FELLOWSHIP DESCRIPTION

This information will be made available to all fellowship applicants. Please type or paste responses directly into boxes below. Boxes will expand to fit.

ORGANIZATION NAME: OMNI Institute
LOCATION (City/State): Denver, CO

Yearlong Fellowship (June 2015-May 2016) □ Summer Fellowship (June-August 2015)

About the Fellowship

Title of PIFP Fellow: Research Assistant

Primary Responsibilities of PIFP Fellow:
OMNI has an array of projects at any time and will do its best to match the interests of the Fellow to project opportunities. We anticipate that the Fellow will have the opportunity to work on approximately 4 projects concurrently, and up to 10 -12 different projects over the course of the year. The Fellow will contribute to projects by supporting research activities such as: data collection and analysis, the development of data displays and reports, and literature reviews. The Fellow also will be responsible for preparing for and attending project team meetings, taking meeting notes, and, where appropriate, attending meetings with clients. Other Fellow responsibilities will include time and expense reporting, attendance at company meetings and participation in required trainings (e.g., human subject’s protection). See the attached job description for more information.

How Fellow Will Contribute to Capacity-Building/Systemic Change:
OMNI is interested in supporting individuals with interests in pursuing a career in the social sciences. CC’s Fellowship Programs presents an important opportunity for OMNI to “give back” to the profession and to support students in entering the field.

Training & Networking Opportunities for Fellow:
The Fellow will be asked to participate in regular company activities and required trainings, such as HIPAA and human subjects protections. The Fellow will participate in
regular meetings of projects teams and will be asked to present work and participate in project planning and debrief meetings. Fellows often have the opportunity to interact with OMNI’s clients through client meetings, presentations and professional events.

Supervision of PIFP Fellow:
The Fellow will be supervised by a staff member who works on similar projects.

Qualifications Sought in Fellow:

**Required:** Strong critical, analytic thinking skills are essential. Training in social science strongly preferred.

**Preferred:** OMNI strongly encourages individuals from diverse backgrounds to apply and is very interested in applicants who are fluent in Spanish. OMNI has a strong preference for applicants with training in statistical analysis and/or software application systems. Qualitative analytic skills are also attractive.

Skills/Experience Sought in Fellow:

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Disabilities issues
- Diversity issues
- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues
- Event Planning
- Film
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Lobbying
- Marketing/sales
- Performing/fine arts
- Policy:
  - Education
  - Environmental
  - Fiscal
  - Environmental
  - Legislative
  - Other:

Technology Skills Required:

- Excel
- PowerPoint
- Publisher
- Other:

Certifications Required:

- WFA
- WFR
- First Aid
- CPR
Organization’s Website:  www.omni.org

Organization’s Mission and Goals (primary activities & projects):
OMNI Institute provides applied evaluation research, training and technical assistance, technology implementation support and project consultation to governmental entities, foundations and nonprofits. A few of OMNI’s projects are highlighted below:

Colorado State Employee Assistance Program (EAP) – OMNI Institute is the Principal Investigator on a research grant awarded by the Employee Assistance Research Foundation and in partnership with Colorado State employees’ EAP to assess the effectiveness of EAPs in improving workplace outcomes, as well as outcomes for the behavioral health of participating individuals.

Countdown to Kindergarten - OMNI Institute evaluates the Countdown to Kindergarten program implemented by the Denver Education Compact in southwest Denver Public Schools. The evaluation employs a mixed methods design, involving the analysis of school level archival data and the collection of survey and qualitative data from educational leaders, teachers, and parents. The result of the project will be a comprehensive process and outcome evaluation design to assess the initiative’s impact on kindergarten readiness.

Division of Criminal Justice (DCJ) Diversion Program – OMNI has conducted a multi-year, statewide evaluation of DCJ-funded diversion programs throughout the state to examine their effectiveness and impact on juvenile justice system involvement. The project involves use of Social Solutions’ Efforts to Outcomes™, for which OMNI is a Certified Implementation Partner.

Number of Staff: 55

Organization’s Non-Discrimination Policy Statement:
OMNI provides equal employment opportunities to all employees and applicants without regard to race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation in accordance with applicable federal, state and local laws.

Is there anything else a fellow should know about the organization?