



## Summer Research Intern

The Commonwealth Institute for Fiscal Analysis (TCI) is looking for a **Summer Research Intern** to conduct substantive work on public policy issues. You'll learn how to produce credible, timely, and accessible analysis on important issues facing Virginia and, in doing so, help improve the lives of people in Virginia statewide. This is a full-time, paid internship opportunity (2 months).

### Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

Since its founding over 15 years ago, TCI has amassed an impressive record of achievements, including being a central player in the successful efforts to connect people with low incomes to health care through Medicaid expansion, boost the minimum wage, protect and strengthen the state Earned Income Tax Credit, expand immigrant and labor rights, improve Virginia's K-12 education funding system, reform costly tax breaks, and reform policies that lead to the criminalization of poverty in the state.

### What You'll Do

- Make real progress on challenging policy issues by conducting research and analysis, and helping to identify evidence-based, equitable policy recommendations.
- Help to support efforts to create and disseminate public-facing TCI products through various channels by working alongside TCI's communications and policy staff.
- Ensure the organization's sustainability by assisting with communication, outreach, development, and logistics as necessary.

## What We're Looking For

- Commitment to social, economic, and racial justice
- Quantitative research, fact-gathering, writing, analytical, and computer skills
- Experience with data visualization (including interactive visuals, geospatial/mapping packages, etc.)
- A willingness to do administrative as well as substantive tasks
- Bonus: experience with communications, outreach, or campaigns

## Tools We Use

- Adobe Illustrator
- Google Apps
- IPUMS
- Microsoft Office, with focus on Excel
- R statistical package
- Tableau Public

## Logistics

**Compensation:** \$15.00/hour

**Location:** Before the pandemic, TCI staff primarily worked in our office in downtown Richmond, VA. Currently, pursuant to a union agreement, TCI staff have the option to work remotely or in person, subject to specific health and safety requirements.

**To Apply:** Please send a cover letter and resume in PDF or Word format to Kami Blatt at [kami@thecommonwealthinstitute.org](mailto:kami@thecommonwealthinstitute.org) with the subject line: Summer Internship. No phone calls or other email inquiries please.

**Timing:** Position open until filled. Review of applications begins late March to early April.

*The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*