

## Evaluation Senior Assistant

### Main Tasks:

Support the *Project Evaluator* with the planning and implementation of process and outcome evaluations of the Growing Good Food Markets project in York South Weston. This includes disseminating surveys at markets, support the facilitation of community focus groups and in-person interviews, inputting data, and supporting the production of evaluation reports.

### Detailed job description

- Contribute to generating research/evaluation questions based on project priorities that will facilitate evaluation process;
- Search and retrieve relevant scholarly and grey literature, documents and information for best available knowledge and evidence of proven and promising practices pertinent to community based food projects;
- Support the development of surveys and other data collection tools, and enter, monitor, and ensure data integrity of database/system/processes;
- Recruit, train, and supervise community volunteers for data collection;
- Lead customer satisfaction surveys, playing a collaborative role in designing, and implementing surveys and reporting the results to community partners and funders, as needed;
- Participate in FoodShare staff meetings, team meetings, all staff trainings, and handle other duties as assigned.

### Qualifications, Knowledge and Experience

- 1 year experience in community based research or evaluation
- Demonstrated commitment to principles of food justice
- Knowledge on research methodology, data collection tools and statistical analysis
- Knowledge of, and experience working with, people of Toronto's diverse communities
- Excellent communication and organizational skills
- 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

<b>Reports to</b>	Project Evaluator
<b>Location of Position</b>	Community Food Animation
<b>Salary</b>	\$17.94/hr + 4% Vacation pay
<b>Duration</b>	This is a 16-week contract (April 29, 2019 to August 16, 2019)