

JOB TITLE:	Office Manager/Secretary	JOB CATEGORY:	Administrative
Department/Group:	Headquarters Staff	Exempt Status	Exempt
Location:	Orlando Headquarters	Travel required:	Occasional
Level/Salary range:	\$45,000-\$55,000 annually	Position type:	FTE
Reporting Contact:	President & Finance Chairman	Will train applicant:	Yes

JOB DESCRIPTION

At the American Legion Auxiliary Department of Florida our mission is to support The American Legion and we advocate for veterans, educate our citizens, mentor youth and promote patriotism, good citizenship, peace and security.

We are searching for a qualified Office Manager/Secretary to help keep our small office (2 – 3 employees) running efficiently. The Office Manager/Secretary will provide general administrative support, working directly with our President and Finance Chairman. The person will manage all aspects of events, assist members with various Auxiliary issues, greet office visitors, answer phones and email inquiries, ability to prioritize tasks according to urgency and meet tight deadlines, maintain and restock supplies, etc. This position requires local travel to support conferences, conventions, and leadership events. Additional out of state travel is required twice per year for National Convention and leadership training. Must be eligible to be an American Legion Auxiliary member. The perfect candidate will be highly motivated, self-driven, and reliable. A personable and detail-oriented individual will do well in this role. Office hours are 8:00am to 4:30pm.

Please send all resumes to Finance@ALAFL.org and President@ALAFL.org

Role and Responsibilities:

Some of the Secretary duties and responsibilities, but not limited to, will consist of:

- a. Oversee day to day office operations
- b. Manage and write organization-wide communications, such as memos, announcements, emails, and invitations
- c. Communicate with external partners (i.e.: Emblem Sales, ALA National HQ, Units, Members)
- d. Manage organizational events. (i.e. rooms, equipment, scripts, presenter needs).

- e. Maintain positive vendor relationships (i.e., Hotels, Office Depot, Staples, Amazon, etc.)
- f. Manage incoming and outgoing correspondence, including emails, faxes, mail and packages
- g. Greet customers and visitors to the office, ensuring guests are comfortable and are connected with the correct office personnel
- h. Filing and organizing records, and other important documentation
- i. Manage ALA governing documentation and documents
- j. Coordinate office facility and equipment maintenance
- k. Some travel required – minimum 4 times a year locally and 2 times a year nationally
- l. Other duties as assigned

Skills and Qualifications:

- a. Must be eligible to be an American Legion Auxiliary member
- b. Have knowledge of the American Legion Auxiliary mission
- c. Detail-oriented precision in all areas of work
- d. Excellent interpersonal, organizational, and planning skills, including the ability to manage multiple schedules and calendars
- e. Excellent verbal and written communication skills, both in person and over the phone
- f. Ability to prioritize tasks according to urgency and meet tight deadlines
- g. Proficient with basic office equipment and computers
- h. Proficient with Microsoft Office and Google Drive applications
- i. Ability to use various social media platforms and other computer software
- j. Ability to comfortably multitask and shift gears throughout the workday
- k. Able to learn new skill

Additional Notes:

This position of Secretary currently has no hiring or firing responsibilities but will be apprised in the hiring process. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Since every duty associated with this position may not be described herein, teammates may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written in this job description.*