**D A L H O U S I E U N I V E R S I T Y**

**POSITION DESCRIPTION**

**December 2019**

**Position Title: Evaluation Coordinator**

**Department/Faculty: Healthy Populations Institute, Dalhousie University**

**Reports to: UpLift Partnership Co-Leads**

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**Project Background and Position Summary**

Uplift is a school-community-university partnership that will enhance the environments where children and youth learn, grow and play. Key components of UpLift include partnership and leadership; planning and evaluation; capacity building; communication and knowledge exchange; youth engagement and school and community engagement and action. UpLift has been, and will continually be, co-designed by multiple partners, including the Nova Scotia Health Authority (NSHA), Department of Education and Early Childhood Development (DEECD), the Nova Scotia Department of Health and Wellness and others. It is strategically being embedded within existing structures to support the health, wellbeing and learning of children and youth and to ensure sustainability.

Reporting to the UpLift partnership Co-Leads, the Evaluation Coordinator will provide leadership and guidance to the evaluation/research component of the UpLift partnership. This position will supervise up to 10 Evaluation Assistants as the evaluation framework is implemented over the next 4 years until December 2023 (subject to funding). This is a full-time grant-paid limited term appointment.

**Major Responsibilities**

* Work collaboratively with the UpLift partnership Co-Leads and Evaluation Consultant to develop the methodological and theoretical designs of evaluation and research projects.
* Work with Evaluation Consultant to develop the evaluation framework and matrices in alignment with the logic model and planning framework.
* Assist in the management of the evaluation and research projects, including working and collaborating with the Youth Engagement Coordinators, Project Manager, and key partners and overseeing the execution of evaluation and research projects.
* Develop and use existing data collection tools, including consent forms, surveys and interview/focus group guides.
* Coordinate the writing and submission of Institutional Research Board documents as required
* Lead data collection (qualitative and quantitative), data processing (e.g. data entry, interview transcription), and data management (e.g. maintaining databases).
* Analyze and interpret qualitative and quantitative data.
* Assist in identifying funding sources and potential partners, in addition to developing and submitting evaluation and research proposals for sub studies.
* Lead the writing of annual evaluation/accountability reports.
* Contribute to presentations, other reports and publications based on evaluation/research findings.
* Participate in strategy team meetings, working groups and advisory committee meetings.
* Coordinate the Planning and Evaluation Working Group (e.g. develop the agenda, coordinate meetings, facilitate meetings, etc.).
* Work with and support intersectoral partners to ensure alignment of UpLift evaluation activities with system processes and structures.
* Supervise evaluation assistants and students by providing leadership to hiring process, training, goal setting, coaching/mentoring and assessing performance.
* Adhere to all research and evaluation ethical guidelines.

**Experience and Skills**

* Formal training in research methods and program evaluation.
* 3-5 years of experience conducting applied research or evaluation, with demonstrated knowledge of experimental and quasi-experimental designs.
* 3-5 years of experience supervising staff.
* 3-5 years of experience in mixed methods methodologies including both qualitative and quantitative methods (instrument development, data collection and data analysis).
* Experience in participatory evaluation.
* Proficiency with quantitative software, Excel, etc.
* Proficiency with qualitative analysis software such as NVIVO.
* Ability to create data visualizations of results and findings an asset.
* Familiarity with Microsoft Office suite, and excellent writing, editing, and proofreading skills.
* Experience working with children and youth an asset.
* Demonstrated experience working on projects related to health and education at the provincial level is an asset
* Demonstrated experience organizing and maintaining effective project documentation.
* Demonstrated experience working in cross functional project teams.
* Exceptional problem-solving skills.
* Demonstrated ability to manage competing priorities and meet tight deadlines.
* Strong attention to detail.
* Ability to work in a diverse and fluid working environment recognizing that different opinions and backgrounds can bring strength to the tasks at hand.
* Fast learner and self-directed, with ability to take direction and learn from mistakes.
* Solid work ethic, dependable, and reliable.
* Outstanding organizational and time management skills.
* Excellent communication and interpersonal skills, with ability to maintain a positive and collaborative work environment.

**Education**

* Master’s degree in Health Promotion, Public Health, or related field.

**Note**

* Travel within the province will be required. Must have access to a vehicle and hold a valid drivers license.
* Interested parties should include a cover letter and current CV.
* Candidates selected for an interview will be asked to provide 3 references.