



Communications Specialist

About Us

Formed in 2010, Benegration leverages technology to assist clients in managing their employee benefits programs more efficiently through our exclusive 'One Stop Shop' portal. We utilize our proprietary data warehouse to aggregate and integrate all sources of data to perform financial and clinical analytics, including claims and vendor audits, which enables our clients to design and administer the most cost-effective programs. Benegration also administers the Municipal Benefits Services (MBS) Trust that provides health and welfare employee benefit programs and related administrative services to over 350 municipalities representing more than 8,000 employees.

Benegration has an immediate opening for a **Communications Specialist**. This is a remote work-from-home position.

Job Responsibilities

This position will be responsible for:

- Create, modify, and edit a variety of internal and external client communications, such as newsletters, invitations, advertisements, presentations, bios, proposals, postcards, business cards, marketing materials, branded promotional items
- Facilitates the proper use and conformity of company branding, templates, and style guidelines
- Manage the company's social media platforms and postings, including LinkedIn and Facebook
- Content management and maintenance of the two company websites via WordPress CMS
- Work closely with the Communications Manager and the company's external marketing agency on branding and design projects
- Assist with communications strategies and messages

Supervisory Responsibilities

- None

Qualifications

The successful candidate should possess the following qualifications. All qualified candidates will be considered:

- Bachelor's degree in communications, business administration, or related field, or equivalent experience
- Experience in communications, including website management, copywriting, editing, and social media
- Experience with Canva and WordPress Content Management System (CMS) for websites is a plus
- General knowledge of employee benefits, including health and welfare and retirement, is a plus
- Highly organized and responsive, with a focus on meeting deadlines, accuracy, and quality
- Ability to effectively multi-task
- Detail-oriented and comfortable working in a fast-paced, remote environment
- Excellent written and verbal communication skills
- Highest level of ethics and integrity
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and virtual meeting platforms (Microsoft Teams and Zoom)

Compensation

Compensation will be based on the candidate's experience and qualifications. Benefits include medical, dental, vision, life, and disability insurance coverage and a generous paid time off program. In addition, the successful candidate will be eligible to participate in our 401(k)/profit sharing plan.

Application

Applicants should submit a resume and compensation requirements to employment@benegration.com.

Benegration is an Equal Employment Opportunity employer. Qualified applicants will receive consideration for employment without regards to race, color, age, religion, sex, national origin or any other federal, state, or local protected class.