

# Greater Wisconsin Agency on Aging Resources

## Position Description

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<b>Position Title:</b>	Human Resources and Benefits Liaison
<b>Supervisor:</b>	Executive Director
<b>Position Status:</b>	This is a half-time (20 hours per week) non-exempt position working standard business hours Monday through Friday, with some possible overnights required.

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### Position Summary

This position serves as the primary liaison between GWAAR employees and management and external partners, including the Professional Employer Organization (PEO), Health Reimbursement Account (HRA), and retirement plan providers. The role supports benefit administration, employee onboarding and offboarding, and ongoing human resources coordination.

### Essential Job Functions

1. Collaborate with the PEO and new employees to explain and enroll staff in available benefit options through the PEO and HRA providers.
2. Coordinate and support the annual open enrollment process with the PEO.
3. Ensure completion of all new hire onboarding requirements and coordinate timely processing of employee terminations through the PEO.
4. Coordinate enrollment of new employees into the organization's retirement plan.
5. Serve as the primary point of contact between GWAAR staff and the retirement plan provider.
6. Coordinate the Request for Proposal (RFP) process for PEO, retirement, and HRA plans.
7. Work with managers, staff, and the PEO to address and resolve human resources and benefits-related issues.
8. Attend trainings, webinars, and presentations hosted by the PEO and retirement plan providers.
9. Communicate benefit updates and human resource changes to GWAAR employees.
10. Develop expertise in the PEO employee and manager portal and provide training to staff on available tools and resources.
11. Coordinate updates and revisions to the GWAAR employee handbook.
12. Perform other duties as assigned.

### Qualifications

Bachelor's degree from an accredited college or university, or equivalent related experience. Experience in human resources or benefits coordination is preferred but not required. The successful candidate will demonstrate the ability to work effectively as part of a team while also functioning independently with minimal supervision. Strong written and verbal communication skills, organizational skills, and initiative are required.

Must be able to travel within the state of Wisconsin, including occasional overnight travel, and possess a valid driver's license and proof of insurance.