The South Dakota American Legion Auxiliary has an open position for the Department Secretary.

Qualifications & Job Duties:

• Manage the department headquarters currently located in Mitchell, SD while supporting our mission for the organization.

• Excellent communication skills, willingness to learn new systems as needed, provide necessary reporting as requested, ability to multi-task and able to work closely with leadership.

• Attention to detail, strong organizational and time management skills, work under minimal supervision.

• Maintain all monies received at the department headquarters, make deposits, and provide the treasurer with information as needed.

• Maintain all record books that are needed to carry out the work of the office.

• Proficient in Word and Excel.

• Responsible for ensuring that all appropriate state and/or regulatory taxes are filed.

• Open all mail, answer phone calls, maintain calendar and appointments, make room arrangements, and fill other related job duties.

• Attend meetings as requested. Send and give notices of all meetings, take meeting minutes, and act as Secretary of the Executive & Finance Committees.

• Ability to work some weekends and have dependable transportation.

• Maintain and present a clean and professional office atmosphere.

• Department Secretary is a salaried position with hours as needed to complete duties.

• High School diploma and office experience preferred.

Position open until qualified candidate is hired.

Please direct questions to or submit a written letter of interest along with a resume and job references to: Deanne Hoyle P.O. Box 578 Ipswich, SD 57451 [deanne.hoyle@gmail.com](mailto:deanne.hoyle@gmail.com) 605 380-2650