIONS:

- Dedication to the mission of Indiana Legal Services and the LITC Program.
- Licensed attorney with a minimum of 4 years' legal and/or professional tax experience, preferably in an LITC or an LSC-funded legal services program setting.
- Supervisory experience preferred.
- Excellent written and oral communication skills.
- Excellent organizational and supervisory skills.
- Previous tax controversy experience preferred.
- Fluency in Spanish desirable.

SALARY AND BENEFITS: Starting salary is \$65,401 with a range up to a maximum of \$96,743, but all ranges are depending on experience levels. ILS offers an excellent fringe benefits package including health insurance (medical, dental, vision, Rx), disability insurance, a 401k plan, a flex benefit plan, and generous vacation and sick leave.

TO APPLY: Apply online or via email by submitting a letter explaining your interest and experience, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applications or questions should be sent to human.resources@ilsi.net.