



Summer Internships

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

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

Policy Internship	Data Analysis Internship
Conduct research and analysis to make real progress on challenging policy issues and help identify evidence-based, equitable policy recommendations	
Write highly accessible blog posts, issue briefs, talking points, and other materials on key policy issues to advance racial and economic justice in Virginia	Use publicly-available datasets and R to model impacts by race and income of policy choices in the areas of tax policy, education, and health care
Participate in and assist with logistics of advocacy coalitions	Create visual displays of quantitative data related to policy discussions in Virginia
Work alongside TCI's communications and policy staff to support efforts to create and disseminate public-facing TCI products through various channels	
Factcheck work by TCI analysts	
Assist with outreach, development, and logistics as necessary	

What We're Looking For

Policy Internship	Data Analysis Internship
Commitment to social, economic, and racial justice	
A willingness to do administrative as well as substantive tasks	
Fact-gathering, writing, and analytical skills	
Experience with the Virginia legislature as an advocate or staffer	Experience working in R to conduct data cleaning and analysis
Experience writing for a non-academic audience	Experience/interest with data visualization (including interactive visuals, geospatial/mapping packages, etc.)
Familiarity with Virginia state policy landscape in at least one of the following policy areas: health care, K-12 education, criminal legal system, immigration, and tax	Experience working with administrative and/or survey data produced by the federal or state governments
	Bonus: Experience with Shiny or other packages to build interactive graphics from R

Logistics

Compensation: \$20.00/hour

Location: Richmond, Virginia. Availability to be in the office at least 3 days a week (Monday, Tuesday, and Thursday) is required.

To Apply: Please send a cover letter that includes which internship you would prefer, a concrete example of how a public policy has impacted you, a family member, or your community as a whole in a positive or negative way, and a resume in PDF or Word format to Shabana S. at shabana+policy@thecommonwealthinstitute.org or shabana+data@thecommonwealthinstitute.org with the subject line: Summer 2026 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 April 20.

A note to potential candidates: Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single qualification listed in the job description. We are committed to building a diverse and inclusive organization, and strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

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.