

January 2026



JOB POSTING

Income Tax Supervisor

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The Income Tax Supervisor requires a positive, patient and organized person who can supervise the onsite community income tax programs, as well as our outreach food hubs sites. The Supervisor is responsible for assisting the Coordinator in planning and implementing the community income tax program and providing a safe and welcoming atmosphere for participants and volunteers.

General Duties and Responsibilities:

- Supervise and support volunteers.
- Maintain volunteer schedule.
- Manage the appointment bookings.
- Respond to community inquiries by phone or email.
- Coordinate and plan a system for our drop off tax files with our drop off site staff.
- Assist with the collection of statistics as required by Food Banks Canada Grant.
- Create a welcoming and inclusive atmosphere for community members and volunteers of the program.
- Assist with set-up and clean-up of clinics and outreach sites.
- Facilitate links and connections between participants; be a source of referrals to local community services and supports
- Evaluate volunteers at the end of the income season.
- Assist the Volunteer Program with other duties as required.

Qualifications:

- MUST be able to work independently and as part of a team
- Excellent communication, writing, planning, organization and problem-solving skills
- Excellent cross-cultural communication skills
- Proven ability to work effectively with diverse populations
- Proficient with computer programs and virtual platforms (i.e.: MS Office)
- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Valid First Aid certification
- Second language an asset
- Driver's License and access to a vehicle an asset

Location: various

Accountability: This position reports to the Community Engagement Coordinator.

Hours & Pay Rate: 25hrs/wk

\$23.39/hour plus 4% vacation pay.

This position is a term position until May 8th, 2026 (max 13 weeks)

Start Date: As soon as possible

Deadline: Until position is filled

To apply please Email resume to: simoneg@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

No phone calls please