

Research & Data Assistant

The Commonwealth Institute is looking to expand its analytical capacity by adding a **Research and Data Assistant** to our team. 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.

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 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.

Throughout its 20 year history, 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 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 quantitative research and analysis, tracking budget and legislative proposals, helping to identify solid policy recommendations, and equipping diverse stakeholders to understand and use these recommendations to advance their work
- Explain your findings to the public, policymakers, and other advocates by crafting blog posts, reports, op-eds, infographics, data visualizations, and similar materials in conjunction with other TCI staff members

What We're Looking For

- A Bachelor's degree in economics, political science, public policy, sociology, or a related field, or comparable professional experience
- Experience in using research skills/methods or data analysis to examine a complex policy issue
- The ability to produce polished, accurate, and context-aware work
- Experience communicating complex quantitative data through data visualization
- Excellent written and verbal communication skills
- The ability to manage follow-through across multiple projects
- The ability to meet deadlines and, when necessary, adjust plans to account for changing conditions
- The ability to take ownership of outcomes and not simply completing tasks
- The ability to maintain a constructive approach that moves work forward
- The ability to ask questions to build understanding of impact and context
- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration
- A team player with a strong commitment to social, economic, and racial justice

Tools We Use

Adobe Illustrator
Google Apps
IPUMS
MS Excel
R statistical package

Logistics

Compensation: Starting annual salary is \$55,000 depending on experience. TCI also provides generous benefits including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

Bargaining Unit Status: This position is within a collective bargaining unit represented by a recognized staff union, TCI United (NPEU).

Manager: TBD

Location: TCI staff have the option to work remotely from within the state of Virginia or in our Richmond office.

Travel: Occasional travel may be required in- and out-of-state. May be required to frequently be in Richmond during the Virginia legislative session (typically January to mid-March).

To Apply: Send cover letter & resume to shabana+hiring@thecommonwealthinstitute.org. No phone calls or other email inquiries please.

Timing: Position open until filled.

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.