



Type here to search

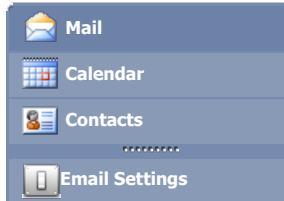
This Folder

Address Book

Options



Log Off



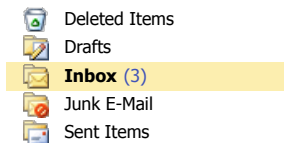
Reply Reply to All Forward Move Delete Close

Jobs Available in the Office of Congresswoman Alma S. Adams, Ph.D.

Office of Congresswoman Alma Adams [repalmaadamsnc12@gmail.com]

Sent: Monday, March 02, 2020 5:46 PM

To: Steve Johnston


[Click to view all folders](#)


Job Announcements:

Staff Assistant (District Office) (2) Communications Fellows (District and DC Offices)

Dear Friend,

My office is currently accepting applications for positions in my District and DC Offices:

Available Positions:

- **Staff Assistant** (working in the District Office in Charlotte, NC)
- **Communications Fellow** (working in the District Office in Charlotte, NC)
- **Communications Fellow** (working in the Washington, DC Office)

We are looking for strong candidates to join the 12th Congressional District team. Please see the position announcements below for detailed information. If you know of individuals who would like to apply, please have them forward the required submission materials to the contact noted for each position.

Staff Assistant

Send a **cover letter and resume** to the attention of Phanalphie Rhue, District Director to NC12DistrictCLT@gmail.com with the subject line "**Staff Assistant**" by **9 am on Monday, March 16, 2020**.

Communications Fellow

Interested applicants should email a **resume, three original writing samples, and three original digital samples** to the attention of Sam Spencer, Communications Director to NC12DistrictCLT@gmail.com with the subject line "**Adams Press Fellow**" by **9 am on Monday, March 16, 2020**. Candidates should indicate whether they are applying for the fellow position that is located in the DC or Charlotte Office.

If you have questions, feel free to give my office a call at [704-344-9950](tel:704-344-9950). Thank you in advance.

Regards,

Congresswoman Alma S. Adams, Ph.D.
North Carolina's 12th Congressional District

Position Announcement

Staff Assistant (District Office) Office of Congresswoman Alma S. Adams, Ph.D.

SUMMARY:

NC Democrat seeks Staff Assistant to join an active District Office operation. Successful candidates will have excellent written and verbal communications skills, be comfortable multi-tasking, demonstrate excellent organizational skills and attention to detail, and be capable of working full-time in the District Office located in Charlotte, North Carolina.

Responsibilities include: general administrative office duties (using a computer, answering/screening calls, greeting constituents/visitors, maintaining office appearance, receiving and appropriately processing incoming and outgoing mail); managing the district office internship program, ability to drive and/or staff the Congresswoman if needed and other duties assigned by the District Director. North Carolina ties strongly preferred.

To apply

Please email cover letter and resume to NC12DistrictCLT@gmail.com. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. The office encourages candidates of diverse backgrounds to apply. The ability to speak and/or understand Spanish is helpful.

ESSENTIAL JOB FUNCTIONS:

- General Office Administration
- Excellent written and verbal communications skills
- Must be able to multi-task
- Greet District office visitors
- Answers and screens calls
- Manage in-district internship program and conduct recruitment activities at local colleges and universities
- Maintain office appearance
- Receive and appropriately process incoming and outgoing mail, including any required reports
- Work closely with the DC-based Staff Assistant to ensure all office processes and procedures are aligned across the organization, to include the internship program
- Respond to constituent requests for information by routing to appropriate District or DC staff
- Maintain the office answering machine or voicemail; and
- Assist with other duties, as assigned by the District Director

REQUIRED QUALIFICATIONS:

- Associates/Bachelor's Degree
- Ability to process information and communicate it effectively
- Experience performing general administrative office duties
- Attention to detail, organization, and accuracy
- Ability to work under pressure and manage various priorities and deadlines

WORKING CONDITIONS:

- Ability to work nights and weekends as assigned
- Work is mainly performed in an office environment. Noise levels are usually moderate; and

- Ability to work in a small work-station without an expectation of privacy.

Send a **cover letter and resume** to the attention of Phanalphie Rhue, District Director to NC12DistrictCLT@gmail.com with the subject line **“Staff Assistant”** by **9 am on Monday, March 16, 2020**.

This is a full-time position.

Communications Fellows

The Office of Congresswoman Alma Adams (NC-12) seeks two Communications Fellows, one in Washington, D.C. and one in Charlotte. Qualified candidates will have strong writing, editing, social media, and interpersonal skills, as well as strong judgment. One to two years of experience in a press or digital media role (including internships) preferred. North Carolina ties are a plus, but any qualified candidates will be considered. Experience with Drupal, Fireside or comparable CRMs is an asset.

This position requires the ability to meet firm deadlines, juggle multiple assignments at once, and work in a team environment. The fellows will report to the Communications Director.

RESPONSIBILITIES include:

- Drafting social media posts and maintaining a social media calendar
- Sending the final draft of office and press communications through Fireside
- Maintaining/updating website including press releases
- Creating and updating press lists
- Designing graphics
- Editing video content
- Assisting with drafting speeches, press releases, op-eds, advisories, and other written materials

Interested applicants should email a **resume, three original writing samples, and three original digital samples** to NC12DistrictCLT@gmail.com with the subject line **“Adams Press Fellow.”**

This is a full time position and offers a monthly stipend.

Connect with us



Office of Congresswoman Alma Adams | 801 E. Morehead St, Suite 150, Charlotte, NC 28202
Phone: 704-344-9950

[Unsubscribe sjohnston@tuesdayforumcharlotte.org](mailto:sjohnston@tuesdayforumcharlotte.org)

[About Constant Contact](#)

Sent by repalmaadamsnc12@gmail.com



Connected to Microsoft Exchange