

SOCIAL PLANNER / RESEARCH - TERM

Position ID: J0417-0600

Job Title: SOCIAL PLANNER / RESEARCH - TERM

Job Type: Term Full Time

Department: Community Development

Number Of Positions: 1

Closing Date: April 28, 2017

Min Salary: \$31.69/Hour

Max Salary: \$39.61/Hour

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

As a unit of the Department of Community Services, Social Planning enhances the quality of life of residents by facilitating community partnerships to provide opportunities that contribute to an economically strong, socially connected, culturally vibrant, and sustainable community.

The City of Airdrie is embarking on the development of a Social Policy Framework. A Social Policy Framework would reflect the current social reality and provide a blueprint for advancing social well-being through a series of focused, integrated and evidence-based strategies. It will help the City fulfil its important role of collaborating with the community to create a common vision for social well-being in Airdrie, develop an implementation plan and coordinate meaningfully with other stakeholders to use resources efficiently and more effectively to address the community's evolving needs. Through this process, the framework will become the backbone to the City's vision and decisions in future social investments. To acquire baseline information, the City has commissioned three social research assessments regarding domestic violence, housing needs and youth needs.

Reporting to the Community Development and Social Planning Team Leader, the Research Social Planner will be responsible for leading the planning for the City's social research projects and social policy development.

Primary Accountabilities Include:

- Develop a Social Policy Framework that consists of a clear vision, goals, strategies and outcomes
- Conduct quantitative and qualitative analysis of data from the social research projects and identify next steps for action
- Develop the scope of work for the facilitators who will lead the community engagement initiatives as part of the next steps for these social research projects
- Provide assistance to FCSS (Family Community Support Services) in developing a structure for supporting FCSS funded agencies in creating theories of change
- Provide support and advice to Community Services in regards to best practice research methodology

Education/Experience Requirements:

- Degree from a recognized university in social research or a relevant field (graduate degree is an asset)
- Minimum of 4 years of professional social planning experience in social research and policy development
- Experience with social program evaluation and data analysis is essential
- Experience working in social statistics, survey design and mining of census data
- Experience in developing public policy and strategies in the human service sector
- Must be knowledgeable and experienced in creating program logic model and theory of change
- Demonstrated experience researching and writing reports, policies and strategies

Demonstrated experience in social research and evaluation methodologies
Experience in surveying and analytical tools such as Fluidsurvey and SPSS is an asset
Preference will be given to candidates who have experience with municipal government

Skills and Attributes:

Demonstrated ability to understand and interpret public policy and legislation
Strong interpersonal skills, with ability to work independently, or as a team member, or in the capacity as a group leader
Demonstrated organizational skills with strong professional ethic when working with a multi-disciplinary team and/or multi-sectoral settings
Demonstrated ability in public speaking, facilitating community meetings and presenting reports to Council
Participation in some evening meetings and weekend events may be required
Demonstrated understanding of prevention science and the Family and Community Support Services program
Strong Microsoft Office skills with the emphasis on Excel, PowerPoint and Word

Additional Information:

This is a full time term (37.5 hours/week) position. The term ends December 31, 2017 with the possibility of an extension.

*Please provide a cover letter that outlines your experience working with youth-serving not-for-profit organizations, report writing and presentation skills.

This position includes a comprehensive benefits package.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.