



JOB POSTING

PROGRAM EVALUATION AND RESEARCH ANALYST

WINNIPEG – PERMANENT

.7 EFT (24.5hrs per week)

JOB SUMMARY: This position is responsible for the design and implementation of formal evaluation models concerning SERC's programs. Evaluation is aimed at the assessment of the effectiveness of program activities and enhancing programs. The Analyst provides technical support, program monitoring and research to SERC staff to assess needs and trends within the community and makes recommendations regarding project/program strategies, development and delivery. The Analyst works with other staff as a member of a team to monitor and evaluate agency activities and programs and to contribute to the mandate of the Agency.

QUALIFICATIONS:

- Supportive of SERC's mandate and philosophy
- 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

RESPONSIBILITIES:

- Plan, design and implement monitoring and evaluation of programs
- Conduct analyses, review program implementation and outcomes and prepare recommendations aimed at developing new, or improving existing, programs
- Develop methodology for collecting information used for program planning and evaluation
- Develop rationale, descriptions of activities and work and evaluation plans for funding proposals
- Analyze data and evaluate findings
- Write evaluation, research and other reports, including submissions to academic publications as directed

- Identify current relevant evaluation and research findings; make recommendations for planning and/or action
- Promote Agency mandate, mission and programs
- Participate in the Policy and Advocacy Committee (PAC)
- Participate in inter-agency networks and committees, as assigned

JOB CLASS: Standardization Group 51

STARTING SALARY RANGE: \$32.627 – 35.349 per hour

HOURS OF WORK: flexed within Monday to Friday 9:00 am to 4:00 pm
(some evenings and weekends are required)

PLEASE SUBMIT RESUME BY JANUARY 10, 2018 TO:

Roselle Paulsen

Sexuality Education Resource Centre Manitoba

200 – 226 Osborne Street North. Winnipeg, MB R3C 1V4

Email: info@serc.mb.ca