

**Church of the Nazarene, Inc.**  
**Job Description Summary**

**Title:** Bilingual Benefits Technician  
**Department:** Pensions & Benefits  
**Reports To:** Director of Operations

**Summary:**

P&B is seeking a highly motivated, bilingual Spanish/English individual to assist in the processing and review of all benefit plans administered by Pensions & Benefits. Principal job duties include various customer service tasks such as benefit application processing, benefit distributions, and other service requests. This person will also assist with coordinating and completing cyclical and annual focus projects as needed.

Please contact Human Resources at [humanresourcesgroup@nazarene.org](mailto:humanresourcesgroup@nazarene.org) for more details on the job description and qualifications. Thank you!