Data Management Implementation Project Coordinator
Part-time, 22.5 hours /week Term Certain Position (end date 12/31/18 with possibility of extension)

The Agency
The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime and the individuals involved and education for youth and adults in the community. The Calgary John Howard Society is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

The Project
The Calgary John Howard Society uses ShareVision, an electronic data management platform, to centralize data collection and evaluation of all non-housing program. The project will have processes in place to:
- Continuously monitor, evaluate and improve current data collection processes;
- Develop and implement ShareVision across the remainder of the agency;
- Design and develop data models and database architecture for new and changing programming;
- Strategize to implement regular reporting processes to support agency and funder requirements;
- Develop data quality standards and support monitoring and Quality Improvement practices across the agency;
- Develop for delivery, training programs that educate new and existing staff on the software and processes;
- Develop documentation to support the ongoing development and use of the system.

The Position
The Coordinator is responsible for maintaining a thorough understanding of all CJHS programs accessing ShareVision and the architecture of the data structures within the platform. The Coordinator will lead the consultation of project stakeholders as well as the continued development of the project. The candidate will have the following education, experience, job skills and abilities:
- Post-secondary degree or diploma in Management Information Systems, Business Administration or Computer Technology
- Minimum of five years' experience working with information systems including a comprehensive understanding of data collection analysis and evaluation systems
- Experience in the development and delivery of training materials
- Demonstrated knowledge of community-based programs and services in the social-services sector
- Proficiency in ShareVision, Windows 10, Office 365, and modern workplace technology is an asset
- A valid minimum Class 5 Alberta Driver's License
- Willing to undergo a criminal record check
- Demonstrated ability to provide user support, coaching, training and consultation
- Proven planning, organizational, analytical and administrative skills
- Demonstrated problem solver, critical thinker with an ability to identity and analyze operational needs
- Excellent interpersonal, communication, facilitation and leadership skills

Please submit your cover letter and resume by February 26th, 2018 with Data Management Job in subject line of e-mail to:
careers@cjhs.ca

The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.