

ORGANIZATION	Saint Paul Teachers' Retirement Fund Association
TITLE	Member Benefits Specialist
REPORTS TO	Member Benefits Manager

Saint Paul Teachers' Retirement Fund Association (SPTRFA) is a defined benefit pension plan that provides retirement benefits to 13,856 members. The Plan pays more than \$127 million in annual benefits to retirees and survivors. Plan assets of \$1.3 billion are invested globally through managers in equities, fixed income, real estate and alternative investments. A 10-member Board of Trustees governs the Plan, and a staff of six experienced professionals administer the Plan.

POSITION PURPOSE

SPTRFA's Member Benefits Specialist serves as a contact point between SPTRFA and its members. You will guide SPTRFA members from initial enrollment, through their working careers, as they prepare for retirement and into retirement. You will work closely with the Member Benefits Manager, staff, service providers, and other stakeholders to implement member-related strategies that align with the objectives and obligations of the Plan.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Provide support and guidance to retirement plan clients and participants.
- Calculate benefit estimates including disability benefits and the purchase of service credit.
- Educate members about SPTRFA benefits through virtual and in-person conferences.
- Respond to written correspondence, telephone inquiries, email, and publication requests
- Ensure that members receive accurate and timely benefit services and payments
- Ensure compliance with applicable local, state and federal laws and regulations.
- Build and maintain strong relationships with internal and external stakeholders, including Saint Paul Public Schools, other Minnesota public pension plans, and service providers.
- Perform other responsibilities and special projects as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree (Experience in lieu of degree will be considered.)
- Experience in pension plan administration, customer service, or benefits management
- Knowledge of pension plans, retirement planning, and regulatory compliance.
- Familiarity with actuarial concepts and pension plan regulations is an asset.
- Excellent analytical, strategic thinking, and problem-solving skills.
- Organizational skills and a high degree of accuracy and attention to detail required
- Communication and presentation abilities, simplifying complex topics for diverse audiences.
- Ability to prioritize workload to meet schedules and deadlines
- Must be able to work both independently and with direction

Compensation commensurate with experience. Benefits include SPTRFA defined benefit plan, deferred compensation match, and medical, dental, vision, life, and disability insurance.

To apply, please send your resume to: it@sptrfa.org