



DEPARTMENT OF MASSACHUSETTS

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Date: October 5, 2016
To: District and Post for Immediate Distribution
From: Eric Segundo, Sr. Vice Commander, Department of Massachusetts
Keith Jackson, Jr. Vice Commander, Department of Massachusetts
Subject: Department Adjutant Position

The Department of Massachusetts is seeking a qualified VFW member for the position of State Adjutant for the upcoming VFW year. In consultation with the current department line officers, we all agreed that this position requires consistency, dedication, and long term commitment. We have made the decision that this position will be appointed for no less than a three year commitment with options for re-appointment based on job performance and job evaluations. We feel that we must seek the best qualified individual with the commitment to serve our membership, and our organization to the fullest. This is a fulltime position with a salary ranging from 45-50k annually. Hours of employment at the state headquarters office is subject to needs of the department and will be negotiated with any potential applicants. Anyone interested in applying for the State Adjutant position is urged to contact the undersigned at the below contact information and/or Joy Cumming, current State Adjutant adj@ma.vfwwebmail.com. Attached you will find a full job description with duties and responsibilities.

In your Comradeship,

Eric Segundo
Sr. Vice Commander
Department of MA
svicedr@ma.vfwwebmail.com

Keith Jackson
Jr. Vice Commander
Department of MA
jrvicedr@ma.vfwwebmail.com

NO ONE DOES MORE FOR VETERANS.



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Department State Adjutant Position

Qualifications:

- Must be a VFW member in good standings
- Very strong background in administrative work
- Strong Microsoft Office skills (MS, Excel, Publisher, PowerPoint, Adobe Acrobat DC)
- Excellent written and verbal communication skills
- Ability to juggle multiple projects with superb accuracy
- Strong sense of urgency and problem solving skills
- Exceptional customer service skills
- Perform data entry and scan documents
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements

Responsibilities but not limited to the following:

- Supervise the duties of all department staff and conduct annual employee evaluations of their performance
- Prepare all required documents for the department for filing or distribution to Council, Districts and/or Posts
- Coordinate all National Visits
- Support and plan all department functions in conjunction with the chairman(s)
- Prepare all documents for the Council of Administration meetings and Department Convention
- Attest to all official correspondence and reports for the Department
- Prepare all necessary reports as directed by the State Commander and Council of Administration
- Electronically maintain the books and records to include a backup and have available for inspection
- Maintain rosters of the State Officer and Chairman, Districts and Posts to include meeting times, locations, membership data, and other required info
- Prepare and maintain the minutes for all Council of Administration meetings and department convention for corrections and approval in accordance of the National Headquarters
- Any other duties as required by the Department and National By-Laws
- Perform duties as directed by the State Commander and/or Council of Administration

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