THE CENTER FOR
OPEN DATA ENTERPRISE

Project Manager, CODE Roundtable Program

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.

Role Description:
The Center for Open Data Enterprise is leading a multi-stakeholder effort to host high-level Roundtables in collaboration with the White House and a number of U.S. federal agencies. CODE is seeking a full-time Project Manager to lead research efforts and event planning related to the Roundtable program, starting in January 2019. The Project Manager will play a central role in organizing and facilitating CODE Roundtables, producing summary reports of the events, and developing other related outputs such as briefing papers and news articles to publicize the results. She/he should be familiar with data and technology policy, and have experience managing and planning events.

Specific tasks include:

- Coordinating with government, industry, and civil society to plan and co-host Roundtables on a wide scale
- Developing detailed Roundtable project plans and documentation to track progress
- Managing external participant communications including Roundtable invitees and high-level speakers
- Framing research efforts for Roundtables, including developing discussion topics and questions
- Drafting Roundtable materials, including briefing papers, agendas, facilitation guides, and run-of-shows
- Synthesizing information gathered through research, interviews, surveys, and Roundtable discussions to produce public summary reports and other follow-up materials
- Ensuring resource availability and allocation, including ensuring that events are within scope and budget
- Measuring project performance using appropriate systems, tools and techniques

Skills & Experience:
Required:

- Previous experience with project management and/or event management
- Commitment to careful, detailed quality control
- Demonstrated ability to produce high-quality content under tight deadlines
- Excellent organization and time management skills
- Strong verbal and written communication
- Ability to work independently and take initiative

Preferred:

- Experience working on qualitative research about government, data, and/or technology policy
- Experience working with U.S. federal agencies and/or open government data use

Start Date: January 2019

Schedule: Full-time, based at CODE's office in Washington, DC at the OpenGov Hub (1110 Vermont Avenue NW, Suite 500, Washington, DC 20005)

To Apply: Interested candidates should email Katarina Rebello at katarina@odenterprise.org with a cover letter and 1-page CV