



**POSITION POSTING:
RISK CONTROL AND LOSS PREVENTION SPECIALIST**

Michigan Catholic Conference is searching for an experienced Risk Management professional. MCC is a non-profit organization that serves as the official voice of the Catholic Church in Michigan on matters of public policy. In addition, the Michigan Catholic Conference develops, coordinates, and manages programs that provide retirement benefits, health, dental, disability, and life insurance coverage for lay employees and clergy, as well as property and casualty coverage for the Church throughout Michigan.

The Risk Control and Loss Prevention Specialist is an integral part of the Risk Management and Claims Services department and is responsible for the development and direction of all risk control and loss prevention services. Duties also include the education of best practices and standards throughout the seven dioceses in Michigan. The position is also responsible for maintaining the quality and aggregation of risk data for both internal and external review and utilization. This position supervises the Loss Prevention Representative and Risk Management Coordinator positions and reports to the Manager, Risk Management and Claims Services.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Develops, directs and conducts meetings and seminars at diocesan and parish levels regarding loss prevention programs, etc.
2. Identifies and communicates risk control and loss prevention needs throughout the Province and incorporates the findings into best practices and training efforts.
3. Analyzes loss data and identifies trends to make appropriate recommendations on ways to minimize and control losses.
4. Creates and facilitates appropriate educational seminars to enhance risk control and loss prevention practices throughout the Province.
5. When needed, performs physical inspections of properties for compliance with accepted safety and loss prevention standards. Reviews employee benefit administration in accordance with established policies and procedures.
6. Maintains appropriate records necessary for accumulating historical reference data regarding inspections performed.
7. Recommends risk control and loss prevention guidelines for presentation to designated personnel to assist in the reduction of property, casualty, workers compensation and automobile claims.
8. Prepares and distributes topical risk control and loss prevention information to support prevention techniques.
9. Prepares resource files of various loss prevention information, techniques, codebooks, etc.
10. Contacts various government agencies/commissions (e.g., Consumer Product Safety Commission, City Parks Department, Building Officials and Code Administrators, Fire Department, etc.) as necessary.
11. Leads special projects as assigned.

12. Oversees the development and implementation of the internal and external communication system, to include the writing, printing and distribution of a Risk Management Services newsletter and other service communications.
13. Assists the Manager, Risk Management and Claims Services, in preparing data for annual insurance submission application.
14. Prepares and conducts meetings and presentations to pastors and principals as necessary.
15. Prepares a written evaluation to the Manager, Risk Management and Claims Services, regarding noted programmatic exceptions.
16. Occasionally serves as back up to Risk Management Coordinator for continuity of services.
17. Performs other tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Awareness and understanding of the Conference mission and the ability to carry out designated functions in the particular milieu of the Catholic Conference.
2. Advanced knowledge and experience in a full range of risk control and loss prevention techniques and general operations, particularly in a not-for-profit-related environment. Also requires knowledge and training in a full range of communication and public relations functions.
3. Professional maturity and high level of discretion, integrity, confidentiality, and organizational skills.
4. Excellent oral and written communication, and interpersonal skills to effectively interact with the diocesan personnel, employees, outside professionals, and community-at-large. "Team player" attitude important.
5. Demonstrated administrative and leadership skills and qualities.
6. Requires special knowledge of building officials, codes, and administration (BOCA), NFPA codes including life safety and general building construction and/or the ability to and capacity for learning.
7. Strong aptitude of Microsoft Suite (Word, PowerPoint, etc.), especially Excel.
8. High degree of flexibility in order to achieve organizational objectives and meet its demands/needs.
9. Ability to travel.

EDUCATION and EXPERIENCE:

College degree and minimum five years of experience in insurance environment or not-for-profit; proficiency in Microsoft Excel, risk management systems and overall technical aptitude.

SALARY

Commensurate with the candidate's experience, education, and ability to execute the requirements of the job.

BENEFITS

As a full-time employee, the successful candidate will enjoy a comprehensive total rewards package that includes four medical plan offerings, dental, vision, life insurance, disability coverage, flexible spending accounts, an employer-sponsored defined benefit retirement plan (pension), as well as a 403(b)-retirement savings plan. Our benefit plans are designed according to the values of the Catholic Church and to serve the well-being of our participants.

CULTURE

Together with public policy advocacy, MCC provides administrative services to the seven Catholic dioceses in Michigan. As a service organization, MCC leadership places an emphasis on treating all employees with dignity and respect and is committed to helping provide its employees with ongoing

professional development and the tools needed to achieve success.

TO APPLY

Interested candidates are asked to send a cover letter and resume to:

John D. Greenburg
Manager, Risk Management and Claims Services
jgreenburg@micatholic.org