

# EDMONTON

## Evaluation Coordinator (Methods Analyst I)

Job Number: 32910

Listen to this [brief interview](#) with Kelly Bickford, Manager of Methods and Practices within the Public Engagement area. Kelly describes why the work her area does is so important to the City and what she is looking for in the ideal candidate for this role.

How will you keep Edmontonians engaged?

The Evaluation Coordinator is responsible for the development, implementation and maintenance of a new program to evaluate our public engagement initiatives at the City of Edmonton. This role will help provide a better understanding of the strengths and weaknesses of our current public engagement resources, and will recommend ways to ensure data is being gathered, synthesized, and reported more effectively. Ultimately, this will lead to collecting better information that will enable stronger and more informed decision-making.

Interested? Keep reading for more responsibilities:

- Use an Evaluation Framework, developed through the Council Initiative on Public Engagement, to develop, implement and maintain a Public Engagement Evaluation Program
- Establish an annual work plan of event / activities that will occur over the calendar year. Account for budget estimates, additional resources required, program evaluation mechanisms, and a leadership communications plan
- Review the program approach on an annual basis to evaluate quality, timelines and completeness
- Perform industry scans to identify best practices and trends to enhance engagement tools and practices
- Establish and implement systems and processes to collect and evaluate the program, review techniques, determine program design, and evaluate effectiveness
- Conduct a qualitative evaluation on projects to ensure work is aligned with organizational goals, and identify lessons for future projects
- Ensure a broad awareness and understanding of the evaluation process and tools amongst City staff
- Develop ongoing reports summarizing progress on key measures
- Completed Bachelors degree in Business Administration, Social Sciences, or a related discipline

### Qualifications:

- Minimum of 2 years directly related work in program evaluation
- IAP2 Foundations certification would be considered an asset
- Considerable knowledge of methods studies and analyses procedure, practices and terminology related to evaluation
- Strong knowledge of departmental, civic and governmental policies and regulations affecting engagement
- Strong writing skills, with the ability to develop reports and other communications in plain language for public review (technical briefs etc.)
- Strong presentation skills, with the ability to communicate complex data in a clear and easily comprehensible way, and express ideas and concepts in a persuasive manner
- Skills to train others on how to use data collection tools
- Demonstrates ability to establish and maintain effective relationships, and bring groups to a consensus in decision making
- Considerable skills in preparing or reviewing reports and making recommendations
- Applicants may be tested

***We are an equal opportunity employer.***

***We welcome diversity and encourage applications from all qualified individuals.***

*Up to 1 permanent full-time position*

**SAFE ♦ HELPFUL ♦ ACCOUNTABLE ♦ INTEGRATED ♦ EXCELLENT**

**Hours of Work:** 33.75 hours per week, Monday to Friday.

**Salary:** \$38,705 - \$48,375 (Hourly); \$68,188 - \$85,192 (Annually)

**Recruitment Consultant:** RF/CM

**Classification Title:** Methods Analyst I

**Posting Date:** May 25, 2018

**Closing Date:** June 8, 2018 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Permanent Full-time

**Union :** CSU 52

**Department:** Public Engagement (Communications and Engagement)

**Work Location(s):** 11th Floor Edmonton Tower, 10111 104 Avenue, Edmonton T5J 0J4

**APPLY AT:** <https://recruitment.edmonton.ca/job/CITYA000C1951/Evaluation-Coordinator-Methods-Analyst-I>



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