

Position: Assistant State Adjutant/Quartermaster

Department: Headquarters

Reports to: State Adjutant/Quartermaster

Date last updated: September 20, 2022

Salary Range: Starting at \$55,000 annually

FLSA: This is a non - exempt position

Position Summary:

The Assistant State Adjutant/Quartermaster serves as an assistant and advisor to the State Adjutant/Quartermaster in matters of the efficient and effective management of the Department administrative operations, membership, and programs.

The Assistant State Adjutant/Quartermaster manages, reviews, and analyzes data provided by local, state, and national organizations of the Veterans of Foreign Wars of the United States (VFW) to improve statewide performance to further the objectives and goals of the National organization, the Department, and the State Commander.

The Assistant State Adjutant/Quartermaster will serve upon assignment as a representative of the Department at District and Post meetings or at public events.

Essential Duties and Responsibilities:

Assist the State Adjutant/Quartermaster with the day-to-day operations of the Department in the areas of administrative operations, membership program, and VFW programs.

Review and process Bylaws and Articles of Incorporation for Posts and Districts for the State Commander to ensure compliance with the National Bylaws and the Secretary of State's Office.

Assist in the review, processing, and tracking of Department records involving election reports, Trustees' Report of Audit, Surety Bonds, and inspections.

Assist in budget development, analysis, and tracking.

Assist in the review and update of subordinate unit corporation documents which includes researching various State of California agencies' records and preparing for corporation dissolution for defunct and consolidated Posts and Districts.

Assist in prioritizing, organizing, and supporting the initiatives of the State Commander while balancing the competing interests of both the membership and State Auxiliary.

Assist in maintaining the Department website, processing community service reports, drafting external communications as necessary, and providing aid and guidance to members and the general public.

Assist in monitoring the execution and functionality of all VFW Programs to assure their development and implementation to enhance services to veterans, military communities, and the local communities.

Assist with the coordination of Council of Administration meetings, State Convention, and other special events as necessary.

Other duties as required.

Minimum Qualifications:

Position requires eligibility for membership in the Veterans of Foreign Wars of the United States.

Position requires a high level of personal and professional integrity.

Position requires an Associate degree, or a minimum of five years directly related work experience and training.

Possess planning and project management skills, with a keen attention to detail. Strong strategic and analytical skills.

Position requires proficiency in the Microsoft Office Suite. Proficient in other applications such as DocuSign, Constant Contact, and social media is desirable.

The position requires a special level of sensitivity and confidentiality in the handling of personal matters.

Experience managing competing priorities and multiple deadlines and ability to work both independently and with a team.

Must be proficient in dealing with diverse groups of individuals. Well-developed organizational and communication skills along with strong interpersonal and customer service skills, a professional attitude and appearance.

Requires a deep commitment to the Veterans of Foreign Wars mission, core values, and our commitment to diversity and inclusiveness.

Requires ability to be flexible and take an optimistic approach to work with an orientation towards being proactive, solutions-focused, and helpful.

Requires knowledge of or the ability to become knowledgeable of the Veterans of Foreign Wars Congressional Charter, Bylaws, Ritual, and parliamentary procedures as dictated by the Robert's Rules of Order Revised.

Accounting and budgeting experience is desirable.

Functional Work Characteristics:

Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting.

Requires effective eye-and-hand coordination and manual dexterity.

Requires standing and walking approximately 25% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.

May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.

Work Conditions:

Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.

May be exposed to high noise levels, temperature changes, gas and/or electrical exposure, unpredictable ventilation, dust, and physical obstacles.

Work is normally performed in an area of limited privacy.

Telephone and computer usage up to 90% of the workday.

Uses both electronic and physical filing systems.

Travel and some weekend work will be required.

Employment Screening and Compliance:

Background check may be required.

Employee must comply with all organizational policies, especially those involving the safety of fellow workers, volunteers, and customers.

Employee must maintain a current, clean, and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

The VFW, Department of California IS AN EQUAL OPPORTUNITY EMPLOYER.