



THE AMERICAN LEGION

For God and Country

Now Accepting Resumes for Department Adjutant Position

The American Legion Department of Florida is accepting applications for the position of Department Adjutant.

The American Legion, Department of Florida is one of 55 Departments of The National American Legion, a not-for-profit organization chartered by the United States Congress under provisions of the IRS Code 501(c)(19). The Department of Florida is the second largest of the 55 Departments, with membership over 103,000 and 288 Posts.

The position of Department Adjutant is a paid appointed office, with and considering recommendations by the Advisory Committee to the Department Commander and approved by the Department Executive Committee. The Adjutant reports directly to the Department Commander and to the Department Executive Committee. The Adjutant is subject to the policies, rules and regulations/guidelines contained in the Personnel Manual, The American Legion manuals and guides, the National Constitution/By-Laws, the National Convention, the National Executive Committee, the Department Constitution/By-Laws, the Department Convention, and the Department Executive Committee. In addition, the Adjutant will follow any other directives either internal or external as outlined.

Applicants must possess the following qualifications:

- Undergraduate degree from an accredited US college or university. Work experience may be substituted.
- Honorably discharged veteran from a branch of the US military.
- Must be a U.S. Citizen.
- Be a member of The American Legion in good standing or be eligible to join a Post in Florida upon hire.
- Excellent interpersonal and public speaking skills.
- Supervisory/Management experience required.
- Experience in Financial Management/budgeting is desirable.
- Ability to effectively work with state and federal government officials and with members of Congress and the Florida legislature.
- Excellent written and computer skills.
- Knowledge of Mylegion.org and Virtuous Software is a plus.
- Knowledge of veteran's affairs and rehabilitation, veteran's laws, claims service, and veterans and dependents benefits are desirable.
- Must submit to a criminal and FBI background check.
- Knowledge of The American Legion programs and procedures will be required.

- Must have a valid Florida driver's license.
- Travel will be required, including overnights.
- Ability to work cohesively in a volunteer organization.

Individuals interested in submitting a resume should mail them along with proof of American Legion membership, military service (DD-214), short-written essay explaining interest in the position and all other supporting documentation to the following address by February 28, 2021: The American Legion, Department of Florida, attention Search Committee, P.O. Box 547859, Orlando Florida 32854-7859. Anticipated interviews beginning March 15, 2021. Estimated start date June 1, 2021.