



## Washington Teachers' Union Membership and Benefits Coordinator

### **Job Summary:**

The employee benefits coordinator position assists Washington Teachers' Union with maintaining membership and benefits enrollment data. This position serves as the

- Lead in collecting data;
- Tracking membership and benefit statistics;
- Preparing reports;
- Developing and implementing strategies to recruit new members;
- Verifying and updating the membership and benefits database and files.

The position requires the following skillset:

- Highly proficient in Excel and database management;
- Detail-oriented;
- Proven-expertise in ensuring compliance with rules and regulations;
- Excellent communicator with a talent for building strong relationships between members and the organization.

### **Supervisory Responsibilities:**

- Supervise the Benefits and Membership Department of the Washington Teachers' Union

### **Duties/Responsibilities:**

- Administer various benefit programs, such as the Union's dental and vision plan and various Union sponsored membership funds
  - Conduct membership and benefits orientations and explain the benefits of Union membership and other Union benefits programs
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- Maintain the Union's membership and benefits filing systems and ensure benefits changes are entered appropriately in the data system
- Assist employees with vision and dental membership as well as any other related benefit claims
- Resolve administrative problems with the carrier representatives
- Coordinate workers' compensation claims with third-party administrator
- Follow-up on claims to resolution
- Assist Union Leadership with obtaining statistics and information on union membership and benefit enrollment
- Prepare and set up meetings designed to help employees obtain information and understand union benefits and other related incentive programs
- Ensure distribution of required employee notices
- Prepare and maintain monthly membership reports
- Maintain and update union membership directory and other requested reports as needed
- Assist Union in completing benefits reporting requirements
- Other duties as assigned by Leadership

### **Required Skills/Abilities:**

- Extensive knowledge of employee benefits and applicable laws
  - Excellent written and verbal communication skills
  - Excellent organizational and time management skills
  - Ability to think creatively and take initiative
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- Highly Proficient with Excel
- Proficient with Microsoft Office Suite or similar software
- Ability to speak Spanish preferred
- Handle all questions, information requests and complaints regarding membership

**Education and Experience:**

- Bachelor's degree from a four-year college or university or similar work experience required
  - 5 + years of experience in progressively responsible human resource roles
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