

Title: **Data Evaluation Assistant**
Location: **Calgary, Alberta**
FTE: **1.0, Full Time, Permanent**
Reports to: **Manager, Community Services**

The Brenda Strafford Foundation – Heart Home Network (“HHN”) serves women and children impacted by family violence through providing a safe shelter and housing complimented by comprehensive support service for all participants. HHN offers a continuum of care designed to help families develop their potential and transition to safe and healthy lives in the community upon their departure from HHN.

As a growing organization with a bold and innovative strategic direction, HHN offers a dynamic work environment for talented individuals seeking an opportunity to be part of changing futures for women and children who have suffered the impacts of domestic violence. If you are interested in lending your talents to our important mission, we are currently seeking a friendly, detail-oriented, and efficient Data Evaluation Assistant to join our growing team.

This position a permanent Full-Time position working out of the HHN Shelter and Housing Centre in Calgary that reports to the Manager, Community Services.

Roles & Responsibilities

Roles and responsibilities are subject to change and other duties may be assigned as required.

Data Evaluation, Collection, & Management

Data Management:

- Practice accurate data management by developing and delivering practical guides, workshops, and coaching sessions to HHN team
- Conducting current state assessments and requirements gathering processes to inform data management planning
- Co-designing data collection protocols with non-profit partners that match service delivery and evaluation/research needs
- Conduct trend analysis and advise on areas of focus to support agency intentions and outcomes
- Developing, monitoring, and revising data governance policies and working with people to support their adoption and ongoing use
- Application of relevant privacy, legislation and ethical considerations to guide data collection across sectors

Data Collection:

- Developing data capture tools (surveys, forms, etc.) and data management plans
- Documenting processes
- Supporting project teams in data analysis, preparing tables/charts/graphs, and presentations
- Support evaluation of data collection and data entry, including interviews, focus groups, and survey delivery
- Analyzing, summarize, and present quantitative and qualitative data



- Support the grant writing process by providing timely and relevant data points and analysis
- Support organization audits of the department staff data, for accuracy and accountability
- Manage client database; ensure continued functionality; proactively identify and resolve problems; support frontline users; and ensure the continued improvement of the client database
- Complete monthly data validation and submission of provincial reporting
- Compile client file data in response to FOIP requests

Research:

- Lead research activities in alignment with strategic direction and current trends.
- Provide research including literature review, data collection, report preparation, measurement tool development, and transcription of quantitative and qualitative data.

Qualifications & Requirements

- Bachelor's degree in Social Science, Statistics or a related field.
- 2-5 years of work experience in a related field. Previous experience in an administrative role would be an asset
- Membership in the Canadian Evaluation Society and/or CE designation an asset.
- Excellent interpersonal, communication, and critical thinking skills
- Experience with preparing and maintaining complex documents and spreadsheets
- Experience in program monitoring and evaluation is essential.
- Highly detail-oriented, self-motivated, and thorough
- Intermediate proficiency with Microsoft Office Suite
- Collaborative team player who can work independently efficiently
- Required to pass police security clearance and child intervention check
- High-level of professionalism within the workplace

This is a permanent full-time role working out of our office in the inner-city NW. If you are interested in joining our dedicated, growing team, kindly send us your resume and brief cover letter with subject heading '**HHN Data Evaluation Assistant**' to hhn.careers@thebsf.ca No phone inquiries. This posting will remain until November 14, 2022.

The Brenda Strafford Foundation values and promotes the diversity of the people it hires and serves. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.