



community food centres
CANADA good food is just the beginning

Job Posting: Evaluation Manager, Community Food Centres Canada (Maternity leave)

[COMMUNITY FOOD CENTRES CANADA](#) is a national charitable organization that builds health, belonging and social justice across Canada in low-income communities through the power of food. Our vision is a Canada where food is treated as a basic right and central to health, and where everyone has the financial means, knowledge, and voice to access good food with dignity.

The Evaluation Manager is an integral part of this work in ensuring that we capture the impacts that Community Food Centres (CFCs) and the broader food movement are having across Canada and the ways in which we can maximize the social impact that we create.

COMMUNITY FOOD CENTRES CANADA hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, person of diverse sexual orientations and gender identities and others with the skills and knowledge to productively engage with diverse communities.

We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations

Who are we looking for?

The Evaluation Manager will manage the Annual Program Survey which involves in-person interviews with program participants from across CFC programs at ten CFCs. They will also coordinate the Market Greens program, which involves piloting and evaluating the impact of subsidized access to fruits and vegetables through affordable markets and financial incentives at two Ontario sites. The ideal candidate will be a skilled evaluator; creative, pragmatic and outcomes-oriented; a warm and personable interviewer with a knack for survey design; a lover of data of all sorts; interested in exploring creative ways of communicating complicated information; and flexible and comfortable working in a highly collaborative work environment. He/she will possess strong project management skills and the ability to work with various partners. A demonstrated commitment to food and social justice issues is also desired.

Responsibilities:

Managing the Annual Program Survey:

- Assist in the design of the Annual Program Survey tool in 2018, and then lead this process in 2019;
- Travel to partner Community Food Centres to conduct interviews;
- Oversee and support two survey assistants who will conduct interviews and be responsible for data entry;
- Train additional local survey assistants at each CFC to assist with the interviews;
- Analyze qualitative and quantitative data in Excel, identifying trends at a CFC-level and across all CFCs;
- Write a report for each CFC and a collective report for CFCC, combining the APS results with program output data;

- Work with CFCC’s Director of Communications and program managers to effectively communicate evaluation results in internal and external communications; and
- Keep program activities and spending on track.

Managing the Market Greens Program:

- Oversee and support program partners, including two implementation partners and a third party evaluation team leading the evaluation component of the Market Greens Program, a two-site pilot of an intervention designed to offer subsidized access to produce markets for low-income parents of children 0-6 years old.
- Keep program activities and spending on track and monitor and report progress to partners and funders through check-ins and annual reporting;
- Lead efforts to revise program design as needed in year two (2019); and
- Contribute to the design of resources to support the development of affordable produce markets and incentive programs.

Additional Responsibilities:

- Support CFCs with program evaluation including logic model and tool design, and data analysis;
- Offer support as needed to CFCC on various evaluation activities; and
- Contribute to the development of an annual work plan and budget.

Qualifications:

- Minimum Masters level education in a related field and 5+ years of experience in a related, progressive work environment;
- High level of proficiency with mixed methods evaluation, data collection, data storage, qualitative and quantitative analysis, and data dissemination/ visualization;
- Knowledge of a wide range of evaluation approaches commonly used in the social services/ community sector (e.g. participatory evaluation) and experience with design and implementation;
- Proven project management success and experience overseeing projects involving multiple partners;
- Strong writing, communication, and interviewing skills;
- Proficiency with Microsoft Word and Excel;
- Experience training and managing research assistants;
- Excellent time management, attention to detail, and trouble shooting skills;
- Knowledge of community development and adult education principles;
- Experience with or knowledge of community-based food programs (particularly affordable produce markets) and/or understanding of hunger/poverty/food systems issues is an asset;
- Driver’s license is also an asset

Position details: Full-time, 37.5/week

Salary: \$55 – \$65K, depending on experience

Job length: July 30, 2018 – February 21, 2020 (Maternity leave)

Please send your letter and resume by June 25 by email to work@cfccanada.ca with “Evaluation Manager” in the subject line.

Only those applicants being considered will be contacted. Thank you for your interest in CFCC.