**THE AMERICAN LEGION, DEPARTMENT OF WISCONSIN PROGRAM COORDINATOR POSTION AVAILABLE**

The American Legion is a not-for-profit Veteran Service Organization (VSO) chartered and incorporated by Congress in 1919. The American Legion is the nation’s largest wartime veterans’ service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating Americanism and honor, promoting strong national security, and continued devotion to our fellow service-members and veterans.

The American Legion was founded on four pillars:

**1. Veterans Affairs & Rehabilitation**

**2. National Security**

**3. Americanism**

**4. Children & Youth**

We are seeking a full-time Program Coordinator to be part of a team positively focused on telling The American Legion story of who we are, what we do and why it matters. The Program Coordinator will assist in building and maintaining a positive image of The American Legion, Department of Wisconsin by promoting the organization's objectives, ideas and mission. The Program Coordinator will be responsible for preparing and editing various publications, including the department newsletter, press releases and other media communications. The Program Coordinator will also serve as the coordinator for The American Legion Baseball program.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* Assume the role of Programs Coordinator of the Wisconsin American Legion Baseball Program, one of the nation’s most successful amateur athletic programs.
* Provides support to the Department Adjutant, Board, Committee and Program Chairman by preparing various correspondence, recording, transcribing and distributing minutes, organizing and directing committees/board meetings.
* Maintain records of program event expense, including financial details and assist in monitoring expenses and budget related American Legion Baseball.
* Organize registration of assigned event participants using various types of event registration platforms and performs required background checks as directed.
* Maintains manuals, directories, policies and procedures, resolutions, pertaining to assigned programs.
* Write, edit and produce the Department Newsletter (The Badger Legionnaire).
* Drafts press releases and provides background on media inquiries
* Prepare/compose letters, answer correspondence and respond to surveys/reports as directed by the Department Adjutant and or Legislative Chairman.
* Assist the Department Adjutant and or Legislative Chairman in dispensing information to the House, Legislators, Legislative staff, State agencies and the public.
* Assist the Department Adjutant and Legislative Chairman in tracking bills impacting veterans or veteran issues using electronic Public Legislative Tracking program.
* Assist the Department Adjutant and Legislative Chairman in maintaining contact list for of those interested in specific legislation.
* Use various communications platforms to communicate and promote The American Legion, Department of Wisconsin mission and provide information about the brand to internal and external stakeholders.
* Coordinate information and documents needed by the Department Adjutant and or Legislative Chairman for legislative related hearings and or committee meetings
* Assist the Department Adjutant and or Legislative Chairman in developing The American Legion, Dept. of Wisconsin Legislative agenda (plan), drafting the plan into legislative form, and draft corresponding resolutions.
* Assist in maintaining the Department website and social media platforms in accordance with the Department Branding Guide.

The ideal candidate will have the ability to quickly develop a detailed knowledge of The American Legion brand along with understanding its objectives. Strong leadership skills in project management with the ability to be highly proactive and work on multiple projects concurrently. This highly organized individual must have the ability to work independently, have strong social and excellent time management skills.

**Benefits offered:**

* Medical and Dental Insurance
* Paid time off
* 401k matching
* Fully funded Life Insurance

**Please send cover letter, resume and contact information to:**

**The American Legion, Dept. of WI**

**Attn: Dept. Adjutant**

**PO Box 388**

**Portage, WI 53901**

**Email:** [**Adjutant@wilegion.org**](mailto:Adjutant@wilegion.org)

**608-745-1090**