

The Office of Congresswoman Alma S. Adams, Ph.D. is seeking a Staff Assistant for the Charlotte, NC District Office



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 Staff Assistant Position Announcement.pdf (~104 KB)

Staff Assistant position available in the Charlotte office of Congresswoman Alma S. Adams, Ph.D.

The Office of Congresswoman Alma S. Adams, Ph.D. is seeking a Staff Assistant for the Charlotte, NC District Office.

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 staff the Congresswoman if needed and other duties assigned by the District Director. North Carolina ties strongly preferred.

View the full job description attached.

QUALIFICATIONS:

- Associates/Bachelor's Degree
- Strong telephone skills and ability to process information and communicate it effectively
- Experience performing general administrative office duties
- Attention to detail, organization, and accuracy and proficiency in word processing
- Ability to work under pressure and manage various priorities and deadlines
- Ability to work in a small work-station without an expectation of privacy
- Must have a valid driver's license
- Knowledge of all issues and events in the district in which the Member is involved
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities
- Available to work after hours, weekends and holidays
- Ability to work cooperatively and courteously with others
- Strong knowledge or connection to Mecklenburg County is a plus

DUTIES:

- 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

Qualified candidates should submit an electronic pdf of their cover letter and resume to nc12districtclt@gmail.com.

Cover letter and resume must be received via email no later than March 21, 2021, 11:59 pm.

The office is a " Equal Opportunity Employer". All are encouraged to apply.

Phanalphie Rhue, District Director

Congresswoman Alma S. Adams, NC-12

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