



## **EXTERNAL JOB POSTING**

**Position:** Project Evaluator

**Job Type:** Consultancy - March 31, 2024

**Budget:** \$3885 (3-year contract, 35 work hours per year)

**Application deadline:** May 27, 2022

Immigrant Women Services Ottawa (IWSO) seeks to employ an evaluator for their “Let Your Voice Count: Immigrant and Racialized Women Leadership for Systemic Change” project. This 30-month project aims to address the systemic causes of immigrant and racialized women's underrepresentation in leadership roles, support their inclusion as leaders, and leverage their lived experiences and knowledge through leadership training, mentoring, networking and placement opportunities across various decision-making tables in Ottawa.

The Evaluator will work collaboratively with the Project Manager to support and report the project's outcomes by strategically providing and integrating evaluation findings throughout the project lifecycle, applying a participatory evaluation approach. The project is in its first implementation phase.

### **Major Responsibilities:**

- Works closely with the Project Manager throughout the project
- Reviews project documents, including needs assessment and preliminary evaluation framework
- Reviews and adjusts the project logic model and overall evaluation plan
- Develops implementation and monitoring strategy for the evaluation plan, including setting priorities
- Reviews and adjusts evaluation strategy as the project evolves
- Designs and tests evaluation tools and methods
- Collects quantitative and qualitative data, analyzes, synthesizes and summarizes findings
- Evaluates activities in the project, including efficiency, processes, and outcomes
- Prepares evaluation reports for internal and external stakeholders
- Contributes insights from preliminary findings to program planning

### **The ideal candidate will have:**

- Bachelor's degree and considerable evaluation experience
- Experience working with women from diverse backgrounds
- Excellent English verbal and written communication skills, including preparing well-written evaluation reports
- Substantial experience in qualitative and quantitative data collection methods and analysis
- Experience in conducting community-based evaluations in non-profit organizations or a similar setting
- Significant experience with database management and statistical packages used for data analysis in evaluation
- Knowledge of the privacy and confidentiality practices and standards for research and evaluation
- Ability to work across language barriers

### **Assets**

- Verbal and written proficiency in French
- Familiarity with immigrant and racialized women's issues
- Experience working on Advisory Committees
- Master's Degree in social or health sciences
- Available for in-person meetings in Ottawa
- Credentialed Evaluator designation

Please submit a two-page proposal on how you would approach the evaluation of the "Let Your Voice Count: Immigrant and Racialized Women Leadership for Systemic Change" project, a **cover letter and a resume/cv by May 27, 2022, to the Search Committee: Project Evaluator Consultant, Immigrant Women Services Ottawa;** **Email: [infomail@immigrantwomenservices.com](mailto:infomail@immigrantwomenservices.com).**

A brief sample of your written work (e.g., evaluation summary, framework, logic model, if your client permits access) or other written work also is appreciated. Thank you!

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest.