

Programs Director Position Summary:

Performs a variety of administrative and clerical duties to support and maintain State and National programs of The American Legion. Acts as a liaison between office staff, American Legion members, and participants in the state and national programs, and maintains information and databases for all adult and youth-related programs.

Assists The Department of Iowa with communications and media, both print and electronic, including the Iowa Legionnaire, The American Legion of Iowa website, electronic newsletters, and social media.

The ideal candidate will be experienced in working with various computer software programs (E.g., MS Office, Adobe), databases, office administration, website platforms, technologically savvy, and the functions of The American Legion. Must be able to work independently with little supervision. Must be well organized, flexible, and enjoy the challenges of supporting American Legion programs.

The candidate must possess strong written and verbal communication skills, strong decision-making ability coupled with a strong sense for prioritizing work, and attention to detail.

Duties Include, but are not limited to:

1. Programs Administration to include, but is not limited to the following:
 - a. Veterans Employment & Education Awards
 - b. Community Service Programs & Awards
 - c. Children and Youth Programs & Awards
 - d. 5th Grade Flag Essay Program
 - e. Veterans Emergency Fund
 - f. Scouting Program & Awards
 - g. American Legion Baseball
 - h. Oratorical Contest
 - i. Junior Shooting Sports Program
 - j. Law Enforcement Officer of the Year
 - k. Firefighter of the Year
 - l. American Legion Riders
 - m. Educator of the Year
 - n. The American Legion of Iowa Boys State
 - o. Department Bowling Contest
 - p. Department Legionnaire of the Year
 - q. Consolidated Post Reports & Awards
2. The Iowa Legionnaire Newspaper
3. Bulk Mailings
4. Correspondence (Electronic and Print)
5. Commission and Committee Meetings
6. Liaison to the Department Historian
7. Liaison to The American Legion Media & Communications Committee
8. Department Website Maintenance
9. Department Social Media
10. Public Speaking and Presentations
11. Other Duties as Assigned