



WoodGreen Community Services *Job Posting* **PROGRAM & TECHNOLOGY ANALYST**

Our Vision:

A Toronto where everyone has the opportunity to thrive

Employment Type:	Contract (46 weeks), Bargaining Unit
Work Hours:	35 hours/week
Salary:	G - \$26.64/hour
Application Deadline:	September 21, 2017, 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 and Innovation Division, Central Services Unit

Over the past five years, WoodGreen has grown its financial services (tax clinic, financial coaching/problem-solving services and financial training) from serving 700 low-income individuals to over 6,000 per year, processing over \$6 million in returns annually. Based on the demand for these services, WoodGreen now operates year-long services in multiple locations across the city. Furthermore, this year, WoodGreen was named one of five organizations in Ontario to be a financial champion by Prosper Canada and is the only organization in Toronto with this distinction. WoodGreen is committed to growing our services to reach 10,000 clients annually within the next four years. As such, WoodGreen is looking to examine how we can use technology and work with community partners to deliver our financial services to more low-income clients across the city of Toronto.

What You Will Do

Action-based Research

- In consultation with Division Leaders, use sound methodological approaches to conduct a feasibility study that examines how WoodGreen's financial wellness services can use technology and collaborative service delivery models to provide services to vulnerable populations
- Conduct an environmental scan to identify promising technology solutions, practices and collaborative delivery models
- Design and deliver surveys, interviews and focus groups using qualitative and quantitative methods
- Engage community stakeholders and facilitate conversations
- Schedule, organize and conduct research activities

Report Writing and Presentations

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

Work with Vulnerable Populations and Community Stakeholders

- 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 with conducting action-based community research projects

What Will Set You Apart

- Knowledge and experience conducting literature reviews, 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
- Strong project management skills
- Cultural humility and an understanding of poverty and intersectionality
- Commitment to working in a progressive and collaborative environment

Why You'll Want to Work With Us

At WoodGreen you will be part of a wonderful 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:	careers@woodgreen.org

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.