



The American Legion Department of Nebraska

5600 P Street, Lincoln, NE 68505
(402) 464-6338 Fax (402) 464-6330
dwsalak@windstream.net
<http://nebraskalegion.net>

<https://www.facebook.com/nebraskaamericanlegion>

"For God and Country"

The American Legion, Department of Nebraska, has an immediate opening at our Department Headquarters in Lincoln for the position of Department Assistant Adjutant. The position is responsible for the overall efficient, effective, and fiscal management of all aspects of the Department's programs to include Baseball, Junior Law Cadet, Oratorical, Scholarships, Scouting, County Government Day, Junior Shooting Sports, Golf, and others as may be assigned. Interested individuals should be well organized, self-directed, and customer service oriented with experience in general accounting principles, supervising, mentoring, and managing people and programs as well as marketing and business development. Serves as Department Advisor to the Sons of The American Legion and Department HQ's Information Technology coordinator. Attends various meetings at every level of the organization. Performs duties as Department Adjutant when assigned.

Benefits include paid holidays, vacation/sick/funeral/jury/maternity leave, compensation time-off for authorized weekend meetings, and a travel allowance.

Applicants must be members or eligible for membership in Nebraska American Legion.

Qualification Standards:

1. Work Experience:

- College education, plus one or two years of additional study in a particular field of specialization as may be represented by a bachelor's degree, or equivalent work experience, preferably in Business and/or Management.

2. Skills:

- Ability to interact in a positive manner with coworkers and customers
- Ability to work independently with minimal supervision.
- Excellent public speaker, ability to read and interpret, and speech writing highly desirable.
- Excellent time management skills; organize, prioritize, and complete multiple projects as well as necessary daily tasks.
- Able to think creatively, applying originality and researching new fields.
- Understanding of American Legion positions, talking points, programs, and its history.
- Proficient of software programs in Microsoft Office (Word, Excel, Access, Power Point and Publisher).
- Knowledgeable of the Internet and how to use this resource in a public relations environment
- Ability to maintain confidentiality of data and information.

3. Physical Working Conditions:

- Travel throughout the state on an as needed basis.
- May require lifting of heavy objects.
- May require walking distances of up to a half mile.
- Requires long periods of standing/sitting.

Starting salary: \$45,000 per year.

Open until filled. Expect interviews in July with hiring date of August 1, 2022.

Send resumes to Department Adjutant Dave Salak, Nebraska American Legion Department Headquarters, PO Box 5205, Lincoln, NE 68505. Questions should be directed to Department Adjutant Dave Salak, (402) 464-6338.