



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 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 will 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. One of TCI's core values is 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, address Virginia's upside-down tax code, expand state revenue options, and reform policies that lead to the criminalization of poverty in the state.

What You'll Do

- Conduct research and analysis to make real progress on challenging policy issues and help identify evidence-based, equitable policy recommendations.
- Utilize R to support research and analysis efforts.
- Work alongside TCI's communications and policy staff to support efforts to create and disseminate public-facing TCI products through various channels.
- Assist with 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 working in R to conduct data cleaning, analysis, and/or visualization.
- Experience/interest with data visualization (including interactive visuals, geospatial/mapping packages, etc.).
- A willingness to do administrative as well as substantive tasks.
- Bonus: experience with or interest in working with administrative and survey data produced by the federal or state governments.

Tools We Use

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

Logistics

Compensation: \$17.00/hour

Location: Richmond, Virginia - would need to be available for occasional meetings or work days in our office in downtown Richmond. Availability to be in the office 1-2 days a week preferred.

To Apply: Please send a cover letter and resume in PDF or Word format to Megan Davis at Megan@thecommonwealthinstitute.org with the subject line: Summer 2025 Internship. Applications that do not include a cover letter and resume will not be considered. Please do not use ChatGPT or other AI writing generators in writing responses and do not submit additional information apart from the items listed above. No phone calls or other email inquiries please.

Timing: Position open until filled. Applications will be reviewed on a rolling basis. For best consideration, apply by May 9.

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.