Research & Evaluation Officer, The Canadian Observatory on Homelessness

BASIC FUNCTIONS

The Canadian Observatory on Homelessness (COH), centered at York University, is a non-profit, non-partisan research institute that is committed to conducting and mobilizing research so as to contribute to real and sustainable solutions to homelessness.

The Research & Evaluation Officer will provide support primarily to the Director of Research & Evaluation with proposal development, ethics reviews, literature scans, methodology development, data collection, data analysis, and dissemination. Other duties include contributing to COH’s evidence base and assisting in the preparation of reports, publications and presentations.

The Research & Evaluation Officer will work closely with the Directors of the COH, the COH staff, the COH Council, project teams, regional and national partner organizations, as well as people with lived experience of homelessness.

MAJOR DUTIES

Project Implementation

- Aid in development of comprehensive and strategic evaluation activities on issues related to homelessness.
- Conduct background research (e.g., reviewing, analyzing and summarizing literature in the development of comprehensive literature reviews).
- Develop evaluation plans in response to Request For Proposals: propose approaches, objectives, goals, timelines, etc.
- Aid in the development, preparation and submission of ethics review and protocol development.
- Maintain awareness of best practices pertaining to program development and community-based research and evaluation.
- Assist in the monitoring of day-to-day research and evaluation activities.
- Maintain effective consultative and collaborative relationships with internal and external stakeholders.
- Participate in meetings and prepare necessary materials when required. Serve as the note taker during these meetings when asked.

Data Collection, Analysis, and Reporting

- Develop monitoring and evaluation tools, including surveys, interview and discussion guides and other data gathering methods.
- Implement and participate in data collection activities including administration of surveys, interviews, observations, focus groups and other methods.
- Conduct quantitative and qualitative data collection and data analyses.
- Record, manage and preserve data in a safe and accessible way.
- Regularly monitor data quality standards. This includes providing regular feedback and support on data verification, data entry and data quality issues.
- Provide assistance in the interpretation of quantitative and qualitative results and in the presentation of results.
- Assist in the writing of technical reports, journal articles, and other necessary documents.

Communications

- Communicate with stakeholders to keep them informed of research and evaluation activities.
- Establish good working relationships with partners and other stakeholders.
**Knowledge Mobilization**

- Distill research findings into plain language documents that are easily accessible to a non-academic audience.
- Prepare content for publication, including researching, writing, editing, reports, toolkits, case studies, executive summaries, policy and media relations documents, etc.

**Other responsibilities as delegated by the Director**

- Carry out other responsibilities as assigned by and agreed with the Directors of the COH.
- Seek opportunities such as Request For Proposals; assist the Director of Research & Evaluation in proposal preparation and grant writing.
- Work effectively with clients to develop a deep understanding of issues, create strategies for change, secure clients’ buy-in to solutions, and work alongside clients and COH to develop those solutions.

**QUALIFICATIONS**

**Educational Requirements**

Graduate degree preferred (e.g., M.A., MSW, M.PH), or a B.A. (Honours) with 3+ years of research and evaluation experience.

**Experience Requirements**

3+ years of recent related experience in applied research and evaluation, preferably in an academic or Not-for-Profit environment. Preference will be given to candidates with experience conducting community-based research and evaluation projects. This includes experience with research project development, data collection, data analysis, data interpretation, and knowledge mobilization. Candidates with strong skills in qualitative and quantitative methodologies are preferred. Candidates should also be familiar with the most recent research on homelessness and social justice issues.

**Skills and Competencies**

- Knowledge of homelessness and social justice issues.
- **Strong skills in qualitative data methodology and analysis**, including working with relevant software (e.g., NVivo) required.
- **Strong skills in quantitative data methodology and analysis** is an asset, including working with relevant software (e.g., SPSS).
- Experience with data collection (e.g., survey creation and administration, key informant interviews, focus groups, etc.).
- Experience in monitoring and evaluation or research methodologies.
- Knowledge in community-based research and evaluation methods.
- Knowledge of evaluation theory and practice.
- Excellent oral and written communication skills; excellent organizational, planning, coordination and analytical skills.
- Demonstrated ability to review and synthesize information and produce quality reports.
- Strong computer skills, including data analysis software, word processing, spreadsheets (Excel) and web-based applications.
- Excellent teamwork skills.
- Able to work in-person, collaboratively and remotely.
- Fluency in English; French an asset.
APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that “COH Research & Evaluation Officer” is quoted in the email subject line. Submit applications to jecker@edu.yorku.ca. The deadline to apply is October 31, 2019 at 5:00PM EST but we will be interviewing on a rolling basis.

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.

**Type of Position:** Entry level

**Salary Range:** $50,000 - $55,000 including a comprehensive benefits package. Salary is commensurate with experience.

**Closing Date:** October 31, 2019 at 5:00PM. Inviting qualified applicants to apply on a rolling basis.

**Job Type:** Contract