

Position Summary:

Performs a variety of administrative and clerical duties to support and maintain State and National programs of The American Legion. Acts as a liaison between office staff, American Legion members and participants in the state and national programs, and maintains information and databases for all adult and youth related programs.

Assists the American Legion of Iowa with communications and media, both print and electronic, including the Iowa Legionnaire, The American Legion of Iowa website, electronic newsletters, and social media.

The ideal candidate will be experienced in working with various computer programs, office administration and the functions of American Legion. Must be able to work independently with little supervision. Must be well organized, flexible and enjoy the challenges of supporting American Legion programs.

Must possess strong written and verbal communication skills, strong decision-making ability coupled with a strong sense for prioritizing work and attention to detail.

Duties Include:

1. Programs Administration to include, but not limited to the following:
 - a. Veterans Employment & Education Awards
 - b. Community Service Awards
 - c. Children and Youth Awards
 - d. 5th Grade Flag Essay Program
 - e. Temporary Financial Assistance
 - f. Vets of Valor
 - g. Scouting
 - h. American Legion Baseball
 - i. Oratorical Contest
 - j. Junior Shooting Sports Contest
 - k. Law Enforcement Officer of the Year
 - l. Firefighter of the Year
 - m. American Legion Riders
 - n. Educator of the Year
 - o. Iowa American Legion Press Association
 - p. American Legion Hawkeye Boys State
 - q. Family Support Network
2. The Iowa Legionnaire Newspaper
3. Bulk Mailings
4. Correspondence
5. Commission and Committee Meetings
6. Liaison to the Department Historian
7. Department Website
8. Department Social Media
9. Other duties as assigned