

AMERICAN LEGION DEPARTMENT OF OHIO MEMBERSHIP COORDINATOR POSITION

State Membership Coordinator for Ohio Chapter (Department) of The American Legion, world's largest veterans' organization. Ohio chapter has 85,000 members in 525- local Posts.

Full time Department staff position at American Legion Department of Ohio state headquarters in Delaware, Ohio.

Evening and weekend work mandatory.

Working knowledge and proficiency in current computer programs such as Microsoft Office Suite, Quik books, Excel, etc.

Report to State Commander (President) of Ohio Department, State Adjutant (Chief Executive Officer) of Ohio Department, State membership chairman, thirty - six (36) member State Executive Committee; and State officers of subsidiary organization: Sons of the American Legion.

Department Headquarters liaison to American Legion National Headquarters membership division for American Legion and Sons of the American Legion membership matters.

Department Headquarters liaison; membership coordinator; and advisor for Department subsidiary organization: Sons of The American Legion.

Responsible for coordinating all membership processes and procedures at Department level for Ohio American Legion members and subsidiary organization; Sons of the American Legion members.

Handle mail, e-mail, fax, and telephone membership questions and problems from individual members; local American Legion Posts; Sons of the American Legion members; and Sons of the American Legion chapters and reply in a timely manner.

Prepare weekly and monthly membership reports for State Commander, State membership chairman, State Executive Committee, State Sons of the American Legion officers, and others.

Prepare membership reports for annual Department American Legion and Sons of the American Legion Conventions.

Prepare membership financial reports for American Legion and Sons of the American Legion presented to and coordinated with State Finance committee; State Executive Committee; and State Sons of the American Legion officers.

Assist in annual review, writing, and distribution of Department American Legion and Sons of the American Legion membership related documents.

Assist in planning, ordering, and awarding of annual Department level American Legion and Sons of the American Legion membership awards.

Annually, at beginning of American Legion membership year, prepare to receive from American Legion National Headquarters over 85,000 individual membership cards and distribute membership cards out to local American Legion Posts.

Annually, at beginning of American Legion membership year, prepare to receive from American Legion National Headquarters over 30,000 individual membership cards for Sons of the American Legion organization and distribute membership cards out to local Sons of the American Legion chapters.

Work with Department Headquarters fiscal clerk to account and properly deposit all American Legion and Sons of the American Legion membership monies.

Department Headquarters staff liaison to State American Legion Membership Committee and State Sons of the American Legion membership Committee.

Work with State membership chairman; Sons of the American Legion officers; and Department Events Coordinator to plan, organize, and schedule Department American Legion and Sons of the American Legion membership meetings; membership drives; and membership turn-ins at Department Headquarters.

Attend American Legion and Sons of the American Legion membership related functions as directed by State Commander and State Adjutant.

Assume other duties and work as assigned by Department Adjutant.

PREFERRED CANDIDATE: Honorably discharged veteran of United States Armed Services. Proof of honorable discharge DD-214 OR Current National Guard or Reserve member.

If not a current member of The American Legion, candidate selected will be required to establish membership in organization.

Ohio Department offers competitive health insurance benefits, vacation, reimbursement for authorized expenses, and 401-K.

Salary: \$42,000 - \$45,000

You may E-mail your resume to legion@ohiolegion.com or mail to:

60 Big Run Rd

Delaware, OH 43015

You may also apply on our Facebook/Jobs page at this link:

https://www.facebook.com/job_opening/466738404356201/?source=share or apply through indeed at this link: <https://www.indeed.com/cmp/The-American-Legion-Department-of-Ohio-1/jobs>