



## **The American Legion** Department of Oregon

The American Legion Department of Oregon is seeking a qualified and committed individual to serve as the Department Adjutant.

**Authorization:** The Position of Department Adjutant, authorized by the Department Constitution and By-Laws of the Department of Oregon, is an appointive office; such appointment to be made by the recommendation of the Department Administrative and Advisory Commission through the Department Commander, with concurrence of the Department Executive Committee.

**Condition of Employment:** The Department Adjutant reports directly to and through the Department Commander and Department Executive Committee, and is subject to the policies, rules and regulations/guidelines contained in the National and Department Constitution and By-Laws, employment policies, and Codes of Procedures. The Department Adjutant must meet all eligibility criteria for a member of The American Legion and be or become a member of a duly chartered Department of Oregon American Legion Post at the time of employment. The Department Adjutant must provide evidence of continuing membership annually. The Department Adjutant will serve by the terms of an employment contract, which includes a probationary period of not more than 120 days, and annual performance appraisals.

### **Qualifications:**

1. Post-high school degree from an accredited college or university or comparable military education and experience, long-term experience in department employment, or equivalent professional experience may be an acceptable alternative.
2. Must be a U.S. citizen.
3. Must be a veteran eligible for membership in The American Legion
4. Demonstrated administrative and leadership skills and experience.
5. Excellent written communications and public speaking skills.
6. Familiarity with American Legion programs and activities.
7. Ability to establish and maintain effective working relationships with officers, officials, Oregon American Legion Family, and the public.
8. Extensive computer knowledge and skills in Microsoft such as Word, PowerPoint, Excel.
9. Working knowledge of Intuit QuickBooks and similar accounting software.
10. Ability to use web-based applications and social media.
11. Must have a valid Oregon driver's license, or able to get one if from out-of-state.
12. Must submit to a criminal and background check as well as a FICA and Driver's License check.
13. Ability to work independently.
14. Must be able to travel to fulfill the job requirements.
15. Knowledge of business management, administration, and supervisory responsibilities.
16. Considerable experience within The American Legion at multiple levels.

**Job Description:** The Department Adjutant is charged with complying with Department Constitution and By-Laws, administering the policies and mandates of the Department Executive Committee (DEC), the Department Convention, and the Department headquarters office operations. Provides communication of all official correspondence from National Headquarters and the Department for dissemination to Districts and Posts. The Department Adjutant serves as the Secretary to the DEC, and other subsidiary corporations with voice but no vote. The Adjutant shall perform all other duties as required of the office.

### **Primary Duties and Responsibilities:**

#### **Leadership and Administration**

1. Function as a liaison to the National Organization, frequently communicating with National Headquarters.
2. Carry out all National Headquarters requests in writing and within the annual Department Adjutant's Manual.
3. Lead staff and manage personnel regarding their duties and ensure efficient job performance in their tasks.
4. Collaborate and assist the Department Commander and any other elected or appointed Officers.
5. Record proceedings of the annual department convention and DEC meetings.
6. Foster effective teamwork between the DEC, Department Officers, Department Staff, and Oregon American Legion Family.
7. Create, maintain, and distribute a department calendar for the DEC members, Districts and Posts.
8. Maintain and organize speaking requests for Department Officers who are asked to speak at Posts, Districts, and outside organization functions.
9. Receive, record, edit, and number, resolutions submitted to Department by Posts, Districts, or the Department Executive Committee.
10. Professionally advise the Department Executive Committee of Department office operations.
11. Collaborate with Department Historian and Department Judge Advocate to ensure proper archiving of historical documents and Post Files within the Department Headquarters and maintain all books and records for the Department.

#### **Program Planning and Management**

1. Oversee the planning, implementation and evaluation of the Department's programs and services.
2. Ensure that the programs and services offered by the Department contribute to the Four Pillars and reflect the priorities of the Department Executive Committee and the Department Convention.
3. Monitor the day-to-day delivery of the programs and services of the Department to maintain or improve quality.
4. Assist in the planning, implementation, execution, and evaluation of special projects.
5. Participate in developing a vision and strategic plan with the Department Executive Committee to guide the Department operations.

## **Human Resources Planning and Management**

1. Determine staffing requirements for organizational management and program execution.
2. Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
3. Establish a positive, healthy, and safe work environment in accordance with all appropriate state legislation and regulations.
4. Interview and select staff that have the right technical and personal abilities to help further the Department's mission.
5. Ensure that all staff receives an orientation of The American Legion and that appropriate training is provided and documented.
6. Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews.
7. Coach and mentor staff as appropriate to improve performance.
8. Discipline staff when necessary, using appropriate techniques; release staff when necessary, using appropriate and legally defensible procedures.

## **Financial Planning and Management**

1. Work with the Department Finance Committee and Staff to prepare a comprehensive office budget for presentation and approval by the Department Executive Committee and Department Convention.
2. Secure adequate funding for the operation of the Department Headquarters office.
3. Authorize expenditures within the authority delegated by the Department Executive Committee and approved of by the Department Finance Officer.
4. Ensure that sound bookkeeping and accounting procedures are followed.
5. Administer office funds according to the approved budget and monitor the monthly cash flow of the organization.
6. Provide the Department Finance Officer, Finance Committee and Department Executive Committee

## **Communications**

1. Communicate with the organization so that Legionnaires are informed.
2. Join Media & Communications Commission to ensure proper and effective usage of the Department social media outlets.
3. Prepare official correspondence on behalf of the Department Commander and Department Executive Committee.
4. Record, archive, and maintain District information regarding appointments, conferences/conventions, and biographies.
5. Receive Post correspondence and complaints and route to the appropriate people for resolution.

## **Risk Management**

1. Identify and evaluate the risks to the organization's people (staff, management, volunteers), property, finances, goodwill, and image and implement measures to mitigate risks.
2. Identify and inform the Department Commander and Department Executive Committee of internal and external issues that affect the Department.

3. Ensure that the organization carries appropriate and adequate insurance coverage.
4. Ensure that the Department Executive Committee and staff understand the terms, conditions, and limitations of the insurance coverage.
5. Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

**Personal and Professional Attitudes and Characteristics**

1. Collaborative: Seeks to accomplish tasks in cooperation with volunteers.
2. Innovation: Seeks new ways to accomplish traditional tasks; understands and utilizes emerging technology; open to innovative ideas.
3. Diplomatic: Skilled at managing and motivating volunteer workers.
4. Energetic: Comfortable with multiple taskings and long hours.
5. Imaginative: Applies creativity and innovation to all opportunities and challenges.
6. Persuasive: Ability to “sell” ideas and initiatives.

**Benefits:** Federal holidays off, Paid Time Off, Vision and Dental care. Salary will be established based on experience. There will be occasional travel throughout the state and nation.

**Location:** This announcement is for a position at The American Legion Department of Oregon Headquarters located in Wilsonville, Oregon.

**Contact Information:** Application may submit resume covering a minimum of 10-years via e-mail or regular to the following address, to be received no later than June 12, 2026.

The American Legion Department of Oregon  
Attn: Charles Schmidt  
465 Pitts Road  
Hawkinsville, GA 31036  
Bluetuna47.cs@gmail.com