



To apply, please email your resume and cover letter to Dana Chasin at [dana@2020visiondc.org](mailto:dana@2020visiondc.org)

### **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](http://www.2020visiondc.org) and 20/20 Vision Twitter.

### **Executive Assistant**

Provides assistance and day-to-day support to the principal including event planning, calendar management and overseeing personal scheduling and operations.

The position supports the personal affairs of the principal of 20/20 Vision whose schedule works around the 20/20 Vision calendar. Applicants can expect to be included on some correspondence and scheduling of 20/20 Vision. Communication and coordination with the 20/20 Vision team is necessary for the position.

You are a good fit for this position if you are a college student in DC 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](http://2020visiondc.org)

Compensation: \$25/hr (commensurate with experience), plus expenses

Schedule: Part-time, average 20 hours/week or more; Flexible

---

### **Tasks/Responsibilities**

- Manage all 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
- 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
- Must live in Washington DC