JOB POSTING
Calgary Legal Guidance
Data and Evaluation Coordinator – 1 year contract

COMPANY OVERVIEW

Over fifty years ago, a group of law students wanted to change access to legal services for the many people experiencing poverty and/or homelessness in Calgary. These students saw a growing need for legal support and wanted to help people experiencing the most significant barriers and vulnerable circumstances. Pre-dating Legal Aid Alberta, Calgary Legal Guidance was created through their vision in 1972. Calgary Legal Guidance is known as the first pro bono legal clinic in Alberta. Calgary Legal Guidance (CLG) plays an important role in Alberta's justice sector and increases access to justice through free legal programs and services to thousands of people every year. All programs and services are designed to support Calgarians who face financial and other barriers to accessing legal services. As a non-profit organization, CLG offers a wide range of legal support including legal information, advice, and assistance in areas not provided by Legal Aid Alberta.

THE ROLE

The Data and Evaluation Coordinator is responsible for maintaining, analyzing, and improving the organization's data systems. This role supports program teams, leadership, and stewardship activities by ensuring data is accurate, accessible, and used meaningfully to advance CLG's mission. The successful candidate will balance technical database management with practical analysis and reporting and will work collaboratively across teams with varying levels of data literacy.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES

Responsibilities include but are not limited to:
- Maintaining and administering organizational databases (e.g., CRM, client management systems)
- Ensuring data accuracy, completeness, consistency, and integrity
- Improving workflows related to data entry, reporting, and retrieval
- Collaborating with leadership and program staff to determine the requirements, future needs and improvements to data processes and information infrastructure
- Establishing a process for cleaning, consolidating, and reshaping data for analysis – providing guidance to staff as needed
- Providing orientation and ongoing instruction to staff on data processes and new data standards
- Monitoring data quality and implementation of regular audits and clean-up processes
- Develop simple documentation and guidelines for data entry and maintenance
- Supporting system improvements, integrations, and upgrades as needed
- Creating dashboards or visual summaries for internal and external audiences
- Upholding data privacy, confidentiality, and security standards
- Supporting programs and groups with data collection activities as required

- Promoting equity-informed and trauma-aware data practices, especially as regards collection of identity-based data

THE CANDIDATE

The preferred candidate possesses the following skills, experience and qualifications:

- Experience working with case management systems, databases or information systems (nonprofit or public sector experience an asset)
- Strong analytical and critical thinking skills, and the ability to interpret quantitative and qualitative data
- Experience producing reports and summaries for non-technical audiences
- High attention to detail and commitment to data accuracy
- Ability to manage competing priorities and work independently
- Familiarity with data visualization tools (e.g., Power BI, Tableau, Excel dashboards)
- Understanding of nonprofit program evaluation or outcomes measurement
- Experience supporting funder or grant reporting
- Knowledge of data privacy legislation (e.g., PIPA, PHIPA, or equivalent)
- Degree or diploma in quantitative field e.g. Statistics, Sociology, Psychology or related field with a strong focus on quantitative research methods.
- 1-3 years of work experience in a role related to information science, data management and/or computer science
- Excellent written and verbal communication skills, with the ability to convey technical information to a non-technical audience.
- Proven ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- Prior experience in social research, public policy analysis, or related fields is preferred.

WHAT WE OFFER

Salary range is $55,000 - $65,000 per annum and will be commensurate with skills and experience. A comprehensive benefits package is also provided.

Calgary Legal Guidance (CLG) is proud of our fun, diverse, professional, and energetic workplace culture. We offer a healthy and positive career-life balance that values the contribution of all staff. We invite all qualified candidates to apply.

Please forward your resume and cover letter as a **single PDF document** to the attention of the Hiring Team via email at careers@clg.ab.ca no later than January 23rd, 2026.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. No phone calls please.