**Peace Corps Recipe Box Data Specialist Statement of Work**

*Limited-term contract position of three months, beginning in June/July 2014*

**Position Summary**

Peace Corps Volunteers have been creating, collecting, and distributing regional and program-specific recipe collections from the very beginning of Peace Corps’ history. These recipe collections contain everything from local and indigenous cuisine to manuals for making familiar foods in unfamiliar environments. Peace Corps Volunteers spend not only a lot of time preparing food for their own consumption, but often are called on in their projects and communities to advise on nutritious and sustainable food practices.

As part of a multi-stakeholder effort within Peace Corps, we are looking for a Data Specialist to assist in the defining, cataloging, and interpreting cookbooks and recipe data from multiple file formats and specifications. We have collected an initial set of cookbook materials in digital formats, but some may be dated, contain inconsistent or unusable content, or be duplicative of other materials.

The Data Specialist will manage the process of developing a collection schema and taxonomy in order to transfer existing materials into a consistent and uniform structure. This collection will serve as the foundation for a web-accessible Peace Corps cookbook recipe interface, as well as future mobile apps for iOS and Android and an edited, physical recipe book.

The Data Specialist will serve under the supervision of the Food Security Team Nutrition Specialist in the Office of Overseas Programming and Training Support and the ICT Specialist in the Office of Third Goal and Returned Volunteer Services.

**Additional Knowledge, Skills and Abilities**

* Responsible for standardizing data naming, establishing consistent data definitions, and initial monitoring/auditing the data quality.
* Identify, analyze and report/resolve data issues, related to uniqueness, integrity, accuracy, consistency and completeness.
* Establish data profiling techniques for data patterns best practices for nutrition datasets integration.
* Plan and organize tasks, report progress, manage & coordinate with the stakeholders for implementation.

**Desired Skills and Experience**

* The ideal candidate will possess a Bachelor’s Degree plus 2 years professional experience in Information Technology, Business Process, or operational roles.
* Experience with data analysis, process analysis, and cataloging.
* Highly proficient in MS Office, particularly MS Excel. Preferred (but not required).
* Experience with text-mining techniques, databases, and scripting program languages (Python, JavaScript).
* Expertise in defining master data structures, taxonomies, and dataset integration, and definitions is highly desired.
* Knowledge of the Peace Corps is a plus but by no means a requirement.