



Executive Assistant

Provides assistance and day-to-day support to 20/20 Vision Principal including event planning, calendar management and overseeing personal scheduling and operations.

Executive Assistant supports the Principal's personal affairs and scheduling, coordinating around the 20/20 Vision calendar. Applicants can expect to be included on some correspondence and scheduling of 20/20 Vision, as communication and coordination with the 20/20 Vision team is necessary for the position.

You are a good fit for this position, for example, if you are a college student in DC area looking for part-time work. Candidates with an interest in economic policy and advocacy are preferred. An archive of our group's regular economic and democracy reform policy updates can be found at 2020visiondc.org and Twitter.

Target Start Date: March 2023 or ASAP

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

Compensation: \$25/hour; Commensurate with experience, *plus expenses*

Schedule Target: 20 hours/week or more; Flexible

Tasks/Responsibilities

- Manage personal scheduling needs and calendar maintenance
- Oversee operations of the residence, vendor scheduling, coordination of maintenance, etc.
- Handle travel arrangements for the head of household. Coordinate with 20/20 Vision for travel plans
- Coordinate appointments
- Oversee and manage household appointments

- Responsible for personal correspondence and some personal finances (work with personal accountants)
- Support with 20/20 Vision, ad coordination for events, attendance, follow up thank you notes, etc.
- Personal support related to gift purchasing, maintenance, sending flowers, etc.
- Organize catered luncheons and dinners at residences
- Support in overseeing the safe keeping & transportation of family assets.
- Inventory management of these assets, arrangement of access, etc.
- Perform other related duties as assigned in an efficient and organized manner

Requirements/Qualifications

- Part-time or full-time student in an undergraduate or graduate program preferred
- Must live in Washington DC
- Interest and/or experience in relevant policy/political field preferred
- Strong interpersonal skills
- Active listening and good communication skills
- Ability to prioritize projects and strong problem-solving skills
- Proficiency in MS Word, MS Excel & Google Suite a must
- Maintain confidentiality in both personal and corporate matters
- Good research skills and attention to detail
- Tech savvy

TO APPLY, please send resume and a cover letter addressing how your work experience aligns with the responsibilities of this job, and your availability. Send to:

Jobs@DemocracyPartners.com

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

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.