

American Legion Post 1941

Administrative Support

JOB DESCRIPTION

Reports to: Post Commander
5 Days week/3-Hours per Day
\$1040 Monthly

900 S. LaGrange Rd
LaGrange, Il 60525
708-354-3300

1. Post Administration represents the Coulter Post for first-contact communication.
2. Fields phone calls/emails while in the office. Distributes or returns messages in a timely manner. Communicates information to the appropriate person.
3. Assemble the monthly newsletter for the first of every month's distribution. Send the newsletter to the mailing list via electronic email and U.S. mail.
4. Manages to closure all communication and documentation of scholarship awards after scholarships are awarded.
5. Maintains the Constant Contact database.
6. Updating of Social Media platforms: Constant Contact.
7. Reconcile Monthly Credit Card report. (Excel)
8. Weekly reconciliation of BINGO revenue.
9. Miscellaneous duties that may be assigned.

Required Skills:

- Proficient in Windows OS and Microsoft Office Products (excel, word)
- Knowledge of Social Media Platforms
- Organization Skills
- Work independently with little or no supervision.

To apply email qualifications information to: post1941@sbcglobal.net