

Job Description

Position Title: Benefits Coordinator

FLSA Status: Part-time non-exempt

Department: Human Resources

Reports to: Human Resource Manager

Pay Range: \$ 35.00 an hour up to 20 hours a week.

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

POSITION SUMMARY

The employee benefits coordinator position assists employees with all benefits enrollment and questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices.

This position requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS

Essential minimum skills, education, and experience:

- BA in a relevant field and 2 years of experience in employee benefits administration or 5 years of experience in employee benefits administration.
- Extensive knowledge of employee benefits and applicable laws.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills
- Computer proficiency and technical aptitude with the ability to use Microsoft products, including PowerPoint; experience with HRIS and benefits databases
- Proven ability to work effectively in a team environment with associates.
- Effective planning and priority setting.
- Knowledge of benefits contract language.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, OBRA, and Social Security and DOL requirements.
- Ability to speak Spanish preferred .

ESSENTIAL FUNCTIONS

- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
- Conduct benefits orientations and explain benefits.
- Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction. Coordinates with Payroll manager
- Assist employees with health, dental, life, 401K, and other related benefit claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
- Administer COBRA and provides Cobra information to outgoing staff.
- Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
- Coordinate workers' compensation claims with third-party administrator. Follow up on claims.
- Assist HR manager in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the company.
- Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices.
- Prepare and maintain biweekly employee reports, new-hire and absentee reports. Maintain and update company organizational charts, phone directory and other requested reports as needed.
- Assist HR manager in completing benefits reporting requirements.
- Other duties as assigned.

MEASURABLE STANDARDS

- Must always perform in a professional manner, maintain confidences, and handle highly confidential materials.
- Ability to work and communicate well with all types of people inside and outside of the organization.
- Ability to manage multiple projects with competing priorities with the ability to respond to change in a productive manner.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Must be able to work independently and as a part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.

WORKING CONDITIONS/ENVIRONMENT

Works in a general office environment. Generally, works a 5-day week, but may work on an approved flexible schedule. A hybrid of hours in the office is allowed after a 3 month period.

NOTES AND SPECIAL REQUIREMENTS

The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate telephone, desktop, or laptop computer.

BENEFITS

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participate after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship will result.

Covid-19 Vaccination Requirement

As a public entity interacting with the general public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

APPLICATION PROCESS

Please send resume and cover letter outlining how your experience and education address the Essential Functions and Job Qualifications to Human Resources at HR@elcentrodelaraza.org Please visit our website to download a copy of our Employment Application.

[\(El Centro de la Raza Job Application\)](#)

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Benefits Coordinator