



HIV COMMUNITY LINK
prevention + support + advocacy

HIV Community Link Society is an organization delivering services throughout Southern Alberta. As a non-profit organization we help people to learn about, prevent, and live with HIV and hepatitis C (HCV) using a harm reduction approach. We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills.

Data and Evaluations Coordinator

At HIV Community Link (HIVCL), we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. HIV Community Link's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at HIV Community Link - 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. We encourage people living with HIV, visible minorities, those with lived experience, and persons with culturally diverse backgrounds to apply.

Reporting to the Director of Programs, the Data and Evaluations Coordinator will be working with all program areas of the organization. The Data & Evaluations Coordinator supports continuous monitoring, evaluation, and data collection processes. The Coordinator works with the management 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 HIVCL programs and services. The Coordinator also assists in all project reporting to funders, as well as the identification, research, and development of new funding proposals for a variety of stakeholders including government, industry, and foundations.

This is a part-time position (20-25 hours a week), based out of the HIVCL operational site in Calgary, Alberta. The position is primarily Monday – Friday with regular business hours between 8:00 a.m. to 4:00 p.m. There is a flexibility of choosing to be an hourly employee or salaried employee with set weekly hours.

Key Responsibilities

Program Evaluation

- Continuous development, implementation, evaluation, and improvement of HIVCL programs
- Ensure incorporation of evidence based and promising practices into service delivery
- Continuously monitor, evaluate, and improve current data collection processes
- In coordination with HIVCL leadership, develop data models and database architecture for new and changing programming
- Support and implement regular reporting processes to support agency and funder requirements
- Develop data quality standards and monitor data collection practices across the agency

- Develop and deliver training programs and educate staff on database software and data collection methods
- Create policies and procedures as needed to ensure continuous quality improvement of data management

Fund Development

- Assist with research and grant writing

Qualifications

- 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, etc.)
- Experience in the community social services sector with a demonstrated knowledge of community-based programs and services
- Foundational knowledge of health and social issues addressed through HIVCL 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)
- Proficient written communications skills
- 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
- The successful candidate may be required to show proof of COVID-19 vaccination prior to start date
- 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 starting salary for this position is \$36,400 - \$41,600 per year (Salaried) or \$28.00 - \$32.00 per hour (Hourly).

HIV Community Link offers a comprehensive health and dental benefits package, including access to EAP services and an RRSP matching program. Employees start at 3 weeks' vacation per year, plus a week off due to office closure between Christmas and New Year's, and receive additional days off including personal days, sick days, and birthday.

Application Details

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@hivcl.org quoting job reference **HIVCL - 157**.

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.