

JOB DESCRIPTION

- Reports to:** Director of Community Partnerships
Terms: 2-year full-time contract, with possibility of extension (conditional on funding)
Location: Research Institute for Aging, Waterloo, ON (www.the-ria.ca)
Start date: November 4, 2019

BACKGROUND

The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through collaborations with key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA team consists of 10 research chairs, 5 specialists, affiliate researchers, and staff members with a commitment to improved quality of life and care across the continuum of care. One of RIA's core mandates is to be a leader in knowledge mobilization (KMB) in the field of aging.

The Intergenerational Partnerships project is a 5-year initiative to reduce social isolation among seniors living with mild to moderate dementia, and their care partners, in the Region of Waterloo, Ontario. The RIA will support and collaborate with community stakeholders to codesign a collective impact plan to promote social inclusion through intergenerational partnerships. A call for proposals will be issued to fund community projects. Our objectives are to: create meaningful roles for older adults in guiding the project, mentoring youth, and participating in research and evaluation as co-investigators; create new experiential learning opportunities for youth; facilitate cross-sector collaboration; build capacity within collaborating organizations related to knowledge of dementia, program evaluation, youth engagement, and effective uses of technology to reduce social isolation; improve dementia education in schools and prepare young people to participate in intergenerational programs; spark innovation by engaging youth and seniors to co-create solutions; establish a shared approach to measuring social isolation in the community and identifying individuals in need of support; contribute new research evidence about effective strategies to reduce social isolation; and develop knowledge mobilization resources to support the spread of the intergenerational partnerships model.

PRIMARY PURPOSE

The **Evaluation Coordinator, Intergenerational Partnerships**, is responsible for leading the development and implementation of an evaluation strategy for a multi-year project to incubate new intergenerational

partnerships that promote social inclusion for community-dwelling seniors in the Region of Waterloo who are living with mild to moderate dementia, and their care partners. The Evaluation Coordinator will work closely with community stakeholders to create a collective impact evaluation plan, coordinate evaluation activities among participating organizations, engage with researchers to identify opportunities for collaboration, and develop research and evaluation reports to demonstrate the impact of the Intergenerational Partnerships initiative.

KEY RESPONSIBILITIES

The **Evaluation Coordinator, Intergenerational Partnerships**, will:

- Lead the development and implementation of a collective impact evaluation strategy through engagement of committee members and Waterloo Region stakeholders, including older adults, care partners, youth, high schools, colleges and universities, associations, advocacy organizations, community agencies serving seniors, municipal leaders, and researchers
- Provide support, guidance and expertise to collaborating organizations to develop and implement evaluation plans for intergenerational programs funded by the RIA
- Conduct literature reviews, environmental scans, stakeholder mapping, and related activities to inform project planning
- Develop or adapt evaluation tools, collect and analyse evaluation data, and prepare evaluation reports, as required
- Prepare and deliver presentations via webinars, workshops and conferences
- Engage with RIA researchers to identify opportunities to partner with and support existing research projects or initiate new studies related to dementia and social isolation
- Prepare ethics applications for research proposals, as required
- Work with researchers to facilitate engagement of student researchers in project activities
- Support the Project Manager to develop high-quality KMb products, to plan and evaluate community events, and to implement a shared learning agenda for team members and community stakeholders.

POSITION REQUIREMENTS

Education

The successful candidate's educational background will include:

- University degree (Master's level preferred) in social sciences, health or a related area
- Training in evaluation and research design

Experience and Skills

The successful candidate will:

- Have approximately 3 to 5 years of experience designing evaluation plans and conducting mixed method evaluations of complex community-based projects
- Have experience analyzing both quantitative and qualitative data
- Understand collective impact theory, social network analysis, and developmental evaluation

- Have experience working with vulnerable populations, including youth and older adults
- Have knowledge of dementia and social isolation
- Possess the ability to foster a culture of excitement, curiosity and engagement around the use and interpretation of data, and engage stakeholders in making sense of evaluation results
- Demonstrate excellent planning and time management skills
- Understand knowledge mobilization theories and best practices, and have experience developing knowledge mobilization products
- Be fluent in written and spoken English (fluency in French is an asset but not required)
- Have strong writing skills, including demonstrated ability to use plain language
- Have computer expertise in Microsoft software (e.g., Word, Excel, PowerPoint, Outlook), online survey tools, evaluation programs, and data visualization software (an asset, but not required)
- Have the ability to work effectively under pressure, and to flex hours based on work demands
- Have an interest in, and passion for, enhancing older adults' quality of life and care.

Miscellaneous

The successful candidate will be required to:

- Obtain a police background/criminal record check for working with vulnerable populations
- Have a valid driver's license.

NATURE OF WORK

- **Interpersonal Skills:** Communicate with RIA team members, researchers, representatives from all levels within Schlegel Villages, and older adults to ensure the effective coordination of evaluation and research activities; develop trusting relationships with all stakeholders; represent RIA in a professional manner at all times.
- **Level of Responsibility:** Responsible for ensuring effective evaluation and knowledge mobilization practices in a way that maintains the integrity of the RIA.
- **Decision-Making Authority:** Identify successes and challenges while leading evaluation activities; engage in problem-solving with team members to optimize success and efficiencies; seek appropriate support for decision-making as needed.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Office is located in a comfortable indoor area. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA and SV team members, researchers, and external partners/stakeholders. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Some evening and weekend work may be required. Occasional travel is required.

HOW TO APPLY

RIA invites applications (resume and cover letter, with salary expectations) by **September 20, 2019**. Please submit your application in one document by email, quoting “Evaluation Coordinator, Intergenerational Partnerships” in the subject line, to Gert Hartmann at gert.hartmann@uwaterloo.ca.

RIA welcomes applications from all qualified persons. RIA is an equal opportunity employer and is pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you require accommodation, please let us know in advance.

We thank you for your interest in working at RIA. All applications will be reviewed, however only those candidates selected for an interview will be contacted.