



**Position:** Research & Evaluation Coordinator, Full Time

**Want to do work that makes a difference?**

We work to change lives. Check out our mission, vision and values on our website. Don't forget to read about how we work with our participants to make a difference.

Momentum staff are expected to work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization Momentum staff are also expected to continuously develop professionally and personally.

Staff must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

**The Organization:**

Momentum is an award winning and nationally recognized community economic development organization utilizing innovative approaches to poverty reduction. We're striving to be an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We're professional and diverse so you'll find a range of people and backgrounds working here anywhere from an MBA to Social Work and everything in between. We're serious about our work but we don't take ourselves too seriously and love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

**Responsibility:**

The role of the Research & Evaluation Coordinator is to plan and implement research and evaluation projects with an emphasis on outcome evaluation and the generation of knowledge to increase Momentum's impact. The Research & Evaluation Coordinator provides research and evaluation support to Momentum program and community leadership staff and is responsible to the Director of Strategy & Learning.

**Key areas of responsibility:**

- Evaluation Coordination
- Research Coordination
- Participant Engagement in program and policy design
- Organization & Community Involvement

**Primary Relationships:**

- Supervisor: Director of Strategy & Learning
- Director of Operations
- Momentum staff
- Partners

**Accountabilities:**

- Advance Momentum’s Strategic Map objective to leverage our research and evaluation capacity to accelerate program and community leadership results.
- Enhance the capacity of Momentum to be a critically reflective and analytical organization.
- Ensure that high quality, leading edge evaluation practices inform continuous quality improvement processes and organizational learning.
- Develop evaluation and research projects in response to internal program and community leadership learning agendas.
- Advance Momentum’s Strategic Map objective to Deepen Participant Collaboration by engaging with participants to meaningfully shape our programs, community leadership initiatives, and understanding of their lived experience of poverty.

<b>Goals/Outcomes</b>	<b>Major Responsibilities</b>
<p><b>Evaluation Coordination</b> Momentum has a robust mechanism for measuring and demonstrating short and long-term impact of programs and community leadership initiatives.</p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>• Evaluation results inform program development and delivery.</li> </ul> <p>Indicators of success:</p> <ul style="list-style-type: none"> <li>• 100% of programs have an evaluation plan</li> <li>• 100% of evaluation plans are updated annually</li> <li>• 1 external evaluation annually</li> <li>• 2 annual benchmarking projects</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement a longitudinal program impact strategy for Momentum to better understand the longer-term benefits and outcomes for people living on low incomes to develop sustainable livelihoods.</li> <li>• Develop and maintain effective systems for the evaluation of Momentum programs and community leadership activities.</li> <li>• Support and build capacity of program staff to develop evaluation frameworks including clearly defined and measurable outcomes, program logic models, and clear, user-friendly evaluation tools.</li> <li>• Champion Sustainable Livelihoods evaluation throughout the organization.</li> <li>• Work with program and community leadership staff and the CQI Committee to build organizational culture of continuous quality improvement, developing evaluation feedback loops to inform practice to improve outcomes.</li> <li>• Coordinate the contracting and management of external evaluators or research teams for particular projects, as required.</li> <li>• Analyze evaluation data and present the findings to a variety of audiences and in a format most suitable for the audience, including storytelling, written summaries, verbal and visual presentations, etc.</li> <li>• Monitor external trends with respect to outcome measurement, program performance and innovation, evaluative tools and techniques.</li> </ul>
<p><b>Research Coordination</b> Program and community leadership design is evidence-based, innovative, and informed by research.</p> <p>Outcomes:</p>	<ul style="list-style-type: none"> <li>• Promote and grow the organization’s evidence base for poverty reduction and community economic development through engagement with external stakeholders and experts, including civil servants, researchers, academics, think tanks, and third sector organizations.</li> </ul>

<ul style="list-style-type: none"> <li>• Momentum teams are the authorities on what works in their program areas (skills training, business development, financial literacy) to drive evidence-based practice.</li> <li>• Evidence about what works (and what doesn't) is shared in a meaningful and easy to digest format and communicated effectively to internal and external stakeholders.</li> <li>• Data and secondary research is of high quality – current, rigorous, cross-referenced, unbiased, non-partisan.</li> </ul> <p>Indicators of success:</p> <ul style="list-style-type: none"> <li>• 100% of programs update Logic Model Program Rationale section annually, including Statement of Need, Research and Best Practice sections.</li> <li>• 2 research summaries produced annually</li> </ul>	<ul style="list-style-type: none"> <li>• Research and disseminate best practices and promising or innovative practices in relation to Momentum's work via literature reviews, internet searches and contacts with other leading organizations.</li> <li>• Identify and monitor key statistical datasets, academic journals, whitepapers, and other sources to support our program, policy, community engagement and media work.</li> <li>• In partnership with internal and external teams, undertake qualitative and quantitative research.</li> <li>• Build and maintain relationships with stakeholders to create and sustain networks that will inform and advance learning.</li> <li>• Develop research projects, including writing research proposals, contracting external research, undertaking research and data analysis.</li> <li>• Support the communication of research results and analysis both visually and in writing, in collaboration with communications (for example, graphs, tables, and charts).</li> </ul>
<p><b>Participant Engagement</b> Participants and individuals with the lived experience of poverty meaningfully shape program design and delivery, and policy recommendations.</p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>• New ways are implemented for participants to shape the design of programs and new initiatives to improve relevance.</li> <li>• Participant and broader stakeholder engagement informs policy priorities</li> </ul> <p>Indicator of success:</p> <ul style="list-style-type: none"> <li>• 2 focus groups facilitated annually</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an overarching framework to engage participants in program and policy design and delivery, ensuring a high-quality process, engagement, analysis, and sharing of key findings.</li> <li>• Collaborate with program and community leadership staff to involve participants and individuals with the lived experience of poverty in program development, and evaluation processes.</li> <li>• Work with program staff so that participant insight is used as part of program continuous quality improvement.</li> <li>• Analyze data from participants on a regular basis and report to Managers and the Leadership Team to ensure this insight is used to inform the development of programs and strategy.</li> </ul>
<p><b>Organization &amp; Community Involvement</b></p> <p>Outcome:</p> <ul style="list-style-type: none"> <li>• Research &amp; Evaluation Coordinator is connected to the organization and broader community.</li> </ul> <p>Indicators of success:</p> <ul style="list-style-type: none"> <li>• Active on one Momentum committee or ad hoc group per year</li> <li>• Represent Momentum at one community event per year</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the values of integrity, equality &amp; respect, compassion &amp; social justice, and sustainability are reflected in the work.</li> <li>• Participate in internal meetings and staff meetings.</li> <li>• Contribute to organizational culture by participating in activities, events, initiatives, committees, monthly front desk shifts, and weekly chores.</li> <li>• Participate in community events, as capacity allows.</li> <li>• Attend relevant conferences, seminars and workshops, as schedule allows.</li> </ul>

**Qualifications:**

- Graduate degree in a related field enhanced with career development training.
- 3 years of experience in coordinating and conducting research and/or evaluation projects in a community-based setting.
- Knowledge and experience with the current field of evaluation, especially in program logic models and outcome evaluation methodologies.
- Strong skills in quantitative and qualitative research and evaluation methodologies, and statistical analysis.
- Strong interpersonal, relationship-building, facilitation, and communication skills.
- Strong writing skills; ability to present research results clearly and concisely. Data modeling and visualization skills an asset.
- Experience collecting, managing, and analyzing research and evaluation data, including testing new theories and approaches.
- Capable of working in a self-directed manner and collaborating in a team environment.
- Excellent computer skills including a working knowledge of evaluation and research software.
- Superior organizational, analytical, problem solving abilities. Ability to manage multiple projects and deadlines, prioritize, and take initiative.
- Community based research experience especially with marginalized or barriered individuals, diverse ethno-cultural groups and Indigenous persons and ways of knowing is an asset.
- Community engagement and stakeholder engagement experience is an asset.
- Knowledge of poverty reduction and community economic development (CED) an asset.

**To apply:**

Interested candidates should submit their resume and a one-page cover letter providing a short description of their research and evaluation interests and skills, explaining how they relate to Momentum's vision and mission.

**E-mail to: [job@momentum.org](mailto:job@momentum.org).**

State competition number in subject line of email.

**Competition Number: MOM0302**

Attention: Hiring Committee

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

To see why Momentum is a great place to work and what we have to offer visit [www.momentum.org](http://www.momentum.org)