



THE AMERICAN LEGION

For God and Country

Now Accepting Resumes for Department Adjutant

The American Legion, Department of Florida, is seeking qualified applicants for the full-time position of **Department Adjutant**. This position is based in person at the Department Headquarters office located in Orlando, Florida.

The Department Adjutant serves as the chief administrative officer of the Department and is responsible for overseeing daily operations, staff management, financial administration, and implementation of policies established by the Department Executive Committee (DEC).

ORGANIZATION OVERVIEW

The American Legion, Department of Florida proudly represents more than 117,000 veterans who continue to serve their communities, state, and nation. At the national level, with over 1.6 million members, The American Legion is the nation's largest veterans service organization.

Founded in 1919 following World War I, The American Legion is built upon four foundational pillars: Strong National Security, Veterans Affairs, Americanism, and Children & Youth. The organization is dedicated to advocating for veterans, active-duty service members, and their families, with a strong focus on access to benefits, mental health support, and community service initiatives.

Through its grassroots network and national presence, The American Legion plays a vital role in shaping legislation and public policy affecting veterans and their families.

KEY RESPONSIBILITIES

1. Senior Administrative Leadership

Serve as the senior administrative officer of the Department. Oversee daily operations of Department Headquarters, including supervision and management of staff, ensuring all administrative functions are conducted efficiently, professionally, and in alignment with Department objectives.

2. Policy Implementation and Governance

Implement and execute policies adopted by the DEC. Ensure full compliance with the National and Department Constitution & By-Laws and all governing regulations. Provide guidance to Department Officers, District leadership, and Posts to promote consistent governance and operational integrity.

3. Financial Management and Oversight

Manage Department finances in coordination with the Finance Committee and Department leadership. Assist in budget preparation, monitor expenditures, and ensure financial processes adhere to established policies and internal controls.

4. Reporting and Accountability

Prepare and present comprehensive reports to the DEC, Finance Committee, and Department Convention. Submit required reports to National Headquarters, including membership statistics, program updates, and compliance documentation. Maintain accurate records for audit and historical reference.

5. Membership Administration and Growth

Oversee membership processing, reporting, and growth initiatives. Ensure accurate handling of applications, renewals, and transfers while promoting strategies to strengthen and expand Department membership.

6. Communication and Liaison Responsibilities

Serve as the primary liaison between the Department and National Headquarters. Act as a central point of communication between Department leadership, Districts, Posts, and external organizations.

7. Meetings, Conferences, and Convention Coordination

Coordinate and support Department meetings, conferences, and conventions, including preparation of agendas, documentation, and official minutes.

8. Records and Correspondence Management

Maintain the official records and correspondence of the Department, ensuring accuracy, confidentiality, and proper archival practices.

9. Program and Leadership Support

Provide administrative and operational support to Department Officers, District leadership, and Posts. Facilitate Department programs and initiatives, including veterans' services, youth activities, legislative advocacy, and community outreach.

QUALIFICATIONS

- Must be an honorably discharged veteran of a branch of the United States Armed Forces
- Must be a U.S. citizen
- Must be a member of The American Legion in good standing or be eligible to join a Post within the Department of Florida upon hire
- Demonstrated experience in executive management, nonprofit administration, or comparable senior leadership role
- Strong leadership and organizational skills with the ability to manage multiple priorities and meet deadlines
- Experience in financial oversight, budgeting, and fiscal management
- Knowledge of The American Legion's structure, governing documents, procedures, and programs preferred
- Excellent written, verbal, interpersonal, and public speaking skills
- Proficiency in Microsoft Office and standard office systems
- Bachelor's degree from an accredited U.S. college or university preferred; equivalent professional experience may be substituted

- Willingness and ability to travel, including overnight travel
 - Must successfully submit to and pass a criminal and FBI background check
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APPLICATION PROCESS

Qualified candidates must submit:

- Résumé
- Proof of current American Legion membership (If already a member)
- Proof of military service (DD-214)
- A brief written essay outlining their interest in the position
- Any additional supporting documentation

Application materials must be received no later than **March 27, 2026**, and may be mailed or emailed to:

The American Legion
Department of Florida
Attn: Rachel Castleberry
P.O. Box 547859
Orlando, FL 32854

Email: rcastleberry@floridalegion.org

Interviews are anticipated to begin **April 6, 2026**.

The estimated start date for the selected candidate is **May 1, 2026**.