

Senior Employee Benefits Manager

Catholic Diocese of Arlington - Headquarters, 200 North Glebe Road, Arlington, Virginia, United States of America Req #87

Sunday, March 31, 2024

Meaningful work * service oriented and respectful work environment * work-life balance * up to 2 days of telework after 90 days of employment *for non supervisors* - 1 day of telework for *supervisors* * generous leave * more holidays than the federal government, including Christmas week off * free parking as well as free transportation to/from Ballston metro * paid lunch breaks * professional development tuition assistance * tuition assistance for your children enrolled in our diocesan schools after 1 year of employment * generous benefits, including a pension plan * AND MORE...

POSITION SUMMARY:

The Human Resources (HR) Office employs the optimal mix of human capital practices to enhance the Diocese's capabilities to carry out its mission. The Office pursues its mission by making the appropriate investments in staffing, training, compensation, communication, benefits, purchasing, payroll, and other human resource areas.

The Employee Benefits Office (EBO) supports a key HR goal -- attracting and retaining highly qualified employees who are committed to the work of the Church and Catholic education. The chief responsibility of the Employee Benefits Manager is to design, administer, and communicate a competitive and affordable employee benefits program that fulfills the health and welfare, retirement, and related needs of diocesan employees.

PRINCIPAL DUTIES:

- In consultation with the Diocesan Benefits Committee, create a strategic benefits plan and set operational and program goals and develop program elements which ensure that the total benefits program strikes the appropriate balance among competitiveness, affordability, uniformity, and employee satisfaction.
- Select, develop, evaluate, and lead a team of three benefit professionals that is widely acknowledged as an effective and responsive group.
- Ensure that each insurance company, third-party administrator, and other benefits program vendors deliver their services cost-effectively while adhering to the terms of their contracts.

- Ensure that the benefits program complies with all applicable laws and regulations and Diocesan guidelines.
- Ensure that employees are kept fully informed about their rights and responsibilities under the programs and as required by law.
- Collect, update, maintain, and properly store (either in electronic or paper media) all participant demographic and related data required to administer the program.
- Ensure that all internal administrative processes and procedures are documented, up-to-date, and effectively and efficiently support the benefits program and the day-to-day operation of the EBO.
- Advise and counsel (in person or via email or telephone) active and retired lay and religious employees regarding benefit issues, policy interpretations, and conflict resolution.
- Deliver high quality training, consultation, and support to the program's internal institutional customers, including but not limited to, pastors, heads of schools and principals, business managers, local payroll administrators and bookkeepers, and the Office of Accounting.

QUALIFICATIONS:

- Knowledge/Skills: Proven analytical.
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- Working knowledge of the principles and practices of employee benefits and benefits law
- Ability to organize, create and implement benefit programs using sound, but innovative and creative techniques
- Ability to develop, manage, and evaluate programs that align individual program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and management
- Strong leadership and management skills
- Strong interpersonal relations skills with a demonstrated ability to build relationships and work collaboratively with diverse groups of people
- Excellent written and verbal communication skills
- Demonstrated facilitation and presentation skills
- Strong project management and organizational skills, with keen attention to detail
- Working knowledge of benefits-related software and relational databases
- Ability to create basic documents, spreadsheets, presentations, and emails using MS Word, Excel, Power Point and MS Outlook.
- Strong analytical skills with the ability to apply critical thinking to solve problems in an everyday work setting
- Active listener
- Ability to articulate ideas clearly, concisely, and professionally both orally and in writing

- Ability to work collaboratively, foster teamwork and address conflict as it arises
- Ability to work independently as well as in a team
- Education: B.A. or B.S. degree, preferably in Human Resources, Management, or Business required or equivalent degree and experience. CEBS designation desirable.
- Years and Types of Experience: Ten years' experience administering employee benefit plans, including self-insured medical plans and retirement plans, specifically 403(b)/401(k) and pension plans. Five years supervisory experience required.

We thank all applicants in advance for their interest in working for the Catholic Diocese of Arlington, however, only those selected for an interview will be contacted.

[Other details](#)

- Pay Type Salary
- Min Hiring Rate \$125,000.00
- Max Hiring Rate \$145,000.00
- Required Education Bachelor's Degree
- Job Start Date Monday, March 4, 2024

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Other details

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Required Education Bachelor's Degree

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