

Evaluation Assistant – Ref. No. 20034

Research and Evaluation

Term | Part-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Health Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, and a Community Food Centre.

What we do and why we do it:

The Research and Evaluation team helps to maintain the organization's performance management infrastructure; effectively communicate results both internally and externally; ensure accountability to funders and donors; and support program and agency evaluation and research studies.

This is a fixed-term, 15-22.5 hours per week position concluding March 31, 2021, with the possibility of extension. The Evaluation Assistant works with the Research and Evaluation team and reports to and receives direction from the Director of Strategy, Research and Evaluation or their designate. The position will require involvement in multiple program evaluation tasks. Peak periods of the year are stressful due to high volume of work and competing demands. This position is ideally suited to a recent graduate of a Master's program or a student currently enrolled in a suitable Master's program who has already completed the requisite coursework and who has a confident, outgoing, resilient personality.

What you will do:

- Personally administer or monitor the administration of questionnaires associated with specific evaluations and studies via in-person and telephone/virtual platforms at specified intervals
- Support and foster strong relationships with staff outside the R & E team
- Entering, monitoring and cleaning data in a CRM database.
- Extracting data from the CRM database and managing, cleaning, and analyzing the data as directed using SPSS
- Most work will be completed at the main Alex site but it may be necessary to visit other Alex sites sometimes

What you will bring:

- A completed or an in-process Master's degree in the social sciences or health sciences and completion of at least one graduate level quantitative research methods course
- Ability to run, at minimum, descriptive statistics using SPSS and to present the data and findings in visual and written forms
- At least a basic working knowledge of Excel
- Ability to confidently conduct interviews and interact with people with mental health and/or addictions challenges, and to deal with people who may be in crisis
- Ability to confidently administer questionnaires that include sensitive questions and to maintain boundaries
- Familiarity with the determinants of health and vulnerable populations
- Experience as a research assistant is an asset
- Strong written and verbal communication, organizational, problem solving, and interpersonal skills required
- Good judgment and concern for detail and accuracy
- Ability to receive direction and to collaborate with others to achieve agreed upon goals
- Ability to work independently and promote good teamwork
- Ability to work in a changing, sometimes stressful work environment
- A Class 5 non-GDL driver's license, a personal vehicle, a clean driver's abstract, and \$2 million liability insurance are required
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action is an asset.

Why you want to work with us:

The Alex is an innovative and diverse organization, which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

How to apply:

If you are as passionate as we are about making a difference in people's lives, please email your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line. This job posting will remain open until a suitable candidate is found.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.