

DIOCESE OF SUPERIOR

We Are HIRING!

COORDINATOR OF EMPLOYEE BENEFITS

The Diocese of Superior is seeking a full-time Coordinator of Employee Benefits at their office in Superior, WI. A hybrid-remote work schedule can be discussed.

➡ This position is responsible for the coordination and administration of employee benefits, including: eligibility, distribution and receipt of enrollment, processing applications, invoicing, and communications with parish staff.

➡ Qualifications: A degree, certification, or prior experience in human resources and benefit administration; knowledge of QuickBooks, Microsoft Office, and Outlook. Individual who works well both independently and as a team member. Must maintain a high level of confidentiality. A practicing Catholic is preferred.

TO APPLY:

➡ Send a letter of interest, résumé, and letters of recommendation to:

✉ Cindy Gronski,
cgronski@catholicdos.org

