

**POSITION: PARTTIME ASSISTANT ADJUTANT / POLITICAL LIAISON**

**STARTING SALARY:** \$18.43 - \$23,000.64

**DUTIES:** On probation for one year.

Must be versed in Microsoft Word, Works, Excel and Access.

Have the ability to access Social Media Platforms.to

Familiar with accepted accounting practices.

Have knowledge of VFW Department and National By-Laws.

Possess the Ability to communicate effectively with State and Local Politicians on a one on one basis concerning issues of importance of Department Leaderships Directives.

Must be available for occasional weekend work and travel as needed.

Assist with all Department activities as required.

Assist Department Quartermaster/Adjutant.

Assist other sections in completion of work when designated by Supervisor or Commander.

Preform other duties as assigned.

Wear proper VFW Atari when performing duties at State House and other locations.

Be able to work 24 to 26 hours a week and as needed.

Must be a member of VFW Dept. of Ohio

**PAY SCALE:**

2 Year: \$19.24 per hour - \$24,011.52

5 Year: \$20.03 per hour - \$24,997.44

7 Year: \$20.83 per hour - \$26,008.32

**NOTE:**

Supervisor has the authority to hire an individual at a higher starting salary due to their experience. Other raises are decided by Finance Committee.