



CONTRACT POSITION AVAILABLE

The Centre of Research, Policy & Program Development at the John Howard Society of Ontario invites applications for the position of **Program Evaluator**.

The **John Howard Society of Ontario** is a well-established and dynamic social service organization with a mission of *effective, just & humane responses to crime and its causes*. Through the Centre of Research, Policy & Program Development, the provincial office undertakes applied research, policy and program evaluation and provides support to the 19 local JHS offices across Ontario. Our local offices deliver a wide range of services to youth, adults and families ranging from prevention and early intervention programs through aftercare and reintegration programs for people returning to our communities from prison or jail.

The scope of the position is to develop and undertake various evaluation projects, which primarily include residential and transitional housing programs, to further the Society's mission and support the local John Howard Society Offices across Ontario. The main objectives of this position are to design and implement program evaluation plans, design evaluation tools and databases, collect and analyze data and write reports. Demonstrated experience and education with quantitative research methods and data analysis skills are required for this position.

This position is located in downtown Toronto, is full time (35 hours per week) and the contract will start immediately for a 30 months duration. Travel within Ontario is required for this position.

Please forward resume and covering letter by 5:00 pm on Monday, April 2nd, 2018.

By e-mail to: HR@johnhoward.on.ca

For more information about the John Howard Society of Ontario, please visit our website at www.johnhoward.on.ca.

We would like to take this opportunity to thank all those who apply and advise that we will be responding only to those selected for an interview. The John Howard Society of Ontario offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted regarding a job opportunity, please advise if you require accommodation.

Please note, the successful candidate will be responsible for providing proof of qualifications and additional background screening where applicable. Having a criminal record does not necessarily preclude you from employment with the John Howard Society of Ontario.

Job Title: Program Evaluator
Centre of Research, Policy & Program Development

Job Purpose and Scope:

Evaluation activities and projects related to the criminal justice field. Program development and evaluation in collaboration with Local JHS Offices and partners.

Job Objectives:

- § Design, develop, implement and undertake various program evaluations (monitoring and process evaluations and outcome and impact evaluations)
- § Support of JHS Local Office through research activities, proposal writing, program development and evaluation
- § Promote program evaluation at Local JHS Offices and deliver training
- § Qualitative and quantitative analysis of data sets and report writing
- § Establish on-line resource library related to program evaluation
- § Keep current with program evaluation knowledge and practices
- § Assist with research projects, public education and Centre initiatives

Job Summary:

Reporting to the Director of Research, Policy & Program Development, the Program Evaluator is responsible for program evaluation functions within the John Howard Society.

Reports To:

Director of Research, Policy & Program Development

Direct Reports:

N/A

Key Relationships:

- § Local JHS Offices in Ontario
- § Academic and program evaluation communities
- § Program funders
- § Research and Evaluation Collaborators
- § JHSO Researcher & Program Evaluators and Policy Analyst
- § JHSO Volunteers

Decision Making Authority:

Responsible for making program evaluation decisions in conjunction with the Director of Research, Policy & Program Development and the Executive Director.

Tasks, Duties, Responsibilities:

- § Research and update general guidelines, ethical guidelines, consent issues, templates, forms, and documents regarding program evaluation
- § Develop logic models, theories of change, and evaluation frameworks and matrices for Local JHS Office programs
- § Develop project proposals, overseeing evaluation components
- § Assist Local JHS Offices with research/literature for program and service proposals
- § Assist Local JHS Offices by writing evaluation components into program proposals
- § Develop evaluation plan and tools for/with Local JHS Offices

- § Undertake program evaluation with Local JHS Offices and provide professional reports to Funders
- § Collect, enter and analyze program evaluation data using advanced qualitative and quantitative methods
- § Produce variety of evaluation reports for various audiences
- § Adhere to all research and evaluation ethical guidelines
- § Prepare and deliver Local JHS Office/community/University presentations
- § Set up and maintenance of program evaluation library
- § Participate in staff meetings, wellness and safety training and other professional development
- § Other duties as assigned from time to time by the Director of Research, Policy & Program Development and/or Executive Director

Formal Education and Training, Knowledge Required for the Job:

Masters degree with academic and/or professional program evaluation experience
 Program Evaluation Certification
 CES Credentialed Evaluator (CE) Designation (an asset)
 Extensive knowledge of program evaluation, evaluation methodologies and ethical guidelines
 Knowledge and advanced proficiency with Microsoft Office, SPSS, NVivo, R
 Effective writing, oral and organizational skills
 Working knowledge of threats to internal and external validity in research

Work Experience:

Minimum of 3 years professional experience designing and managing program evaluations related to the social sector (criminal/social justice, housing, health, education, etc).

Reasoning Ability:

The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. The ability to deal with abstract and concrete variables.

Language Skills:

- § Fluent in written and spoken English
- § Bilingual (French) an asset
- § Writing skills include professional reports, research & evaluation studies, community reports
- § Demonstrate strong interpersonal skills

Physical Demands:

- § Regular office duties require sitting and standing
- § Some travel may be required

Working Conditions:

- § Occasional evenings and/or weekends may be required
- § Typical office working environment
- § Occasional travel required primarily throughout Ontario
- § Meetings outside of commuting areas
- § Oral Presentations

Salary Range:

§ \$ \$56,000 - \$66,000

Benefits:

Progressive benefit and vacation package, subject to eligibility criteria