



THE  
COMMONWEALTH  
INSTITUTE

*Building a Prosperous  
Virginia for All*

## Research Assistant

The Commonwealth Institute is looking to expand its analytical capacity by adding an entry-level **Research Assistant** to our team. You'll learn how to produce credible, timely, and accessible economic and fiscal policy analysis on important issues facing Virginia and, in doing so, help improve the lives of Virginians statewide.

### Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) provides independent research and analysis of state fiscal and economic policy issues in Virginia, with a focus on how these issues affect middle-class and low-income people in our state. Our mission is to use policy research and analysis to advance the well-being of Virginia communities, and improve the economic security and social standing of all Virginians.

We embrace an “all hands on deck” work environment where every team member is vital to TCI’s success and there is a sense of both individual ownership and shared purpose. We take pride in our lively and open office space, where collaboration is not just encouraged, but critical to success. Our focus is on outcomes, so our work style allows for flexibility and a solid work-life balance.

### What You’ll Do

Make real progress on challenging policy issues by conducting research and analysis, identifying solid policy recommendations, and equipping diverse stakeholders to understand and use these recommendations in their work.

Assist the policy staff in shedding light on important legislation by contributing to TCI’s analysis of state economic and fiscal policy proposals.

Explain your findings to the public, policymakers, and other advocates by crafting op-eds, infographics, and similar materials in conjunction with other TCI staff members.

Ensure the organization’s sustainability by assisting with communication, outreach, and development as necessary.



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## 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 producing policy research and quantitative analysis
- Excellent written and verbal communication skills
- The ability to thrive in a deadline-driven environment
- Great judgment. Better yet, really great judgment
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of an ever-stronger organization
- Intellectual curiosity
- A passion for improving the lives of middle-class and low-income Virginians, tempered by the understanding that policy progress rarely happens overnight and takes collaboration.

## Tools We Use

Adobe Illustrator  
Google Apps  
IPUMS  
Microsoft Office, with special focus on Excel  
Tableau

## Logistics

**Compensation:** Salary is commensurate with experience, education, and ability. TCI also provides generous benefits including health care, vacation, and a retirement plan.

**Manager:** Chief Operating Officer

**Location:** Richmond, VA

**To Apply:** Send cover letter, resume, and recent salary history to Laura Goren at [laura+research@thecommonwealthinstitute.org](mailto:laura+research@thecommonwealthinstitute.org). No phone calls or other email inquiries please.

**Timing:** Position open until filled. Review of applications begins on October 24.

*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.*