

Employee Benefits and Recruitment Specialist

Reports To: HR Operations Manager

Status: Full- Time, Non-Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

The Role: This position will manage the HR side of the recruiting process from job-description development and posting through candidate coordination, pre-employment requirements, and onboarding support. The Specialist will also oversee the day-to-day administration of employee benefits, retirement plans, leave programs, workers' compensation, and related compliance requirements.

The ideal candidate is detail-oriented, responsive, comfortable managing confidential information, and able to take ownership of multiple HR processes from beginning to completion.

Key Responsibilities

Recruiting

- Manage the HR recruiting process for assigned positions from initial request through onboarding.
- Assist hiring managers with creating and updating job descriptions.
- Prepare and post job openings through approved recruitment channels.
- Review applications and conduct initial candidate screenings, as assigned.
- Coordinate interviews, candidate communication, evaluation materials, and hiring documentation.
- Support hiring managers with consistent and compliant interview and selection practices.
- Complete reference checks, background checks, credential verification, and other pre-employment requirements.
- Prepare offer documentation and coordinate candidate transitions into onboarding.
- Maintain accurate applicant records and track recruiting activity and results.

Benefits and Retirement Administration

- Administer medical, dental, vision, life, disability, flexible spending, health savings, retirement, and other employee benefit programs.
- Serve as a primary point of contact for employee benefit questions, enrollment changes, qualifying life events, and general plan information.
- Process benefit enrollments, changes, terminations, and employee deductions.
- Coordinate benefit information with payroll, carriers, brokers, and plan administrators.
- Assist with open enrollment, benefit meetings, employee communications, and annual renewals.
- Support retirement plan enrollment, contribution changes, distributions, loans, audits, required notices, and Form 5500 activities.
- Review benefit records and assist with resolving enrollment, deduction, or invoice discrepancies.

Leave and Workers' Compensation Administration

- Administer FMLA, parental, medical, personal, disability, military, and other employee leave programs.
- Provide required notices, forms, deadlines, and return-to-work information.
- Track continuous and intermittent leave, documentation, certifications, and employee balances.
- Coordinate leave with paid time off, disability benefits, workers' compensation, and applicable organizational policies.
- Serve as the point of contact for workplace injuries and workers' compensation claims.
- Coordinate claim reporting, medical documentation, work restrictions, modified duty, and return-to-work processes.
- Maintain confidential and accurate leave, medical, and workers' compensation records.

Compliance and HR Support

- Maintain accurate and confidential employee, candidate, benefit, leave, and compliance records.
- Monitor deadlines, required notices, eligibility dates, and document-retention requirements.
- Conduct routine audits and identify discrepancies or compliance concerns.
- Maintain written procedures, checklists, templates, and tracking tools for assigned responsibilities.
- Support HR projects, employee communications, benefit meetings, audits, and organizational initiatives.
- Provide employees, candidates, and department leaders with professional and responsive service.

Required Qualifications

- Bachelor's degree in human resources, business administration, or a related field, or an equivalent combination of education and directly related experience.
- At least three years of progressively responsible human resources experience.
- Experience in recruiting, benefits administration, leave management, HR operations, or a combination of these areas.
- Experience handling confidential employee, medical, compensation, or candidate information.
- Strong organizational, communication, customer-service, and follow-through skills.
- Ability to manage multiple priorities, deadlines, and detailed administrative processes.
- Proficiency with Microsoft Office and experience using HR, payroll, applicant tracking, or benefit administration systems.
- SHRM-CP, PHR, CEBS, or another related professional certification preferred.

Knowledge and Skills

- Strong attention to detail and commitment to accurate recordkeeping.
- Ability to take ownership of processes and follow them through completion.
- Sound judgment and discretion when handling confidential information.
- Ability to communicate complex information clearly and respectfully.
- Strong problem-solving, organization, and time-management skills.
- Knowledge of HR policies, recruiting practices, benefits administration, leave management, and employment compliance.
- Ability to work independently while collaborating effectively with HR leadership, employees, supervisors, and external partners.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Ability to communicate in person, by telephone, virtually, and in writing.
- Ability to occasionally move files, benefit materials, or recruitment supplies weighing up to 20 pounds.
- Ability to travel between organizational locations and attend occasional recruiting or employee meetings.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Service, Commitment, Respectfulness and Excellence

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply.

Please send a letter of interest and resume to:

Emily Ortiz

Human Resources Manager

eortiz@salesmanshipclub.org

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.