

Employee Benefits Manager

The Arc Central Chesapeake Region (The Arc) supports people with intellectual and developmental disabilities (I/DD) to live, work, and connect with their community.

As the Employee Benefit Manager, you will support the development, administration, implementation, and communication of all total rewards across The Arc and its related entities. The Employee Benefit Manager will be the primary point of contact for all employees who have questions related to total rewards, making them the lead resource person for health and welfare plans, retirement programs, salary administration, and employee recognition. This role will be the organization's ADA Coordinator, coordinate all FMLA requests and leave, and understand the nuances of Worker's Compensation dispensation.

The ideal candidate will be comfortable providing recommendations on programs and policies related to regulatory changes and best practices, ensuring compliance with all federal, state, and local requirements related to benefits, and analyzing benefits-related data to identify issues and provide solutions.

This role requires high school diploma or GED, though a Bachelor's degree in human resources management, business management, or a related field is strongly preferred. This position also requires five or more years of experience managing human resources, with at least two of those years managing and supporting total rewards activities. The candidate must have exceptional communication skills and demonstrate good judgment in sensitive situations. The salary is \$72,000 annually and comes with a competitive total rewards package, ongoing education assistance, and professional development.

The internal job title for this position is Manager of Total Rewards.

To apply, please visit our careers page at www.thearcCCR.org/careers or send your resume directly to talent@thearcCCR.org.

About The Arc Central Chesapeake Region

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit www.thearcCCR.org.

The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases. All new hires who have a COVID-19 vaccination card are encouraged to submit a copy to our People & Culture department.