



The American Legion Department of Oklahoma

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Phone: (405) 942-1705

The Department of Oklahoma American Legion is currently accepting applications for the position of Department Adjutant (OKDA), to be appointed at the next Department Executive Committee (DEC) meeting.

Applicants should submit their resume in person at Department Headquarters or by email to: adjutant@okamlegion.org.

Applicants must be veterans and Legionnaires in good standing. The ideal candidate will be self-motivated, enthusiastic, and proactive in the workplace. They should have a solid understanding of the programs of The Department of Oklahoma American Legion (OKAL) and be capable of performing in a high-stress environment. Additionally, they must be knowledgeable about office operations and protocols, as well as the equipment and applications necessary to support the Department of Oklahoma Legionnaires.

DEPARTMENT ADJUTANT JOB DESCRIPTION

Reports To: Department Commander

SUMMARY OVERVIEW

This position is designated as the Department Adjutant. The role involves handling and coordinating all office tasks, including filing, generating reports and presentations, setting up meetings, and ordering supplies for the Department Headquarters Office. The Department Adjutant will provide real-time scheduling support by booking appointments and preventing schedule conflicts, as well as making travel arrangements such as booking flights, and cars, and making hotel and restaurant reservations as requested by the Department Commander. Additionally, the Department Adjutant will support Regional Vice Commanders, other employees, and office visitors by managing various tasks to ensure all interactions between the Department and others (National American Legion TAL) are positive and productive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Department Adjutant answers the telephone professionally and courteously and responds to all mail and email correspondence related to the daily operations of the Department Headquarters office. They oversee all membership renewals and membership data transfer forms (incoming and outgoing from all districts) and, in conjunction with the Administrative Assistant, ensure that deceased members are properly marked.
2. The Department Adjutant, along with the Finance Officer, is responsible for recording all deposits in QuickBooks, preparing all deposits for review, and managing all incoming payments from PayPal and other sources of income.
3. The Department Adjutant is responsible for filing all documents related to the Department's meetings, conferences, and mailings.

4. The Department Adjutant is responsible for ensuring the main office is stocked with all supplies needed for the day-to-day operations of the Department.
5. The Department Adjutant prepares all printed materials for conferences, conventions, and meetings. They will maintain a record of all money received from conference registrations, raffle ticket sales, and online memberships, and will be assisted by the Office Assistant as needed and in other assigned duties.
6. The Department Adjutant will supervise all Department Veteran Service Officers (DVSO) to ensure they meet all requirements and attend necessary training to maintain accreditation. They will receive monthly reports from all Accredited Veterans Service Officers regarding the status of all claims, provided by the Head DVSO at the Muskogee assigned by the Regional Office.
7. The Department Adjutant shall employ assistants within the approved budget of, and as ratified by the Department Executive Committee.
8. All other duties as assigned by the Department Commander.

QUALIFICATIONS

1. The OKDA must be technologically proficient and capable of operating all office equipment, including Point of Sale devices, computers, and copiers. Additionally, they must be skilled in using office productivity software such as Microsoft 365 (Word, OneDrive, Publisher, Excel, and PowerPoint) to create and share spreadsheets, word documents, and presentations for meetings and conferences.
2. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and /or EXPERIENCE

Bachelor's Degree (B.A.) from a 4-year college or university; or at least 3 years of practical real-world work experience. The candidate must be proficient in the use of all office equipment, QuickBooks, and Microsoft 365 applications (such as Word, OneDrive, Publisher, Excel, and PowerPoint) to create and share spreadsheets, word documents, and presentations for meetings and conferences.

LANGUAGE SKILLS

The ability to read and analyze reports, business correspondence, and procedural manuals. The ability to effectively present information and respond to questions from groups of members and the public. The candidate must also be comfortable speaking in front of large groups, delivering presentations, and addressing various audiences as needed.

REASONING ABILITY

Must demonstrate the ability to solve practical problems and manage a wide variety of variables in situations where only limited standardization exists. The candidate should have the ability to interpret and follow a variety of instructions provided in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit for extended periods; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently use the telephone and type on a keyboard for long durations. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK and ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate. There is no, or very limited, exposure to physical risk.

SALARY

Salary is commensurate with education, experience, and performance, taking into account the nonprofit status of the organization and its limited funding.