



**VETERANS OF FOREIGN WARS  
DEPARTMENT OF TEXAS  
8503 North IH 35  
Austin, Texas 78753**

**JOB TITLE:** STATE ASSISTANT ADJUTANT

---

**NATURE OF WORK:**

Serve as advisor and assistant to the State Adjutant on matters concerning Administrative Operations, Membership, and Programs. Ensure proper response and resolution of matters pertaining to the Congressional Charter, National Bylaws, Department Bylaws and policies, and rulings effecting all subordinate units and the operations of the State Headquarters.

Serve as a representative of the state at district meetings, upon assignment by the State Adjutant and State Commander.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Operational oversight for the State Adjutant and State Commander.
- Manages the planning and operations of the VFW Programs within the State of Texas, working closely with members of the Texas VFW and all State, District and Post elected and appointed positions and officers and staff of the National VFW.
- Review, update and maintain organizational Bylaws, corporation documents, interpret their application, research, and prepare rulings, opinions, and policy statements for the State Commander and State Adjutant.
- Oversee the composition, administration and issuance of State Awards and Citations.
- Monitor and review administrative and disciplinary actions, appeals and rights of members, and all other aspects of the Administrative Operations Department. Review the responses, approval/disapproval, and execution orders for the Commander-in-Chief.
- Assist in the review of Bylaws and Articles of Incorporation for all levels of the organization for the State Commander to ensure compliance with the Department and National Bylaws.
- Travels as directed to represent the State Commander and the Organization and speak on Veterans issues and VFW Programs.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**Current membership or eligibility for membership in the Veterans of Foreign Wars is required.**

- Advanced leadership and management skills, human relations, analytical, organizational and management skills to interface with the Department Officers, staff personnel and general membership to move the purposes and goals of the organization to a successful conclusion.

**VFW DEPARTMENT OF TEXAS**

---

8503 North Interstate Highway 35  
Austin, Texas 78753

Office 512.834.8535  
Fax 512.834.9232

vfw@texasvfw.org  
www.texasvfw.org



- Knowledge gained through extensive study in either a business or academic environment.
- Ability to effectively communicate through written correspondence and public speaking.
- Bachelor's degree preferred, and a very comprehensive understanding of several fields gained through practical experience in the organization.

### **SCOPE OF POSITION:**

This position reports directly to the State Adjutant.

In the absence of the State Adjutant, the State Assistant Adjutant has direct supervisory responsibility for the staff. This position will also cover all staffing requirements at State Events.

The Assistant Adjutant will make decisions that could have significant impact on the organization, through interpretation of the Bylaws and preparation of rulings for the State Commander.

This position plans and prioritizes work on a daily, monthly, and long-range basis. You will discuss work assignments with staff on a timely basis.

The Assistant Adjutant has responsibility for solving problems, as they relate to interpretation of the Bylaws, rules, regulations and policies, for officers and members on all levels of the organization.

### **WORKING CONDITIONS:**

The position requires 85% normal office environment, to administer and supervise areas of responsibility. 15% of the time is spent traveling on public speaking assignments, to represent the State Commander and Organization.

### **MAJOR ACCOUNTABILITIES:**

- Ensures that Bylaws and Articles of Incorporation for all levels of the organization are in compliance with the State and National By-Laws.
- Ensures organizational By-Laws, corporation documents and Policy Statements are reviewed and maintained.
- Ensures legal actions, to include Disciplinary Actions, Appeals, and other administrative actions are handled in accordance with the State and National By-Laws.
- Ensures all aspects of Post Records are handled effectively and within the scope of the organization and the State and National By-Laws and Manual of Procedure.
- Analyzing and managing data provided by local, state and national VFW in order to improve statewide performance.
- Reviewing weekly status reports to ensure individual Districts and the State are on track to meet annual goals.

**The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.**

## **VFW DEPARTMENT OF TEXAS**

8503 North Interstate Highway 35  
Austin, Texas 78753

Office 512.834.8535  
Fax 512.834.9232

vfw@texasvfw.org  
www.texasvfw.org



**COMPUTER SKILLS:**

Demonstrate proficiency using standard Microsoft office software applications Access and Adobe products.

**PHYSICAL REQUIREMENTS:**

- Frequent and routine lifting of objects up to 20 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Work is performed in a standard office environment.
- Must be available and able to travel to work-related off-site functions

**DAYS AND HOURS OF WORK**

- Monday-Friday 7:00 am – 4:00 pm.
- Will be required to work various weekends throughout the year at State and National events.
- Work outside of these posted hours may be required to meet deadlines or deal with rapidly emerging or changing situations.

**EDUCATION**

2 years college or Associates degree. Experience can be substituted.

**STARTING SALARY AND COMPENSATION**

\$55-70K Based on experience and qualifications & other benefits

**SEND RESUME AND COVER LETTER TO:**

Ben Lowrance, State Adjutant/Quartermaster. Email - [ben@texasvfw.org](mailto:ben@texasvfw.org)

**[Closing date for this position is October 5, 2022](#)**

**VFW DEPARTMENT OF TEXAS**

8503 North Interstate Highway 35  
Austin, Texas 78753

Office 512.834.8535  
Fax 512.834.9232

[vfw@texasvfw.org](mailto:vfw@texasvfw.org)  
[www.texasvfw.org](http://www.texasvfw.org)