

Position Description

Our Vision, Mission & Values:

Vision: A diverse society that celebrates sexuality throughout life

Mission: Promoting sexual health through education

Values:

Community – working collaboratively, listening and learning

Anti-Oppression – prioritizing equity, accessibility and decolonization

Learning – promoting equitable access, increasing capacity and honouring community knowledge

Advocacy – calling for bold and revolutionary action to pursue rights, access and choice in community

Access – removing barriers and increasing access to sexual and reproductive choice

Position: Program Evaluation and Research Coordinator

Classification: Program Evaluation and Research Coordinator

Position Reports to: Co-Executive Director

Position Summary: This position is responsible for program and project research and evaluation design, development, planning, implementation and oversight. This position assesses the effectiveness of program activities through monitoring and research. The Program Evaluation and Research Coordinator coordinates evaluation and research activities and research administrative staff throughout the organization, monitors activities, and designs, writes and coordinates evaluation and research reports as required. The Program Evaluation and Research Coordinator is a member of the SERC leadership team and works closely with coordinators, managers, directors, and staff to identify priority populations and implement agency goals using appropriate community development models. This position addresses identified program gaps/needs by contributing program evaluation findings to funding proposals.

QUALIFICATIONS

- Supportive of SERC’s vision, mission and values
- Master’s degree plus two years’ experience in the area of education, health, social services or a related field
- Experience in program development and program evaluation
- Experience in formal academic research
- Knowledge of sexuality and reproductive health issues
- Experience working in a cross-cultural context
- Excellent problem solving and team building skills
- Excellent oral and written communication skills
- Computer literacy in relevant software

JOB DESCRIPTION

- Coordinate, plan, design, and implement monitoring and evaluation of programs including
 - development of methodology for collecting information used in program planning and evaluation
 - Analyzing and visualizing evaluation findings
 - Planning and conducting focus groups and community consultations
- Assess evaluation and research needs, trends and develop strategies for evaluation and research development
- Provide consultations to team members on program evaluation
- Assist in program design and planning by reviewing relevant literature, conducting interviews, collecting and analyzing statistical data and providing advice to program planning
- Write research and evaluation reports and other reports as required
- Prepare writing for publication purposes in consultation with Director and team as appropriate
- Review program implementation and outcomes and prepare recommendations aimed at development of new programming or improvement of existing programming
- Contribute to fund development by collaborating on and contributing to funding and research proposals
- Participate in inter-agency and external networks and committees
- Establish and maintain relationships with community partners to collaborate and further organizational goals

<ul style="list-style-type: none">• Promote SERC programs and mandate in community• Perform general administrative duties that support evaluation and research including:<ul style="list-style-type: none">○ Information management○ Staff and program meeting participation• Supervise students who have their placement connected to evaluation and research• Coordinate requests to share research information• Participate as a member in the policy and advocacy committee (PAC)
CORE COMPETENCIES
<p>Client Service: <i>Delivers excellent client-centred service.</i></p> <ul style="list-style-type: none">• Demonstrates in-depth understanding of diverse client needs and circumstances• Provides attentive and supportive service to address client needs• Follows-up to evaluate client service, needs and requirements and makes adjustments as required• Provides guidance and feedback on client service policies and protocols• Sets and oversees the work environment for client service excellence
<p>Teamwork <i>Works effectively with diverse individuals, groups and communities, and builds collaborative partnerships and relationships</i></p> <ul style="list-style-type: none">• Is accessible and supportive to team members• Adapts leadership style to meet the diverse and cultural needs of others• Identifies beneficial partnerships and builds new relationships effectively• Creates and works to support a work environment for effective teamwork and collaboration• Works effectively in conflict situations to achieve a mutually beneficial result• Identifies conflict areas and mediates as necessary for resolution• Builds a positive and inspiring work environment

Communication

Effectively exchanges information and ideas to inform, educate, influence or advocate

- Demonstrates active listening to others to ensure understanding
- Adjusts tone and messages depending on audience needs
- Influences and/or advocates for a person or cause in an effective manner
- Fosters an environment that promotes effective and respectful interactions
- Communicates honestly, respectfully and constructively in situations that may be tense and is aware of and minimizes the impact of a real or perceived power imbalance and impact on others
- Ensures confidential information is maintained by self and team; identifies risks to directors.

Planning and Organizing

Effectively plans, prioritizes, organizes and implements required actions and resources to maximize outcomes

- Creates plans and coordinates projects, programs and tasks involving diverse skill sets
- Ensures program goals and employee actions align with and support the organization’s vision, mission and strategic goals
- Monitors plans, expenditures and resource requirements and makes appropriate modifications and recommendations
- Advises Executive Directors of risks in a timely manner to take proactive action

Analysis, Problem Solving and Evaluation

Effectively analyzes, assesses and applies information to facilitate appropriate solutions and effective decisions

- Identifies and critically analyses options to address needs and determine appropriate actions
- Makes effective decisions based on assessment and evaluation
- Provides solutions or resources to implement action plans for difficult/crisis situations
- Delegates decision making down to appropriate level if needed
- Builds support from stakeholders impacted by actions or decisions
- Evaluates actions, solutions and decisions once implemented and makes future adjustments as required

Leadership

Demonstrates skills and expertise to contribute to business results effectively and with integrity

- Holds self and others responsible for fulfilling work commitments
- Ensures accuracy, high standards and accountability for own work results and team

POSITION DESCRIPTION

- Responds efficiently and effectively to staffing issues within the scope of their role
- Fosters an environment that encourages others to share ideas
- Challenges assumptions and status quo thinking in self and others
- Is recognized as a change agent and helps others adapt to change effectively
- Provides timely and constructive feedback to others for development within the scope of their role
- Accepts feedback from others and acts on information
- Develops self and supports others to develop skills and experience

PHYSICAL DEMANDS/WORKING CONDITIONS

- Work environment consists of an office building with individual work spaces, and working in the community
- The work environment will also include group settings of 10 to 30 people
- Frequent interruptions
- Prolonged physical activity of sitting and standing
- May be required to move items weighing up to 12kg
- May encounter aggressive and/or agitated clients/visitors
- May be required to work a variety of shifts including evenings and weekends
- May be required to travel throughout the province of Manitoba

Employee Name_____ Employee Signature_____ Date_____

Co-Executive Director Name_____ Co-Executive Director Signature _____ Date_____