

American Legion Auxiliary Department of Kansas

Seeking an Administrative Assistant

Tuesday through Friday

9 AM – 2 PM or 10 AM – 3 PM

Location: 1314 B SW Topeka Blvd

Topeka, Kansas



The administrative assistant provides clerical, administrative, and organizational support to the American Legion Auxiliary members, leadership, and committees. This position serves as a primary point of contact for members, community partners, and the public while ensuring the efficient operation of daily office activities. The administrative assistant maintains records, coordinates communication, and assists in carrying out the mission and values of the American Legion Auxiliary.

Must be able to be bonded following a background check

Email ksaladeptoffice@gmail.com or leave a message at 785.232.1396