

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

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

**Job Summary:**

The Benefit Specialist is responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short – and long term disability and Paid/Unpaid time offs.

**Salary/Benefits:** Starting salary is commensurate with experience. ECDC offers comprehensive benefits, including health, dental, life and disability insurance, paid holidays and PTO as well as a generous retirement plan.

**Duties and Responsibilities**

- Ensures the accuracy of all benefits enrollments to provide vendors with accurate eligibility information
- Assists with new-hire orientation
- Performs quality checks of benefits-related data
- Assist employees regarding benefits claim issues and plan changes
- Enrolls employees with carriers and process life status changes
- Responds to benefit enquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general enquiries
- Process and administers all leave of absence requests and retirement plan paper works: medical, personal, disability and FMLA.
- Responds to retirement plan inquiries from managers and employees relating to enrollments, plan changes and contribution amounts
- Manages the annual year end and catch-up contributions
- Processes biweekly retirement contributions
- Assists with open enrollment process
- Provides necessary reports for allocation/billing charges
- Communicates with insurance carriers and saving providers to resolve issues

**Required skills/Abilities:**

- Extensive knowledge of employee benefits and applicable laws
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Proficient with Microsoft office suite or similar soft ware

**Education and Experience:**

**Required:**

- Associate degree in HR or related field but experience and/or other training/certification may be substituted for the education.
- Two years' experience in HR and/or benefits administration

**Preferred:**

- Bachelor's degree in HR or related field of study
- SHRM certified professional

**To Apply:** Please submit by e-mail to [hr@ecdcus.org](mailto:hr@ecdcus.org) a cover letter and a résumé

**No telephone inquiries, please.** Qualified applicants will be contacted for an interview.

**ECDC is an Equal Opportunity Employer.**