



PROJECT RESEARCHER - 4 MONTH CONTRACT

Do you want to work for an innovative, mission-driven organization? Are you interested in technology, policy, and the power of government data?

The Center for Open Data Enterprise has an opportunity for you.

The Center for Open Data Enterprise (www.OpenDataEnterprise.org) is a Washington-based nonprofit that works on open government data - free, publicly available data that anyone can use. Open data is a valuable public resource for social good and economic growth, with applications in healthcare, energy, transportation, governance, and many other areas. Our mission is to maximize the value of that resource by working with governments and government agencies, data-driven businesses, nonprofits, advocates, and developers in the U.S. and around the world.

Position Description:

The Center for Open Data Enterprise is seeking an experienced researcher and writer for a full-time, temporary position from July through October 2016. The Center is leading a multi-stakeholder effort to develop an Open Data Transition Report for the next Presidential Administration. The Project Researcher will play a central role in organizing, facilitating, researching and helping to write the Report. She or he should be familiar with technology and policy issues, experienced at gathering information through both desk research and interviews, and able to synthesize and write up the research findings in plain language.

Responsibilities:

- Conduct desk research on open data in government through literature review, news reports, online research, and other sources including social media.
- Develop interview guide for individual subject matter experts who will advise on the Report, and conduct numerous interviews in person and by phone.
- Coordinate advisory committee and working groups that will advise on the Report. This includes managing communications with these groups, meeting logistics, note-taking for these meetings, and synthesizing results.
- Write up results of interviews with experts and meetings with advisory committee and working groups.
- Develop written material for final Report of government data recommendations.

Skills and Experience Required:

- Understanding of technology policy issues (specific experience with open data is preferred)
- Experience with interview-based research
- Experience with literature reviews and online research in technology-related areas
- Demonstrated ability to produce high-quality written reports under tight deadlines
- Excellent project management and time management skills
- (Preferred) Experience with federal agencies and/or federal data
- (Preferred) Understanding of federal protocol and experience working with government officials

Preferred Working Style:

- 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

Time: This position is open immediately and will extend through October 2016.

Compensation: To be determined, commensurate with experience

Location: Center for Open Data Enterprise office: 1110 Vermont Ave. NW, Suite 500, Washington, DC 20901

How to Apply:

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