



Research Internship Opportunity

The Center for Open Data Enterprise (“the Center”) is a 501(c)(3) independent nonprofit organization based in Washington, DC. The mission of the Center is to maximize the value of open government data as a public resource, by focusing on data users.

Role Description: 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 Intern will conduct research on Roundtable topics, participants, and other relevant areas to be defined within the scope of the project, working closely with the Center’s President and Policy Fellow. He/she will also assist with the coordination of the Roundtables and development of other core content, as needed.

Specific Tasks:

- 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
- Other tasks to be assigned

Employment Dates: September 2017 to January 2018, with the opportunity for extension.

Schedule: Part-time: 2 days per week spent at the Center’s Washington, DC office (unless otherwise agreed upon). Any additional work may be performed off-site. The Center for Open Data Enterprise office is located at OpenGov Hub, 1110 Vermont Ave. NW, Suite 500, Washington, DC 20005

Application Closing Date: September 17, 2017

To Apply: Email Laura Manley, Director of Programs at laura@odenterprise.org. Please include a cover letter and 1-page CV.

The Center for Open Data Enterprise, OpenGov Hub, 1110 Vermont Ave NW, Suite 500, Washington, DC, USA 20005