



Student Evaluator and Researcher

POSITION DETAILS

Student Evaluator and Researcher (1 position)

Program:

Research and Evaluation (RE)

Time commitment:

- 3-4 days/week (21-28 hours per week) – Negotiable
- Start date negotiable – can start as early as May 2025

Location:

This position will work mainly from the FST office located at 355 Church Street or 128A Sterling Road, and from a safe home-based office as required

Application Deadline:

Open until filled

File Number:

ST-RE #07-25 - with cover letter and resume

E-Mail:

hrdep@familyservicetoronto.org

Mail:

HR, 355 Church Street, Toronto ON M5B 0B2

Web:

familyservicetoronto.org

Learn with us!

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

We're proud of our people and culture! We are constantly evolving what we do and how we do it. Our work is grounded in the lived experience of the clients and the community. We celebrate diversity, equity, inclusion, and excellence. We are agile, learning and always willing to try new things.

Program Summary:

The Research and Evaluation (RE) team works with all programs across FST to gain a good understanding of our programs, the experiences of clients and participants with our services, and measure program outcomes and 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 managing FST's Research and Ethics Board.

The student will be involved in a variety of program evaluation projects. This includes supporting the Program Development and Evaluation Officer and collaborating with teams to examine outcomes, design an evaluation plan, collect data, analyze data, and disseminate the findings through reports and presentations. 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 RE department and are negotiable depending on the student's skills and learning interests.

The Opportunity!

- Opportunity to gain experience, skills and knowledge in research and evaluation work.
- Experience conducting interviews, surveys, focus groups, and other research and evaluation activities in a community setting.
- Opportunity to collaborate with programs and teams to examine program delivery and outcomes.
- Experience with data entry, data collection, data analysis and report writing.
- Experience conducting literature reviews to support research, evaluations, and the work of FST in general.
- Opportunity to attend workshops with teams and to create logic models for programs.

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 RE team and other managers and staff to carry out specific projects.
- Conduct literature reviews to support specific evaluations and reports.
- Support the development and implementation of evaluation frameworks for specific programs.
- Support the implementation and review of the 'Story of our Work' logic model project at FST.

Qualifications:

- 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 the use of Excel and/or other statistical software.
- Strong written and verbal communication skills.
- Previous coursework or experience in program evaluation, report writing, and/or operational planning would be an asset.
- Successful Criminal Record and Vulnerable Sector Checks required.

Interested?

Please indicate file number **ST-RE #07-25** on your application and submit cover letter and resume to hrdep@familyservicetoronto.org or through our website at [Student Placements - Family Service Toronto](#).

Our goal is to attract, develop, and retain highly talented students from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives.

We actively encourage applicants from all equity seeking groups. First Nations, Inuit, Métis, Black and People of Colour, people with disabilities, people of diverse gender expression, and people with lived experience of poverty are encouraged to apply.

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

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