



55 Water Street, New York, NY 10041
www.trsnyc.org • 1 (888) 8-NYC-TRS

Teachers' Retirement System of the City of New York

Job Vacancy Notice

Civil Service Title: Assistant Retirement Benefits

Salary Range: \$58,700 - \$80,000 (Annual)

Level: 00

Location: 55 Water St. NY, NY

Department: Member Education

Functional Title: Trainer/Developer

Title Code: 8298C

Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with more than \$100 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

The Education and Outreach Specialist develops, designs, and delivers presentations concerning member benefits, retirement education, life planning and related subjects. The presentations may be presented in the classroom, live webinars, or recorded webcasts. This position requires excellent customer service skills and working with all types of educators from the elementary and college levels.

Responsibilities:

Essential/Primary Duties and Responsibilities:

- Learn and deliver existing presentations
- Develop new presentations and deliver them, using sound instructional design techniques
- Represent TRS at outreach events (virtual and in-person)
- Assist/support the team during member presentations
- Develop, record and execute webcast programs (videos)

Preferred Skills:

Experience/Position Qualifications:

- 3 to 4 years proven experience designing and developing webcasts and presentations; use of multi-media and editing
- Experience delivering presentations/workshops to large and small group environments
- Experience in designing and creating training programs
- Experience in managing multiple projects
- Experience in providing excellent customer service to all types of audiences

Knowledge

- Knowledge of financial benefits and services (e.g., defined-benefit plan, defined-contribution plan, 401, 403b pension plans and investments)
- Knowledge of using Adobe Captivate, Adobe Presenter, all Microsoft Office products, and Photoshop-type applications
- Knowledge of working in a dynamic team environment

Skills

- Public speaking
- Excellent presentation and writing skills using various instructional techniques
- Time flexibility
- Proficient at using software applications including Adobe Captivate, Adobe Presenter, all Microsoft Office products, and Photoshop-type applications

Competencies:

- Effective Communications
- Learning Agility
- Commitment

Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

EEO/Reasonable Accommodation and Diversity Statements:

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: HRInquiry@trs.nyc.ny.us. TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

To Apply: If interested, please apply using the following methods.

City Employees: Employee Self Service (ESS). www.nyc.gov/ess.

All Other Applicants: www.nyc.gov/careers/search.

Search for Job ID#: 547878

Dated: 8/25/2022 **Posted Until:** 9/24/2022