Manager, Employee Benefits Plan (Permanent Full-Time)

The Saskatchewan School Boards Association (SSBA) is seeking a permanent full-time Manager, Employee Benefits Plan. This position manages and directs the EBP for 8000 employees on behalf of 27 school divisions, paying claims in excess of 20 Million dollars annually. This position leads a small team of Benefit Administrators and is responsible to build and maintain effective and efficient benefit and coverage solutions to support school divisions to meet their strategic objectives. This position reports to the Director Member Services, Risk and Benefits and manages a team of Benefit Systems Specialists.

Typically, the knowledge skills and abilities required for this position are obtained through successful completion of the Certified Employee Benefit Specialist (CEBS) designation, a diploma in Business Administration, Commerce, Public Administration, or related field coupled with demonstrated progressively responsible experience in group benefit administration and in a supervisory or managerial capacity focusing on claims management, program development and personnel management.

The SSBA offers a competitive salary with health benefits, pension, and professional development opportunities. The salary range is $86,796 to $138,684. The SSBA has a flexible work-from-home policy and encourages a work-life balance.

The SSBA is committed to workplace diversity and encourages a culture of teamwork and flexibility.

Interested individuals are invited to **submit a resume and cover letter by email to the lolson@saskschoolboards.ca by 12:00 midnight Wednesday, November 11, 2026.** See our website for more information about the SSBA.