

## ***Retirement Benefit Coordinator***

### ***About FPPA***

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado.

We are a small association of only 56 staff located in Greenwood Village, CO. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

### ***Position Summary***

The retirement coordinator assumes the primary responsibility for working with FPPA members, retirees and employer groups requesting information concerning all types of retirements and distributions as well as processing these requests. The retirement coordinator initiates contact, responds to requests and provides information and education to member and non-member groups regarding FPPA benefits, services, programs and related topics. The retirement coordinator also presents seminars on retirement processing and benefits to employer or employee groups.

### ***Qualifications Summary***

To be successful in this position you will need to have a minimum of 2 years professional experience in benefits administration, pension plan administration, or a related field. A bachelor's degree in business, human resources, communications or related field is preferred. We are looking for a team player who can demonstrate excellence in communication and presentation, organization, customer service and problem solving.

### ***Additional Requirements***

You will need to become a public notary upon hire. All new hires are also required to pass a background and drug test.

### ***How do you apply?***

Please send your cover letter and resume to Human Resources, [humanresources@fppaco.org](mailto:humanresources@fppaco.org).