**Enrollment Representative**

The Massachusetts Municipal Association (MMA)/Massachusetts Interlocal Insurance Association (MIIA) is seeking an Enrollment Representative to join the Health Benefits Trust team.

**About MMA:** The nonpartisan Massachusetts Municipal Association (MMA) provides an array of services to its member cities and towns statewide, including advocacy, education and training, research and analysis, and publications and information programs. As the voice of local government in Massachusetts, the MMA works to advance the interests of all cities and towns.

**About MIIA:** The Massachusetts Interlocal Insurance Association (MIIA) provides property, liability, workers compensation, and group health insurance to cities and towns in Massachusetts.  MIIIA is a non-profit organization and a subsidiary of Massachusetts Municipal Association (MMA).

**About MIIA Health Benefits Trust:** The Trust provides insurance coverage for the employees and retirees of 140 cities, towns, and other municipal entities in Massachusetts. The Trust provides medical, dental, and vision coverage, all through Blue Cross Blue Shield of MA, to approximately 46,000 municipal employees, retirees, and their families, for a total enrollment of over 82,000 lives. The Trust is the largest municipal joint purchasing association in New England and one of the largest and most successful in the nation.

**About the position:** Under the general direction of the Health Benefits Trust Operations Coordinator, works to enroll members into Trust. The enrollment representative is responsible for reviewing enrollment applications for completeness and eligibility; entering enrollment data into the Health Trust database; working with our insurance partner to ensure proper enrollment of members; researching and resolving health claims problems on behalf of members; and responding to questions and inquiries regarding eligibility and enrollment. This position will fill other administrative duties, such as scanning, mailing, customer service and account support.

**The qualifications:** A college degree or courses is preferred but not required. Knowledge normally acquired through the completion of course work or experience and an ability to quickly come up to speed on health insurance, health care claims, benefits, the enrollment environment and knowledge of laws, rules, and regulations related to health insurance for Massachusetts’ municipalities. Strong computer skills, attention to detail, and great customer service skills are imperative for success. Valid Massachusetts driver’s license with a clean driving record is required as the job requires limited in-state driving during peak enrollment periods. This position is mostly work from home with limited hours in the Boston office.

**How to Apply:** Please send a PDF of your cover letter and resume to: [hr.hbt@mma.org](mailto:hr.hbt@mma.org)

***We are committed to diversity in the workplace, and we are proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.****All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ancestry, genetics information, pregnancy or pregnancy-related condition, disability, age, or military or veteran status.*