



JOB POSTING: ANALYST

THE MISSION OF SONSHINE COMMUNITY SERVICES:

“Motivated by our Christian faith, our mission is to help women and children transform their lives.” We envision a community where women and children live safely in healthy families. The organization offers a comprehensive benefits package and supports training courses to enhance career development.

PURPOSE OF THE POSITION:

The *Analyst* position will be under the overall supervision of the *Principal Director of Programs and Operations*. This position will be coordinating closely with the Program Directors and will be responsible for the data collection, data entry and data analysis related to client information and program evaluation.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include but are not limited to the following:

1. CLIENT DATABASE RELATED RESPONSIBILITIES

- Evaluation of data collection and data entry as well as database management.
- Provide regular updates and/or reports as needed for program staff, managers, and other key stakeholders based on in-depth program evaluations and analysis presented in a way that can be heard, understood and supports use.
- Train, support, coach, and guide frontline staff and program managers on the client database (*Outcome Tracker*), data collection procedures, program evaluation plans, and funder specific outcomes.

2. RESEARCH RESPONSIBILITIES

- Assist in research activities including literature review, data collection, report preparation, measurement tool development, and transcription of quantitative and qualitative data.
- Acts as FOIP Privacy Officer Primary point of contact for all FOIP related requests.
- Ensure privacy and information requests are responded to in a way that meets related FOIP.
- Collaborate with Principal Director, Programs and Operations on all privacy-related policy within Sonshine Community Services.

3. OTHER RELATED DUTIES AS ASSIGNED

- Ensure the timely and accurate collection of data, data entry, and data analysis on a daily basis.
- Maintain the data file structuring, maintenance, synthesis and reporting of results.
- Works in conjunction with agency staff to review and revise program evaluation activities to ensure they meet agency standards and needs.
- Assist in research and evaluation activities.
- Support the grant writing process by providing timely and relevant data points and analysis, and by being able to speak with authority about the stated programmatic outcomes.
- Attend staff meetings and stakeholder meetings as required.
- Ensure a collaborative approach with agencies of similar purpose and/or clientele.



QUALIFICATIONS:

- Bachelor's degree in Social Science, Statistics or a related field.
- Two to four years directly related experience.
- Experience in program monitoring and evaluation is essential.
- Excellent computer skills, including proficiency with Microsoft Office (Outlook, Excel, Word).
- Experience with Outcome Tracker, as well as other electronic databases required.
- Experience training adult professionals.
- Exceptional analytical skills.
- Excellent oral and written communication skills.
- Ability to work both independently and within a team environment with staff at all levels within the organization.
- Discretion, tact, and the ability to maintain confidential information.
- Exceptional interpersonal skills, positive attitude and ability to work under minimal supervision.
- Able to plan, organize, and prioritize responsibilities to meet deadlines.
- Knowledge of Trauma-Informed Care principles and practices
- A commitment to the mission, vision, values, and work of the agency.
- Membership in the Canadian Evaluation Society and/or CE designation an asset.
- A second language is an asset.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER NO LATER THAN **FEBRUARY 23, 2018:**

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Sonshine Community Services is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.