



**POSITION POSTING:
LOSS PREVENTION REPRESENTATIVE**

Michigan Catholic Conference is searching for a Loss Prevention Representative. 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 Loss Prevention Representative evaluates the existing loss control measures in place at all the insured properties within the seven Catholic dioceses of Michigan. They then share their findings with the locations and educate them on how to best prevent and mitigate potential losses. This position is independent in nature and makes their own inspection schedule maintaining a minimum number per year. The Loss Prevention Representative reports to the Risk Control and Loss Prevention Specialist.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Conducts loss prevention visits.
2. Formulates effective evaluation techniques in order to perform on-site visits.
3. Prepares an online evaluation to the location regarding noted deficiencies. Recommends course of action to correct specific deficiencies.
4. Develops follow-up system to ensure compliance with recommendations provided.
5. 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 Maintains appropriate records necessary for accumulating historical reference data regarding inspections performed.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 to Risk Control and Loss Prevention Specialist 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 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. Performs building appraisals for large construction and renovation.
12. Gathers and records all necessary data to calculate replacement costs utilizing the book system. Fills out property adjustments forms and sends to Fiscal Manager accordingly.
13. Prepares and conducts meetings and presentations to pastors and principals as necessary.
14. Prepares an online evaluation to the Risk Control and Loss Prevention Specialist regarding noted programmatic exceptions.
15. 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 loss prevention techniques and general operations including building appraisals, 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.
7. Aptitude to learn Web-Enabled Loss Prevention platform.
8. High degree of flexibility in order to achieve organizational objectives and meet its demands/needs.
9. Must have a valid Driver's License.
10. Ability to travel frequently throughout the service area.

EDUCATION and EXPERIENCE:

College degree and minimum two years of experience in insurance environment or not-for-profit organization or equivalent training and expertise.

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
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