

# Benefits Coordinator

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The Archdiocese of San Francisco serving over a half million Catholics in San Francisco, Marin and San Mateo Counties.

The Archdiocese is seeking a full time Benefits Coordinator for our Pastoral Center to support Human Resources with the administration of health insurance plans, San Francisco Health Care Securities Ordinance (HCSO) program, leaves of absence, retirement, pension and other benefits. In addition to assisting in the administration of the Archdiocesan HRIS system.

This exciting position is a high-volume role that requires exceptional customer service skills. The ideal candidate will have excellent organizational skills. Strong verbal and written communication skills.

The San Francisco Archdiocese has locations in three geographic counties. This position requires a person with strong organizational skills and attention to detail.

## **Job Duties:**

- Process and records all incoming HRIS fax and email employee transactions and general HR communication requests.
- Provide assistance to the locations in troubleshooting for the HRIS approval chain process.
- Effectively manage the Health Care Securities Ordinance. To monitor eligibility and enrollment by working with Archdiocesan San Francisco locations to complete quarterly reporting. Coordinate the quarterly billing and resolve billing errors.
- Provides administrative and project support to Human Resources Benefits team as needed and performs other work duties as assigned.
- Assist in conducting presentation for new hires and providing additional resources for administrators.
- Provide assistance to the Benefits Manager and Benefits Administrator in the open enrollment process.

## **Work Experience/Qualifications:**

- Minimum of 2-4 years of professional experience in Human Resources and/or Benefits Administration for an organization with multiple locations.
- Bachelor's degree in Human Resources or related field, or equivalent work experience preferred.
- Extensive experience in administering the San Francisco Health Care Security Ordinance Program.
- Proficiency and experience with Microsoft Excel and Word is required.
- Familiarity with Payroll/HR systems such as ADP Workforce Now is preferred.
- Strong verbal and written communication skills.

- Exhibits positive customer service skills.
  - Must have demonstrated ability to handle multiple or changing priorities, and urgent requests while maintaining confidentiality.
  - Attention to detail and accuracy, great follow-through, reliability and credibility are required.
  - Practicing Catholic in good standing with the church is preferred.
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All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

Please submit cover letter, resume and a completed application to Christine Escobar, Human Resources Manager at the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or email: [escobarc@sfarch.org](mailto:escobarc@sfarch.org)