



Inspiration. Empowerment. Action.

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Job Description

Program Evaluation Specialist

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to empower and inspire individuals, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and assist them in finding solutions to improve their health, well-being and quality of life, and to heal from the trauma that inhibits their lives.

The Position

The **Program Evaluation Specialist** will assess, evaluate and make recommendations regarding the organization's programs, processes, services and systems to determine their impact on the communities we serve, taking into consideration the changes that occurred during the COVID-19 pandemic and are evolving as the province recovers.

Term of work: Full time until June 30, 2024
Hours of work: 35 hours a week
Compensation: \$65,000 to \$70,000 annually plus benefits

Major Duties & Responsibilities

Reporting to the Executive Director, you will be responsible for, but not limited to, the following duties:

- Lead the design, creation and implementation of a comprehensive organization-wide evaluation strategy that would help increase the efficacy of programs, services and processes
- Assess the impact of programs, especially those that were implemented during the pandemic, highlight positive outcomes, and identify and make recommendations on areas for improvement
- Through consultation with program teams, develop evaluation and monitoring systems at program level with clear monitoring, knowledge mobilization and reporting measures
- Provide objective evaluation of programs, services, processes and activities to ensure they are meeting their stated goals
- Work with program coordinators and managers to identify gaps and potential modifications to maximize the effectiveness of the program or service; develop and/or revise logic models for each program as well as develop required measurement tools
- Provide insights to management to help guide decision-making with regards to budgeting, staffing and other operational issues that may be impacting the success of a program or service
- Present monthly evaluation results to the management team and assist program coordinators in producing targeted and effective outcome-based reporting
- In collaboration with management and program teams, track community needs and trends, and conduct research to further analyze and understand trends
- Use data to create knowledge that can be shared to raise awareness of identified trends and community needs

Skills & Qualifications

- Bachelor's degree in humanity or social sciences with a focus on evaluation, public policy or related field is required
- Three years' experience or more in evaluation framework design and outcome measurement, data collection processes and systems, data analysis and management, and report writing
- Proven strength in data analysis, insight generation and problem solving; able to translate complex issues into actionable efforts
- Have strong knowledge of relevant data management and analysis tools and applications
- Ability to anticipate outcomes, evaluate and assess potential impacts, and establish plans with a holistic and long-term view of challenges and opportunities considering short, mid/long term impacts from broader sector trends
- Skilled in focusing on goals and understanding the steps needed to achieve them; ensure actions are aligned with organizational objectives and outcomes
- Possess project management skills and business process best practices knowledge; shift from big-picture to detail effortlessly and use planning and organizational skills to achieve multiple objectives in a logical sequence
- Ability to proactively seek and understand interrelated environments, wide range of stakeholder perspectives, and use frameworks that consider the inter-relationships
- Willingness to be open to new, diverse ideas and take new approaches
- Excellent communication skills, including writing and speaking; able to turn data into stories shared in presentations and reports
- A curious and quick learner with a proven ability to use good judgment and decision making skills
- Ability to work independently in a fast-paced environment and juggle multiple priorities
- Possess a recent Police Reference Check
- Have a valid G driver's license and access to a reliable vehicle.
- Other related duties as assigned.

Please forward your application with a cover letter by email to careers@rootscs.org, with the subject line **Program Evaluation Specialist** . Please note that we will be reviewing applications as they are submitted until the position is filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.