

Evaluation and Data Governance Specialist, Healthy Aging Alberta

Permanent, Full-time

United Way of Calgary and Area is looking for an Evaluation and Data Governance Specialist to join the Evaluation team. If you are passionate about your community, aspire to make a provincial impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you! This position will be focused on the evaluation of [Healthy Aging Alberta](#), a new provincial initiative led by a [Community Leadership Council](#) and backbone by United Way. The initiative is focused on developing a unified and coordinated community-based senior serving sector in Alberta that is championed by and integrated into the larger seniors' continuum of services and supports.

The Evaluation and Data Governance Specialist will report to the Manager of Evaluation and Insights and is responsible for implementing, analyzing, and reporting research and evaluation of Healthy Aging Alberta in alignment with the overall evaluation initiatives of United Way. The Evaluation and Data Governance Specialist will design data management systems and learning activities to drive internal decision-making and support storytelling about the population-level provincial impact of Healthy Aging Alberta.

What you will do

- Continue the evolution and development of Healthy Aging Alberta's developmental evaluation, learning, and knowledge mobilization frameworks for all three granting programs and the sector/network coordination work.
- Develop data management systems and processes based on logic models, theory of change, and evaluation frameworks and within ethical and organizational policies
- Develop and manage key internal and external strategic partnerships, including managing partnerships with external evaluation contractors.
- Develop systematic processes to ensure data quality, including data governance processes, tools, and standards.
- Develop, project manage, and execute evaluation implementation plans
- Develop storytelling and learning strategies to support knowledge mobilization and report writing.
- Coordinate collection of quantitative and qualitative data from primary and secondary sources
- Conducting basic data analysis to summarize results and develop visualizations of those results for use in reports, presentations, and other learning and knowledge mobilization activities
- Design and implement activities that support the use of evaluation learnings in ways that will promote evidence-informed decision-making and continuous improvement
- Support internal and external capacity building for evidence-informed decision-making and promote a culture of curiosity and learning
- Develop a learning library and mechanisms to ensure learnings are accessible and utilized
- Support report writing and storytelling for public audiences
- Liaise with the business intelligence team and Indigenous Evaluation experts as needed.

What you will bring - Experience/ Attributes:

- 5 years experience managing data or working in program evaluation/or research
- Post-secondary education in a relevant field. Diverse educational and work experiences are welcome.
- Knowledge of best practices in data management
- Detail-oriented with excellent analytical and problem-solving skills

- Demonstrated ability to provide accurate and timely information
- Proficiency and experience in creating a clear and useful evaluation question, identifying data that would be useful in answering that question, and organizing/analyzing/visualizing data to generate insights
- Exceptional interpersonal and communication skills (written and verbal) with a broad range of audiences, including government
- Ability to multi-task
- Strong project management and business process development and implementation skills
- Ability to work independently and as part of a team; strong relationship skills
- Ability to work well with diverse people
- Familiarity with program evaluation, business intelligence, and/or social science research methods an asset
- A high degree of comfort with adaptive processes and a high tolerance for ambiguity; a solutions-focused mindset
- Experience managing consultants and vendors
- Experience managing and supporting staff through a strength-based approach
- Strong computer literacy skills in MS Office Suite, Contact Relationship Management, SharePoint, and Teams
- Knowledge of and commitment to community development principles and approaches
- Experience in community-based efforts to improve the health and social connections of adults, an asset

United, we make the biggest difference.

United Way is a not-for-profit organization that has played a vital role in our community for over 80 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation and benefits package, a hybrid work environment, and flexible working hours.

Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

Our Commitment to Health and Safety

At United Way we are committed to protecting our team, our clients, and the community we serve by providing a safe and healthy workplace. We will follow all health and safety guidelines in accordance with the Occupational Health and Safety Act of Alberta and Alberta Health Services guidelines.

To Apply

Send a **cover letter with salary expectations and resume (PDF)** hr@calgaryunitedway.org

The position is open until a suitable candidate is found.

Subject Line: Evaluation and Data Governance Specialist – Your Name.



To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position. However, only those being considered will be contacted