



Prosper Canada

POSTING: RESEARCH AND EVALUATION OFFICER

WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all Canadians with low-incomes across the country.

Financial Empowerment is an integrated set of interventions proven to measurably improve financial outcomes for people living in poverty.

THE OPPORTUNITY

Prosper Canada is at an exciting juncture – we have a strategy, partners and resources in place to scale proven financial empowerment approaches that will help those living in poverty across Canada to build their financial wellbeing.

Prosper Canada is seeking a Research and Evaluation Officer with an interest in developing their data collection and analysis skills, as well as an interest in poverty reduction. As a critical member of the Research and Evaluation team, the Officer will provide research, analytic and writing support for all research initiatives and evaluations. Projects include multi-year, multi-site, social service innovation programs being piloted that we hope to evaluate across the country; a qualitative financial diaries research study with low-income families; a research project on pathways to financial security; and multiple service design research initiatives.

SUMMARY OF RESPONSIBILITIES

Research and program evaluation activities

- Serving as an expert resource to Prosper Canada staff on research and evaluation matters
- In partnership with the Research and Evaluation team, develop a research and evaluation framework for projects
- Conduct background research (e.g. literature review, site analysis, environmental scan)
- Data collection (e.g. key informant interviews)
- Data analysis (quantitative or qualitative)

- Support project partners to execute evaluation activities as needed
- Prepare reports on the findings and lessons learned from projects
- Help support business development efforts (e.g. help prepare literature review for funding proposals)
- Develop and maintain effective working relationships with government, community organizations and major stakeholders

Support the implementation of Prosper Canada’s Thought Leadership Strategy and plan

- Contribute to the development of knowledge products that will advance Prosper Canada’s Thought Leadership Strategy (e.g. academic articles; toolkits; stakeholder engagement materials)

Other responsibilities

- Participate in relevant research/evaluation networks
- Contract and coordinate work of external research/evaluation consultants as required, and support cooperation with independent 3rd party evaluators
- Attend and, at times, deliver presentations at domestic and international conferences

EXPERIENCE AND QUALIFICATIONS

Required qualifications and experience:

- Graduate degree (MA, MPA, or other relevant degree)
- 2 years of prior work/education experience conducting research and evaluation, preferably in the social sector
- Demonstrated ability to engage and work with stakeholders from diverse sectors (public, private, non-profit) and cultures, for example by facilitating consultations and decision-making
- Strong quantitative and/or qualitative data collection and analysis skills (i.e. ability to use SPSS, NVIVO, and/or other data analysis programs)
- Experience in designing tools and strategies for data collection
- Clear and concise written and verbal communication skills; presentation and facilitation experience strongly preferred (e.g. experience facilitating focus groups)
- Proven project management ability, including use of relevant project planning, management and budgeting tools

Qualifications and experience that will be viewed favourably, but are not required:

- Experience working in research and/or evaluation of financial empowerment programs
- Experience working on projects with people living on low incomes, newcomers, people living with a disability, and/or Indigenous Peoples
- Experience in service design processes

COMPETENCIES

Required qualities and skills:

- Self-motivated with high degree of personal initiative
- Ability to develop and carry out plans to deliver quality results on time and within budget
- Highly collaborative and a strong team player, but able to work independently when needed
- Ability to build and sustain effective partnerships
- Flexible and able to adapt to evolving circumstances and demands
- Creative thinker
- Strong critical thinking and problem solving skills
- Ability to balance multiple priorities and projects

Skills that will be seen favourably, but are not required:

- French language proficiency

APPLICATION DETAILS

Application deadline: Friday Sept 21st, 2018

Start date: November 2018

Job location: 60 St. Clair Avenue E., Toronto

Travelling: Ability to travel in Canada and the United States

How to apply: Please email your cover letter and resume to Prosper Canada, info@prospercanada.org, subject line "Application for Research and Evaluation Officer."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.