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## Job Posting: Research and Evaluation Coordinator (Food Team)

### ORGANIZATION

The Ecology Action Centre (EAC) is an environmental charity based in Nova Scotia. We take leadership on critical environmental issues from biodiversity protection to climate change to environmental justice. We are grounded in community and are a strong voice and watchdog for our environment. We work to catalyze change through policy advocacy, community development, and building awareness. We take a holistic approach to the environment and our economy to create a just and sustainable society.

### OUR FOOD PROJECT

*Our Food: Reconnecting Food and Community*, or the Our Food Project, aims to strengthen communities' relationship to food. Our vision is one in which the many voices of producers and eaters are part of decision-making around food and where food is at the heart of healthy, vibrant communities.

Through policy efforts, supporting food leaders, and strengthening the food movement, we help get food issues on the table and more good food on the tables of people in Nova Scotia and Southeast New Brunswick. We work closely with community leaders and organizations to enhance their efforts on food issues. We engage with policy makers and connect community to policy, so that food access and healthy food environments are considered in policy decisions. (Learn more at [www.ecologyaction.ca/ourfood](http://www.ecologyaction.ca/ourfood)).

### POSITION

**The Ecology Action Centre is seeking a full-time Research and Evaluation Coordinator for a one year contract, to work out of our Halifax office.**

The Research and Evaluation Coordinator acts as the internal evaluator for the Our Food Project. Their role is to steward all evaluation for the project team, as well as with program participants and network/policy partners in order to determine and understand impact.

The Research and Evaluation Coordinator is experienced in both traditional and developmental evaluation methods with strong report writing skills. They are a strong communicator and facilitator, with the ability to work with the dynamics of different groups. They have a willingness to learn, are open to different and new ways of working, and work well in both independent and highly collaborative environments.

The position will support and be supported by the rest of the project team, based in Halifax, Cumberland County, Cape Breton and our sister project in Southeast New Brunswick. The position reports to the EAC's staff directors.

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### Specific Responsibilities:

- Working with the project team to implement and adapt evaluation plans and tools, mainly summative and Developmental Evaluation, to document and understand the impact of our activities;
- Writing an annual report with support of a research assistant (due April 30<sup>th</sup>, 2019), including data aggregation and theming;
- Summative evaluation of a three-year project, including but not limited to:
  - coordinating a complex cross-initiative online survey (using Typeform),
  - a follow-up network analysis across our project regions (using existing framework),
  - using other techniques, such as interviews, focus groups, storytelling, and photovoice, to capture the experience of those engaged in the project, and
  - writing an extensive final project report, including coordinating graphic design process;
- Maintaining, trouble-shooting and coordinating our online monitoring database (using KNACK) with team members, and pulling data for reports and grants;
- Coordinating communication efforts across the team to tell the story of the project through a variety of means, such as formal reports for funders, photo exhibits, video, data visualization, infographics, blog posts and social media;
- Coordinating three team retreats and internal developmental evaluation practices, e.g. Strategy Journals;
- Managing budget and external consultant contracts;
- Liaising with funder on reports and evaluation;
- Supporting the overall work of the Ecology Action Centre and the Food Team; and
- Other duties as required.

### REQUIRED SKILLS AND EXPERIENCE:

#### Research & Evaluation

- Masters degree or equivalent experience, with strong qualitative research, analysis and writing skills
- At least 3 years of project evaluation experience, including but not limited to creating and maintaining an evaluation framework, building and utilizing qualitative and quantitative research tools (e.g., online surveys, interviews, focus groups, storytelling), meeting funder reporting requirements and deadlines, coordinating data gathering and aggregation, and planning research and evaluation activities
- Experience in supporting the translation of data into communications tools for diverse audiences
- Ability to coordinate data gathering from teams and partner organizations

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- Strong working knowledge of excel, online databases (KNACK), online survey tools (Typeform), and data aggregation
  - Attention to detail

#### Facilitation & Training

- Experience with adult education: ability to conduct training in evaluation methods and tracking tools
- Strong verbal and written communication skills

#### General

- Creative problem solving skills
- Strong organizational skills, friendly and patient
- Willingness to learn, experiment and adapt
- Comfortable in a highly collaborative organizational structure
- Commitment to social and environmental justice
- Initiative, self-motivation and the ability to work independently

#### **DESIRABLE SKILLS AND EXPERIENCE:**

- Facilitation experience and knowledge of Art of Hosting, Deep Democracy and/or Appreciative Inquiry
- Experience creating and using Developmental Evaluation tools
- Experience with participatory action research and/or community-based research
- Experience with online databases and data visualization
- Understanding of complex systems and social change
- Experience working for a non-profit organization, First Nation Band, co-op, labour organization, or community enterprise

#### **TERMS OF EMPLOYMENT:**

Start: ASAP – February/March 2019

End: March 27<sup>th</sup>, 2020

Note: Candidate is ideally able to start before March 1<sup>st</sup> in order to steward an annual report due April 30<sup>th</sup>, 2019.

37.5 hours per week @ \$21-24/hour, based on experience

Cost-shared benefits plan and 4 weeks paid vacation per year

Hours: Monday to Friday from 9 am to 5 pm. Some evening/weekend work will be required. Some travel required.

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Location: This position will be based at our Halifax office, and will also involve limited travel to project sites in Cumberland County, Cape Breton and Southeast New Brunswick.

**TO APPLY:**

Please email a cover letter and resume (including 2 references) to Miranda Cobb, Research and Evaluation Coordinator, at [employment@ecologyaction.ca](mailto:employment@ecologyaction.ca).

**Please submit your application in the form of a .pdf document with required elements in the following order: cover letter, resume, references.**

**We will be accepting applications on a rolling basis until the position is filled, with a final CLOSING DATE of Thursday Feb 7<sup>th</sup>, 2019 by 4pm.**

As we are looking to hire ASAP, please submit your application as soon as you are able. We will begin setting up interviews for the week of Feb 11<sup>th</sup>. We may interview in advance of that date if suitable candidates are found.

We thank all applicants for their time and interest, however only short-listed applicants will be contacted.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally marginalized groups such as: racialized people, Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community. Diversity is a stated value of the Ecology Action Centre. Moreover, diversity in the EAC community is a strength that we seek to cultivate. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.

The Ecology Action Centre was founded in 1971 and is one of Nova Scotia's largest environmental organizations. The Centre always welcomes new members and volunteers: [www.ecologyaction.ca](http://www.ecologyaction.ca)