

**Benefits Communications Assistant**

EPC Benefit Resources, Inc.

1) Summary: This part-time, non-exempt position will promote initiatives related to the health, retirement, and other benefit plans of EPC Benefit Resources, Inc. (BRI) that serves employees and dependents of 600+ churches and related entities of the Evangelical Presbyterian Church (EPC). The position is a vital communication, engagement, and operational link with plan participants, EPC leaders, and vendors. In addition, the BRI Benefits and Communications Assistant will aid in areas of information/database management and program administration.

2) Reports to: BRI Executive Director

3) Responsibilities:

Presentation of Benefit and Retirement Plan Information/Promotional Activities

Position actively promotes BRI benefits and retirement programs to EPC churches and participants. Supports relationships with church administrators and plan participants. Coordinates member outreach initiatives using various modes of communication. Assist with member inquiries regarding benefit programs and wellness initiatives.

- **Outreach/Engagement**

Works creatively to develop mechanisms (mailings, newsletters, apps, etc.) that will engage plan members to participate and utilize available health/wellness and retirement plan resources. Collaborates with vendors and consultants to provide up to date and relevant information regarding wellness initiatives and benefits programs to members, churches, and presbyteries.

- **Program Administration:**

Maintains up to date website content, program and vendor flyers, and directories. In coordination with EPC Communications Department updates Annual Benefit web architecture. Develops marketing, training, and other materials for plan participants and administrators. Creates, tracks, and maintains statistical data to gauge participant engagement, cost savings and effectiveness. Aids the planning of annual Open Enrollment processes related to preparation of promotional materials, providing information to participants and various target groups, development of forms, etc. Ensures all promotional materials are aligned with EPC and BRI brand identity. Keeps abreast of communication trends to integrate new modes of communication into BRI benefits and retirement plan programs.

- **General Administration**

Manages various contact databases, vendor supplies and promotional items. Performs a variety of administrative tasks including printing, mailing, and scheduling meals and lodging for various BRI events. Assists with member benefit inquiries as needed.



EPC

Benefit Resources, Inc.

POSITION DESCRIPTION

5) Qualifications

- Education:
 - Bachelor's Degree in related field or equivalent work experience.

- Experience:
 - Marketing/graphic design
 - Customer/client service role in an office.
 - Employment in a ministry organization a plus.

- Knowledge and Skills:
 - Writing, interpersonal, and verbal communication skills
 - Strategic thinker, collaborative
 - Service oriented. Ability to work with a diverse contact group
 - Computer proficiency to include MS Office 365 Suite and database management software.
 - Knowledge and experience with graphic software programs, data analytics, and marketing campaigns.
 - Familiarity with design software such as Canva, MailChimp and InDesign is a plus.
 - Knowledge of website development and design software a plus.
 - Organized and competent with multi-tasking
 - Basic knowledge of health and retirement benefits a plus.

- Personal:
 - Follower of Jesus Christ, encouraging others to grow in their faith.
 - Demonstrated involvement in an evangelical church.
 - Affinity with essential EPC beliefs and values. Motivated by and striving to help accomplish EPC and BRI mission, vision, and goals.
 - Self-directed and self-starter
 - Handles confidential information using discretion and sound judgment
 - Can commute and work out of Orlando, FL office near the MCO airport

Mission and Vision of the Evangelical Presbyterian Church

Mission: The EPC exists to carry out the Great Commission of Jesus as a denomination of Presbyterian, Reformed, Evangelical, and Missional congregations.

Vision: To the glory of God, the EPC family aspires to embody and proclaim Jesus' love as a global movement of congregations engaged together in God's mission through transformation, multiplication, and effective biblical leadership.

EPC's Benefit Resources exists to serve those carrying out the Great Commission.