

TAX VOLUNTEER EDITOR

Jun 3, 2014

About Us:

We (Tax One on One Inc.) are a nonprofit, tax-exempt charitable organization providing free US tax education and tax filing information to international students, scholars, new immigrants and business startups. We rely on knowledge and skills of tax professionals and volunteers to accomplish this mission via online teamwork. You can learn more information about us from our website <http://tax1on1.org/facts-reports/>. Since 2012, we have focused on our mission in Chinese as a working language; but in our next phase, both Chinese and English (and potentially other languages) will be utilized to help more international communities.

Job Description:

The tax volunteer editor is expected to work with tax professionals to:

- 1) Research and analyze the international aspect of U.S. Federal and State tax rules on various topics for international students, scholars, new immigrants, business startups and exempt organizations;
- 2) Review and consolidate FAQs and tax filing tips shared by taxpayers;
- 3) Draft tax articles in Chinese and/or English for team discussion and review;
- 4) Review and edit tax articles drafted by peer editors; and
- 5) Publish and manage tax articles on tax1on1.org and SNS platforms like Wechat and Weibo.

The volunteer editor is expected to work in an online team environment for an average of 5-10 hours per week but can opt out in a certain week or semester if a time conflicts arises. A minimum commitment, nevertheless, is required that the editor is expected to contribute in 5 articles or equivalent work.

Qualifications:

- 1) Currently enrolled in an accounting or tax program. Already taken (or will take) Federal income taxation or similar courses
- 2) Available for 5-10 hours a week to share their knowledge and expertise
- 3) Mandarin language skills not a must but preferred at this stage
- 4) IRS VITA volunteer experience helpful but not required
- 5) Positive communication skills

To Apply:

Email CV/resumes as well as any questions to us at joinus@tax1on1.org

We encourage anyone who is considering or pursuing a career in taxation to join us to make meaningful, rewarding contributions to our communities.