

## **PROGRAM EVALUATOR**

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| <b>Location:</b>      | Calgary, AB                        |
| <b>Position Type:</b> | Full time                          |
| <b>Hours:</b>         | Monday – Friday (37.5 hours/ week) |
| <b>Salary:</b>        | \$60,000                           |

### **Position Summary:**

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

The Program Evaluator will draw from Miskanawah's Indigenous Evaluation Strategy to develop assessment and evaluation processes for our programs and organization. The role is responsible for collecting and analyzing all data necessary for funder reporting, as well as training program staff in data collection and implementation of evaluation tools.

### **Responsibilities:**

- Lead the evaluation for all programs ensuring Indigenous parallels and worldviews are embedded throughout
- Build on existing evaluation framework and design data collection and program evaluation tools that align with Funder priorities and contract deliverables
- Conduct routine analysis on program process and outcome data
- Provide ongoing training to staff on different evaluation methods
- Draft written reports and presentations related to evaluation process and findings
- Consult appropriate personnel as needed to facilitate ongoing process of program design, implementation and revision
- Conduct reviews of program-related documents, data files, and academic and grey literature
- Contribute to the writing and development of outcome reports to funders
- Support the transition to ShareVision database for all programs

### **Skills and experiences:**

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Knowledge of and ability to connect with Indigenous Elders Knowledge Keepers
- Commitment to professional development
- Expertise in program evaluation and data analysis
- Knowledge of evaluation tools commonly used in social service settings
- Experience working in Human Services field
- Competency in Microsoft applications including Word, Excel and Outlook
- Experience writing professional reports, experience writing funder reports is an asset
- Commitment to incorporating up to date research-based approaches

- Ability to take initiative
- Ability to work individually as well as part of a team
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment

**Requirements:**

- Degree in a related field
- Minimum 3 years in an evaluator or data analysis role
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Experience working for a Not-for-profit an asset
- Indigenous Awareness
- Diversity Training

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](mailto:careers@miskanawah.ca) by August 22, 2022. Please reference "Evaluator" in the subject line. We are looking to fill this position ASAP.