

EMPLOYMENT ANNOUNCEMENT

The American Legion Department of Arkansas is accepting resumes for a desirable candidate to fill the full-time hourly staff position of Membership Administrator– Staff Position 3. The selected candidate will be expected to begin employment not later than 7 April 2023. They must be a member, or eligible to be a member, of The American Legion, American Legion Auxiliary, or Sons of The American Legion. They will work under the supervision of the Department Adjutant and follow the directions as provide by the Department Policy Committee. The ideal candidate shall maintain a professional appearance and attitude while working with customers and other staff. They must be experienced in Microsoft Office with demonstrable skill with Word, Excel, Outlook, and Access. Additional training on specific membership management programs will be provided. Office hours are Monday through Friday with occasional Saturdays during Department Convention. Benefits include paid vacation, sick leave, and holidays.

Duties shall include:

1. Front office receptionist and answering phone calls
2. Receiving, processing, and directing mail and deliveries
3. Processing and transmitting membership applications and renewals
4. Maintaining membership rosters and reports
5. Maintains record of all Districts and Posts within the Department, including members in good standing, officers, and committee chairmen
6. Processing and mailing Post and Department Officer reports and documents
7. Preparing convention and conference materials
8. Processing materials and administering procedures specific to American Legion programs

Candidates must pass a background check and be able to be bonded. No relocation expenses are authorized.

Please send your resume to or e-mail to alegion@swbell.net:

Attn: Adjutant Robert Renner
American Legion Dept. of Arkansas
P.O. Box 3280, Little Rock, AR 72203