



***Innovative Solutions.  
Traditional Values.***

## **POSITION DESCRIPTION**

**Position Title:** Risk Management Program Associate

**Department:** Business Insurance

**Reports To:** Human Resources

**FLSA Status:** Non-Exempt

**Effective:** 4/1/2026

### **POSITION SUMMARY**

The Risk Management Program Associate role offers comprehensive exposure across our Property & Casualty division, including Claims and Risk Solutions, Select, Personal Lines, Large Commercial, and Sales. This role serves as a launching pad for a long-term, fulfilling career in insurance, providing structured training, hands-on experience, and meaningful client interaction.

Designed for individuals who are eager to learn, take initiative, and grow, this developmental role combines real-world experience with intentional professional development. Associates receive company-paid education and licensing support, along with dedicated mentorship and clearly defined development milestones throughout the experience.

Upon successful completion, Associates will be promoted into a permanent role within the Property & Casualty division, aligned with their strengths, performance, and business needs. While the role is designed to span approximately two years, the timeline may be accelerated based on demonstrated skillset, readiness, and organizational need.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare for insurance licensing exam by taking pre-licensing course, studying educational materials, and working with assigned mentor with purpose of obtaining required insurance license
- Participate in structured rotational assignments across Claims, Select, Personal Lines, Large Commercial, and Sales to gain comprehensive exposure to the Property & Casualty division
- Build proficiency in internal systems, workflows, and client service standards
- Maintain accurate and compliant client records within the agency management system
- Attend internal department meetings
- Assist with new business quoting, application entry, and preliminary review
- Support policy servicing activities, including endorsements, Certifications of Insurance (COI), form completion, and client inquiries
- Assist with renewal processes, including renewal increase reports and proposal preparation
- Support contract reviews, RCV reports, and MOD estimates

**McConkey Insurance & Benefits**

2555 Kingston Road, Suite 100 ■ York, PA 17402

PH: 717-755-9266 ■ F: 717-755-9237 ■ [www.ekmccconkey.com](http://www.ekmccconkey.com)



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- Participate in claims review processes, including documentation, follow-up, and coordination with internal teams
- Support loss trend and loss fund analysis by preparing summaries and identifying key insights
- Gain exposure to Business Insurance Executive-level review and strategic decision making
- Contribute to marketing and sales efforts, including submission preparation and presentation materials
- Gain exposure to client-facing meetings
- Engage in ongoing training and development to stay current with industry regulations and company policies
- Ensure that the professional standards of McConkey are being met
- Perform additional responsibilities and special projects as assigned to support departmental and organizational goals

## **KEY COMPETENCIES**

- Excellent communication skills, both written and verbal
- Organizational skills with great attention to detail
- Ability to work both independently and in a team environment
- Ability to work at fast pace, meet deadlines, and multi-task
- Eagerness to learn and grow to take on new responsibilities

## **POSITION REQUIREMENTS**

- Bachelor's degree in risk management, insurance, finance, or business-related field
- Strong interest in pursuing a long-term career in insurance and risk management
- Ability to obtain Property & Casualty insurance license within three months of date-of-hire
- Once licensed, obtaining an insurance designation is strongly encouraged
- Proficient with Microsoft Office Suite, including Excel
- Through training, be proficient in agency management system
- Strong collaboration skills with the ability to work effectively across departments and build productive internal and external relationships
- Innovative mindset with a willingness to ask questions, seek process improvements, and contribute fresh perspectives
- Professional presence and relationship-building ability
- Participate in seminars and educational classes to develop skills and keep current of regulations and best practices

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Extended periods of time in a sedentary position with ability to move about office to access office equipment and attend meetings
- Prolonged periods of working on a computer using keyboard
- Work environment includes interacting with others, participating in meetings, corresponding through email and phone calls

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- Must be able to communicate effectively in English both verbally and in writing to internal and external clients
- Standard office hours are Monday through Friday, 8:00am to 5:00pm
- Occasional out-of-office travel for client visits, educational opportunities, and company-wide meetings

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