

From: [REDACTED] <[REDACTED]>
To: "jeffrey E." <jeevacation@gmail.com>
Subject: Fwd: External Relations Assistant
Date: Thu, 11 Jan 2018 15:21:57 +0000
Attachments: ATT00001.htm; [REDACTED].doc

This is my job description. What do you think?

----- Forwarded message -----

From: [REDACTED] <[REDACTED]>
Date: Thu, Jan 11, 2018 at 10:04 AM
Subject: Fwd: External Relations Assistant
To: renbolotova <[REDACTED]>

Sent from my iPhone

Begin forwarded message:

From: Mary Anne Feeney <[REDACTED]>
Date: January 10, 2018 at 2:16:12 AM EST
To: [REDACTED] <[REDACTED]>
Cc: Adam Lupel <[REDACTED]>, Amanda Murchison <[REDACTED]>, Rodrigo Saad <[REDACTED]>, Dianna Tavaréz <[REDACTED]>, "Zelia G. Herrera" <[REDACTED]>
Subject: External Relations Assistant

Dear [REDACTED],

It was great to see you yesterday and I'm glad you are feeling better!

Thank you for our discussion. We look forward to working together this year.

Kindly find attached your job description, as discussed, for the **new External Relations Assistant position**.

The official start date, also reflected in the attached job description, was yesterday, **January 9, 2018**.

The duration of this full-time position is for approximately one year—from January 9-December 31, 2018.

Amanda will meet with you this week, if she didn't already do so yesterday, to discuss event-related responsibilities and upcoming work.

Please let me know if you have any further questions.

Thank you.

Kind regards,

Mary Anne

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Sincerely

A solid black rectangular box used to redact the signature of the sender.