



THE CENTER FOR
OPEN DATA ENTERPRISE

INTERNSHIP OPPORTUNITY: RESEARCH ASSISTANT

The Center for Open Data Enterprise (OpenDataEnterprise.org) is an independent nonprofit organization that develops smarter open data strategies for governments, businesses, and other nonprofits by focusing on data users. Open data is a valuable public resource for social good and economic growth, with applications in healthcare, energy, transportation, governance, and many other areas.

Position Description:

The Center for Open Data Enterprise is seeking a part-time Research Assistant for a 6-month paid internship, starting immediately.

The Center is leading a multi-stakeholder effort to host a series of high-level Open Data Roundtables (opendataenterprise.org/what-we-do#roundtables) in collaboration with the White House Office of Management and Budget and a number of U.S. Federal agencies. This series will highlight the relevance and applicability of open data to federal goals and objectives. At the conclusion of the series, the Center will publish an U.S. Federal Open Data Toolkit, both in print form and as a website, with learned lessons, best practices, case studies, and additional resources.

The Research Assistant will contribute both to the roundtables and development of the toolkit, working closely with the Project Manager and Content Leads. She/he should have experience gathering information through both desk research and interviews, and able to synthesize and write up the research findings in accessible language.

Responsibilities:

- Conduct desk research on open data in government through literature review, news reports, online research, including research on specific topics in open data use, data-publishing agencies, and potential speakers and demos for each Roundtable.
- Aggregate, organize, review, and summarize inputs from research, questionnaires and surveys conducted by the Center.
- Prepare event materials prior to each Roundtable
- Roundtable logistics, participation at and note-taking during the Roundtables, and synthesizing results.
- Develop content for the Federal Open Data Toolkit

Skills and Experience Required:

- Understanding of technology and information policy issues (specific experience with open data is preferred)
- Experience conducting qualitative research experience in technology-related areas
- Demonstrated ability to produce high-quality content under tight deadlines
- Excellent organization and time management skills
- Excellent verbal and written communication
- (Preferred) Experience with federal agencies and/or federal data use
- (Preferred) Experience with event management

Preferred Working Style:

- Extremely organized
- Commitment to careful, detailed quality control
- Ability to work independently and take initiative
- Ability to work in a highly collaborative, small team setting
- Highly professional demeanor and presence

Start Date & Term: Start date as soon as possible.

Location: Center for Open Data Enterprise office: OpenGov Hub, 1110 Vermont Ave. NW, Suite 500, Washington, DC 20005

Application Closing Date: May 25, 2017

How to Apply:

Interested applicants should submit a CV and expression of interest to Laura Manley at laura@odenterprise.org.