



Position Title: Benefit Specialist

Job Description & Responsibilities:

- Procuring and establishing services exclusively available to E.O.F.S.A.A. members in areas of professional development, retail services, educational access, and financial support/counseling.
- Maintaining a catalogue of benefits organized in the form of a directory that is updated bi-annually.
- Creating methods and strategies for recognizing membership benefits to the fulfillment of the E.O.F.S.A.A. mission, in the forms of grants, special projects or opportunities, academic scholarships, and service awards.
- Building and maintaining relationships with vendors and partners to enhance the benefits for our members by having at least one annual conversation or meeting with said partners/vendors.
- Actively seeking out opportunities to network with vendors, partners, and organizations.
- Being responsible for compiling feedback on benefits usage, member satisfaction, and growth of the benefits package being offered to the membership.
- Working with the Events & Marketing Manager on promoting benefits through social media, mailing lists, and events.
- Must embody the vision, mission, core values of the Association in their work as well as in their behavior.

Qualifications & Requirements:

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- Has a background of working with vendors and is a strong negotiator
- Experience in procurement and/or sales is strongly preferred
- Demonstrate strong leadership skills with prior experience in leadership positions
- Must be highly organized and a self-motivator and self-starter
- Be able to multi-task well and take on multiple projects at once
- Be able to establish and maintain effective working relationships with board members, volunteers, community agencies and general public
- Efficient communication ability, both written and oral
- Should be proficient and comfortable with virtual team collaboration
- An understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana) is preferred