

# FRIENDS OF CHILDREN OF MISSISSIPPI, INC.

## JOB ANNOUNCEMENT



**JOB TITLE:** Staff Relations / Benefits Coordinator

**LOCATION:** Central Office - Rankin County

**NUMBER OF WORK WEEKS:** 50-52

**GENERAL DESCRIPTION OF DUTIES:** Under the supervision of the Human Resources Manager, this position is responsible for administering and monitoring the Agency's comprehensive benefits program.

Employee is responsible for coordinating and managing all aspects of employee benefits to include, but not limited to: health insurance, COBRA, Short and Long Term Disability, retirement, life, vision, dental insurance and Section 125 Plan.

**REQUIREMENTS:** Bachelor's degree in Business Administration, HR Management, or a related field with three (3) years of HR related experience. Some experience in accounting preferred. Must be proficient with excel spreadsheets. Must meet minimal physical and medical standards; must have approved State and Federal childcare background clearance.

**Interested Applicants may apply by submitting a Letter of Interest and Resume to:**

Friends of Children of Mississippi, Inc.  
Attn: Human Resources Manager  
130 Riverview Drive, Suite C  
Flowood, MS 39232

**UPDATED:** Tuesday, September 26, 2017

**The Deadline for Submission:** Friday, October 6, 2017

**AN EQUAL OPPORTUNITY EMPLOYER**