



**Position Title: Broker Representative**

**Reports To: Director of Broker and Agent Operations**

**Location: Denver, Colorado**

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Connect for Health Colorado is the state-based health insurance marketplace and support network that allows individuals, families and small employers to compare and purchase health plans from companies including the major health plans in the state in a convenient way. We provide high quality customer assistance by phone and in person, as well as access to federal financial assistance to reduce the cost of health insurance. Our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

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**Position Summary:**

Connect for Health Colorado is seeking a Broker Representative who will provide support outreach, education and ongoing support for Connect for Health Colorado's agent and broker community. In addition to performing education and outreach, this position will assist the Director of Broker and Agent Operations and the broker team members by functioning as a subject matter expert in the areas of both individual health insurance and group health insurance.

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**Position Responsibilities:**

- Provide outreach and education to Colorado health insurance agents and brokers
- Conduct training programs and seminars to update brokers on Connect for Health Colorado developments
- Contribute to the development of marketing and sales materials for use by the brokerage community and Connect for Health Colorado dedicated sales staff
- Visit certified brokers throughout the state to update their knowledge of Connect for Health Colorado procedures, products and systems.
- Work with agents and brokers and Managing General Agents to facilitate increased sales and improved client persistency.
- Assist and advise systems development personnel in the development of technical solutions and software applications.
- Provide input and health insurance expertise in the development of policies and procedures.
- Maintain records, report an updated summary of the appropriate metrics required to evaluate broker performance.
- Assist with Back Office manual and automated tasks as needed.
- Serve as an expert resource for answering broker questions and resolving procedural issues.
- Consult in the development of training, certification and continuing education materials for agents and brokers and the Customer Service Center staff.
- Assist the Director of Broker and Agent Operations and the broker team members as needed.
- Perform additional business operations duties as needed.

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**Position Requirements:**

- BA/BS in Public Health, Public Administration, Business Administration and/or equivalent years of experience working with and understanding the health insurance market.
- Insurance producer license preferred
- Minimum five to seven years of experience in developing and managing broker relations
- Experience in presenting effectively to large and small groups in a variety of settings
- Ability to analyze and design processes for the illustration, sales and administration of Qualified Health Plans
- Strong ability to contribute in a fast paced, team oriented, collaborative environment
- Familiarity with computer systems and ability to work with Microsoft Office programs
- Capable of working independently and resolving strategic, tactical, and logistical problems.
- Excellent oral and written communication skills.

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**Work Environment:**

- Typical office setting; the Connect for Health Colorado office is in the Cherry Creek area of Denver, near the intersection of Colorado Blvd. and Cherry Creek Drive North
- Full time position, on-site during office hours, typically 8am-5pm
- Work schedule may include some non-traditional hours, weekends and evening events.
- Travel throughout Colorado will occasionally be required, mostly day trips (valid driver's license required and mileage reimbursement available)

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**Compensation:**

Connect for Health Colorado offers a competitive salary and benefits package. Using Connect for Health Colorado's annual benefits allowance, employees may elect from various benefit offerings and tailor a package to best suit their individual needs. Connect for Health Colorado employees are eligible to participate in the organization's 403(b) plan and are additionally provided with paid time off, short and long term disability and life insurance.

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**To Apply:**

Please complete our online application by clicking [HERE](#)

**Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.**

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