

## POSITION DESCRIPTION

Position Title: Research and Evaluation Coordinator  
Location: Halifax, NS preferred (may consider other locations in Atlantic Canada)  
Type: Contract, full-time 35 hours/week  
Duration: September 1st, 2020 to February 28<sup>th</sup>, 2020 (6 months, with possibility of extension)

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is a non-profit umbrella association which serves as a collective voice and forum for its members who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums.

ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

Reporting to the Executive Director, the **Research and Evaluation Coordinator** will engage in data collection and knowledge mobilization to help support and represent the sector, and will work closely with the ARAISA team to identify and prioritize key areas of research. They will also be responsible for establishing an evaluative framework for the organization to help assess strategic outcomes, and will assist member organizations in building capacities related to research and evaluation.

### MAJOR RESPONSIBILITIES

- Develop a framework for evaluation, tracking and reporting in alignment with funder requirements and ARAISA's 5-year strategic plan
- Develop, source, or adapt standardized tools and resources to facilitate effective and consistent data collection, management, and reporting
- Support member organizations and staff in building capacities related to evaluation, including contributing to the development and delivery of training opportunities
- Contribute to the development and analysis of sector surveys
- Develop information dissemination tools for members to access, understand, and use relevant research to support better outcomes for newcomers
- Coordinate with ARAISA's Communication Coordinator to provide the settlement sector with current research and reliable information in accessible and engaging formats
- Assist in knowledge mobilization of other relevant research, with a focus on promising practices
- Work to expand relationships with academics focused on settlement and integration research that aligns with member interests and needs
- Work collaboratively to advance strategic research and policy initiatives which build the capacity of the Atlantic Region's settlement and integration sector
- Perform data collection and analyze and interpret results

- Contribute to and develop reports and position papers to reflect regional perspective and assist in informing policy development
- Identify and work with external vendors, consultants and other providers as required
- Report on the effectiveness and impact of the organization's initiatives related to areas of responsibility
- Work within related budgets

The Research and Evaluation Coordinator is also responsible for:

- Providing support to ARAISA's programs and operations as required
- Representing ARAISA at events or external meetings, when requested
- Other duties or projects as assigned by the Executive Director

## POSITION QUALIFICATIONS/COMPETENCIES

- University degree in a relevant field (Master's preferred), or a combination of education and experience
- A minimum of two years of experience with research projects and monitoring/evaluation initiatives for diverse stakeholders
- Credentialed Evaluator designation an asset
- Research, data analysis, and evaluation skills
- Demonstrated knowledge of evaluation processes including theory of change, logic models, performance measurement frameworks and participatory approaches
- Understanding of the settlement and integration sector, particularly in the Atlantic Canadian context
- Advanced level of computer proficiency (MS Office) and knowledge of research-related software and analytic programs
- Strong organizational, critical thinking and problem-solving skills
- Excellent written and verbal communication skills (Bilingual English/French an asset)
- Strong interpersonal and presentation skills, professionalism, accuracy and attention to detail
- Demonstrated initiative, and ability to work both independently and collaboratively with a small, dedicated team
- Experience working in or with the not-for-profit sector and/or the immigrant and refugee settlement sector is considered an asset

## APPLICATION INSTRUCTIONS

To apply, please submit your cover letter and resumé, in English or French, merged into one (1) document to Carolyn Whiteway at [cwhiteway@araisa.ca](mailto:cwhiteway@araisa.ca), stating "Research and Evaluation Coordinator" in the subject line. Please ensure that you demonstrate how you meet the above qualifications.

Candidates selected for an interview will be required to submit a writing sample of no more than 500 words, and the names and contact information of three references. Further qualifications may be assessed during the competition process. Only those selected for an interview will be contacted.

## DEADLINE TO APPLY

**Thursday, August 6<sup>th</sup> at 5:00 PM (ADT)**

*As an equity seeking organization, ARAISA encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation.*