



THE CENTER FOR
OPEN DATA ENTERPRISE

Fall 2018 Internship Opportunity

The [Center for Open Data Enterprise](#) (CODE) is a 501(c)(3) independent nonprofit organization based in Washington, DC. Its mission is to maximize the value of open government data as a public resource for economic growth, social good, and scientific research.

Title: Research & Communications Intern (Part-time)

Description:

The Center for Open Data Enterprise (CODE) is leading several multi-stakeholder initiatives in collaboration with the White House and a number of federal agencies, the private sector, and civil society to make government data more open and accessible. These initiatives include CODE's [Open Data Roundtables](#), the [U.S. Open Data Toolkit](#), and the [Open Data Impact Map](#).

CODE is seeking a part-time intern to support communications and research across the organization. The Research & Communications Intern will work closely with the Director of Programs on key deliverables. She/he should have experience managing social media accounts, websites and/or blogs, conducting research and writing up research findings in accessible language, and have previous experience planning and coordinating events.

Specific tasks include:

- Conducting research on open government data and writing up research findings in accessible language
- Updating and contributing content to the U.S. Open Data Toolkit and the Open Data Impact Map, including writing short summaries, blog posts, and/or articles
- Assisting with event logistics and communications efforts for CODE events, including participating in Open Data Roundtables and helping to promote Roundtable findings

Skills & Experience:

Required

- Excellent verbal and written communication
- Ability to work independently and take initiative
- Commitment to careful, detailed quality control
- Experience conducting qualitative research and writing up findings in accessible language
- Experience managing social media accounts, websites, and/or blogs (e.g. Twitter, Wordpress)

Preferred

- Knowledge of graphic design software (e.g. Adobe suite)
- Knowledge of web analytics tools (e.g. Google analytics)
- Interest/experience working in open government and/or technology-related areas

Duration: October 1 - December 15, 2018, with the opportunity for extension

Schedule: 2 to 3 days per week at CODE's Washington, DC office (unless otherwise agreed upon), which is located at the OpenGov Hub, 1110 Vermont Ave NW, Suite 500, Washington, DC 20005

To Apply: Email Katarina Rebello at katarina@odenterprise.org. Please include a cover letter and 1-page CV.