

Job Announcement: Staff Assistant position in the Charlotte Office of Congresswoman Alma S. Adams, Ph.D.



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Date 2023-02-23 19:50



**Seeking Candidates for the Position of Staff Assistant
in the Charlotte Office of
Congresswoman Alma S. Adams, Ph.D.**

Our office is accepting applications for the **Staff Assistant** position located in the Charlotte, NC office.

Please share this information with your network and with individuals that you feel would be great candidates to work in an active congressional office. The submission deadline is 5:00 pm on Wednesday, March 15, 2023.

Job Announcement

**Seeking Candidates for the position of Staff Assistant
In the Charlotte office of Congresswoman Alma S. Adams, Ph.D.**

Congresswoman Alma Adams (NC-12) is seeking an organized, detail-oriented individual to serve in the position of District Liaison in a fast-paced and highly collaborative Charlotte District office. Successful candidates will have excellent written and oral communication skills, experience in administrative office duties, and will be team oriented. Additionally, a strong knowledge and/or connection to Mecklenburg and Cabarrus Counties is preferred, but not required.

[The full posting can be found here.](#)

To apply, please send an email to **NC12.Resume@mail.house.gov** with your cover letter, and resume. Please use the following format for the subject line: NC12-Staff Assistant.

The deadline to apply is March 15, 2023, by 5 pm (EDT).

The Office of Congresswoman Alma S. Adams, Ph.D. is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Office of Congresswoman Alma S. Adams, NC-12

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