



Project Assistant (Project Management & Editorial Assistant)

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.

Project and Editorial Assistant

The Project and Editorial Assistant position supports the work of an economic policy research and advocacy firm participating in the national economic policy making process.

This position coordinates and oversees multiple writing projects, to ensure accuracy and timeliness. Your ability to visualize the big picture while tracking the details of project waypoints is important, maintaining workflow and progress. Organizational skills and scheduling experience are critical to ensuring that administration, writing projects and Congressional tracking are aligned.

Familiarity with Capitol Hill is a plus, as is the ability to work remotely but with good communication and connective skills.

Motivation for progressive economic policy that improves the lives of Americans, and appreciation for an inclusive and cooperative work environment are valued, as is ownership of a good work product.

For reference, the archive of the group's regular economic policy updates can be found on our site: 2020visiondc.org.

Target Start Date: March 2023 or ASAP

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

Compensation: \$30-\$40/hour; Commensurate with experience.

Schedule Target: 40 hours/week or more; Flexible

Responsibilities:

- Provide editing and writing support for policy assignments, such as the weekly update and memos
- Organize and schedule appointments
- Coordinate and facilitate conference calls
- Plan meetings and take detailed notes
- Assist in distribution of a regular newsletter
- Assist in tracking timelines for projects and tracking specific project management waypoints
- Plan and execute events
- Contribute to efficient operations where needed, with tech support (iPhone, printer, wireless networks) or travel arrangements, e.g.

Requirements/Qualifications:

- Bachelor's degree
- Editing and writing skills
- Proven administrative and/or project management experience
- Knowledge of office management systems/procedures and office equipment
- Proficiency in MS Office/Google Drive, and MailChimp programs
- Excellent time management skills, ability to prioritize work, pay attention to detail and troubleshoot problems
- Excellent written and verbal communication and organizational skills
- General familiarity with fiscal, financial, and economic policy issues
- Please note that the team uses Slack

TO APPLY, please send resume and a cover letter addressing how your work experience aligns with the responsibilities of this job, and your ability to execute progressive, mission-oriented project management. Please include at least three professional references (references are not contacted unless you've interviewed and notified).

Send to: Jobs@DemocracyPartners.com

Ready to interview and hire now, so please apply as soon as possible. Thanks!

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.