

# FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.  
Please type or paste responses directly into boxes, which will expand to fit.

Organization name: OMNI Institute

Location (city/state): Denver, CO 80203

Organization's website: [www.omni.org](http://www.omni.org)

**Yearlong Fellowship**  
(June 2018-May 2019)

**Summer Fellowship**  
(June-August 2018)

## Organization Mission/Goals (100 words or less):

*May include a bulleted list of priorities or initiatives, in addition to mission statement.*

OMNI Institute is a nonprofit social science research agency with a mission to strengthen the nonprofit, public and philanthropic sectors through evaluation research, capacity building and technology solutions. OMNI supports government agencies, nonprofits, and foundations across a range of content areas, including Public and Behavioral Health; Justice; Children, Youth and Families; and Collaboration and Systems Development. OMNI's team is comprised of a diverse group of individuals with expertise across research & evaluation, training & technical assistance, and technology solutions skills.

Title of PIFP Fellow: Research Assistant

## Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):

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).

**Qualifications sought in PIFP fellow (bulleted list; 50 words or less):**

Include **Required** and **Preferred** sections, if applicable.

**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 a plus.

**Areas of skill/experience/background required in PIFP fellow:**

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input checked="" type="checkbox"/> Qualitative research
<input type="checkbox"/> Children’s issues	<input type="checkbox"/> Healthcare/health sciences	<input checked="" type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input type="checkbox"/> Coalition work	<input type="checkbox"/> Journalism/publications (print/online)	<input checked="" type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input checked="" type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input type="checkbox"/> Volunteer management
<input checked="" type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	Other: _____
<input type="checkbox"/> Digital media	<input type="checkbox"/> Marketing/sales	Other: _____
<input type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input type="checkbox"/> Education	
<input checked="" type="checkbox"/> Editing	<input type="checkbox"/> Environment	
<input type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input type="checkbox"/> Environmental issues	<input type="checkbox"/> Health	
	<input type="checkbox"/> Legislative	
	<input type="checkbox"/> Other: _____	

**Technology skills required in PIFP fellow:**

<input type="checkbox"/> Adobe Creative Suite (Acrobat, InDesign, PhotoShop)	<input type="checkbox"/> Graphic design (infographics, etc)
<input type="checkbox"/> Blog platforms (WordPress, Blogger)	<input checked="" type="checkbox"/> Microsoft Office Suite (Word, Excel, PowerPoint)
<input type="checkbox"/> Database management (Salesforce, GiftWorks, Wild Apricot)	<input type="checkbox"/> Video/film production
<input type="checkbox"/> Digital marketing/outreach (Twitter, Instagram, Facebook, etc)	<input type="checkbox"/> Website design/management (WordPress, SquareSpace, etc)
<input type="checkbox"/> E-newsletter platforms (MailChimp, Constant Contact, Vertical Response)	Other: _____
<input type="checkbox"/> GIS	Other: _____

**Certifications  
Required:**

WFA

WFR

First Aid

CPR

Other:

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**Language Skills  
Required:**

English

Spanish

Other:

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