



## Job Posting Wellness Coordinator

The Intercare Insurance Solutions model provides unparalleled customer service aimed at achieving the highest levels of client satisfaction and offers a wide array of additional services beyond those of the traditional insurance broker. Our forward-thinking culture has enabled Intercare to become one of the fastest growing corporate insurance companies in the West, providing insurance brokerage, employee benefits consulting, and risk management services to our clients. Intercare provides its clients with insurance solutions that are targeted, detailed and customized according to corporate, financial and human resources objectives.

If you thrive in a fast-paced environment and enjoy creative and challenging work, Intercare may be the company for you! Intercare Insurance Solutions is looking for success minded, team oriented individuals who want to join a dynamic and growing company. Intercare is results-oriented and focused on providing excellent service and measurable value to our clients. We are currently seeking a Wellness Coordinator to join our team.

In this role, the successful candidate will support the Wellness Consultant and the Wellness Team by updating and maintaining wellness implementation documents and tool kits, manage wellness implementation timelines, configure client set up and run reports using available tools, and analyze/summarize/highlight wellness data. The position will also be responsible for developing client power point presentations, conducting employee educational meetings, and attending wellness events as Intercare's representative. In addition, this role will review and track invoices/expenses, manage/distribute customized monthly newsletters and posters for clients, co-manage and run the internal employee wellness program, co-manage and/or support various client wellness initiatives and wellness committees, and research projects on the latest wellness programs and industry updates/changes

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong verbal and written communications skills; ability to speak in front of groups with confidence
- Highly analytical
- Demonstrated planning and organization skills; project management experience preferred
- Ability to manage a high volume of work in a fast pace environment, adept at quickly changing priorities and multi-tasking
- Must be able to build relationships with both internal and external clients as well as external vendors
- Proficient user of excel, power point and word. Ability to work with Publisher a plus.
- Knowledge and experience with employer wellness programs a plus
- Passion and interest in wellness and wellness related activities!
- Bi-lingual (Spanish) a plus.

This role requires a BA/BS degree in health/human services, health care administration, wellness or a related field.

For additional information about Intercare Insurance Solutions, please visit our website at [www.intercaresolutions.com](http://www.intercaresolutions.com). In addition to competitive compensation packages, Intercare also offers a comprehensive benefits package for our employees and their families, which includes medical, dental, life and disability, retirement, etc. For consideration, please submit your resume and cover letter referencing job #00BT to [careers@intercaresolutions.com](mailto:careers@intercaresolutions.com). Intercare Insurance Solutions is an EEO employer.