



The Diocese of Gary has an immediate career opportunity for a Benefits Coordinator. The ideal candidate will have experience in self-funded benefit coordination through the entire life cycle from purchasing to solving employee issues, processing leaves of absence and other facets of benefits administration. We're looking for a bright, motivated individual who relishes paperwork, meeting deadlines and thrives on providing excellent service to our parishes and schools! The employees in the Diocese of Gary rely on us to administer and manage their benefits accurately and effectively and those responsibilities will fall on your shoulders. We offer competitive pay, excellent benefits and a supportive work environment. If you have experience with benefits administration and are passionate about serving the Catholic Church in Northwest Indiana, we are excited to talk with you. Please send resume and salary history to: kvenegas@dcgary.org or send /fax resume to the Pastoral Center, Attn: Kelly Venegas, 9292 Broadway, Merrillville, IN 46410 Fax: 219-769-7597