

**Ethiopian Community Development Council, Inc.**  
**Job Announcement**

**Position:** Benefits Specialist  
**Department/Division:** Administration  
**Reports to:** Human Resources Supervisor  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary:** The Benefits Specialist is responsible for the day-to-day operations of ECDC's benefits programs, including health, dental, vision, life insurance, short-term and long-term disability, and the deferred 403(b) retirement program and PTO. The Benefits Specialist will strive to provide excellent service to ECDC benefits participants by receiving and responding promptly to questions, proactively planning and preparing for and coordinating education sessions related to benefits to foster a "best place to work" culture. The benefits specialist will provide support and guidance for ECDC management by researching and presenting alternative benefits, benchmarking existing programs, and conducting and reporting on ECDC surveys to inform decision making.

**Key Responsibilities**

**1. Policies and Procedures**

- Works with ECDC management to update benefits policies and implement standardized agency-wide procedures and guidelines at headquarters and branch offices.
- Administers ECDC's benefits programs, enrolls employees in all programs elected by employees, and provides excellent customer service to staff.
- Serves as the point of contact for staff concerning their employee benefits.
- Coordinates the transfer of data to external contacts for services, premiums, and plan administration. Works effectively to ensure the transfer of data to external contacts for services, premiums, and plan administration. Investigates discrepancies and provides information in non-routine situations.
- Conducts activities required for enrollments, COBRA, terminations, benefits changes, beneficiaries, disability, accident and death claims, rollovers, distributions, loans, hardships, and compliance testing.
- Maintains employee benefits records and updates records and files as required.
- Serves as the primary point of contact for participants, plan vendors, and third-party administrators. Determines the best plan options by working with Third-Party administrators.
- Prepares federal and state agency reports and applications required by law for the Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies.
- Keeps up-to-date on changes to state and federal laws benefits and reports necessary or suggested changes to management.
- Prepares, collects, and organizes data for audits and assessments.

**2. Benefits Planning and Follow-up**

- Prepares benefits reports to inform management decisions regarding the success of individual benefits plans and participant satisfaction.
- Conducts research on vendors with the best value and services for ECDC.
- Manages claims resolution benefits change reporting promptly and develops and arranges open enrollment training, employee relations trends, and identified needs.
- Interacts with vendors, negotiates insurance rates, and discusses them with management.
- Reconciles all insurance and benefits invoices and charges.
- May be required to prepare premium reports and communicate with insurance carriers and other program vendors. Administers and monitors voluntary payroll deductions and retirement program(s).

- Handles new contract implementation and rollout.
- Keeps and updates staff vacation (PTO) records.
- Performs other related duties when necessary.

### **Qualifications**

- Bachelor's degree or equivalent in business, human resources, or related field.
- Minimum of three (3) years of progressive work experience and knowledge of employee benefit plans and Human resources.
- Specialized training in areas such as employment law, organizational planning, organization, development, employee relations, safety, training, and preventive labor relations preferred.
- Previous experience with ADP Workforce Now a plus
- Previous work history in a non-profit environment preferred.

### **Competencies**

- Proven communication and writing skills
- Ability to interact in a friendly, positive manner at a significant level daily with ECDC staff and benefits participants.
- Excellent computer skills, including knowledge of Microsoft Office.
- Ability to manage multiple assignments and plan workload to meet deadlines on a timely basis, occasionally under limited time constraints.
- Ability to exercise initiative and judgment to make decisions within the scope of assigned responsibilities.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Flexibility and willingness to work after hours when required.
- Willingness and ability to travel out of state to branch office sites.
- Must be legally eligible to work in the US

### **Salary**

ECDC provides a competitive annual salary for this position commensurate with experience that ranges between \$60,000-\$65,000.

### **ECDC Benefits**

- Medical, dental, and vision insurance is available on the first day of employment. ECDC contributes 80% of the premiums.
- Life insurance that pays two years' salary for full-time employees is at no cost to employees.
- Short- and long-term disability insurance; including workmen's compensation is at no cost to employees.
- Generous 403b retirement plan after a new employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve; 15 Vacation days per year (first 5 years); and 10 Sick days per year.

**To Apply:** Please submit by e-mail: (1) a cover letter; (2) a résumé; (3) a short writing sample (2-3 pages); and (4) a salary requirement to: [hr@ecdcus.org](mailto:hr@ecdcus.org). No telephone inquiries. Only qualified candidates will be contacted.

**ECDC is an Equal-Opportunity Employer.**