



miskanawah

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Evaluations Specialist

Location:	2335 30 Avenue NE Calgary, AB
Position Type:	Part Time (20 hours per week)
Hours:	Flexible Hours
Program:	Administration
Salary Range:	\$37,500 (\$40 per hour)

Position Summary:

Miskanawah is an Indigenous agency that draws from the strengths and guidance of Indigenous teachings. We adopt culturally-based practices in human services to support vulnerable children, youth and families.

With the support and guidance of Elders, Knowledge Keepers and Miskanawah Leadership, the Evaluations Specialist will draw jointly from Miskanawah's Indigenous Evaluation Strategy and evidence-based evaluation methods to develop assessment and evaluation processes for our programs and organization. This role is responsible for developing systems for data collection and impact reporting, in alignment with funder expectations and organizational priorities, as well as training program staff in data collection and implementation of evaluation tools. A key component of this role will include supporting an agency-wide transition to utilize the ShareVision V4 database for data collection needs, to enhance program and agency impact reporting.

Responsibilities:

- Lead and support evaluation processes for all programs, ensuring Indigenous parallels and worldviews are embedded throughout
- Facilitate discussions with agency leadership to review how and for what purpose data is being collected
- Build on Miskanawah's existing evaluation framework, and design data collection and program evaluation tools that align contract deliverables with Miskanawah's Indigenous Evaluation Framework
- Provide training to staff on data collection and evaluation methods
- Conduct review of program-related documents, data files, and academic literature to recommend best practices for program and agency evaluation
 - Draft written reports and visual presentations related to evaluation process and findings that support organizational priorities and communication of impact
- Collaborate with Miskanawah staff and leadership to assess and monitor ongoing processes of program evaluation, implementation and revision



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- Support in the development of the agency Annual Report to the Community, in collaboration with the CEO, Leadership and communications staff
- Lead and support Miskanawah's ongoing transition to the ShareVision V4 database for all programs
 - Liaise with ShareVision product experts and Miskanawah Database Administrator to design program platforms that meet the needs of agency leadership, staff, persons served, and required outcomes data for funders
- Collaborate with and contribute to the Communications and Fund development team, including: practice-research, visual design, oral reporting and videography (where applicable)

Skills and experiences:

- Proven experience in research, data analysis and program evaluation
- Knowledge of evaluation tools and reporting practices within the not-for-profit sector
- Proficiency in using database software and online research tools
- Competency in Microsoft Office applications
- Knowledge of SharePoint software and/or ShareVision database considered an asset
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Knowledge of and ability to connect with Indigenous Elders and Knowledge Keepers
- Commitment to incorporating Indigenous oral parallels and practice-based approaches to evaluation
- Commitment to professional development
- Experience working in Human Services field preferred
- Experience writing professional reports; experience writing funder reports in the not-for-profit sector considered an asset
- Skills and experience in visual design, communications and videography considered an asset
- Ability to work collaboratively with many different people and teams
- Excellent organizational, time management and project management skills
- Strong self-motivation and ability to take initiative to complete tasks in a timely manner
- Ability to analyze and interpret the needs of staff and offer the appropriate solutions

Requirements:

- Bachelor's degree in Research, Statistics, Evaluation or a related field (or equivalent experience)



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- Minimum 3 years' experience in an evaluator or data analysis role
- Valid Criminal Record and Vulnerable Sector Check
- Valid Child Intervention Check

We offer the opportunity to be part of a creative and positive work environment, supports for professional development, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca. Please reference "Evaluations Specialist" in the subject line. We thank all interested applicants, however, only those selected for interview will be contacted.