



Job Title: *Programs Evaluator*

Position Type: Contract, Part- time, (one year, with possibility of extension)

Ernestine's Women's Shelter is an organization run by women that provides support and shelter for women, youth and children experiencing violence. Within a solidarity model, Ernestine's acknowledges the multitude of issues facing survivors of abuse and provides crisis intervention and a range of holistic services.

Purpose of the Job

Reporting to the Programs Coordinator and the Manager of Programs and Clients Services, the position is responsible for completing both formative and summative evaluations of Ernestine's within and on behalf of Ernestine's Women's Shelter. Works with project collaborators, stakeholders and staff to gain the cooperation of research partners and team members to plan and conduct all aspects of these evaluations. Reviews professional literature and reports to appropriate staff members on findings related to topics of interest in the VAW sector. Presents evaluation results in a report format to the leadership team as appropriate. Assists administrators and counsellors in developing and conducting evaluations including guidance in developing evaluation instruments, evaluation procedures and conducting data analysis. Uses an anti-oppressive, equity, and violence against women and children framework

Key Responsibilities

- Conducts current programs assessments, environmental scans and literature; reviews and documents shelter processes and workflows for the purpose of process redesign and program evaluations.
- Working collaboratively, identifies and develops meaningful performance and outcome measures.
- Determines evaluation design, methodology, data collection and analysis protocols
- Plans and coordinates development of data collection tools (e.g., interview guides)
- Makes evidence-based recommendations to programs and program delivery models.
- Provides guidance and direction in compiling interpretative reports based on quantitative and qualitative evaluation analysis.
- Liaises with project collaborators, stakeholders and staff to gain the cooperation of research partners and team members.
- Keeps project participants informed of the project's progress through regular reports and communication
- Participates in project team meetings and activities as needed to identify evaluation needs/objectives throughout the life of the project
- Articulates evaluation objectives, scope and timelines

Ernestine!^s

Women's Shelter

- Guides all procedures related to data confidentiality, privacy, consent, and ethics review
- Identifies need for additional evaluation support or resources, if any
- Informs interpretation and dissemination of evaluation results.
- Oversees completion of all applicable deliverables.
- Uses an anti-oppressive, equity, and violence against women and children framework

Key Qualifications:

Your cover letter must describe your qualifications as they relate to the following:

- Master's degree in Social Sciences, Social Work or in a relevant field of study or an equivalent combination of a baccalaureate degree and extensive experience relevant to the primary duties of the position.
- Minimum 3-5 years' experience with evaluability assessments and process and outcome evaluations, including the use of both qualitative and quantitative methodologies.
- Considerable experience as an evaluator in a non-profit, shelter or similar setting.
- Considerable experience with microcomputer systems, database management and statistical packages used for data analysis in evaluation.
- Considerable experience in preparing well-written reports on complex evaluation projects and effectively presenting on them.
- Considerable experience managing concurrent projects utilizing excellent organizational, planning and project management skills.

You must also have:

- Credentialed Evaluator designation is an asset.
- Interpersonal skills and the ability to work co-operatively with others in a multiprogramming team setting.
- Experience in a non-profit, provincial association is an asset.
- Demonstrated committed to the mission and vision of the Ernestine's Women's Shelter;
- Knowledge of working in an ARAO framework;
- Committed to and supportive of the mission and vision of Ernestine's Women's Shelter

Hours of Work: 21 hours per week

Approximate Start Date: July 3, 2018

Closing Date: June 25, 2018

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Ernestine! Women's Shelter

Ernestine's welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ernestine's strives to represent the diversity of the community in our hiring practices.

Qualified applicants may apply with a resume and cover letter, stating position, Programs Evaluator, in the subject to humanresources@ernestines.ca