



AMERICAN LEGION

Department of Arizona

"For God and Country"

www.azlegion.org

Position Title: Assistant Adjutant
Reports to: Department Adjutant
FLSA Status: Exempt

Position Summary

I. Authorization: The position of Assistant Department Adjutant, authorized by the The American Legion, Department of Arizona, is an appointive office, such appointment to be made by the Department Commander with the concurrence of the Department Executive Committee.

II. Condition of Employment: The Assistant Department Adjutant shall serve a probationary period of not more than two years, after which he or she shall serve without tenure, provided the appointment is confirmed by the Department Executive Committee, and be subject to removal only by two thirds vote of the Department Executive Committee.

III. Status: The position is exempt from federal wage and employment standards. The Assistant Department Adjutant reports directly to the Department Adjutant and is subject to the policies, rules and guidelines contained in the Department of Arizona Constitution and By-laws.

IV. Constitutional Duties and Responsibilities: The Assistant Adjutant may be called upon to assist the Department Adjutant with the administration of policies and mandates of the Department Convention and the Department Executive Committee and may further assist with the general coordination of all Committees and reports, when and as required, to the Executive Committee or the Department Commander on the activities of such Committees. He/she may also be required to perform such other duties as are generally incident to the office of Department Adjutant.

V. Other Duties as may be required to assist the Department Adjutant:

1. Assists the Department Adjutant in all duties and tasks as assigned
2. Supervises office staff in the absence of the Department Adjutant; manages, updates and documents staff schedules/calendar
3. Assists the Department Adjutant with normal meetings, conferences, conventions, and special events
4. Prepares and distribute notices, agendas, and schedules of events for all official meetings
5. Oversees the Department's Veteran's Financial Assistance program; exclusive of Veterans' Claims and Representation Services
6. Oversees Communications, Public Relations, and Marketing programs
7. Plans and coordinates the publication of the annual Department Directory
8. Serves as alternate approver to the Department Adjutant for financial requests and other official documents as requested
9. Maintains direct communications between the Department and Districts via email, telephone, and personal visits as directed by the Department Adjutant
10. Assists in the preparation of the annual Department Budget
11. Advises and assists all Department Officers and Committees in the proper prosecution of their responsibilities; as requested



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12. Oversees the administration, financial status, and records keeping of the department membership program, as assigned
13. Administers department programs and membership awards
14. Assists with and/or performs other duties as are usually incidental to the office of Department Adjutant

VI. Membership Eligibility: Honorably discharged U.S. military veterans will receive preference in the scoring of resumes and interviews. It is preferred that the Assistant Department Adjutant meet all eligibility criteria for becoming a member of The American Legion family, and be or become a member of a duly chartered Department of Arizona American Legion Post, Squadron or of an American Legion Auxiliary Unit at the time of employment.

VII. Working Conditions: The normal workday for the position is currently 8:30 a.m. to 4:30 p.m. Monday through Friday, subject to change based on the needs of The American Legion, Department of Arizona. Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provisions for additional pay or compensation for hours worked above the normal workday. Significant travel involved.

VIII. Minimum Qualifications and Experience

1. Post-high school degree from an accredited college or university (comparable military education and experience, long-term experience in department employment, or equivalent professional experience may be an acceptable alternative)
2. Familiarity with American Legion programs and activities
3. Excellent computer skills (PC Environment, MS Operating System)
4. Excellent written communication skills
5. Excellent public speaking skills
6. Demonstrated administrative and leadership skills and experience

IX. Personal and Professional Attitudes & Characteristic.

1. Collaborative - Seeks to accomplish tasks in cooperation with other staff and volunteers
2. Innovative - Seeks new ways to accomplish traditional tasks; understands and utilizes emerging technology; open to new ideas
3. Diplomatic- Skilled at managing and motivating volunteer workers
4. Energetic - Comfortable with multiple tasking, long hours
5. Imaginative – Applies creativity and innovation to all opportunities and challenges
6. Skilled and Adept in research and evaluating opportunities and proposals
7. Persuasive - Ability to 'sell' ideas and initiatives

X. Salary and Benefits: Competitive salary, commensurate with experience, expense reimbursement, access to a company vehicle, liberal paid holiday and vacation schedule, sick time, employee health and life insurance, 401k match to 5%.

When applying, you must use the job code: passionforprograms