



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Benefits Coordinator

OPEN: July 2, 2026

EXEMPT: Yes

SALARY: (10) \$30.42-\$34.26/hr. DOE

SHIFT: Day

LOCATION: HR Office

DURATION: Regular Full Time

CLOSES: July 16, 2026

JOB CODE:

DIVISION: Financial Services

DEPARTMENT: Human Resources

SUPERVISOR: HR Director

VACANCIES: 1

JOB SUMMARY: Under the direction of the Director of Human Resources and supervision of the Benefits Payment Specialist, the Benefits Specialist is responsible for coordinating and administering employee benefit programs, including medical, dental, vision, life, accidental death and dismemberment (AD&D), short-term disability, and long-term disability plans. The position processes employee enrollments, disenrollments, and benefit changes, ensures compliance with applicable laws and regulations, including HIPAA, and maintains the confidentiality of sensitive employee information. The Benefits Specialist also provides guidance, direction, and oversight to the HR Benefits Specialist and serves as a resource to LIBC employees regarding benefit plans, programs and related processes.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Responsible to perform enrollment and disenrollment of employees in a timely manner.
2. Process all changes in medical, dental, vision, life and accidental death & dismemberment insurance, and short-term and long-term disability.
3. Answer employee enrollment and or benefits questions and know the resources/providers you can refer the employees to.
4. Update payroll and ADP system with benefit information provided on PAFs, in a timely effective manner.
5. Provide billing information and the employee records to the providers.
6. Maintain beneficiary changes and archiving records
7. Assist the Benefits Specialist to manage the Family & Medical Leave Act (FMLA) requirements on a calendar year basis.
8. Provide information and answer questions regarding the employee self-funded health benefits plans.
9. Assist the Benefits Specialist in tracking and maintaining the plan descriptions and summary plan descriptions for all employee benefits.
10. Coordinate and attend the Open Enrollment sessions for the employee health benefits.

11. Assist in creating, updating, and maintaining benefit forms and flyers for communication to all eligible employees.
12. Maintain the benefit related files on all employees and ensure they are kept confidential and secure.
13. Perform other duties and tasks as assigned.

MINIMUM QUALIFICATIONS:

- Associate degree in Human Resources, Business Management, Public Administration, or a closely related field; and
 - Four (4) years of progressively responsible experience in employee benefits administration, human resources, payroll, or a related field.

OR

- High school diploma or GED; and
 - Six (6) years of progressively responsible experience in employee benefits administration, human resources, or a related field.
- Lummi/Native American/Veteran preference policy applies.

Preferred Qualifications

- Bachelor's degree in Human Resources, Business Management, Public Administration, or a related field.
- Experience administering self-funded health plans.
- Experience with HRIS, payroll, and benefits administration systems.
- Experience in a tribal government, public sector, or unionized environment.
- Professional certification such as SHRM-CP, PHR, or CEBS
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of employee benefits programs and applicable laws, including HIPAA, FMLA, COBRA, and ACA.
- Understanding of self-funded health plans, benefits administration, and leave management processes.
- Knowledge of standard office practices, records management, and business communications.
- Proficiency in Microsoft Excel and other software used for payroll, benefits administration, recordkeeping, reporting, and billing.
- Maintain strict confidentiality and safeguard sensitive employee and patient information.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Effectively manage multiple priorities, meet deadlines, and perform under pressure.
- Analyze information, identify issues, and develop practical solutions.
- Read, interpret, and apply policies, procedures, regulations, and other work-related documents.
- Communicate clearly and professionally, both verbally and in writing.
- Present information effectively and respond to questions from employees, management, vendors, and regulatory agencies.
- Build and maintain positive working relationships with employees, department directors, managers, and external partners.
- Demonstrate excellent customer service, interpersonal, and relationship-building skills.
- Work independently while exercising good judgment, discretion, and initiative.
- Demonstrate dependability, punctuality, and reliability.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.