



Student Evaluator and Researcher (Spring and/or Summer 2022)

Program Summary

This placement is in the Knowledge Building (KB) department. The KB team works with a variety of departments and programs for the purpose of gaining a good understanding of the programs, the clients and participants, their experiences, and the impact. The department also takes a lead role in research and evaluation projects and operational activities such as service monitoring and reporting, strategic work, and operational planning.

The student will be involved in a number of program evaluation projects. This can involve collaborating with teams to examine outcomes, design an evaluation plan, collect data, analyze data, and disseminate the findings through reports and presentations. This year we are also supporting and overseeing FST's Accreditation process. There is also an opportunity to be engaged in research and operational tasks. **The specific projects will be determined based on the current priorities of the KB department and are negotiable depending on the student's skills and learning interests.**

Position Summary

To support research and evaluation activities carried out by the KB team.

Benefits to the student include:

- Opportunity to gain experience, skills and knowledge in research and evaluation work through collaboration with the KB team.
- Experience carrying out research and evaluation activities in a community setting, including survey and focus group development.
- Opportunity to collaborate with programs and teams to examine program delivery and outcomes.
- Opportunity to assist with research and planning in relation to SSHRC research & upcoming SSHRC symposium in Spring 2022 (April 2022 – will depend on students start date)
- Opportunity to support FST's accreditation processes
- Experience with data entry, data collection, data analysis and report writing.
- Experience conducting literature reviews to support grant proposals, evaluations and the work of FST in general.
- Opportunity to attend workshops with teams and to create logic models for programs.
- Exposure to strategic work and operational planning/reporting.

Core Responsibilities

- Participate in data entry, data collection and data analysis for research and evaluation projects such as client engagement/satisfaction surveys.
- Draft reports and user-friendly summaries for dissemination to FST staff and/or clients.



- Work collaboratively with the KB team and other managers and staff to carry out specific projects.
- Conduct literature reviews to support specific grant proposals or evaluations and other reports.
- Support organizational readiness and preparation for accreditation.
- Support the development and implementation of evaluation frameworks for specific programs.
- Support the implementation of the 'Story of our Work' logic model project at FST.

Qualifications

Students must possess:

- Advanced graduate level student
- Previous experience in research and/or evaluation (i.e., design, literature review, measurement selection, ethical research practice, etc.)
- Project management and support skills
- Quantitative and qualitative data analysis skills including use of Excel and/or SPSS
- Strong written and verbal communication skills.

Skills that would be an asset:

- Previous course work or experience in program evaluation, report writing, operational planning.

FST conducts Criminal Record and Vulnerable Sector Checks for successful applicants for this position.

Time Commitment

- Negotiable. A minimum of 2 days/week; full time placements may be a possibility.
- Start date is negotiable, depending on school schedule; it will affect availability of specific projects.

Location

- 355 Church St, Toronto, Canada M5B 0B2 or 128a Sterling Rd, Toronto, Canada M6R 2B7
- Currently working remote – this may change based on mandates at the time – possibly a combination of remote and in-person work

Timeline and Process for Application

- Timeline is flexible
- Please apply through the [FST website](#) by April 15th 2022

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005 and FST's Access and Equity policy, accommodation will be provided in all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.