



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th St. #314 St Paul MN 55155
Telephone 651-224-7634 Fax 651-224-5243
Toll Free 1-888-217-9598
Email – deptoffice@mnala.org Website - www.mnala.org

Department Administrative Assistant

Reports to: Department Executive Secretary

Date: December, 2016

Under the general supervision of the Executive Secretary/Director, this position provides a variety of support services, assists in processing membership, program development and delivery. Requires excellent communications skills, knowledge of Microsoft Office, policies and procedures and general office skills.

Job Responsibilities

- Perform administrative duties to support daily business activities
- Prepares routine correspondence, meeting materials, annual reports, etc.
- Maintains the Poppy inventory, processes all orders and ships to customers.
- Maintains and updates mailing lists on computer files.
- Answers incoming phone calls
- Answers questions that come through the Department email address.
- Keeps filing current and maintains all address changes and Unit changes current on the National membership website.
- Assists the Department Executive Secretary as requested.
- Serves as backup to other staff, performing duties as necessary.
- Performs other duties as requested.

Knowledge and Skills

- Ability to participate in meetings as required, including some weekends, in-state meetings such as Department Convention and Fall Conference as requested by the Department Executive Secretary.
- Excellent communication skills for work with vendors, staff and American Legion Auxiliary members, in a professional, timely and courteous manner.

- Excellent interpersonal and phone skills.
- Proficient at Microsoft Office (word, excel, outlook, etc.)
- Strong verbal and written skills
- Self-motivated, takes initiative and ability to learn quickly
- Strong organizational skills and attention to detail with emphasis on accuracy and quality
- Ability to develop and maintain office and file systems (paper and electronic)

Education and Experience

High school diploma or equivalent, some college preferred.

2 years of experience working in an administrative support position.

Non-profit experience, working with volunteers, but not required.