

Program Evaluation Assistant Contract

The Program Evaluation Assistant works closely with the Program Evaluation & Research Coordinator, and reports to the Director of Programs. This role will support program evaluation and research activities including: data management of evaluation questionnaires, conducting and managing data from focus groups with participants and other stakeholders, conducting basic data analysis, and reporting.

Purpose and key functions:

- Conduct collection, entry, verification, management, and some analysis of data
- Use statistical software to analyze data, and participate in the interpretation of data
- Design and maintain databases, and data collection forms
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- Liaise with staff for the purpose of gaining clarification on data
- Conduct focus groups and interviews/consultations with program participants
- Transcribe notes from focus groups and interviews, and assist with their analysis and interpretation
- Ensure that all research methodology is handled in accordance with established protocols, policies and procedures.
- Gather and compile information and data required for the preparation of reports, and other publications.
- Conduct literature searches
- Participate in evaluation and research related meetings and propose recommendations for changes in data collection, management and analysis
- Participate in other SERC staff and team meetings as required

Requirements:

- Bachelor's degree in a relevant field of study
- A minimum 2 years of relevant experience
- Well developed interpersonal skills, specifically strong communication and listening skills, and an approachable manner
- Experience in focus group facilitation and interview techniques
- Must be detail-oriented and able to work independently
- Good command of Excel and Microsoft Word. Other statistics software is an asset.
- Ability to work a flexible schedule, including some evenings and weekends
- Proven oral and written communication abilities.

Contract is 10 hours per week at \$24 per hour and runs from date of hire to March 31, 2018.

Submit resume and cover letter to Paula Migliardi at paulam@serc.mb.ca by April 3, 2017.