

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

The Department Adjutant is a paid position appointed by the Department Executive Committee. The incumbent reports through the Department Commander to the Department Executive Committee. The Department Adjutant shall be the Chief Operating Officer of The American Legion Department of South Carolina. The incumbent provides the leadership, management and vision necessary to ensure the successful administration of policies and procedures of both the National and Department American Legion Constitution/By-Laws. The Department Adjutant ensures that the polices and mandates of the National and Department Convention, National and Department Executive Committee, and other duties as prescribed by the Department Constitution/By-Laws are followed. The Department Adjutant ensures that the proper operational controls, administrative and reporting procedures, and people systems are in place to manage the organization and to ensure optimal strength and operation efficiency.

The Department Adjutant will provide evidence of continuing membership annually.

The normal workday for the position is currently 7:30 a.m. to 5:30 p.m. Monday through Thursday, subject to change based on the needs of The American Legion, Department of South Carolina. Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provisions for additional pay or compensation for hours worked above the normal workday. Significant travel involved.

Minimum Qualifications and Experience:

Post-high school degree from an accredited college or university (comparable military education and experience, long-term experience in department employment, or equivalent professional experience may be an acceptable alternative)

Must meet all eligibility criteria for a member of The American Legion and be or become a member of a duly chartered South Carolina American Legion Post at the time of employment.

Familiarity with American Legion programs and activities

Experience in Financial Management/Budgeting

Excellent computer skills (PC Environment, MS Office)

Excellent written communication skills

Excellent public speaking skills

Demonstrated administrative and leadership skills and experience

Salary and Benefits:

Competitive salary, commensurate with experience, company vehicle, liberal paid holiday and vacation schedule, sicktime, health insurance, 401k match to \$50.00 per pay period.

Please send resume and cover letter by December 1, 2021 to The American Legion Department of South Carolina, 103 Legion Plaza Road, Columbia SC 29210 or by email to deptsc@outlook.com.