



SafeLink Alberta (formerly HIV Community Link) is an organization delivering services throughout Southern Alberta. As a non-profit organization, we work to reduce the harms associated with sexual activity and substance use. We serve and advocate for priority populations by offering low-barrier, non-judgemental, and informed programs and services. We offer a fun and energetic environment that provide opportunities for you to utilize your talents and develop new skills.

Impact and Evaluations Specialist

At SafeLink Alberta, we have a clear vision: to be the place where a diverse mix of talented people want to come, stay and do their best work. SafeLink Alberta's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at SafeLink Alberta - it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and any other difference that makes us all unique.

Working with all program areas of the organization, the Impact & Evaluations Specialist supports continuous monitoring, evaluation, data collection, and reporting processes. The Specialist works with the SafeLink Alberta team to ensure client and staff engagement in program development and evaluation; to develop, implement, and support ongoing data collection and evaluation processes; and to strengthen and articulate the application of evidence-based and emerging best practices into SafeLink Alberta programs and services. The Specialist also supports all project reporting to funders.

This position is a full-time position (35 hours per week), based out of the SafeLink Alberta operational site in Calgary, Alberta with a hybrid work from home option. Applicants must be located in, or willing to re-locate to Calgary or Medicine Hat. Regular work hours are generally between Monday and Friday 8:00am to 4:00pm, however, a flexible schedule including day, evening, and weekend availability may be accommodated.

Key Accountabilities

Data Collection and Database Administration

- Manage the software platforms to track, manage, and export data.
- Develop data models and database architecture for new and evolving program needs.
- Develop and deliver orientation and training programs for program staff on database software and data collection methods.
- Support leadership with data audits and exports.
- Develop data quality standards and monitor data collection practices across the agency.

Program Evaluation

- In collaboration with leadership and program staff, work to continuously design, implement, evaluate, and improve SafeLink Alberta programs.
- Collaborate with program staff to develop in-depth knowledge of program needs and activities. Work with stakeholders to balance the needs of funders with the needs of those served.
- Ensure the incorporation of evidence based and promising practices into service delivery and evaluation components. Make recommendations for improvement or greater impact.

- Support the inclusion of stakeholders, including advisory committee members and other people with lived and living experience, in program evaluation elements.
- Complete funding deliverables such as workplans, performance measurement plans, knowledge translation plans, etc.

Program Reporting

- Develop a strong working knowledge of SafeLink Alberta funding agreements; monitor and adhere to deadlines for reporting.
- Collaborate with the Director of Programs and Managers to complete all reporting requirements.
- Maintain electronic files of all reporting and evaluation components.
- Support agency needs (Annual Report, funding applications, monthly Board of Director reports, etc.) as appropriate.

Administration/Other

- Create or update policies and procedures as needed to ensure continuous quality improvement of data management and evaluation elements.
- Participate in agency activities such as meetings, trainings, events, and initiatives.

Qualifications /Key Competencies

- Minimum post-secondary degree in a relevant discipline, Masters preferred.
- Minimum of two years' program evaluation experience.
- Experience working with information systems including a comprehensive understanding of data collection, analysis, and evaluation systems.
- Demonstrated knowledge of program planning and development, including evaluation frameworks (Theory of Change, Logic Models, Performance Measurements, etc.).
- Experience in the community social services sector with a demonstrated knowledge of community-based programs and services.
- Foundational knowledge of the health and social issues addressed through SafeLink Alberta programming e.g. social determinants of health, harm reduction, sex-work, STBBIs, substance use, priority populations.
- Foundational knowledge of and orientation to intersectionality, trauma-informed care, and anti-oppressive practice frameworks.
- Demonstrated cultural awareness and responsiveness in working across diverse populations.
- Ability to work within multiple programs, meeting all related deadlines and with an ability to work well under pressure (e.g. during reporting periods).
- Proficiency in Microsoft Office suite, particularly Excel.
- High ethical standards and professionalism, with a demonstrated ability to maintain confidentiality.
- Demonstrated ability to think critically with proven planning, analytical, and administrative skills.
- Strong attention to detail, accuracy, and quality control.
- Self-starter and resourceful; demonstrated commitment to ongoing and self-directed learning.

- Provision of a criminal record check with vulnerable sector search is required. A positive criminal record check will not necessarily preclude a candidate from being hired - decisions will be made on an individual basis and all information will be kept confidential.

Compensation

The salary range for this position is \$52,618-\$60,926, based on years of experience and education credentials.

Application Details

We especially encourage applications from communities that are under-represented among our staff, such as people living with HIV, visible minorities, those with lived/living experience, and persons with culturally diverse backgrounds. We value your lived experience, and we encourage you to self-identify in your application should you feel comfortable doing so.

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@safelinkalberta.ca quoting job reference **SLA – 182**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.