



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Monitoring & Evaluation Analyst

Employment Type:	Contract (13 months), Bargaining Unit
Work Hours:	35 hours/week
Salary:	H8 - \$50,453
Application Deadline:	January 24, 2018 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Strategy & Innovation, Central Services

WoodGreen Community Services' Strategy and Innovation Division works to accelerate the achievement of WoodGreen's mission and strategic plan by developing a high value, high-performance team of functional experts and supporting program units to work on innovative projects. This position will contribute to WoodGreen's functional expertise by assisting in research and evaluation functions. The primary function of this role will be to conduct research and evaluation activities related to the Homeward Bound Community of Practice. Furthermore, this position will also work with members in the Strategy and Innovation Division to contribute to WoodGreen's impact and effectiveness agenda.

What You Will Do

Action-based Research

- Conduct a process evaluation to document Homeward Bound model adaptations and understand best practices across sites.
- Develop a common Homeward Bound Monitoring & Evaluation (M&E) framework that allows for common and program specific indicators.
- Design and deliver surveys, interviews, focus groups, etc, using qualitative and quantitative research methods.
- Engage community stakeholders and facilitate conversations.
- Schedule, organize and conduct research activities.

Report Writing and Presentations

- Summarize information to produce reports, notes and briefs for internal and external audiences.
- Create and deliver presentations for internal and external stakeholders.
- Mobilize knowledge translation across WoodGreen.

Work with Vulnerable Populations and Community Stakeholders

- Collaborate with local Homeward Bound partners.
- Engage vulnerable and marginalized populations in WoodGreen initiatives.
- Work with program practitioners across WoodGreen.

What You Bring to the Team

- Undergraduate degree with a strong background in qualitative research methodologies.
- Minimum of two (2) years related work experience conducting community-based research and evaluation (designing M&E frameworks and indicators).

What Will Set You Apart

- Knowledge and experience conducting qualitative research, analyzing evidence-based policy and practice, synthesizing primary and secondary research.
- Effective oral and written communication skills, including experience with public speaking and knowledge mobilization.
- Interpersonal skills and proven ability to work as a team member and collaborate with partners.
- Strong organizational skills.
- Cultural humility and an understanding of poverty and intersectionality.
- Commitment to working in a progressive and collaborative environment.
- Willingness to travel to Homeward Bound communities across Ontario.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	RSamson@woodgreen.org, Attn: Ron Samson

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.