



170 Cashin Ave. Extension | St. John's, NL Canada A1E 3B6 | T. 709.753.0220 x223 | F. 709.753.3817 | [www.sjwomenscentre.ca](http://www.sjwomenscentre.ca)

## Monitoring, Evaluation, and Learning Worker (Managed Alcohol Program)

The Monitoring, Evaluation, and Learning Worker (Feminist MEL Worker) is responsible for supporting teams to develop short, medium, and long term results based visions for their work and to work with them to develop the tools they need to monitor those visions. Working from a feminist, trauma informed, and harm reduction approach, these work will be collaborative, with overall guidance from the Feminist MEL Worker. This position reports directly to the Managed Alcohol Program (MAP) Coordinator, with significant support from the Executive Director and receiving mentorship and support from the MAP Care Plan Facilitator and MAP Training Worker.

MAP is a program focused on harm reduction for women and nonbinary people who drink. Our work and research have shown us that if someone is being harmed by their alcohol use, abstinence (not drinking at all) is not always the answer, and not always possible. MAP helps people make their lives safer by providing an individual, stable supply of alcohol, and any health or social support that a person may need in order to reduce the harms that they face related to their alcohol use.

The SJSWC values the important perspectives that diversity brings, both in our organization and in our community; we are taking steps to ensure our hiring practices reflect that value. Our goal is to attract, develop, and retain skilled and strong volunteers and employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. In line with this, preference will be given to and applications are encouraged from women (transgender and cisgender) and non-binary people who are: Indigenous, Black, and people of colour, people who are differently abled in both visible and/or invisible ways, people with experiences in substance use, the sex trade, and people with experience in the criminal justice system.

If you require an accommodation at any stage of the recruitment and selection process, please let us know and we will do our very best to meet your needs.

### Duties and Responsibilities:

#### Leading the Development of Monitoring Evaluation and Learning Systems (90%)

- Work with teams to develop immediate, intermediate, and long-term outcomes for programming, with a focus on harm reduction, trauma informed practice, and feminist principles.
- Work with teams to develop both qualitative and quantitative indicators to lead them through their work towards these goals.
- Lead the development of tools and timelines for tracking outcomes, including strategic stop points needed to regroup and critically reflect. Consideration of inclusion, serving the whole community, and maintaining confidentiality in these tools will be vital.
- Support in building reporting frameworks and communication tools that ensure that donors, the Board of Directors, members, staff, and the community can see our work and understand the longer terms goals.
- Community collaboration as required.
- Knowledge of results based management would be an asset.



- Work collaboratively with an inter-professional team in a non-profit women's organization.
- Other duties as required

### Administrative Tasks (10%)

- Assist with administrative work within the program (ie. Statistical tracking, documentation, writing articles, etc.)
- All other duties as identified by the MAP Coordinator

### Qualifications:

- A Bachelor's Degree in the social sciences or at least 3 years in a monitoring, evaluation, or research focused role.
- Qualitative and quantitative data collection and analysis skills, likely working with small data sets.
- Ability and experience in facilitating results oriented team discussions.
- Curiosity and willingness to learn
- A commitment to advancing a diverse and inclusive work environment
- A working knowledge of community resources and experience working in community organizations
- Knowledge of Harm Reduction, Feminist Approach, Trauma-Informed Approach, Anti-Racist and Anti-oppressive Frameworks.
- Demonstrated communication (verbal and written) and interpersonal skills required
- Demonstrated independence, critical thinking, and problem-solving skills involving innovation and creativity in solution development
- Proven team participation, collaboration, goal development, and partnership-building skills
- Experience working in an inclusive environment, working with trans, Indigenous, 2SLGBTQIA+, nonbinary, sex working women, and women who have been impacted by the criminal justice system.
- Proficient in Google Workspace

**Hours of Work:** Monday – Friday 9-5, with some flexibility to support the larger MAP team as well as for team meetings. 35 hours per week.

**Salary:** \$55,000 / annum, plus benefits

**Duration:** Full-time, contract position expiring end of March 2024. The potential for extension is dependent on renewed and/or new funding.

The person employed in this position must be eligible to work in Canada and upon being offered the position must submit a certificate of conduct (police records check) – please note the certificate of conduct does not have to be clear and any existing records will be discussed confidentially.

**Closing Date:** 18 April 2023 – 4pm Newfoundland Time.

Please email a cover letter and resume to: [hire@swwomenscentre.ca](mailto:hire@swwomenscentre.ca)

\*Applications without a cover letter will not be considered.