American Legion Department of Montana Seeks to fill the Position of:

**Department Adjutant**

The Department Adjutant is a term hire position for 3 years and serves as the Chief Administrator for The American Legion of Montana of approximately 11,000 members. The Adjutant supervises one paid person at Department Headquarters in Helena, Montana and is responsible for the efficient performance of their duties. Applicants will be considered by the Department of Montana Adjutant search committee and advanced to the Department Commander for approval by the Department Executive Committee.

The Adjutant reports directly to and through the Department Commander and Department Executive Committee. The Adjutant is subject to the policies, rules and regulations/guidelines contained in the Employee Handbook, The American Legion manuals and guides, the National Constitution/By-Laws, the Department Constitution/By-Laws, and the Department Executive Committee.

Applicants must possess the following qualifications:

* Honorably discharged United Stated Military Veteran, copy of DD214 required
* Must be a United States Citizen
* Must be a member of The American Legion in good standing
* Undergraduate degree from an accredited University/College, work experience could be substituted
* Proficient in Microsoft Office
* Working knowledge in QuickBooks or related financial software
* Good oral and written skills
* Excellent personnel and stress handling skills
* Supervisory and Management experience required
* Possess professional work interaction with American Legion members/Officers and Politicians at Local/State/National levels
* Must live in Helena 90 days after job acceptance
* Possess valid Montana driver’s license
* Applicant must submit copy of driving record prior to use of The American Legion Vehicle
* Air and Vehicle travel required
* Must pass background check, credit check, and drug screening
* Must have a passport
* Must be able to travel to all District meetings (Spring and Fall approximately 10 weekends a year) attend Fall Conference (end of October), Department Convention (end of June), National Convention (end of August) and any other meeting that may come up

Send resume and contact information by September 1, 2019 to The American Legion Department of Montana, Po Box 6075, Helena MT, 59604 or [amlegmt29@mtlegion.org](mailto:amlegmt29@mtlegion.org). Also provide a short essay explaining your interest in the position and a brief salary history.