Open Position Notice

Date: September 2, 2021

Position Title: HR/Benefits Coordinator

Agency/Office: Human Resources

Work Schedule: Full Time

Position Requirements:

The Diocese of Providence is seeking a full time Human Resource/Benefits Coordinator. This vital role assists in the daily operations of the Human Resource office.

The HR/Benefits Coordinator maintains knowledge and familiarity with the various aspects of the benefits package, including medical, dental and vision insurances, flexible spending accounts (FSA), and ancillary benefits including life insurance and long-term disability insurance. In addition, this person will be responsible for the administration associated with the 403b account including data validation, running reports, and processing ACH fund transfers for all Diocesan locations. Also, this person will maintain knowledge of state benefits including unemployment, TDI, and TCI. Other duties include, but are not limited to; maintenance of personnel files, responding to employee inquiries, new employee orientation, and compliance with the Affordable Care Act.

The well qualified candidate will be proficient in MS Office including Word, Excel and Outlook, and possess strong customer service skills. A high level of attention to detail and a professional demeanor are also required. A bachelor’s degree is preferred along with experience in human resources, benefits, or financial services. Practicing Catholic preferred.

Interested applicants should send a cover letter and resume to:
John Bittner
Director of Human Resources
Diocese of Providence
One Cathedral Square
Providence, RI 02903

or via email jbittner@dioceseofprovidence.org