


Position Announcement: The Office of Congresswoman Alma S. Adams, Ph.D. is seeking candidates for the District Liaison position located in the Charlotte, NC office



From Rhue, Phanalphie <Phanalphie.Rhue@mail.house.gov>

To Rhue, Phanalphie <Phanalphie.Rhue@mail.house.gov>

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 District Liaison Position Announcement - Submit by November 15.pdf (~78 KB)

Hello!

The Office of Congresswoman Alma S. Adams, Ph.D. is accepting resumes and cover letters for the **District Liaison position located** in the Charlotte, NC office. Please see the announcement below and the full job description attached.

Please share this information with your network and with individuals that you feel would be great candidates. The submission deadline is 6:00 pm on Monday, November 15.

Regards,
Phanalphie

**Seeking Candidates for the position of District Liaison
In the Charlotte office of Congresswoman Alma S. Adams, Ph.D.
801 E. Morehead Street, Suite 150, Charlotte, NC 28202**

Congresswoman Alma Adams is seeking a District Liaison for her Charlotte, NC district office. Successful candidates will have familiarity with federal agencies, excellent written and oral communication skills, the ability to exercise discretion and independent judgment, and will be detail-oriented as well as team-oriented. Additionally, a strong knowledge or connection to Mecklenburg County is a plus. Core responsibilities include answering casework correspondence and verbal communications with constituents, managing and navigating constituents' casework through federal agencies to ensure fair and timely responses to their problems or referring constituents to appropriate state or local contacts for non-federal issues, attending and participating in community meetings and events-including some evenings and weekends, and assessing casework and community activities for matters warranting legislative action.

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 Monday, November 15, 2021, 6:00 pm.

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

Phanalphie Rhue, District Director
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