

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. We are seeking highly motivated undergraduate and graduate students, as well as recent graduates. This is a full-time, paid internship opportunity (2-3 months).

Who We Are

The Commonwealth Institute (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. 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.

What You’ll Do

- Make real progress on challenging policy issues by conducting research and analysis, and identifying solid policy recommendations.
- Explain your findings to the public, policymakers, and other advocates by crafting op-eds, infographics, and similar materials in conjunction with the Communications team.
- Ensure the organization’s effectiveness and sustainability by assisting with events, advocacy, communications, development, outreach, and logistics as needed.

What We’re Looking For

- Quantitative research, fact-gathering, writing, analytical, and computer skills
- A willingness to do administrative as well as substantive tasks
- Bonus: experience in communications, outreach, or campaigns

Logistics

To Apply: Send cover letter and resume to Chris Duncombe at chris+intern@thecommonwealthinstitute.org with the subject line: Summer Internship. No phone calls or other email inquiries please.

Location: Richmond, VA

Timing: Position open until filled. Review of applications begins early March.

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. We are committed to building a diverse and inclusive workplace.