



Communications Associate – Washington DC – Hybrid/remote

About 20/20 Vision

An economic policy research and advocacy firm participating in the national economic policy making process. We work with legislators, academics, public interest groups, and progressive organizations via engagement in economic policy legislative and political projects with a principal focus on fiscal and financial policy.

Archives of the group's regular economic and democracy reform policy updates can be found at www.2020visiondc.org and 20/20 Vision Twitter.

Location: Washington DC; Hybrid/remote. In-office meetings twice weekly, in our Dupont Circle office.

Target start date: March 10th or ASAP

The position supports the work of an economic policy research and advocacy firm participating in the national democracy and economic policy making process. We are a motivated and passionate team that loves taking ownership of tasks, solving problems, and working towards results.

The Communications Associate will work with our team of analysts to manage our engagement in economic policy, legislative, and political projects via external and internal communications.

The work is a mix of internal and external communications management. The position involves coordinating with our team of policy analysts. This role requires persuasive and creative writing and critical thinking skills to execute our mission and goals on a digital platform from start to finish. In addition to strong writing skills, knowledge of Congress and the legislative process is key.

Experience in social media content management and project management are important qualities. The Communications Associate will need to work to establish our digital presence and amplify the team's legislative and political projects to website and social media content.

Tasks/Responsibilities

- Manage 20/20 Vision's online presence, social media
- Develop 20/20 Vision's social media presence

- Upload and send biweekly newsletters updating stakeholders on policy developments
- Draft copy, creating graphics, writing and editing campaigns, and more
- Performing quality assurance checks to ensure all social media content emails meet our excellent standards
- Measuring our KPIs and ROIs on the digital front
- Craft strategy, participate in content planning meetings, and drive project success
- Build relationships with policy-makers, coalition partners, and media influencers to align broad constituencies around a shared narrative framework for progressive change.
- Identify creative and strategic opportunities for high-impact earned media, and help us capitalize on them.

Requirements/Qualifications:

- Has a minimum of one to two years working in communications
- Has demonstrated interest in economic and democracy reform policy
- Believes in advocating for progressive policies
- Experience with Google Suites and Slack
- Experience with copywriting and content production
- Experience managing and tracking social media analytics on platforms such as Twitter and LinkedIn
- Has experience working in policy/politics, Hill experience a big plus
- Graphic design and Photoshop experience a plus

Independent Contractor with full-time, 40-hour work week expectation.

Working hours are flexible but may periodically require working some nights and weekends. Hourly rate range is from \$30 to \$50/hour, commensurate with experience. Time and a half overtime pay for holidays and work done outside the regular work hours (evening and weekend work). Annual paid vacation, and unlimited, flexible unpaid vacation. Reimbursements, stipends to be discussed with finalists. Position is a hybrid schedule with in-office meetings near Dupont Circle twice weekly.

Schedule target: 40 hours/week or more; Flexible.

To apply, please send the following materials to:

Jobs@DemocracyPartners.com

Your resume, and a cover letter specifically addressing the responsibilities of this position and your experience and qualifications with them, and also your availability to work full-time hours and work remotely.

Please include at least 3 professional references (references are not contacted until you are interviewed/notified).

The hiring process will consist of a screening interview conducted over phone or Zoom; advancing candidates will be given a writing exercise to be completed. Those advancing as finalists will be invited to our office to meet our team for in-person interview.

20/20 Vision provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, criminal history, gender identity or expression, or any other characteristic protected by federal, state or local laws.