



Job Posting: Evaluation Coordinator

North York Harvest Food Bank is the primary food bank for northern Toronto, distributing more than two million pounds of food last year through 37 member agencies and 77 neighbourhood programs. An independent, charitable organization, we envision a community where all members are able to meet their food needs.

Position Summary

We are recruiting an engaged and social justice-oriented candidate to support a network-wide evaluation of the food programs that North York Harvest support. The ideal candidate will be comfortable with developing and supporting relationships across a number of stakeholder groups and is familiar with the challenges of volunteer-run and small-scale agencies.

Reporting Relationship: The Evaluation Coordinator reports directly to the Senior Manager, Program Services

This position is a 10 month contract beginning in mid-March 2017.

Scope:

This position is one of three new roles developed to support North York Harvest's project: Strengthening Food Access Programs and Networks.

Project Objectives

1. To strengthen North York Harvest's ability to facilitate positive change in our network of food programs.
2. To transition programming and approaches to be more responsive to and reflective of community needs and concerns.
3. To transition programming and approaches to be more centered around positive results (measurably improving livelihoods vs providing food)

The Evaluation Coordinator will work closely with agency staff in implementing a network-wide client survey and standard of service evaluation.

This position is funded through the Ontario Job Creation Partnership program of the Ministry of Advanced Education and Skills Development. Eligible candidates must either be in receipt of Employment Insurance, have been in receipt in the past 3 years or have been on parental leave in the past 5 years. Compensation for this role is the EI maximum (\$423 per week). North York Harvest will allow up to 20% of full time hours to be allocated to the candidate's job search.



Key Accountabilities

Program Evaluation

- Developing evaluation strategies in partnership with manager and other agency staff
- Implementing surveys, conducting focus groups and interviews
- Assessing and interpreting data
- Producing reports and recommendations based on data
- Maintaining strong and positive relationships with member agency staff
- Regular reporting to Manager
- Attending staff meeting, community and network meetings and taking part in professional development opportunities and trainings, as needed
- Traveling extensively between sites

Organizational Image. Protects and furthers the organization's image, including by:

- Contributing to the delivery of client-focused service
- Fairly and accurately representing the organizational messages and the mission, vision and values statements of NYH to external stakeholders

Teamwork. Contributes to a supportive and inclusive team that works together efficiently, effectively and respectfully, including by:

- Supporting and collaborating with all staff and volunteers
- Actively contributing to a well-functioning staff team

Other duties as assigned

Qualifications

The successful applicant will be able to demonstrate the following competencies and qualifications:

- College or University education in a related field, or equivalent work experience
- Minimum of 2-3 years of experience in a related role
- Experience and interest in conducting community-based research
- Experience and interest in program evaluation strategies
- Interest in working in a medium-sized non-profit environment
- Strong organizational skills
- Demonstrable attention to detail
- Excellent time management skills



- Ability to exercise good judgment, problem solving, and flexibility in response to changing situations and needs
- Experience working with volunteers
- Experience working with diverse communities
- Knowledge of poverty, food security issues and social services in Toronto
- Knowledge of anti-oppression principles
- Fluency in a second language is an asset
- Strong communication skills and ability to work as a team
- Computer skills (MS Office, Internet, data entry, Google Apps and gmail)
- Ability to work evenings or occasional weekends as required

To apply, please send a resume and statement of interest to sahar@northyorkharvest.com

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups. We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.