



Employment Opportunity

Research and Evaluation Specialist (FTE 40 hours/week) Position

This posting will remain open until a suitable candidate has been found

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not-for-profit organization that originated in the year 1990, and now serves over 13,800 individuals annually. CBFY provides a safe, welcoming and inclusive environment for immigrant and refugee youth and their families by enriching them with the appropriate information, knowledge and experience as they build a life in Canada. Our core values are to create a sense of belonging, be ethical and respectful in our pursuit of excellence, strengthen our relevance through collaborative partnerships and positive synergies, champion diversity as our core ethos, nurture growth and innovative practices and inspire a culture of excellence. Service design and delivery is collaborative and community-led, and we make a collective impact through our vast array of programs and services that serve as a continuum for holistic and cross-sectional youth development.

Job Objective

Under the direction of the Director of Programs, the Research and Program Evaluation Specialist will assist with establishing monitoring and evaluation systems for the organization. The Research and Evaluation Specialist is responsible for keeping track of funding evaluation and monitoring requirements, designing data collection tools, collecting and analyzing data and report writing.

Scope of Duties and Responsibilities:

- Provide expertise in the design of program evaluations and survey instruments and tools, analysis of data collected and the development of reports including program recommendations.
- Review and assess required program outputs, outcomes and tracking methods to ensure they are aligned with funder requirements and the CBFY's strategic priorities.
- Works with management staff to determine the appropriate method to collect, analyze and report on evaluation data.
- Leads in the development, management, and analysis of surveys and other data collection efforts. Implements and manages internal systems for conducting ongoing outcomes measurement.
- Troubleshoots data-quality issues; validates result sets, recommends and implements process and performance improvements for data.
- Writes performance measurement documents, evaluation plans, evaluation questions and evaluation reports and contributes to proposals to funding.
- Support the development and management of projects and programs that demand a variety of qualitative, quantitative data to help inform strategies, performance objectives, and program results.
- Utilizes evaluation results to help identify measures to enhance program quality on a regular (quarterly/annual) basis.
- Works closely with the Finance Department to gather information necessary to report funders on grant programs ensuring that expenditures align with funder requirements.

Other:

- Must be flexible to work based on program needs, may include evenings and weekends
- Participate actively on internal and external committees as appropriate to support research initiatives
- Serve as an ambassador for the CBFY



The duties and responsibilities outlined above are representative but not all-inclusive. Other related duties as required.

Qualifications and Requirements

- Bachelor's degree in the field of social science research or related field; Master's degree preferred
- 2-3 years demonstrated progressive experience as a program evaluator or research analyst
- Significant experience in applied quantitative and qualitative evaluation, high-level statistical skills, excellent writing skills, and ability to communicate research results to many audiences
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities
- Ability to adapt communication appropriately for purpose and audience
- Experience in data management with proficiency in Microsoft Office Suite software
- Experience using web-based survey tools
- Demonstrated knowledge and skills of data analysis tools and statistical software such as SPSS, or comparable software for analysis of quantitative results
- Demonstrates proficiency with data visualization software such as Tableau or Power BI
- Superior communication skills, both verbal and written English
- Demonstrated experience in dealing with confidential information

Please **submit** your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at www.cbfy.ca

No phone calls please.