



Diocese of Winona-Rochester

Job Title: HR Benefits Coordinator – Human Resources

Office:	Human Resources	Location:	Chancery, Rochester, MN
		Reports To:	Human Resources
FLSA:	Non-Exempt	Date Prepared:	November 1, 2011
Work Schedule:	Full time	Date Revised:	December 5, 2025
Updated By:	Amelia Jajowka		

JOB SUMMARY

The Employee Benefits Coordinator administers diocesan employee benefit plans including group health, dental, life and disability insurance, COBRA, Section 125 Flex Plan and 403(b) retirement plans. The Employee Benefits Coordinator serves as an internal HR consultant for parishes, schools and other diocesan agencies regarding compensation and benefits administration and compliance with state and federal employment regulations. The Benefits Coordinator acts as the key relationship to various vendors and brokers associated with the benefits throughout the diocese.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage enrollment, changes, and terminations in benefit systems (e.g., Church Pension Group MAP).
- Assist employees with claims and inquiries related to health, dental, life, and disability benefits.
- Coordinate annual open enrollment and renewal processes.
- Maintain accurate employee benefit records and databases.
- Ensure compliance with federal, state, and diocesan policies.
- Prepare and distribute benefit summaries and required notices.
- Support retirement plan administration, including defined benefit and 403(b) plans.
- Assist with ACA reporting and other regulatory requirements
- Conduct audits and reconcile insurance billings
- Maintain confidentiality and data integrity across all benefit systems
- Coordinates plan renewals with vendors including updates to summary plan descriptions to insure regulatory compliance.
- Facilitates diocesan benefit and wellness committees.
- Develop forms and announcements for employee benefit plans.
- Produce communications with parish and school benefit contacts regarding enrollment, changes and termination of employee benefits.
- Process enrollment, changes and termination of employee benefits for all diocesan employees.
- Provide advice and coordination of Pay Grades system and annual salary adjustments for diocesan Pastoral Center.

- Coordinate annual open enrollment of employee benefit plans.
- Provide ongoing education/training through workshops, presentations and written communications on benefit issues.
- Generate monthly billings to diocesan locations participating in 403(b) and flex plans. Process monthly payments from locations.
- Coordinate COBRA and Flex Plan administration through third-party vendor.
- Assist with the development of human resource policies. Interpret and review existing policies and make recommendations for change and improvement.
- Attend a state or national HR conference annually, to stay current on human resource and employee benefit trends and law changes.
- Advise Administrators at parishes, schools and institutions on State and Federal Programs such as: Workers Compensation, FMLA, FLSA, ADA, COBRA, and Unemployment Compensation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work at a fast pace and stick to weekly deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must demonstrate superb verbal, written, and interpersonal skills.
- Ideally would have previous experience in finance, accounting and human resources.
- People oriented; be able to work collaboratively with co-workers.
- Ability to maintain a positive and professional demeanor.
- Able to respond positively to change and move directions rapidly.
- Be able to maintain a high level of confidentiality.
- Operate office equipment (fax machine, postage machine, copier, etc.)
- Must be able to multi-task and prioritize work.
- Willingness and ability to support the mission of the Bishop and Church and serve where needed
- Must be proficient in applications of Microsoft 365 Office software.

EDUCATION AND EXPERIENCE

- Bachelors degree in Human Resources, Business Administration, or related field
- 2+ year of experience in benefits and or finance
- Strong understanding of employee benefits and applicable laws
- Excellent communication, organized, and problem -solving skills
- Proficiency in MS Office, Excel, benefit admin software
- Commitment to the Catholic values and mission

PHYSICAL REQUIREMENTS

- Ability to perform multi-tasking functions & meet deadlines.
- Ability to sit for prolonged periods at computer & lift up to 20 pounds.
- Work schedule is normally 40+ hours per week.
- Occasional travel to diocesan locations and various meetings.

OTHER REQUIREMENTS

Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese. It is expected that all employees respect Catholic doctrine and religious practices.

WORK ENVIRONMENT

- Time is spent in the Chancery office and Human Resources administrative responsibilities.
- Typical workdays are Monday – Friday from 8:00 a.m. to 4:30 p.m.
- May be asked to support special events requiring modification in normal schedule.

ACKNOWLEDGEMENT

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will change. The Diocese of Winona-Rochester is an "At Will" employer. The job description does not constitute a written or implied contract of employment.

Employee's Signature

Date