

Research and Policy Analyst – One year term position (maternity leave coverage)

The Calgary Homeless Foundation

The Calgary Homeless Foundation (CHF) is a registered charity that exists to end homelessness in our city. Working with Calgary's non-profit sector, business, government, the faith community, and the public at large, the Calgary Homeless Foundation is the System Planner for Calgary's Homeless Serving System of Care. Through collaboration and a collective impact approach, CHF is a leader within Calgary's Plan to End Homelessness. We are looking for passionate, entrepreneurial and talented people to join our action-oriented, high impact team.

The Position

Reporting to the Director Research and Data, the Research and Policy Analyst is responsible for undertaking research that strengthens the potential for ending homelessness aligned with CHF's research priorities, as well as providing overall coordination for Calgary's annual the Point-In-Time count.

Our Staff

CHF staff are action oriented individuals who are catalytic leaders, courageous collaborators, evidence inspired and vision dedicated. They choose to bring their professional expertise and personal talents to the non-profit sector, to add value to the full community. They work cooperatively with others in a strong team environment; demonstrate flexibility in organizing and undertaking work; show a high degree of initiative, discernment and resourcefulness; exhibit excellent communication and relational skills; demonstrate thoughtfulness and intelligence in decision making; and are focused on creating positive outcomes for persons without homes, as articulated in Calgary's Plan to End Homelessness.

Accountabilities and Deliverables

- Coordinate Calgary's annual Point-In-Time count
 - Coordinate communication amongst all community partners including consultation regarding street survey zones
 - Update and maintain an accurate list of housing and emergency shelter facilities to be included in the Count
 - Coordinate all aspects of street count including volunteer recruitment, orientation and safety training
 - Coordinate with the 7 Cities on Housing and Homelessness and the Homeless Partnering Strategy to align methodologies prior to the count and reporting after the count
 - Update and maintain documentation including enumeration forms, training materials, street survey and consent
 - Follow up to ensure data quality and accurateness
 - Analyze data and write final report for Calgary

- Engage in research activities and knowledge transfer through initiatives that move research into practice through dialogue between researchers, practitioners and other stakeholders. This will involve:
 - Internally sharing new research
 - Reviewing and updating the CHF Research Agenda
 - Doing class talks
 - Networking with other researchers
 - Coordinating research events, workshops and presentations
 - Attending meetings of researchers and advocates
 - Identifying grants and writing funding submissions
 - Representing the CHF before policy-makers, non-profit partners, academics, committees, and the public
 - Support academia and community on primary and secondary research initiatives
 - Write reports, briefs and presentations pertaining to homelessness

Education and Experience

A bachelor's degree in a related field is required, and preference will be given to candidates with a Master's degree in a discipline related to social policy.

Experience with analyzing qualitative and/or quantitative data and a working knowledge of statistics is required. In addition, candidates should possess a demonstrated interest in applied research and a working knowledge of statistics, preferably in areas such as poverty, Canada's social welfare system (including social assistance) and Indigenous peoples.

Previous research experience in the area of homelessness would be an asset, as would front-line experience working directly with persons experiencing homelessness.

Excellent verbal and written communications skills are required.

The ideal candidate will be a proven self-starter and leader who can take ownership of a project and see it through to completion,. In addition, he/she will be skilled at constructively challenging existing assumptions held by self or others, and proactively identifying areas for improvement with solutions to address those areas.

General Competency Requirements

- **Collaborative and Collegial:** Works well with others, at all levels across the organization. Is able to work independently and as part of a team. Understands how to work with the community in a collaborative manner.
- **Analytical:** Able to quickly assess situations, build appropriate plans and execute those plans flawlessly. Strong attention to detail.

- **Strategic Perspective:** Has the ability to adopt a long-term view of CHF strengths and weaknesses and see the whole picture in complex situations.
- **Project & Time Management Skills:** Proven strong project and time management skills with ability to multi-task and set priorities within tight timelines.
- **Enhancing Organizational Image:** Focus on building and protecting the image, reputation and long term interests of the CHF including promoting the CHF's reputation as a leader in ending homelessness.
- **External Awareness & Political Acumen:** Clear understanding of relevant economic, political, social and demographic issues impacting the CHF and demonstrated ability to mitigate risks and explain the impact of external events on the CHF.
- **Resource Management:** Is able to identify, obtain and effectively allocate resources required to achieve CHF goals and applies appropriate resources to problems and opportunities.
- **Credibility:** Demonstrated ability to build organizational trust in his or her professionalism, expertise and ability to create solutions and deliver desired outcomes.
- **Honesty & Integrity:** Demonstrates the highest levels of honesty and integrity in all dealings with internal and external stakeholders.

Please note that the Calgary Homeless Foundation requires the successful candidate to provide a police information check as a condition of employment.

Application Deadline: 4:00 PM 16 June 2017

Apply to: careers@calgaryhomeless.com

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