

# Department Assistant Adjutant

## The American Legion, Department of Florida, Inc.

### ORGANIZATION OVERVIEW

The American Legion, Department of Florida boasts over 117,000 veterans still serving their country and the State of Florida, and with 1.6 million-members at the National level, The American Legion is the Nation's Largest Veterans Organization. The American Legion was founded in 1919 on the four pillars of a Strong National Security, Veterans Affairs, Americanism, and Children & Youth Programs.

### JOB DESCRIPTION

The Department Assistant Adjutant is responsible for managing staff and assisting to ensure an efficient, effective, and financially sound management protocol of all aspects of the organization. In addition, the Assistant Adjutant supports the Department Adjutant and must be able to step in when the Adjutant is away from the office or otherwise unavailable.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meets with staff regularly to monitor duties/activities and provide guidance.
- Administers human resource policies.
- Review and address staffing issues.
- Assists in the screening and hiring of employees.
- Review and edit letters, newsletters, correspondence, etc., sent from the Department.
- Assists in developing and maintaining web content for the primary FAL website and social media accounts.
- Film, edit, and process videos for Department use.
- Responsible for troubleshooting and resolving technology issues in the office. Primary contact for IT company when unable to resolve an issue in-house.
- Responsible for researching, purchasing, and inventorying all computer equipment in the office to include workstations, monitors, laptops, printers, wireless networks, mobile devices, etc.
- Responsible for installing and maintaining office software such as cloud-computing software, Microsoft Office, and other software as needed.
- Responsible for maintaining office equipment to include the phone system, security system, mail postage machine, and copiers.
- Approves office supply requests and monitors budget.
- Primary contact on various business accounts, including mobile communications, web domain hosting, email hosting, cloud computing, etc.
- Development of Department policies and notifications.
- Provides Department Officers and Legionnaires with guidance related to post issues, Post/State/National Constitution and By-laws, eligibility requirements, and other inquiries.
- Provides opinions, suggestions, and reviews on various projects at the Department level.
- Assists with various Internal Affairs issues such as post investigations and IA correspondence and visits.
- Research various inquiries and subjects handed down from the Department Adjutant, staff, and others outside the Department.

- Attend functions as a representative of the Department.
- Assists in the form of a “floor manager” during Department Conventions and Conferences. Closely monitors the registration process.

### **EDUCATION/EXPERIENCE**

Must possess a college degree and/or a minimum of five years of extensive business management experience.

### **KNOWLEDGE/SKILLS**

Work experience must include a thorough understanding of generally accepted accounting principles, supervising and managing people, marketing and business development, interpretation of legal documentation, strong computer skills, and regulatory requirements affecting the administration of the organization. To hold this position, one must be a member of The American Legion, Department of Florida, or meet the eligibility requirements to become a member.

### **QUALIFICATIONS**

We are seeking a flexible, customer service driven candidate. An experienced leader and administrative executive with appropriate industry experience, preferably in the service field. An energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. A strategic visionary with sound technical skills, analytical ability, good judgment, and a strong operational focus. An exceptionally well-organized and self-directed individual who is a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills.

### **HOW TO APPLY**

Send resume to Florida American Legion, Attn: Rachel Castleberry, P.O. Box 547859, Orlando, FL 32854 or by email [rcastleberry@floridalegion.org](mailto:rcastleberry@floridalegion.org). Qualified applicants will be contacted by phone or email to schedule interviews.