



THE AMERICAN LEGION
DEPARTMENT OF VIRGINIA, INC.
1708 Commonwealth Avenue, Richmond, Virginia 23230
(804) 353-6606 – FAX (804) 358-1940 – www.valegion.org

The Department (State) of Virginia is now accepting Resumes for Department Adjutant Position

The American Legion Department of Virginia is accepting applications for the position of Department (State) Adjutant.

The American Legion, Department of Virginia is one of 55 Departments of The National American Legion, a not-for-profit organization chartered by the United States Congress under provisions of the IRS Code 501(c)(19). The Department of Virginia has an annual membership over 35,000 and currently oversees 187 autonomous Posts.

The position of Department Adjutant is an exempt, paid, annual appointed officer. The Department Adjutant manages the daily operations of the State headquarters and staff. The Department Adjutant is responsible for supporting the Department membership in promulgating American Legion programs throughout the Commonwealth of Virginia.

The Adjutant reports directly to the Department Executive Committee. The Adjutant is subject to the policies, rules and regulations/guidelines contained in the Department of Virginia Policy Manual, The American Legion manuals and guides, the National Constitution/By-Laws, the National Convention, the National Executive Committee, the Department Constitution/By-Laws, the Department Convention, and the Department Executive Committee. In addition, the Adjutant will follow any other directives either internal or external as outlined.

Applicants shall possess the following qualifications:

- Shall be required to submit to a criminal background check.
- Shall be required to submit a current driving record.
- Supervisory/Management experience required.
- Honorably discharged / retired veteran from any branch of the US military is required.
- Be a member of The American Legion in good standing or be eligible to join and be assigned a Post in Virginia upon hire.
- Strong interpersonal skills and the ability to work cooperatively with others.
- Strong public speaking skills.
- Excellent verbal and written communication.
- Strong time management and organizational skills, as well as attention to detail and ability to manage complex logistics.
- Undergraduate degree from an accredited US college or university preferred. Relevant professional-level work experience may be considered in lieu of college education.
- Experience in financial management/budgeting is desirable.

- Ability to effectively work with state and federal government officials and with members of Congress and the Virginia legislature.
- Working knowledge of desktop computers and office applications (e.g., Microsoft Word, Microsoft Excel, and Microsoft Outlook); high degree of comfort with technology and learning new systems.
- Knowledge of relevant social media platforms (e.g. Twitter, Facebook, Instagram) and social media management software.
- Understanding of veteran's affairs and rehabilitation, veteran's laws, claims service, and veterans and dependents benefits are desirable.
- Knowledge of American Legion programs.
- Some overnight / daily and out of state travel will be required, including occasional weekends.
- Ability to work cohesively in a volunteer organization.

The Department of Virginia offers a comprehensive benefits package; in addition to salary, the benefit package includes paid major holidays, vacation/sick time, health & dental insurance, life insurance and Simple IRA/matching contribution.

The Department Adjutant will be required to reside in the Greater Richmond Region and will require a valid Virginia driver's license as a condition of employment.

Individuals interested in submitting a resume can email or mail it along with cover letter, proof of military service (DD-214), and all other supporting documentation to the following address by close of business April 15, 2026: The American Legion, Department of Virginia, Attention: Search Committee, P.O. Box 11025, Richmond, Virginia 23230-1025 or email to employment@valegion.org.

Selected applicants will be notified of interviews after the closing date. Starting date will be immediate.

The Department of Virginia is proud to be an Affirmative Action / Equal Opportunity Employer. All applicants will be considered for employment without attention to their race, color, religion, national origin, ancestry, age, disability or genetic information, sex (including gender identity, pregnancy, or sexual orientation), marital status, or any other characteristics protected by applicable Federal, State, or Local laws. The Department of Virginia maintains a drug free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law. A current driving record will also be required before an employment offer is extended.