

**Position: Senior Coordinator, Evaluation**

Type: One-Year Term Position (Maternity Leave)

Term: August–December, 2020 full-time (37.5 hrs/week) and  
January–July, 2021 – part-time (20 hrs/week)

Annual Salary: \$47,000–\$49,000 (full-time) based on experience, plus benefits  
(Salary and benefits will be prorated for part-time)

Location: Volunteer Alberta office (downtown Edmonton) and virtual (working from home) during  
COVID-19 pandemic

**Description**

Do you want to work in an upbeat and vibrant organization focused on social good? Are you interested in developing innovative and creative ways of helping diverse groups throughout the province develop their stories about the impact they make in community, share knowledge, and make connections? Are you at your best in a fast paced and productive work environment? Join Volunteer Alberta and help build strength and capacity in Alberta’s nonprofit/voluntary sector.

Volunteer Alberta is seeking a skilled individual who is enthusiastic, innovative, organized, and resourceful. You would be primarily responsible for developing, implementing, supporting and evaluating our Evaluation and Impact Measurement Capacity Initiative (the Initiative) and Volunteer Alberta’s evaluation strategies.

The Initiative will leverage the current provincial and national work around data collection, evaluation and impact measurement to develop, implement and scale a viable, feasible and desirable set of evaluation and impact resources and services to support Alberta’s nonprofit/voluntary sector. As a result of this work, nonprofits will be able to use the developed resources to help measure their outcomes and impact and better articulate why their work matters.

Over the one-year period, you would be involved with iterating and sharing Volunteer Alberta’s existing tools and resources, rolling them out with a small group of nonprofits to build their own evaluation frameworks; and training nonprofits to support others to build their own evaluation frameworks. This role also leads evaluation for Volunteer Alberta and supports and assists with the evaluation and reporting required for programs and services. You would also support the project reporting, processes and copywriting, and ensure Volunteer Alberta’s brand cohesion and style adherence within the project.

You must be able to exercise good judgement and initiative in completing tasks and broader initiatives, be able to work with a high degree of independence and accountability, and operate within a team environment in a shared office space. While this position plays a role in all of our Strategic Directions, it specifically advances Volunteer Alberta’s mission through promoting volunteerism and the nonprofit/voluntary sector, equipping the sector to thrive, and continuous improvement.

Volunteer Alberta staff and volunteers are a dynamic and fast-moving team located in the historic Empire Building in downtown Edmonton as well as working remotely during the COVID-19 pandemic. We offer our staff (after completing the probationary period) a comprehensive benefits package including health and dental benefits, three weeks’ vacation, contributions towards an RRSP, monthly bus pass (if required), and an extended break during the winter holiday season. We also invest in the professional development of our staff and will help you develop a plan to grow your professional skills and abilities.



Empire Building - Suite 609  
10080 Jasper Ave  
Edmonton AB T5J 1V9

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### Primary Duties and Responsibilities include:

- Support the creation and implementation of key evaluation and impact measurement strategies and growth strategies stemming from this Initiative.
- Provide organizational support for evaluation and impact measurement strategies, resources, redesign, data tracking, and reviews.
- Conduct research and environmental scans to better understand the diversity of related evaluation capacity building work happening broadly across the nonprofit sector and jurisdictions.
- Work with stakeholders, experts, partners and collaborators to identify key evaluation and impact measurement gaps affecting nonprofit/voluntary sector, explore strategies to address them, and share resources and tools.
- Determine the viability, desirability, and feasibility of a variety of prototype tools and resources that are tested, refined, with a small group of organizations then scaled and implemented by other nonprofits.
- Coordinate evaluation capacity speaker and workshop requests, draft contracts and conference proposals, and facilitate sessions.
- Co-create a series of tangible resources and tools, and related supports that represent leading practices in evaluation and impact measurement. Provide advice and training to nonprofit facilitators.
- Provide front-line support for evaluation capacity initiative, including coordinate, review and process registrations, withdrawals, and applications as applicable.
- Provide evaluation support for Volunteer Alberta, including monitoring, tracking, and analysis of data.
- Assist with the drafting of evaluation components of proposals, reports, and updates for various Volunteer Alberta programs and initiatives.
- Support initiative-related events in the preparation and coordination of meetings, events, and other convening activities, including recording meeting minutes, ordering catering, facilitating, and booking venues.
- Provide consultation, coaching, and exceptional customer service.

### Required Qualifications

- Post-secondary degree or diploma
- Strong, demonstrated background in organizational evaluation, program evaluation, outcome-based measurement and/or impact measurement
- Minimum two years of related experience in an office setting, preferably in a coordination role, or a combination of equivalent experience
- Facilitation skills, with experience leading train-the-trainer workshops
- Excellent verbal and written communication skills, interpersonal and public relations skills, excellent telephone etiquette
- Intermediate to advanced computer skills with MS Office Suite
- Experience in customer focused service
- Proven track record of establishing and maintaining positive relationships with external partners and organizations.
- Able to represent Volunteer Alberta with external clients
- High level of organization skills
- Capacity to work independently and as part of a team
- Self-motivated, demonstrating creative problem solving, and a positive attitude
- High degree of accuracy and the ability to maintain confidentiality and discretion
- Ability to set priorities and maintain flexibility
- Adaptability and willingness to learn
- Must be eligible to work in Canada (i.e., citizen/landed immigrant)



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### Desirable Qualifications

- Knowledge and experience with program evaluation and research. Ability to interpret data and analytics
- Knowledge of a broad range of impact, capacity building and/or community-based evaluation methodologies, program development tools, data collection procedures, and development and management of databases or information systems.
- Knowledge and experience with data analysis, data management, data visualization and tools for data analysts
- Evaluation tools and models
- Comfortable with online registration systems and databases
- Databases and spreadsheets
- Customer Relationship Management software (CRM), InfusionSoft
- Knowledge of the nonprofit/voluntary sector, client groups and/or related issues
- Work and/or volunteer in a nonprofit/voluntary sector organization

### Application Deadline

July 5, 2020

Please email your resume and cover letter to [volab@volunteeralberta.ab.ca](mailto:volab@volunteeralberta.ab.ca) with the subject line: Senior Coordinator-Evaluation position.

We appreciate your interest in Volunteer Alberta; only those who are selected for interviews will be contacted. Volunteer Alberta is an Equal Opportunity employer. Volunteer Alberta is not responsible for any moving/relocation expenses, should the successful candidate not live in the local area.



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