



FIRE & POLICE PENSION ASSOCIATION OF COLORADO

EMPLOYMENT OPPORTUNITY

TITLE: Communications Representative
REPORTS TO: Communications Manager
DIVISION: Benefits/Communications
CLASS: Exempt
DATE: February 2012

GENERAL PURPOSE:

Initiates contacts, responds to requests, and provides information and education to member and non-member groups regarding FPPA's benefits, programs, services and related topics.

This position helps to coordinate the visitation program, is a primary presenter on the visitation team, and conducts presentations to employers interested in affiliating with FPPA for various services.

Performs marketing and communication activities for the full range of member service programs consistent with the Association's marketing organizational priorities.

Assists in coordination of the Supplemental Social Security affiliation process, the volunteer affiliation process, and the program format and scheduling of educational seminars.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Conducts member and employer visitation presentations to police and fire departments around the state. Presentations cover all FPPA benefits, services, and programs, including general information on new hire plans, old hire plans, the death & disability plan, the deferred compensation plan, retiree insurance plans, affiliation services and other related retirement issues.
2. Assists in scheduling and coordinating member and employer visitation presentations to police and fire departments around the state.
3. Educates members in group and individual settings on 457 deferred compensation and money purchase funds as part of the retirement planning process. This includes discussion of financial concepts, such as asset allocation strategy, risk level, time horizons, and rules and regulations for contributions and distributions.
4. Learns technical aspects of benefits, programs, services, and other related topics offered by FPPA, and applies that knowledge in carrying out duties and responsibilities to members, employers and outside agencies.
5. Provides continual up-to-date information to appropriate staff on scheduled visitations, affiliating departments, potential problems with departments.
6. Determines and analyzes member groups' service needs. Recommends new programs and expansion or refinement of existing programs for the informational and educational needs of the members. Identifies any potential problem areas. Initiates process to correct problem areas; refers to appropriate staff for proper follow up.
7. Provides information on FPPA benefits, services, and other related topics, as requested, to members and outside agencies by assisting member and employer groups and instructing classes and seminars. Represents FPPA at special events to maintain ongoing good public relations.

8. Identifies departments that may not be in compliance with state statutes regarding appropriate pension plans. Works with manager, legal department and outside departments during corrective period explaining legal, financial, and other associated implications.
9. Works as a team with manager and CBO on the re-entry process for the FPPA Defined Benefit System. Assists in providing information and conducts presentations to employers, pension boards, fire protection district boards and city councils interested in adopting any of FPPA's programs. Meets with members to compare plan benefits prior to the member election of pension plan. Educates members on money purchase plan fund selection and asset allocation strategies. Provides follow-up contact after affiliation or re-entry.
10. Assists division staff in drafting communications pieces, such as newsletters, handbooks, brochures, handouts, etc., for members, employers, and other interested parties.
11. Provides information and conducts presentations to pension boards, fire protection district boards and city councils interested in affiliating with FPPA for money management services for their volunteer pension funds. Coordinates the affiliation process, as applicable. Holds service review meetings to discuss fund performance, benefits and actuarial study.
12. Assists in the Supplemental Social Security Employer affiliation process for normal retirement benefits and/or disability retirement and survivor benefits as assigned.
13. When needed, makes presentations to employees interested in participating in any of FPPA's programs. Coordinates affiliation process for money purchase plans, old hire plans, and deferred compensation plans as assigned.
14. Coordinates the program format and scheduling of educational seminars for active members, retired members, and employers as assigned. Keeps abreast of pertinent, timely, and/or interesting topics relating to retirement issues. Coordinates content and subject matter with speakers. Monitors speakers to assure high quality presentations. Coordinates the logistical aspects of each seminar including negotiation of the cost of facilities. Responsible for the informational mailing for each seminar to assure successful attendance.

OTHER DUTIES/RESPONSIBILITIES:

1. Keeps abreast of applicable trends and ideas in marketing, customer service, communications, financial products or services. Identifies issues related to the organization's services, delivery of services, benefits and programs.
2. Assists manager and other departmental staff members in various areas, including performance of research or special projects, etc.
3. Assists with company vehicles maintenance and upkeep. Assists in keeping company vehicles stocked with materials for visitation meetings.
4. Performs other duties and responsibilities as assigned.

JOB QUALIFICATIONS:

Knowledge, Skills and Ability: Principles, practices and methods of effective member service programs; effective presentation skills; use of effective communication methods, both verbal and written and strong organizational skills.

Knowledge of defined benefit pension plans, the hybrid plan, 457 plans, money purchase plans, financial concepts and applicable state revenue code sections. Pre-retirement financial calculations related to pensions and retirements in general.

Education, Formal Training, or Experience: Bachelors degree in Business Administration, Finance, Communications or Marketing or in a related field is desirable or equivalent combination of education and experience; a minimum of 2 years of job experience in human resources, benefits administration, pension plan administration, or a related field. Strong communication and interpersonal skills.

Material and Equipment Directly Used: Personal computer with mouse; mini computer, desk top computer printers and LCD projectors.

Working Environment/Physical Activities: Must have a valid Colorado drivers license, operate the company vehicles, and be able to travel for long distances throughout the State of Colorado (includes some overnight travel). Work schedule varies according to police and fire department shifts and schedules. Must be able to carry a minimum of 30 pounds.

If you are interested and qualified, please send your resume with salary requirements electronically to dbraaton@fppaco.org, or hard copy to:

FPPA

Attn: Human Resources

5290 DTC Pkwy., Ste. 100

Greenwood Village, CO 80111

Deadline for applications is Tuesday, February 28, 2012.