



## Position Announcement

February 2019

- About BBT** Church of the Brethren Benefit Trust is a great environment, family friendly, is a rewarding/meaningful place to work, and is located in an attractive office with easy access to I-90.
- Position** Employee Benefits Specialist
- Description** This is a full-time, non-exempt position based in Elgin, Ill., for a not-for-profit, faith-based organization that provides Pension, Insurance, and Foundation services for 5,000 individuals and client organizations nationwide. This position reports to the Director of Retirement Operations.
- Function** The primary function is to perform the daily operations of the Pension Plan and Church Workers' Assistance Plan, as well as to provide plan information to staff and participants when requested.
- Scope of Duties** Duties include maintaining a working knowledge of all pension systems and products; reviewing and analyzing Church Workers' Assistance Plan grant applications; maintaining/processing daily operational work for the Pension Plan; assisting with maintaining the *Pension Plan Summary Plan Description* and maintaining the *Legal Plan Document Supplements*.
- Knowledge/ Experience** The ideal candidate will have knowledge in employee benefits, including an understanding of 403(b) Pension Plans. This position requires a person who is very detail oriented, with the ability to prioritize workloads; proficient with computer systems and applications; exceptional organizational and telephone skills; and, impeccable follow-up abilities are a must. The candidate must be able to interact effectively with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
- We are seeking candidates with strong verbal and written communications skills, proficiency in Microsoft Office, a demonstrated track record of providing superior customer service, and a willingness and ability to expand knowledge and effectiveness applicable to the role and as assigned by the Director of Retirement Operations. Current and active membership in the Church of the Brethren is preferred; current and active membership in a faith community is required.
- Travel** The Employee Benefits Specialist may attend Annual Conference and Plan Sponsor meetings, as requested.
- Salary/ Benefits** Salary and benefits are competitive with Church Benefits Association agencies of comparable size and scope of services. A full benefits package is included.
- Applying** Please send a letter of interest, résumé, three professional references, and salary-range expectation to Donna March at 1505 Dundee Ave., Elgin, IL 60120, or [dmarch@cobbt.org](mailto:dmarch@cobbt.org). For more information about Brethren Benefit Trust, visit [www.cobbt.org](http://www.cobbt.org).