

## **Job Title: Evaluation Facilitator**

FoodShare is hiring a Facilitator with experience in community program evaluation to lead the implementation of evaluation processes for the Growing Food Food Markets project happening in the York-South Weston community.

### **Detailed job description**

- Implement the evaluation plan for the *Growing Good Food Markets* project in York-South Weston, making sure all evaluation goals, timelines, and deliverables are met
- Create, implement, facilitate and track use of outcomes based evaluations such as focus groups, interviews, and surveys, in collaboration with other project staff
- Organize and analyze data from evaluations tools and disseminate information to community partners and funders, as needed
- Collaborate with project partners, consultants, and stakeholders to ensure all evaluations processes are appropriate for community needs
- Recruit, train, and supervise peer leaders, student interns, and community volunteers in data collection tools, survey dissemination, and data entry
- Conduct critical and systematic analysis of evaluation data and available evidence on an ongoing basis; communicate preliminary findings to project partners and other stakeholders
- In collaboration with communications staff, develop stories, infographics, and other engaging formats from evaluations data to communicate results effectively
- Support funding applications as needed
- Participate in FoodShare staff meetings, all staff trainings, and handle other duties as assigned.

### **Qualifications, Knowledge and Experience**

- Minimum 1 year experience in program evaluation
- Demonstrated commitment to principles of food justice
- Knowledge of, and experience working with, people of Toronto's diverse communities
- Excellent communication and organizational skills
- Post-secondary degree in a related field or equivalent combination of education and experience
- Demonstrated ability to work independently and as part of a team
- Familiar and proficient with G-Suite in (Google Drive, Sheets, Docs, Calendar, Gmail)
- Available to work on weekends and evenings

**Assets**

- Professional background in food security an/or community development
- Have a valid Ontario Driver's License
- Familiar with Weston-Mount Dennis

**Reports to:** Community Food Animation Manager

**Salary:** \$18.40/hr plus a \$1,000 benefits reimbursement option

**Hours:** 21 hours/week

Duration: This is a fixed contract beginning late May 2018 and ending December 21, 2018 with possibility of extension.

**TO APPLY:** Please send applications to Manal Sayid at [hr@foodshare.net](mailto:hr@foodshare.net) by 5:00 pm on Wednesday May 9, 2018.

**Please note:**

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – [hr@foodshare.net](mailto:hr@foodshare.net). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.